



REGULAR MEETING MINUTES

ASPETUCK HEALTH DISTRICT BOARD OF DIRECTORS

MARCH 10, 2025

Subject to change until approved by the Board of Directors

(revised 4/16/2025)

The Regular Meeting was called to order by Vice Chairwoman, Catherine Revzon at 7:07p.m.

The following voting Board Members were present at the Zoom meeting: Ed Mally, Paul Fonteyne, and Doreen Collins.

Also present: Luci Bango, Director of Health and Pam Scott, Director of Finance and Human Resources, and guest, Ali Walker.

1. **Review and approval of February 2025 minutes:** Catherine Revzon makes a motion to approve the minutes from the February Board meeting. Paul Fonteyne makes a motion to approve the minutes, and Doreen Collins seconds the motion.

Motion approved unanimously.

2. **Personnel Policy:**

Catherine Revzon introduces the next item on the agenda: the personnel policy drafted by Attorney, Bill Ryan. Luci Bango mentions that Chairman, Paul Shaum attended the meetings where the policy was discussed and drafted, and his signature is needed for final approval. Paul Fonteyne suggests waiting for his return from vacation before voting on the final policy. Paul Fonteyne raises a question about the sick day accrual policy, and Pamela Scott clarifies that employees can cash out up to 25 days of sick days upon retirement. Vote and approval of personnel policy tabled until next board meeting.

Motion to table personnel policy unanimous.

3. **New Staff:** Luci Bango discusses new staff members, Joanna, Administrative Support, Kelly's replacement and Zach, Sanitarian. Zach is experienced in septic so applications and permit reviews and approval times should begin to improve.

4. **Director of Health Report:** The Director of Health report was presented by Luci Bango, which included updates on measles and bird flu. Ms. Bango discussed bird flu transmission and risks. No human cases in Connecticut, however, it is advised to use caution if handling dead birds. Ms. Bango provided information regarding measles outbreak in Texas, emphasizing importance of vaccination (164 cases, 20% hospitalized, 1 death). Ed Mally asked questions about durability of measles vaccine and need for booster. Ms. Bango recommended consulting physician for vaccine status and possible titer test if vaccine status is unknown.
- Profit and loss financial reports showing a slight decrease in income compared to the previous year were presented. Luci Bango discussed the profits and losses compared to the previous year and discussed the impact of grants on the budget. Ms. Bango asked what type of financial report is preferred for future board meetings. Doreen Collins suggested that the detailed monthly financial report in addition to the summary would be best going forward.
 - A detailed community health report was presented by Luci Bango, including flu and COVID vaccination rates for the district. The report also included vaccine and travel clinic data. Paul Fonteyne suggested a campaign to promote the travel vaccine clinic and publicize vaccines offered by AHD. Doreen Collins inquired about the vaccine administrations increases during the month of July; may be attributed to vacation and increased travel. Luci Bango mentioned ongoing efforts to advertise the travel clinic, particularly with travel agencies and universities. One of the interns is currently working on promotion of the clinic through social media and website development. Doreen Collins proposes sending a six-month progress report to the First Selectmen and First Selectwomen of the three towns highlighting the health district's accomplishments. Ms. Bango discussed the monthly newsletter that is being developed by the interns with the intention of sharing it with towns, agencies and social media to advertise services and programs of the district.

Luci Bango provided a detailed report on environmental activities, including the number of complaints and the workload of sanitarians. Doreen Collins asked for clarification on whether the numbers represent a one-time application submission or multiple reviews per each application submission, and Luci Bango confirmed the latter. Paul Fonteyne asked about the “other” column and Ms. Bango explained that

these were application submissions and payments from towns other than those in the district.

Ms. Bango discussed the various projects and upgrades being made to improve the building, including cleaning, new furniture and new phones.

Doreen Collins mentioned that she received information that someone who was at Staples High School observed rats while there. She wanted to know what to tell the individual and what could be done. Ms. Bango told her to have the individual contact the office to make a formal complaint and that she would refer this matter to the sanitarians to investigate.

5. **Vehicles:** Discussion of the feasibility of acquiring electric vehicles for the health district, considering the challenges of installing charging stations and the need for additional vehicles. Ms. Bango will continue to research various vehicles and will most likely look into gas only vehicles due to the costs associated with charging stations for EVs.
6. **Fee Schedule:** Ms. Bango discussed the current fee schedule and the proposed fee schedule drafted by the sanitarians. Fees were not increased by percentages, but rather small increases to keep fees reasonable and align with staffing costs and comparisons of neighboring towns. Fees have not increased in several years and need to be changed to account for inflation. The implementation of the new fee schedule will increase revenue by approximately \$70,000-\$73,000. Plans to increase fees on a yearly basis will be discussed. There was discussion regarding the date for implementing the fee changes and whether a minimum of 30 days is required. A motion to approve the fee schedule was made by Paul Fonteyne and seconded by Ed Mally.

Motion approved unanimously.

7. **Other:** Ms. Bango discussed the Easton budget hearing and stated that the meeting went well. Retirement lunch for Mark Cooper will be held at the office on 3/19 from 12-2 for staff and board members. Ms. Bango discussed scheduling a proper unveiling of the new office furniture and equipment for the next board meeting. Plans



to contact the media for Public Health Week in April to promote district changes and re-introduce staff and programs were discussed. Catherine Revzon stated that she will share media contacts with Ms. Bango.

8. **Adjournment:** Discussion of the need for an executive session was raised. There being no topics for the executive session and no other business to discuss, a motion was made by Doreen Collins to adjourn the meeting, seconded by Paul Fonteyne. Meeting adjourned at 8:14p.m.

Approved unanimously.

Respectfully submitted,

Luci Bango, MPH, REHS
Director of Health, Aspetuck Health District