

DISTRICT BOARD OF HEALTH

Thursday, February 12, 2026

3:00 p.m.

Bristol-Burlington Health District Office

240 Stafford Avenue

Bristol, CT 06010

AGENDA

- 1. Attendance (5 Minutes)**
- 2. Audience Participation (5 Minutes)**
- 3. Approval of Board of Health Meeting Minutes of January 8, 2026 (5 Minutes)**
- 4. Approval of Bills paid in January, 2026 (5 Minutes)**
- 5. Finance Committee Report (5 Minutes)**
- 6. Old Business (5 Minutes)**
 - a. Tabled motion: Refrain from filling positions without Board of Health consult (5 Minutes)**
- 7. New Business (55 Minutes)**
 - a. Discussion and vote on Board approval for any new or vacant positions over one year old (5 Minutes)**
 - b. Discussion and vote on creation of school Registration nurse (5 Minutes)**
 - c. Discussion and vote on additional 3rd Public Health nurse (5 Minutes)**
 - d. Discussion of 2026-2027 draft budget (30 Minutes)**
 - e. Fund Balance Assignments (10 Minutes)**
 - i. Vote to transfer \$ 160,000 to capital improvements for change orders to renovation project (5 Minutes)**
 - ii. Vote to transfer \$ 146,000 from Catastrophic Fund to the Unassigned Fund for the 2026-2027 Budget (5 Minutes)**
- 8. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (20 Minutes)**
- 9. Adjournment (5 Minutes)**

BOARD OF HEALTH MEETING

MINUTES

January 8, 2026

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, Vice Chairwoman
Joshua Plourde, Burlington Representative
Robert Wetmore
Donna Friday
Robert Wollenberg

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary
Angelika Karwowski, Program Manager
Contractor: Skip Gillis, Financial Consultant

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

Audience in Attendance: Diane Waldron, Comptroller, City of Bristol

The meeting was called to order by Chairman Suchinski at 3:05 p.m.

1. Attendance

All members present. No absences.

2. Audience Participation

Motion by Member Donna Friday, seconded by Member Robert Wetmore to add agenda item *Public Disclosure* to immediately follow audience participation.

All in Favor. Motion carried.

3. Public Disclosure

Chairman Suchinski disclosed a marital relationship with Member Donna Friday and affirmed that both will adhere to all applicable ethics and conflict-of-interest policies.

4. Approval of the Board of Health Meeting Minutes of December 11, 2025

Motion by Member Donna Friday, seconded by Member Robert Wetmore to approve the Board of Health Meeting Minutes of December 11, 2025.

5 Yes; 1 Abstention. Motion carried.

5. Approval of Bills paid in December, 2025

Discussion and requests for a more detailed itemization of monthly expenses.

Motion by Member Joshua Plourde, seconded by Member Donna Friday to approve the November, 2025 bills.

All in Favor. Motion carried.

6. Old Business

a. Special Election for Vice Chair

- a. Member Kathy Langlais is nominated for the Vice Chair position.

Motion by Member Donna Friday, seconded by Member Robert Wetmore to appoint Member Kathy Langlais as the Vice Chairwoman of the Board of Health.

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.

7. New Business

a. Finance Committee Report

- i. Finance Committee Chairman Robert Wetmore has announced that he will step down from the Chair position of the committee, however will remain on the committee.
- ii. Chairman Suchinski makes note that Member Donna Friday is now the Finance Committee Chairwoman.

Motion by Member Robert Wetmore, seconded by Member Robert Wollenberg to approve the Finance Committee Report.

All in Favor. Motion carried.

Tabled: Motion to refrain from filling positions without Board of Health consult. Will be added to February 2026 agenda.

8. Monthly Reports: Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

- a. Director Palmeri has presented his Director's Report.

Motion by Member Joshua Plourde, seconded by Member Robert Wetmore to accept Director's Report.

All in Favor. Motion carried.

9. Executive Session to discuss terms and conditions related to legal contract and take any action as a result of the executive session

Motion by Member Robert Wollenberg, seconded by Vice Chairwoman Kathy Langlais to enter into executive session at 4:34 p.m.

All in Favor. Motion carried.

10. Adjournment

Motion by Member Donna Friday, seconded by Member Robert Wetmore to adjourn at 5:45 p.m.

All in Favor. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Marco Palmeri, MPH, RS
Director of Health

JANUARY 2026
BILLS
FY 25-26

FICA	\$ 57,150.58	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE	\$ 485.71	
RENT & FUEL SURCHARGE	\$ 4,716.81	
LEGAL FEES	\$ 1,678.50	
LEGAL FEES - School Health		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 7,800.42	
-KRONOS	\$ 63.65	
-EQUIPMENT MAINTENANCE	\$ 888.78	
-TELEPHONE	\$ 638.02	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES		
-MOTOR FUELS		
-OFFICE SUPPLIES		
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.05	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 280.04	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 790.30	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 416.67	
-EQUIPMENT		
-TELEPHONE	\$ 39.05	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 2,826.06	
-CONFERENCE & MEMBERSHIP	\$ -	
EMERG GRANT		
-TELEPHONE	\$ 117.15	
CDCY4 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES		
-PROFESSIONAL FEES		
ELC24 GRANT		
-PROGRAM SUPPLIES		
-PROF. FEES	\$ 9,432.50	
-ADMIN FEES		
-REPAIRS AND MAINTENANCE		
-AUTO INSURANCE		
-MOTOR FUELS		
-OFFICE SUPPLIES		
-VEHICLE LEASE		
IMM25 GRANT		
-PROF. FEES		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	\$ 980.00	
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 270.00	
-PROG. SUPPLIES		
HCWHG GRANT		
-PROF. FEES	\$ 2,177.70	
-PROG SUPPLIES		
Total:	\$ 90,789.99	