

DISTRICT BOARD OF HEALTH

Thursday, December 11, 2025
3:00 p.m.
Bristol-Burlington Health District Office
240 Stafford Avenue
Bristol, CT 06010

AGENDA

- 1. Attendance**
- 2. Audience Participation**
- 3. Approval of Board of Health Meeting Minutes of November 20, 2025**
- 4. Approval of Bills paid in November, 2025**
- 5. Old Business**
 - a. Fund Balance Checking Account Discussion**
 - b. Discussion and vote on new Finance Committee Member**
 - c. Discussion of Special Election for Vice Chair at the January monthly meeting**
- 6. New Business**
 - a. Freedom of Information (FOI), Training/ Discussion with Russell Blair**
 - b. Discussion of Posted Meetings and Quorum**
 - c. Discussion and Vote on the 2026 Schedule of Regular Monthly Meetings**
- 7. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health**
- 8. Adjournment**

**BOARD OF HEALTH SPECIAL MEETING
MINUTES
November 20, 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 Ellen Zoppo-Sassu
First Selectman Doug Thompson
Skip Gillis, Bristol, CT

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 October 9, 2025**

Motion by Joshua Plourde, seconded by Brian Suchinski to approve the Board of Health Meeting Minutes of October 9, 2025.

All in Favor. Motion carried.

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

Motion by Joshua Plourde, seconded by Kathy Langlais to approve the October, 2025 bills.

All in Favor. Motion carried.

4. **Old Business**

5. **New Business**

a. Chairperson Announcement

- i. Chairman Lu announces that he will be resigning from the BBHD Board of Health effective November 21, 2025 due to a conflict of interest regarding his involvement with the management of a new grant in which he will be partnered with BBHD as well as other Health Districts to help administrate and execute grant deliverables effectively and without conflict. Chairman Lu also notes the need for the Board to reconstitute the Finance Committee, and upon Mr. Lu's resignation, Mr. Suchinski will be acting Chairman of the Board of Health as he is the existing Vice Chairman of the Board.

1. The board members and Director all thank and commend Chairman Lu not only for his service, but also for the time and effort he has put into his very meaningful work with the BBHD Board of Health.

- b. 2025 Board Retreat Review and 2026 Board Retreat Planning
 - i. Chairman Lu notes that the Board will have to decide what to do and where to go with the Retreat moving forward. The Board will also need to decide whether or not to keep the New Member Checklist as well as noting that the fund balance assignments will remain unless the BOH decides and votes on any changes.
 - ii. Mayor Zoppo-Sassu mentions there will soon be two new members appointed to the Board.
- c. Finance Committee Report
 - i. Chairman Lu briefly recaps the Finance Committee meeting held on October 24th to review the FY 24-25 results as well as the Quarter 1 FY 25-26 results, noting the following:
 - 1. The Board should consider adding new committees for Governance, By Laws and Human Relations.
 - 2. A Consent Agenda was discussed briefly, noting that the minutes and bills would still require a vote. The point is to save time. A BOH Dashboard was briefly discussed. This would be a web-based tool to gather relevant information, statistics and data in one central location.
 - 3. FY 24-25 was over in expenditures by \$60K, but underfunded by the City of Bristol by \$300K despite the Board having approved the budget. Director Palmeri notes that the board prepares the proposed budget for review with the City of Bristol. At the request of the City of Bristol, BBHD has prepared their budget earlier to accommodate the City. Director Palmeri also recalls meeting with City Officials and presenting our budget to the Bristol City Board of Finance, which Mr. Lu was present at both and that the City never expressed any issues or concerns with regards to our budget. Then the City of Bristol would indiscriminately underfund our budget.
 - 4. Due to staffing issues in School Health Services, BBHD had to utilize a staffing agency which caused a significant overage in professional fees. Director Palmeri believed this to be an internal issue and BBHD should use its fund balance to cover the overage despite this program being fully funded by the City of Bristol.
 - 5. Director Palmeri noted that given the historic underfunding from the City of Bristol, BBHD must assume that there will always be the potential for underfunding.
 - 6. Chairman Lu states that BBHD and the Board should dictate the budget, not the City of Bristol.
 - 7. Mr. Suchinski asks if there were less funds in the BBHD Fund Balance, would the situation be different? Director Palmeri states he doesn't feel he can answer as it is a question for the City of Bristol.
 - 8. It is also noted that the State Per Capita has been decreased by \$16K and in the first quarter of the year, licensing fees are low since we receive most licensing payments in the 3rd and 4th quarters of the fiscal year.

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 expected changes in SNAP benefits due to the Federal Government shutdown. BBHD has gathered resources and partners to ensure citizens are getting necessary services and supplemental food. An electronic messaging system was used to disburse information quickly to ensure adherence to food safety safe handling should there be establishments looking to help provide meals or prepared food to the general public.
 - 2. There were twenty-one lead investigations.
 - ii. School Dental and Dental Health:
 - 1. Status quo; Some Husky reimbursement received in October. There was \$3,101 submitted in claims.
 - iii. School Health:

1. BBHD has two vacancies in School Health, one being out for short term disability.
2. BBHD anticipates hiring another RN.
- iv. Public & Community Health:
 1. BBHD has received praise on Facebook for our involvement with the community with NARCAN and CPR training.
 2. BBHD is working with a licensed physician who is assisting with clinical planning. The physician does not currently perform any hands-on work.
- v. Events/ Initiatives/ Misc. Information:
 1. Director Palmeri announces BBHD has been offering Flu vaccine and plans to hold more Flu clinics. It is also noted that there has been about a 20% decline in persons vaccinated due to the convenience of locations such as CVS and others who offer the vaccine on the spot.

7. Executive Session relating to Financial Operations.

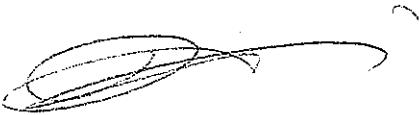
Motion to enter into Executive Session by Brian Suchinski, seconded by Joshua Plourde, at 4:39 p.m.

All in Favor. Motion carried.

8. Adjournment

Meeting adjourned by Chairman Lu at 5:21 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

NOVEMBER 2025
BILLS
FY 25-26

FICA	\$ 29,639.28	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	\$ 295.71	
RENT & FUEL SURCHARGE	\$ 4,716.81	
LEGAL FEES	\$ 13,181.00	
LEGAL FEES - School Health	\$ 3,069.50	
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 2,698.59	
-KRONOS		
-EQUIPMENT MAINTENANCE		
-TELEPHONE	\$ 280.73	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING	\$ 21.85	
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 613.79	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 269.45	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES	\$ 64.00	
-TELEPHONE		
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 50.00	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES		
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 897.34	
-EQUIPMENT		
-TELEPHONE		
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 1,605.85	
-CONFERENCE & MEMBERSHIP	\$ -	
EMERG GRANT		
-TELEPHONE		
CDCY4 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES		
-PROFESSIONAL FEES		
ELC24 GRANT		
-PROGRAM SUPPLIES		
-PROF. FEES	\$ 10,202.50	
-ADMIN FEES		
-REPAIRS AND MAINTENANCE		
-AUTO INSURANCE		
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 318.15	
-VEHICLE LEASE		
IMM25 GRANT		
-PROF. FEES		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	\$ 2,400.00	
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 100.00	
-PROG. SUPPLIES		
HCWHG GRANT		
-PROF. FEES	\$ 3,177.30	
-PROG SUPPLIES		
Total:	\$ 73,601.85	