

**BOARD OF HEALTH MEETING
MINUTES - AMENDED
September 10, 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: Kathy Langlais, Vice Chairwoman
Doug Thompson, Burlington Representative
Donna Friday
Thomas O'Brien
Jeffrey Beauchamp

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

Liaison: Mayor Ellen Zoppo-Sassu, Bristol

Audience in Attendance: Barbara Lozier, BBHD Retiree

The meeting was called to order by Vice Chairwoman Langlais at 2:59 p.m.

1. Call to order/ Attendance

- a. All members present, no absences.

2. Audience Participation

- a. Retiree Barbara Lozier reflected on over 21 years of service, expressing gratitude for the opportunity to support the community and assist residents of all ages. She thanked the Board and colleagues for their support and shared that serving the community has been a meaningful privilege.
 - i. Member Donna Friday expresses appreciation and gratitude on behalf of the Board for Barbara's service, wishing her all the best.

3. Election of Officers

- a. **Motion** by Member Donna Friday, nominating Doug Thompson for Vice Chairman, seconded by Member Thomas O'Brien.

All in Favor. Motion carried.

- b. **Motion** by Member Doug Thompson, nominating Thomas O'Brien for Chairman, seconded by Member Jeffrey Beauchamp.

All in Favor. Motion carried.

4. Approval of the Board of Health Amended Meeting Minutes of August 13, 2026

- b. Discussion and amendment of the August 13, 2026 meeting minutes.

Motion by Member Donna Friday, seconded by Member Jeffrey Beauchamp to approve the amended Board of Health Meeting Minutes of August 13, 2026.

All in Favor. Motion carried.

5. Approval of Bills Paid in August, 2026

Motion by Member Donna Friday, seconded by Member Jeffrey Beauchamp to approve the August, 2026 Bills. Member Donna Friday questioned Legal Fees invoice timing as well as Directors and Officers Liability Insurance payment source.

All in Favor. Motion carried.

6. Committee Reports

- a. Dental Committee: The Dental Committee has not met and are waiting to receive policies and procedures prior to meeting again.
- b. Personnel Committee: The Personnel Committee met on September 1, 2026.

Motion by Vice Chairman Doug Thompson, seconded by Member Kathy Langlais for:

- 1. Any written communication between board members and individual employees of the district must include a copy to the Director.
- 2. All personnel contracts to be reviewed by both the Personnel Committee and the Board.

All in Favor. Motion carried.

- c. Finance Committee: The Finance Committee is reviewing budget adjustments and requested a detailed analysis of leasehold improvements and renovation change orders, a review of the salary schedule, accrual usage in FY25-26 and the closing statement from BBHD's prior Thomaston Savings Bank account.

7. Monthly Reports

- a. Community Health provided CPR training in Simsbury, generating significant revenue.
- b. Environmental Health staff completed FBI training on epidemiological investigations and bioterrorism.
- c. The Board requested exception-based sanitarian reporting.
- d. Marlena Wollman was promoted to Senior Dental Hygienist following Barbara Lozier's retirement.
- e. Registration Nurses cleared over 986 students for school entry and received state recognition.
- f. Twelve influenza vaccination clinics were scheduled, including one at Bonnie Acres for vulnerable populations via Medicaid/Husky reimbursement.
- g. After discussions with the IT Dept. and the Board, it has been decided that the Board will continue to use .gov email addresses to conduct Board of Health business.

8. New Business

- a. Review of Vacancies:
 - i. There are currently vacancies in school health and school dental services.
 - ii. Marco is reviewing the Chief Sanitarian job description to potentially update requirements and facilitate hiring.

9. Old Business

- a. Update on Collier Firm/ Renovations:
 - i. Renovations are progressing smoothly, with a \$14k window-treatment change order approved this month under the Director's existing leasehold-improvement authority. The Board and Finance Committee will receive detailed cost and leasehold-improvement reports at an upcoming meeting.

10. Executive Session

- a. **Motion** by Member Donna Friday, seconded by Member Jeffrey Beauchamp to enter into Executive Session at 4:03 p.m. regarding an update on Reworld, including pending legislation.

All in Favor. Motion carried.

- b. **Motion** by Vice Chairman Doug Thompson, seconded by Member Kathy Langlais to exit Executive Session at 4:44 p.m. Executive Session ended at 4:44 p.m.

All in Favor. Motion carried.

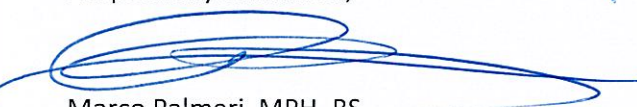
11. Action as a Result of Executive Session

12. Adjournment

- a. **Motion** by Vice Chairman Doug Thompson, seconded by Member Donna Friday to adjourn at 4:46 p.m.

All in Favor. Motion carried.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health