

Approved by the Board of Directors 9/8/2025

REGULAR MEETING MINUTES

ASPETUCK HEALTH DISTRICT BOARD OF DIRECTORS

MAY 12, 2025

Subject to change until approved by the Board of Directors

(amended 6/10/2025)

The following voting Board Members were present at the in-person Regular Board of Directors Meeting: Chairman, Paul Shaum, Vice Chairwoman, Catherine Revzon, Ed Mally and Alison Walker. 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 7:00 pm.

- **Review and approval of March and April 2025 minutes:** Luci Bango pointed out that the March minutes that were emailed were the incorrect version which is why there was confusion. The new version of the March minutes has been corrected. Paul Shaum made a motion to approve the March 2025 minutes. The motion was seconded by Ali Walker. **Motion approved unanimously.**

- **Review and approval of April 2025 minutes.** Ed Mally requested that the word "referendum" be changed to "resolution" on the last page of the minutes and made a motion to approve the minutes with this change. Ali Walker seconded the motion.

Motion approved unanimously.

- **Review of Director of Health Report:** Luci Bango discussed the consolidated income statement. She pointed out that it is a good idea to hire a CPA to review and evaluate the budget and financial reports for an in-depth look at revenue and expenses. The current budget does not include all vendors and is not broken out into descriptive line items. A CPA can take a better look at the state of the district's finances and develop a more stream-lined approach to the budget for the upcoming fiscal years. It has been discovered that the district has been paying for vendors and services that are not needed. These vendors and contracts have since been cancelled. There was discussion about multiple vendors for the same service or missing vendors and confusion regarding where vendors should be included within the budget. Paul Shaum discussed that in previous meetings, the topic of hiring a CPA was discussed. Pam Scott discussed that our auditor suggested that we hire a CPA and Mark Cooper discussed hiring a CPA, however, this did not occur. Paul Shaum discussed the procedures and responsibilities of our bookkeeper and Pam

Scott explained that she is not a CPA and does not have the expertise needed for the financial review required. Another consultant was hired at one point to evaluate the finances, however, she was not a CPA. This consultant identified several areas that lack information, which is what Ms. Scott and Ms. Bango have found. Ms. Bango discussed that Ms. Scott did not have access to financial documents or budget information for the past several years, even though she was the Director of Finance. Janet, the bookkeeper, was the only individual with access to this information and prepared reports upon Mark Cooper's request. Upon Luci Bango's hire, financial information began to become shared and after review, there is uncertainty with the process and details.

The topic of grants was discussed as related to the budget line items and salary expenditures. Ms. Walker asked if the grants were accounted for properly and reflect actual revenue and expenses. Ms. Bango stated that grants are all accounted for and reported to the state. It is the recommendation of Luci Bango and Pam Scott that a CPA be hired to evaluate the district's financial status and budgetary process.

The topic of the budget and RTM was discussed and Paul Shaum stated that the RTM approved the budget, however, they would like more information in next year's budget. Ms. Bango also discussed her request with the Westport Director of Finance to utilize the financial software used by Westport to mirror the format of Westport. The Director of Finance agreed to grant AHO access to utilize this software. Luci Bango stated that utilizing the format of Westport will provide a clearer understanding of our budget.

The environmental health report was discussed and Ms. Bango discussed what the "other" category is. These are towns that submit applications or pay for services that are not part of our district. These numbers should not be added into the workload assessment, or they will skew the percentages. Ms. Bango also stated that our current town assessments are based on workload assessments rather than an overall flat rate fee assessment of the town population. After speaking with other health districts, AHO is the only district utilizing this format. There was a discussion about changing the format of town assessments by dollar amount only and not workload assessments. Charging a fixed rate would lower fees for Westport and Weston and increase Easton's rate. Most of the workload is in Westport, however.

The fee schedule changes were also discussed, particularly the need for yearly increases or charging by a percentage of the total cost of the project. The current fee schedule changes will go into effect July 1, 2025, and will increase revenue by about \$73,000. The topic of file searches was also discussed and Ms. Bango stated that staff spend a large amount of time on these, however, we do not receive any revenue because files are sent electronically. Ms. Bango also stated that community health

is not meant to be a source of revenue and there is no money to be made in vaccines. The number of tick submissions has also increased and that is evident throughout the state.

Ms. Bango also presented information on the number of septic applications that the department receives. She noted that the workload pertaining to septic is much higher than other health districts which is why the applications take so long for review and approval. The applications are also more involved and require more time for review compared to other departments with smaller projects. To speed up the process, there is a need for a part-time sanitarian.

- **Annual Report:** Ms. Bango presented the 2023-2024 annual report that was requested by Easton and stated the report includes data and information for all three towns.
- **Vehicles:** Ms. Bango discussed the status of the vehicle leases with Mazda and the issues they have been experiencing with the company. Mazda is requesting a resolution which was presented to the board, requiring a vote and signature. The cost of the vehicles is \$421 per month for a lease period of three years. The budget years over the next three years were incorporated in the resolution for the term of the lease. Ms. Bango suggested that the language "not to exceed" be added to the total amount of the lease. Ms. Walker suggested that "Mazda" be removed if the bank should change. Ed Mally suggested that the term "municipality" be removed and changed to district. Ms. Bango said the resolution may have to be amended and voted on again should anything change with Mazda and the terms of the leases. Ed Mally proposed a motion to approve the acquisition or the lease of three Mazdas for a three-year period for a total cost not to exceed \$45,468 to be executed within the next several months. Paul Shaum seconded the motion.

Motion approved unanimously.

- Ms. Bango asked if we should hire a CPA and the board agreed that it would be advantageous to do so.

Executive Session - Personnel Matters

- A motion was made by Paul Shaum to leave the regular meeting and enter executive session to discuss personnel issues at 8:08pm. Motion was seconded by Ali Walker.
Motion approved unanimously.
- Chairman Paul Shaum declared the conclusion of the executive session at 8:50pm and the regular meeting resumed.

Continuation of Regular Meeting:

After a brief discussion, Director Ed Mally made a motion to approve a 3.5% increase for all AHO staff effective July 1, 2025, except the Director of Health, and 15.02% increase for the Director of Finance and Human Resources effective July 1, 2025. Director Paul Shaum seconded the motion.

Motion approved unanimously.

There being no further discussion, a motion was made by Paul Shaum to adjourn the regular meeting at 8:53pm. Ed Mally seconded the motion.

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**