DISTRICT BOARD OF HEALTH

Special Meeting

Thursday, November 20, 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 October 9, 2025 (5 Minutes)**
3. **Approval of Bills paid in October, 2025 (5 Minutes)**
4. **Old Business (5 Minutes)**
5. **New Business (25 Minutes)**
    a. **Chairperson Announcement (5 Minutes)**
    b. **2025 Board Retreat Review and 2026 Board Retreat Planning (10 Minutes)**
    c. **Finance Committee Report (10 Minutes)**
6. **Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (15 Minutes)**
7. **Anticipated Executive Session Relating to Financial Operations**
8. **Adjournment**

BOARD OF HEALTH MEETING
MINUTES
October 9, 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, Chairman**
Kathy Langlais
Joshua Plourde, Burlington Representative
Brian Suchinski, Vice Chairman

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**
First Selectman Doug Thompson

The meeting was called to order by Chairman Lu at 3:00 p.m.

1. **Audience Participation**

2. **Approval of the Board of Health Meeting Minutes of September 11, 2025**

Brief discussion regarding an error in the Minutes of September 11, 2025. Mr. Wetmore seconds Mr. Suchinski's nomination to be on the Finance Committee as opposed to Mr. Suchinski as noted in the Minutes of September 11, 2025. This error was amended and the Minutes reposted.

Motion by Joshua Plourde, seconded by Brian Suchinski to approve the Board of Health Meeting Minutes of September 11, 2025.

All in Favor. Motion carried.

3. **Approval of Bills paid in September, 2025**

Brief discussion regarding the professional fees paid out for the grant Workforce Development (WFD). Brian Suchinski asks that the BOH members receive the details of payments from the WFD grant for September 2025.

Motion by Brian Suchinski, seconded by Joshua Plourde to approve the September, 2025 bills.

All in Favor. Motion carried.

4. **Old Business**

   a. Discussion and Vote on Executive Committee and Chairman of the Executive Committee
      i. Current Executive Committee members are Kathy Langlais, Jack Lu and Joshua Plourde. Brief discussion regarding nominating Joshua Plourde to be the Chairman of the Executive Committee. Kathy Langlais nominates Joshua Plourde for the position of Chairman of the Executive Committee.

Motion by Brian Suchinski, seconded by Kathy Langlais to appoint Joshua Plourde as the Chairman of the Executive Committee.

All in Favor. Motion carried.

b. Brian Suchinski adds item to old business inquiring as to the trigger causing BBHD to open a checking account, separate from the one currently shared with the City of Bristol.
   i. Director Palmeri summarizes the issue BBHD faced with the City of Bristol not releasing purchase orders and ultimately not paying BBHD's contractors for a length of time. This was done after paying these same contractors with no issue for some time. Mayor Cagginao interjects, stating he believed this was an issue regarding liability coverage for the contractors in question. Director Palmeri recalls the history of this issue, citing the fact that BBHD's many attempts to rectify and discuss the situation were ignored by the City of Bristol. Finally, a discussion was held with the Comptroller, HR Director and Purchasing Agent regarding the need for liability coverage for the contractors which was ultimately provided and BBHD's purchase orders were released thereafter.
   ii. Director Palmeri then discusses the secondary need for a separate bank account due to the Dept. of Public Health (DPH) informing BBHD that they would no longer be releasing grant funding to the City of Bristol by way of the pooled account shared with BBHD.
   iii. Brian Suchinski asks Director Palmeri for the current amount of BBHD's separate bank account. Director Palmeri states that he would rather not discuss at this time.
      i. Mayor Caggiano states that the City was surprised to receive a call from M&T bank, where BBHD was previously opening a checking account, however that action has been cancelled and another banking institution was used due to the breech of BBHD's privacy. Joshua Plourde states that M&T Bank was unethical in Calling the City of Bristol regarding BBHD and that it seemed strange.
   iv. Brian Suchinski asks Director Palmeri for the pay dates of the Contractors in regards to the above stated issue regarding the payment of contractor invoices.
   v. Brian Suchinski then asks Director Palmeri if there was a Board Resolution regarding the opening of the bank account. Director Palmeri gives Mr. Suchinski the history and timeline of the bank account since it happened prior to Mr. Suchinski's appointment to the BBHD Board of Health. To date no monies have been paid out of the separate bank account.
   vi. Brian Suchinski takes issue with the fact that no Special Meetings were called to discuss the banking prior to the opening of the account. Mr. Suchinski stated that the real problem with the checking account is that BBHD doesn't have a procurement policy and believes one is needed. Mr. Suchinski stated he believes there are also signatory issues with the BBHD bank account.
   vii. Joshua Plourde voices his frustration due to the lack of payment to contractors for such a long time and the affect it has on people's lives.
   viii. Kathy Langlais states that the point to take away is that the board needs to be better informed and have better communication.
   ix. Brian Suchinski stated Mayor Caggiano placed him on the Board to provide oversight.
   x. Mayor Caggiano asks if the Comptroller was made aware of the grant payment BBHD received. Director Palmeri informs the mayor that there was no need to inform her as there is no lack of money in the current accounts which BBHD is currently using to pay contractors.
   xi. Chairman Lu recaps the conversation stating things discussed were: contractors, banking and the Finance Committee.

