

BOARD OF HEALTH - FINANCE COMMITTEE MEETING

MINUTES

October 24, 2025

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

Present: Robert Wetmore, Committee Chairman

Jack Lu

Brian Suchinski

Staff present: Marco Palmeri, MPH, RS, Director of Health

Louise McGlone, Office Manager, Board of Health Secretary

Audience in Attendance: Skip Gillis, Bristol, CT

The meeting was called to order by Committee Chairman Wetmore at 2:03 p.m.

1. BBHD FY 24-25 Year End Reporting

- Director Palmeri first notes the documents provided to the Finance Committee regarding the FY 24-25 End of Year results. There is brief discussion regarding the new BBHD bank account, making note of the procedures for reviewing and reconciliation monthly. Mr. Lu asks what the timeframe would be for needing to use the new bank account. Director Palmeri states that while we may not have to use it for a long time, the future use would be discussed with the Board. There is also brief discussion regarding the possibility of a "STIF" account with the state of CT. Mr. Suchinski notes that there is still an unresolved issue regarding the opening of the BBHD bank account to be discussed at a later date.
- Director Palmeri goes over the end of year summary given to the Finance Committee members. Key points and information:
 - Revenue: Core is not fully funded by the City of Bristol; School Health is the largest expense to the City of Bristol and has been historically under budget; Public Health Services division was created by BBHD and funded by the City of Bristol for FY 24-25; BBHD and the City of Bristol now have an agreement "City Services Agreement" to deal with the under or over budget areas of the budget which are funded solely by the City of Bristol. This agreement reimburses the City or BBHD depending on results.
 - Expenditures: in FY 24-25, professional fees for both Core and School Health were over budget due to unexpected costs incurred in Core and unexpected costs to School Health resulting from frequent employee call-outs. A Per Diem nurse position as well as working environment were noted and briefly discussed. It is noted that BBHD feels strongly about and works consistently toward a better culture and work environment for all.
 - It is noted that the City of Bristol has underfunded BBHD in FY 24-25 and has done so historically.
 - Brief discussion regarding BBHD's Fund Balance in terms of assignment and purpose.
 - Mr. Gillis briefly explains the breakdown of grant activities and fees paid. He also explains the allocation of Public Health Services. Director Palmeri goes over the remainder of the packet, explaining outliers such as employee benefits and retiree payouts and reiterating that BBHD makes every attempt to be fully transparent.

2. Adjournment

Meeting adjourned by Committee Chairman Wetmore at 4:13 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS

Director of Health