

**BOARD OF HEALTH SPECIAL MEETING
MINUTES
OCTOBER 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: Thomas O'Brien, Chairman
Kathy Langlais
Donna Friday

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

Liaison: Mayor Ellen Zoppo-Sassu, Bristol

Audience in Attendance: Peter Kelley, Bristol City Council
Atty. Wilson Carroll

One absence – Vice Chairman Doug Thompson. The meeting was called to order by Chairman O'Brien at 2:00 p.m.

1. Audience Participation

2. Approval of Amended Board of Health Meeting Minutes of September 10, 2026

- a. **Motion** by Member Donna Friday, seconded by Member Kathy Langlais to approve the amended Board of Health Meeting Minutes of September 10, 2026.

All in Favor. Motion carried.

3. Approval of Bills paid in September 2026

- a. **Motion** by Member Donna Friday, seconded by Member Kathy Langlais to approve the bills paid in September 2026 with the clarification that there is no financial consultant beyond Mr. Gillis.

All in Favor. Motion carried.

4. Monthly Reports

- a. September food-safety actions included two restaurant closures, one immediate reinspection, and a grocery-store seafood disposal.
- b. Vaccination clinics had administered about 300 vaccinations.
- c. A per-diem school nurse was hired, two vacancies remain, and Delta-T is providing coverage.
- d. The board authorized advertising the chief sanitarian position.
- e. Employee-specific salary disclosure remains unresolved.
- f. BBHD renovations are expected to be completed in early January, pending the Connecticut Department of Public Health inspection, final approval, and licensing; dental services are expected to open first.
- g. The board still needed the prior-year audit component, grant summaries, and to re-send engagement letters and bank documentation.

- h. The board approved \$21,574 for specified renovation-related obligations. The amount is not final, invoices have not yet been received, and the assigned leasehold-improvements fund balance remains \$50,000 until project completion.

Motion by Member Donna Friday, seconded by Member Kathy Langlais to approve \$21,574 for current change orders.

All in Favor. Motion carried.

5. **Personnel Committee Report**

6. **New Business**

- a. Discussion regarding MOU with the City of Bristol's HR Dept.

7. **Old Business**

8. **Executive Session**

Motion by Member Donna Friday, seconded by Member Kathy Langlais to enter into Executive Session at 3:07 p.m. Executive Session ended at 4:21 p.m.

All in Favor. Motion carried.

- a. Regarding ReWorld Legal Matters
b. Regarding Personnel Matters

9. **Any action resulting from Executive Session**

10. **Adjournment**

- a. **Motion** by Member Donna Friday, seconded by Member Kathy Langlais to adjourn at 4:21 p.m.

All in Favor. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Marco Palmeri', with a long horizontal flourish extending to the right.

Marco Palmeri, MPH, RS
Director of Health