

**BOARD OF HEALTH MEETING
MINUTES
December 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

Members Present: Brian Suchinski, Chairman
Kathy Langlais
Robert Wetmore
Donna Friday
Robert Wollenberg

Staff present: Marco Palmeri, MPH, RS, Director of Health
Heather Contrastano, Secretary/Clerk
Angelika Karwowski, Program Manager
Contractor: Skip Gillis, Financial Consultant

Liaison: Mayor Ellen Zoppo-Sassu, Bristol
First Selectman Doug Thompson, Burlington

Audience in Attendance: Lucas, Bristol Edition

The meeting was called to order by Chairman Suchinski at 3:04 p.m.

Announcement: Two new Board Members, Donna Friday and Robert Wollenberg, appointed by the City of Bristol were introduced and welcomed.

1. Attendance

5 members present, 1 absence.

Motion by Member Robert Wetmore, seconded by Member Kathy Langlais to move agenda item 6a to immediately follow attendance.

All in Favor. Motion carried.

2. *6a: Freedom of Information (FOI) Training/ Discussion with Russell Blair

- a. Presentation of PowerPoint regarding FOI by Mr. Blair.

3. Audience Participation

4. Approval of the Board of Health Meeting Minutes of November 20, 2025

Brief discussion regarding listing titles with names.

Motion by Member Robert Wetmore, seconded by Member Kathy Langlais to approve the Board of Health Meeting Minutes of November 20, 2025.

4 Yes; 1 Abstention. Motion carried.

5. Approval of Bills paid in November, 2025

Brief discussion regarding further breaking down monthly bills.

Motion by Member Robert Wetmore, seconded by Member Donna Friday to approve the November, 2025 bills.

All in Favor. Motion carried.

6. Old Business

- a. Fund Balance Checking Account Discussion
 - a. Mention of entertainment of motion to close account. Discussion regarding creating policy and procedures.

Motion by Member Donna Friday, seconded by Member Kathy Langlais for the Director of Health to contact DPH regarding the possibility of returning to using City account to receive and hold funds.

All in Favor. Motion carried.

- b. Discussion and Vote on new Finance Committee Member

Motion by Member Kathy Langlais, seconded by Member Robert Wetmore to appoint Member Donna Friday as a member of the Finance Committee.

All in Favor. Motion carried.

- c. Discussion of Special Election for Vice Chair at the January Monthly Meeting

7. New Business

- a. Freedom of Information (FOI) Training/ Discussion with Russell Blair. ***See item 2**
- b. Discussion of Posted Meetings and Quorum
 - i. Noted that 3 is a quorum.
- c. Discussion and Vote on the 2026 Schedule of Regular Monthly Meetings

Motion by Member Robert Wollenberg, seconded by Member Robert Wetmore to continue BOH meetings on the second Thursday of each month at 3 pm for the next 12 months.

All in Favor. Motion carried.

- 8. **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.

9. Adjournment

Motion by Member Donna Friday, seconded by Member Robert Wollenberg to adjourn.

All in Favor. Motion carried.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health