



**REGULAR MEETING MINUTES  
ASPETUCK BOARD OF DIRECTORS**

**June 10, 2024**

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

**The Regular Meeting was called to order by Chairman Shaum at 7:00 pm.**

**The following voting Board Members were present in the room:** Chairman Paul Shaum, Vice Chairwoman Catherine Revzon, Director Nussbaum and Director Mally.

**Present via Zoom** was Director Fonteyne (who left the meeting during the executive session), and Director Collins (who joined the meeting during the executive session).

**Also, present in the room was** Mark A.R. Cooper, Director of Health; Pam Scott, Director Finance and Human Resources.

**Approval of Minutes**

Chairman Shaum asked if there were any comments on the April 8, 2024, Regular Meeting minutes.

Hearing none, on a motion made by Director Fonteyne and seconded by Vice Chairwoman Revzon the Board voted to approve the Regular Meeting minutes for April 8, 2024. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Nussbaum voted yes and Director Mally voted yes.

**Motion was approved 5 to 0.**

**Communications**

Chairman Shaum noted that a letter from First Selectwoman Tooker acknowledged the reappointment of Director Fonteyne for a three-year term to expire on November 30, 2026 has been received.

Mr. Cooper noted the receipt of a letter from Director Nussbaum informing Weston's First Selectwoman Nestor that she will not be seeking reappointment once her current term expires in June 2024. Director Fonteyne asked if Weston has found a replacement. Mr. Cooper indicated that he has not heard that a replacement has been appointed by Weston's Board of Selectmen and will inquire about it.

Mr. Cooper noted that the story in the local “06880” blog regarding Westport’s Food Pantry just came out and thought the Board might appreciate it because it mentions the Health District and our donation of a refrigerator. The story is somewhat incorrect, the refrigerator was not used to store COVID-19 vaccine. Because the donated refrigerator was not a medical grade refrigerator, it had to be replaced by a medical grade refrigerator to store the vaccine, therefore was no longer needed. There was a brief discussion on the good work of Westport’s Food Pantry and their appreciation of the refrigerator which now allows them to provide milk and other food items that need to be kept cold.

## **Final 2023 Community Health Assessment Report**

Mr. Cooper noted that the Assessment Report has been reviewed a few times and that it is now in its final form. There was a brief discussion as to whether the Board should approve or accept the report. It was decided, similar to the annual financial audit, acceptance was appropriate.

Chairman Shaum indicated he has read the report from cover to cover and has along with Director Mally and Health District staff provided editorial comments. Most of the suggested edits have been incorporated into the plan, he has no objections to its acceptance. Director Nussbaum stated that it is an impressive document, very thorough, lots of data. Mr. Cooper added that he had checked with school officials to see if they had any concerns with any of the information in the education section, they did not. Director Mally noted that the only thing new in the plan is the cover letter which was added after discussion at a previous meeting, it is a good document.

On a motion made by Director Mally and seconded by Director Nussbaum, the Board voted to accept the 2023 Community Health Assessment & Community Health Improvement Plan prepared by Build Community. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Nussbaum voted yes and Director Mally voted yes.

**Motion was approved 5 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 April and May. He noted that there were no surprises in either report. Director Fonteyne stated it appears the Health District continues to build the reserves. Mr. Cooper agreed indicating that at this point near the end of the fiscal year finances look good, adding that some of the savings is from staff resignations and continued high permit activity levels.

There was general discussion on whether fees should be increased. Although the contractors urge raising the fees to add staff, there needs to be a balance between being a business and community service provider, being cognizant with what the towns and taxpayers are willing and able to pay. To reduce the time it takes to process an application and improve customer satisfaction, another sanitarian is needed as the wait from submittal to approval is admittedly longer than desired. Mr.

Cooper added that state grants are decreasing and the high level of applications may not last forever. Director Mally questioned what has the town's other land use departments have done, whether they have adjusted their fee schedules recently. Director Nussbaum asked how the Health District fee compares to other area health jurisdictions. Mr. Cooper responded that at one time the Health District's fees were the highest in the area, but he no longer believes that to be true. The Health District is probably comparable, but a new fee schedule survey is needed.

### **Executive Session**

On a motion made by Chairman Shaum and seconded by Director Nussbaum, the Board voted to go into an executive session to discuss personnel issues related to the search efforts for a Director of Health, staff salary increase request, and a recent staff resignation. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Nussbaum voted yes, and Director Mally voted yes.

### **Motion was approved 5 to 0.**

Chairman Shaum declared the executive session over at 8:19

On a motion made by Director Nussbaum and seconded by Director Mally the Board voted to award all full time non-contracted staff a four percent increase, with the three support services assistant staff an additional one percent, effective July 1, 2024. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Collins voted yes, Director Mally voted yes, and Director Nussbaum voted yes.

### **Motion was approved 5 to 0.**

Chairman Shaum noted that this was Director Nussbaum's last meeting and he and other members thanked her for service on behalf of Weston citizens and the Health District as a whole. Director Nussbaum's contributions to the Health District's public health initiatives and efforts were invaluable and will be missed.

### **Adjournment**

Chairman Shaum asked if there was any other business to come before the Board. Hearing none, on a motion made by Director Mally and seconded by Director Collins, the Board voted to adjourn at 8:21. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Collins voted yes, Director Mally voted yes, and Director Nussbaum voted yes.

### **Motion was approved 5 to 0.**

Respectfully submitted.



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