

DISTRICT BOARD OF HEALTH

Thursday, October 9, 2025

3:00 p.m.

Bristol-Burlington Health District Office

240 Stafford Avenue

Bristol, CT 06010

AGENDA

- 1. Audience Participation (5 Minutes)**
- 2. Approval of Board of Health Meeting Minutes of September 11, 2025 (5 Minutes)**
- 3. Approval of Bills paid in September, 2025 (5 Minutes)**
- 4. Old Business (5 Minutes)**
 - a. Discussion and Vote on Executive Committee and Chairman of the Executive Committee (5 Minutes)**
- 5. New Business (20 Minutes)**
 - a. Finance Committee Report (10 Minutes)**
 - b. Freedom of Information (FOI), Upcoming Training/ Discussion (5 Minutes)**
 - c. Federal Grant, Strategic Prevention Framework-Partnerships for Success, New Five-Year Award (5 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (25 Minutes)**
- 7. Adjournment**

**BOARD OF HEALTH MEETING
MINUTES
September 11, 2025**

A meeting of the Bristol-Burlington Health District's Board of Health was held in the Bristol-Burlington Health District Office, 240 Stafford Avenue, Bristol, Connecticut

Present: Jack Lu, Vice Chairman
Kathy Langlais
Robert Wetmore
Joshua Plourde, Burlington Representative
Brian Suchinski

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary
Angelika Karwowski, Program Manager

Audience in Attendance: Mayor Jeffrey Caggiano

The meeting was called to order by Vice Chairman Lu at 3:01 p.m.

1. **Audience Participation**
2. **Approval of the Board of Health Meeting Minutes June 12, 2025**

Motion by Joshua Plourde, seconded by Robert Wetmore to approve the Board of Health Meeting Minutes of June, 2025.

One (1) Abstention. Motion carried.

3. **Approval of Bills paid in June, July and August, 2025**

Motion by Robert Wetmore, seconded by Kathy Langlais to approve the June, July and August, 2025 bills.

All in Favor. Motion carried.

4. **Old Business**

- a. D&O Follow Up Information: Mr. Wetmore asks if the Directors and Officers Liability Insurance for BBHD's BOH Members is in place. Mrs. McGlone confirms coverage effective July 1, 2025.

5. **New Business**

- a. Introduction of New Board Member: Brian Suchinski
 - i. Vice Chairman Lu introduces Brian Suchinski, the new BBHD Board member, who has 44 years of working experience in the City of Bristol's Police Department as well as Board experience.
- b. Discussion and Vote on Chairman and Vice Chairman of the Board of Health:

- i. Mr. Wetmore and Mr. Plourde both nominate Jack Lu for the position of Chairman of the Board.

Motion by Robert Wetmore, seconded by Joshua Plourde to appoint Jack Lu as the Chairman of the Board of Health

One (1) Abstention. Motion carried.

- ii. Chairman Lu and Mr. Wetmore nominate Brian Suchinski for the position of Vice Chairman of the Board of Health.

Motion by Robert Wetmore, seconded by Kathy Langlais to appoint Brian Suchinski as the Vice Chairman of the Board of Health

All in Favor. Motion carried.

- c. Discussion and Vote on Finance Committee and Chairman of the Finance Committee.

- i. Chairman Lu nominates Robert Wetmore for the position of Chairman of the Finance Committee.

Motion by Jack Lu, seconded by Kathy Langlais to appoint Robert Wetmore as the Chairman of the Finance Committee

All in Favor. Motion carried.

- ii. Kathy Langlais nominates Brian Suchinski for the position of Finance Committee Member.

Motion by Kathy Langlais, seconded by Brian Suchinski to appoint Brian Suchinski as a member of the Finance Committee.

All in Favor. Motion carried.

6. Monthly Reports: Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

- a. Director Palmeri has gone through his Director's Report and made note of the following:

- i. Environmental Health and Housing:

- 1. Mary Looney has been promoted to Sanitarian from Sanitary Food Inspector. There is now a vacant position which Director Palmeri is considering filling due to caseload and the need for assistance.
- 2. Very busy with seasonal duties including inspections of food trucks, carnivals, swimming areas.
- 3. Housing is constantly busy with Housing Code Enforcement as well as follow-up activities.

