

BOARD OF HEALTH - FINANCE COMMITTEE MEETING

MINUTES

November 14, 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 2:05 p.m.

1. BBHD FY 25-26 Quarter 1 Reporting

- Director Palmeri first notes the documents provided to the Finance Committee regarding the FY 25-26 Q1 Reporting, and asks if there are questions.
 - Mr. Lu has a question regarding the union contract timeline, which is close to finalization. Mr. Lu also asks Director Palmeri for an update regarding legal fees. Director Palmeri notes the legal fees are for various things from union negotiations, housing issues and things of this nature. He also notes that he will provide updates to legal matters when he has them.
- Director Palmeri goes over the first quarter summary given to the Finance Committee members. Key points and information:
 - Revenue: BBHD is underbudget in revenue. This is caused by such factors as no licensing in the first quarter, no Husky revenue due to school not being in session most of the first quarter. BBHD's budget was underfunded by the City of Bristol a total of \$100,000 for FY 25-26 which will create a year-long underbudget in revenue.
 - Expenditures: BBHD is underbudget in expenditures for the following reasons:
 - E.P. Grant anomaly – Mary Grace moved to Per Diem in Sept. of 2025 (creating an underbudget in Salary)
 - BBHD's Per Capita funding was reduced by \$15,000 per legislative decision.
 - City Services- Union contract is not finalized, salary is underbudget due to this in all city service areas.
 - Dental and School Health employees do not work in the summer time also creating an underbudget in salaries.
 - It is noted that the City of Bristol has underfunded BBHD in FY 25-26 and has done so historically.
 - Brief discussion regarding BBHD's Board of Health ByLaws in terms of "incumbent members" and what a quorum is for our board. Action: Follow up with City Clerk to clarify.
 - Director Palmeri also notes that the BOH may want to have a conversation about opening a "STIF" account with the State of CT
 - BBHD will have a meeting with the Comptroller's Office and Mayor on November 18th, 2025 to discuss City contributions and the City Services Agreement between the City of Bristol and BBHD.

2. Adjournment

Meeting adjourned by Committee Chairman Wetmore at 4:16 p.m.

Respectfully submitted,


Marco Palmeri, MPH, RS
Director of Health