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**REGULAR MEETING MINUTES  
ASPETUCK HEALTH DISTRICT BOARD OF DIRECTORS  
June 9, 2025**

***Approved by the Board of Directors 9/8/25***

The following voting Board Members were present at the in-person Regular Board of Directors Meeting: Chairman, Paul Shaum, Ed Mally, Alison Walker, Paul Fonteyne, and Doreen Collins. Also present: Luci Bango, Director of Health and Pam Scott, Director of Finance and Human Resources.

**Chairman, Paul Shaum called the Regular Board Meeting to order at 7:20 pm.**

**Review and approval of May 12, 2025, minutes:** Paul Shaum made a motion to approve the May 12, 2025, minutes with some minor changes. The motion was seconded by Ed Mally.

**Motion approved unanimously.**

**Review of Director of Health Report:** Luci Bango presented the director's report that included updates on public swimming monitoring and beach closings, which will be posted on social media and the AHD webpage. Director report included information on COVID vaccine eligibility changes, which are recommended for adults 65 and older and to those 12-64 with at least one underlying condition that puts them at risk of severe infection.

Ms. Bango discussed the passage of a House bill on May 29<sup>th</sup> focusing on preempting potential federal changes to public health. The legislation includes sections that would codify into state law current federal guidance for fluoride in drinking water. Other states have banned fluoride or have submitted legislation to ban fluoride.

Ms. Bango also discussed the current topic of measles and stated that there are 1046 cases, 3 deaths and no cases in CT. She also discussed the emergence of the first long horned tick carrying the bacteria that causes Ehrlichiosis in Fairfield. The tick was first discovered in the U.S. in 2017 and has since spread into at least 21 states. Ehrlichia chaffeensis is typically transmitted by the Lone Star tick and causes flu-like symptoms such as fever, headache, and muscle aches.

Ms. Bango discussed the consolidated income statement reporting that we are almost at the end of the current fiscal year and the revenue is down slightly from projections. Paul Fonteyne inquired about the budget and the possible reasons for the deficit. Ms. Bango indicated that there may be a decrease due to reduced grant funding or increased salary expenditures for recent retirement payouts.

The environmental health report was presented by Ms. Bango which included file searches, permit activity by town, septic/building/plan submittals and monthly metrics. She explained all the file search activities are steady, the activity permits by town have increased a little bit in June from May, but very steady and consistent in terms of permitting. The monthly metric is everything broken down, so you can see a clear picture of everything that the sanitarians are working on.

Ms. Bango presented the community health report including activity by towns, the monthly metrics and the vaccine administration. June reports indicate an increase in activities in the travel clinic due to the possibility of vacation planning and travel. The remainder of the community health report includes the monthly metrics, activity report, and any events that staff have attended, including April and May. The last page is the vaccine totals. Ali Walker stated that the heading of the vaccine column is missing.

Paul Fonteyne inquired about the new billing/vaccination system, Vaxcare. Ms. Bango indicated that AHD will not conduct a campaign and fully publicize Vaxcare until there is a better understanding of the processes involved. There have been some issues with the integration of Practice Fusion, the EMR and Vaxcare.

**Meeting order and agenda additions:** Chairman, Paul Shaum moved to add an executive session to the end of the meeting to discuss a personnel matter. Ed Mally seconded the motion. Doreen Collins joined the regular board meeting via Zoom at 7:36pm.

**Motion approved unanimously.**

**Staff Announcement:** Luci Bango informed the board about Pam Scott's transition to part-time work and retirement. Pam Scott indicated that this is due to personal reasons. Paul Fonteyne asked for a definition of part time. Ms. Bango indicated that it is 21 hours effective June 1, 2025. Doreen Collins asked for clarification on Ms. Scott's hours and retirement. Paul Shaum asked for more clarification and Ms. Collins and Ed Mally brought up the implications for coverage and succession planning. Luci Bango stated that Joanna is in the process of being trained to replace Pam Scott and hire another full-time Admin to replace Joanna. The team acknowledged the potential need to hire additional staff to fill the gap left by Ms. Scott's reduced hours. Doreen Collins discussed the need to replace someone to fill hours for Pam with staff. Ms. Bango stated that it would be best to wait until the end of the fiscal year to determine the state of our finances and budget before hiring staff.

There was discussion regarding part time hours and insurance coverage. Paul Shaum indicated that this will need to be reviewed as they have not had someone transition from full-time to part-time while he's been on the Board. Pam Scott suggested that the board review the personnel policy. Ed Mally discussed the timeline for a succession plan.

**Fee Schedule Change:** Ms. Bango presented a revised fee schedule. She outlined changes to the fee schedule, particularly regarding sewage disposal plan revision fees, which is the only change. Ms. Bango proposed removing the first free revision fee for septic plans and charging the \$175 fee for revisions. Sanitarians are experiencing many revisions and spending a lot of time reviewing these at no charge. Doreen Collins asked about the notification process for towns regarding the increase in fees, and Ms. Bango confirmed that updates would be communicated through their webpage, social media, and newsletters. The rationale for the fee increase included a lack of adjustments over several years and a thorough evaluation of associated costs.

A motion was made by Paul Shaum to approve and vote on the revised fee schedule updated on 6/9/2025, removing the first free revision and charging a \$175 fee. Ed Mally seconded the motion.

**Motion approved unanimously.**

**Executive Session:** Paul Shaum made a motion to leave regular session and go into executive session to discuss a personnel matter at 7:44pm. Ed Mally seconded the motion to join executive session.

**Motion approved unanimously.**

Chairman, Paul Shaum declared the Executive session over at 7:55pm and the regular meeting.

After a brief discussion, Chairman, Paul Shaum made a motion to retain a consultant firm to review and evaluate the budget process and QuickBooks procedures and integrate QuickBooks into the budgetary process. The estimated cost of the project is \$10,000, which will be led by Paul Shaum and Ed Mally. Findings will be shared with the board. Ed Mally seconded the motion.

**Motion approved unanimously.**

**Adjournment:** Chairman Shaum asked if there was any other business to come before the Board. On a motion made by Ed Mally and seconded by Doreen Collins, the meeting was adjourned at 7:57 pm.

**Motion approved unanimously.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'L. Bango', written in a cursive style.

**Lucienne Bango, MPH, REHS/RS**  
**Director of Health, Aspetuck Health District**  
**Secretary/Treasurer/(Ex-Officio)**