



**REGULAR MEETING MINUTES  
ASPETUCK BOARD OF DIRECTORS**

**March 11, 2024**

**Subject to change until approved by the Board of Directors.**

**The Special Meeting was called to order by Chairman Shaum at 7:04 pm.**

**The following voting Board Members were present in the room:** Chairman Paul Shaum and Director Nussbaum.

**Present via Zoom** was Vice Chairwoman Catherine Revzon, and Director Mally.

**Also, present in the room was** Mark A.R. Cooper, Director of Health; Pam Scott, Director Finances and Human Services; Kelly Phelan, Support Services assistant.

**Approval of Minutes**

Chairman Shaum asked if there were any comments on the February 12, 2024, Regular Meeting minutes.

Director Nussbaum noted that she was not at the last meeting, yet the minutes indicated she was. Mr. Cooper stated he would correct them. Chairman Shaum asked if there were any other comments on the minutes. Hearing no other comments, on a motion made by Director Mally and seconded by Vice Chairwoman Revzon the Board voted to approve the Regular Meeting minutes for February 12, 2024. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, and Director Nussbaum voted yes.

**Motion was approved 4 to 0.**

**Communications**

Mr. Cooper indicated the PFAS Trifold was put together in the past couple weeks in response to PFAS questions anticipated at this year's Weston Speak Up held Saturday March 2. It will be posted on the Health District website and made available to anyone asking questions about PFAS in water.

Mr. Cooper shared CADH's Legislative testimony requesting increased funding for local public health in the state budget. He felt the testimony was worth sharing because it outlines all of the statutory mandates local public health must work toward to ensure the public's health.

Also enclosed is a copy of the appointment of auditor annual notification to Ct-OPM reflecting the Board's appointment of Charles Costello at the February meeting.

Mr. Cooper shared a proposed letter to Community Partners regarding vaccination of populations at greater risk from COVID-19, which will be sent out in a week or two.

### **Draft Budget Discussion**

Mr. Cooper noted that the most important action for this meeting is to set the Budget Public Hearing date. By Statute, the budget must be approved by April 15<sup>th</sup>. In the past, the Board has set the Public Health date at the beginning of the April meeting, and then vote on it during the regular meeting that follows. Mr. Cooper noted that the budget has already been reviewed by the Health District's member town's Selectpersons and the Boards of Finance with no objections.

On a motion made by Director Nussbaum and seconded by Chairman Shaum the Board voted to set the FY24 – 25 Budget Public Hearing for April 8, 2024, at 7pm in the Health District's meeting room. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, and Director Nussbaum voted yes.

**Motion was approved 4 to 0.**

Director Mally asked whether the proposed revenue, each member town assessment, are set. Mr. Cooper responded that yes, the town assessments for each town with a 4% increase have been accepted by the towns and should not be increased without very good cause. He noted that the bottom line of the proposed budget has increased due to anticipated transition costs associated with finding a replacement Director of Health once he retires. He also noted that the proposed transition costs are worst case scenario and to some degree controllable. The actual final cost should be less.

There was general discussion on what the transition costs entail. Mr. Cooper suggested a subcommittee of the Board meet to go over the transition costs in more detail prior to the April meeting. Chairman Shaum stated that he and Mr. Cooper discussed the transition costs, and he suggested putting the transition costs in the budget as a separate line item since they are not part the continuing personnel costs. Director Mally agreed since these would be non-reoccurring one-time expenses.

Director Mally asked what is behind the increase in intergovernmental revenue. Mr. Cooper responded that the increased revenue is expected from grants. A list of all the existing and expected grant funds that can be used next year has been put together that could be used for some of the transition costs. For example, a Work Force Development grant has \$30,000 ear marked to aid in the search for a new Director of Health. The grant may need to be modified to use in a particular way, but there are funds there.

### **Community Health Improvement Plan (CHIP)**

Mr. Cooper noted that the document is very large and covers a lot of material. Staff have reviewed it and have a number is concerns about how some of the findings are presented. He suggested a subcommittee of the Board meet with staff to review the concerns together.

Chairman Shaum agreed that a meeting to review the plan would be good, the plan is very comprehensive, but he has a number of suggested edits.

There was some general discussion of how the plan has some very good information, it just needs a little more local focus.

### **Holiday Schedule, Personal Days, Personnel Policy**

Mr. Cooper summarized the discussion regarding the floating holiday and personal days from the January meeting. In the Board package is a revised Personnel Policy manual reflecting the elimination of the floating holiday and the addition of one personal day for employees.

On a motion made by Director Mally and seconded by Chairman Shaum the Board voted to approve the revised Personal Policy manual reflecting the elimination of the floating holiday and the addition of one personal day for employees. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, and Director Nussbaum voted yes.

**Motion was approved 4 to 0.**

### **Director Of Health Report**

#### *Operational and Permit Activity Reports*

Mr. Cooper noted that the Board meeting package includes the standard Operational and Permit Activity reports for January and February. He noted that there were no surprises in either report. Director Mally commented that it appears more restaurant inspections are getting done and surmised that is a result of having a full-time food inspection. Mr. Cooper agreed. Mr. Cooper added that the environmental fees received so far this year exceed the 50% point of what was projected which seems to indicate a good chance of exceeding environmental permit fee revenue projections.

There was general discussion Asian Long Horn ticks versus the Lone Star tick. The Asian Long Horn tick can cause febrile illness with fatigue, while the Lone Star tick is the tick most often associated with alpha-gal syndrome, an allergic reaction to products containing alpha-gal, a sugar molecule found in meat.

#### *Update on Westport's Electronic Permitting System meeting.*

Mr. Cooper noted that there had been another meeting with Westport's Accela team with Chairman Shaum and Director Mally where a couple more issues have been resolved. Chairman Shaum indicated the meeting went ok – the two teams are working well together. A decision to trial test pool applications through Accela was made. Director Mally added that his takeaway is that the working relationships appear to be very cooperative and as anxious as the town may be to get the system operational, they are taking steps to minimize any disruptions to operations.

Chairman Shaum asked if another meeting has been scheduled, Mr. Cooper responded that one has not and that there may not be a need for one. He added that the staff is working with the town's team weekly. Kelly Phelan noted that a meeting with members of the town's team has been scheduled to go over how pool applications will be processed and what information will be required from applicants.

There was general discussion on where applicants will be able to find the information they need to complete an application, the number, and types of forms the Health District uses, what the electronic forms will look like, etc.

### **Adjournment**

Chairman Shaum asked if there was any other business to come before the Board. Hearing none, on a motion made by Director Nussbaum and seconded by Chairman Shaum the Board voted to adjourn at 7:40. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, and Director Nussbaum voted yes.

**Motion was approved 4 to 0.**

Respectfully submitted.

A handwritten signature in blue ink that reads "Mark A.R. Cooper". The signature is written in a cursive style with a large, prominent "C" at the end.

Mark A.R. Cooper Director of Health  
Aspetuck Health District