- ii. School Dental and Dental Health:

- 1. Status quo; Not many Husky reimbursements during the summer.

- iii. School Health:

- 1. BBHD has two vacancies in School Health; otherwise, status quo.
- 2. BBHD now has a Per Diem School Nursing position.

- iv. Public & Community Health:

- 1. BBHD has been able to generate some revenue by training staff of The Ethel Walker School in CPR.
- 2. BBHD has contracted with two (2) EMT's to provide Recovery Coach services under our How Can We Help Grant.

3. BBHD is partnering with Bristol Health to offer a Lactation Program which would offer in-home visits with a licensed Lactation Specialist who is a current BBHD employee.

v. Events/ Initiatives/ Misc. Information:

1. Director Palmeri announces BBHD has been approved by Medicare and Medicaid and is now seeking credentialing with other insurance carriers.
2. Brief discussion regarding E-Clinical Works which BBHD will be utilizing for Electronic Health Records as well as HIPAA Compliance and billing (which will also support Dental EHR needs).
3. BBHD will soon announce our annual Flu and other seasonal clinics.
4. There will be a meeting on September 18, 2025 to discuss the renovations of BBHD's new space as well as the Department of Aging.
5. Angelika Karwowski announces that BBHD is now offering Hands Only CPR Training which will generate more revenue.
6. Director Palmeri notes that the Administrative Management of BBHD is working to build and implement a credit card platform in order to accept credit card payments as well as online, self-service payment types.

7. Executive Session Relating to Legal Matter

- a. **Motion** by Brian Suchinski, seconded by Joshua Plourde to enter into Executive Session at 4:16 p.m.

All in Favor. Motion carried.

8. Adjournment

Meeting adjourned by Chairman Lu at 5:35 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

SEPTEMBER 2025
BILLS
FY 25-26

FICA	\$ 29,497.32
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core	
- School Health Program	
- School Dental Program	
- Housing Program	
POSTAGE	\$ 94.57
RENT & FUEL SURCHARGE	\$ 4,716.81
LEGAL FEES	\$ 3,060.00
LEGAL FEES - School Health	
CORE MISC	
CORE -	
-PROFESSIONAL FEES	\$ 2,785.00
-KRONOS	
-EQUIPMENT MAINTENANCE	\$ 849.73
-TELEPHONE	\$ 600.59
-TRAVEL REIMBURSEMENT	
-PRINTING & BINDING	
- ADVERTISING	
-PROGRAM SUPPLIES	\$ 2,135.30
-MOTOR FUELS	
-OFFICE SUPPLIES	\$ 219.21
-CONF. & MEMBERSHIPS	\$ 150.00
-MISCELLANEOUS	
HOUSING	
-PROFESSIONAL FEES	
-TELEPHONE	\$ 38.81
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	\$ 166.51
-CONFERENCE	
SCHOOL DENTAL	
-TRAVEL	
-PROGRAM SUPPLIES	\$ 867.10
-MACHINERY & EQUIPMENT	
-CONFERENCE & MEMBERSHIP	
SCHOOL HEALTH	
-PROFESSIONAL FEES	\$ 489.00
-EQUIPMENT	
-TELEPHONE	
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	\$ 794.85
-CONFERENCE & MEMBERSHIP	
EMERG GRANT	
-TELEPHONE	
CDCY4 GRANT	
-CONF. & MEMBERSHIPS	
-PROGRAM SUPPLIES	
-PROFESSIONAL FEES	
ELC24 GRANT	
-PROGRAM SUPPLIES	
-PROF. FEES	\$ 10,576.50
-ADMIN FEES	
-REPAIRS AND MAINTENANCE	
-AUTO INSURANCE	
-MOTOR FUELS	
-OFFICE SUPPLIES	
-VEHICLE LEASE	
IMM25 GRANT	
-PROF. FEES	
-PROG SUPPLIES	
WFD24 GRANT	
-PROF. FEES	\$ 2,850.00
-CONF. & MEMBERSHIP	
-PROG. SUPPLIES	
LEAD GRANT	
-PROF. FEES	
-PROG. SUPPLIES	
HCWHG GRANT	
-PROF. FEES	\$ 10,000.00
Total:	\$ 69,891.30