5. **New Business**

   a. Finance Committee Report

i. Chairman Lu recaps the meeting held on October 3rd to familiarize the Finance Committee with BBHD's structure and foundation. The next Finance Committee meeting will be held on October 24, 2025. It was also noted that it will soon time to prepare for the FY 26-27 budget.

b. Freedom of Information (FOI), Upcoming Training/ Discussion
   i. Brian Suchinski states Russel Blair from the State of CT will be presenting a 30-minute FOI training to the Board in the December 2025 meeting regarding executive session, agendas, emails.

c. Federal Grant, Strategic Prevention Framework-Partnerships for Success, New Five-Year Award
   i. Chairman Lu briefly discusses a partnership between BBHD and two other Local Health Districts for a five-year, $125,000 award for prevention and public health.

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. Director Palmeri describes recent changes in childhood lead case statutes in the state of CT and what BBHD does to assist and prevent future cases.
      ii. School Dental and Dental Health:
         1. Status quo; Some Husky reimbursement received in June.
      iii. School Health:
         1. BBHD has two vacancies in School Health.
         2. BBHD has contracted with one Per Diem School Nurse.
      iv. Public & Community Health:
         1. BBHD has begun the seasonal influenza vaccination clinics and have vaccinated over 150 people to date.
      v. Events/ Initiatives/ Misc. Information:
         1. Director Palmeri announces BBHD has attended the event "Veterans Stand Down 2025" which offers community based preventative services to veterans.
         2. BBHD attended and had two tables at the September 2025 Senior Center Health Fair which hundreds of seniors attended.

7. **Adjournment**
   Meeting adjourned by Chairman Lu at 4:22 p.m.

Respectfully submitted,

Marco Palmeri, MPH, RS
Director of Health

OCTOBER 2025
BILLS
FY 25-26

FICA	$ 27,862.36	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	$ 50.00	
RENT & FUEL SURCHARGE	$ 4,716.81	
LEGAL FEES	$ 2,403.00	
LEGAL FEES - School Health		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	$ 8,399.92	
-KRONOS	$ 63.68	
-EQUIPMENT MAINTENANCE	$ 1,879.30	
-TELEPHONE	$ 598.84	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING	$ 95.85	
- ADVERTISING		
-PROGRAM SUPPLIES	$ 12,975.86	
-MOTOR FUELS		
-OFFICE SUPPLIES	$ 83.96	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES	$ 250.00	
-TELEPHONE	$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	$ 124.94	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	$ 14.69	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP	$ 330.00	
SCHOOL HEALTH		
-PROFESSIONAL FEES	$ 352.00	
-EQUIPMENT		
-TELEPHONE	$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	$ 1,404.12	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE	$ 116.43	
CDCY4 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES		
-PROFESSIONAL FEES		
ELC24 GRANT		
-PROGRAM SUPPLIES		
-PROF. FEES	$ 9,718.50	
-ADMIN FEES		
-REPAIRS AND MAINTENANCE		
-AUTO INSURANCE		
-MOTOR FUELS		
-OFFICE SUPPLIES		
-VEHICLE LEASE		
IMM25 GRANT		
-PROF. FEES		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	$ 1,080.00	
-CONF. & MEMBEBSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	$ 280.00	
-PROG. SUPPLIES		
HCWHG GRANT		
-PROF. FEES	$ 3,230.85	
-PROG SUPPLIES	$ 32.95	
Total:	$ 76,141.68	