

## **DISTRICT BOARD OF HEALTH**

Thursday, January 8, 2026

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 December 11, 2025**
- 4. Approval of Bills paid in December, 2025**
- 5. Old Business**
  - a. Special Election for Vice Chair**
- 6. New Business**
  - a. Finance Committee Report**
- 7. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health**
- 8. Executive Session to discuss terms and conditions related to legal contract and take any action as a result of the executive session**
- 9. Adjournment**

**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.

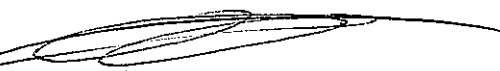
- a. Director Palmeri has gone through his Director's Report.

**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

DECEMBER 2025  
BILLS  
FY 25-26

|                                                              |              |  |
|--------------------------------------------------------------|--------------|--|
| FICA                                                         | \$ 47,927.50 |  |
| LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core |              |  |
| - School Health Program                                      |              |  |
| - School Dental Program                                      |              |  |
| - Housing Program                                            |              |  |
| POSTAGE                                                      | \$ 280.76    |  |
| RENT & FUEL SURCHARGE                                        | \$ 4,716.81  |  |
| LEGAL FEES                                                   |              |  |
| LEGAL FEES - School Health                                   |              |  |
| CORE MISC                                                    |              |  |
| CORE -                                                       |              |  |
| -PROFESSIONAL FEES                                           | \$ 1,500.00  |  |
| -KRONOS                                                      | \$ 63.68     |  |
| -EQUIPMENT MAINTENANCE                                       | \$ 663.00    |  |
| -TELEPHONE                                                   | \$ 605.77    |  |
| -TRAVEL REIMBURSEMENT                                        |              |  |
| -PRINTING & BINDING                                          |              |  |
| - ADVERTISING                                                |              |  |
| -PROGRAM SUPPLIES                                            | \$ 373.41    |  |
| -MOTOR FUELS                                                 |              |  |
| -OFFICE SUPPLIES                                             |              |  |
| -CONF. & MEMBERSHIPS                                         |              |  |
| -MISCELLANEOUS                                               |              |  |
| HOUSING                                                      |              |  |
| -PROFESSIONAL FEES                                           |              |  |
| -TELEPHONE                                                   | \$ 39.06     |  |
| -TRAVEL REIMBURSEMENT                                        |              |  |
| -PROGRAM SUPPLIES                                            | \$ 212.11    |  |
| -CONFERENCE                                                  |              |  |
| SCHOOL DENTAL                                                |              |  |
| -TRAVEL                                                      |              |  |
| -PROGRAM SUPPLIES                                            | \$ 497.58    |  |
| -MACHINERY & EQUIPMENT                                       |              |  |
| -CONFERENCE & MEMBERSHIP                                     |              |  |
| SCHOOL HEALTH                                                |              |  |
| -PROFESSIONAL FEES                                           |              |  |
| -EQUIPMENT                                                   |              |  |
| -TELEPHONE                                                   | \$ 39.06     |  |
| -TRAVEL REIMBURSEMENT                                        |              |  |
| -PROGRAM SUPPLIES                                            | \$ 2,141.99  |  |
| -CONFERENCE & MEMBERSHIP                                     | \$ -         |  |
| EMERG GRANT                                                  |              |  |
| -TELEPHONE                                                   | \$ 117.18    |  |
| CDCY4 GRANT                                                  |              |  |
| -CONF. & MEMBERSHIPS                                         |              |  |
| -PROGRAM SUPPLIES                                            |              |  |
| -PROFESSIONAL FEES                                           |              |  |
| ELC24 GRANT                                                  |              |  |
| -PROGRAM SUPPLIES                                            |              |  |
| -PROF. FEES                                                  | \$ 2,612.50  |  |
| -ADMIN FEES                                                  |              |  |
| -REPAIRS AND MAINTENANCE                                     |              |  |
| -AUTO INSURANCE                                              |              |  |
| -MOTOR FUELS                                                 |              |  |
| -OFFICE SUPPLIES                                             |              |  |
| -VEHICLE LEASE                                               |              |  |
| IMM25 GRANT                                                  |              |  |
| -PROF. FEES                                                  |              |  |
| -PROG SUPPLIES                                               |              |  |
| WFD24 GRANT                                                  |              |  |
| -PROF. FEES                                                  | \$ 1,240.00  |  |
| -CONF. & MEMEBBSHIP                                          |              |  |
| -PROG. SUPPLIES                                              | \$ 100.00    |  |
| LEAD GRANT                                                   |              |  |
| -PROF. FEES                                                  |              |  |
| -PROG. SUPPLIES                                              |              |  |
| HCWHG GRANT                                                  |              |  |
| -PROF. FEES                                                  | \$ 3,989.18  |  |
| -PROG SUPPLIES                                               |              |  |
| Total:                                                       | \$ 67,119.59 |  |