



Aspetuck Health District 180 Bayberry Lane, Westport, Connecticut 06880  
T: 203-227-9571 F: 203-221-7199 W: [www.aspetuckhd.org](http://www.aspetuckhd.org)

**REGULAR MEETING MINUTES  
ASPETUCK HEALTH DISTRICT BOARD OF DIRECTORS  
November 10, 2025**

***Approved by the Board of Directors 12/8/2025***

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

**Chairman Paul Shaum called the Regular Board Meeting to order at 7:10pm.**

**Review and approval of September 8, 2025, minutes:**

Ms. Bango discussed changing the draft of the minutes that were originally emailed to the new version in the meeting packet to reflect changes suggested by Scott Bennewitz. These changes suggested that the motions for approval of the May and June minutes be changed to reflect his abstention. After reviewing the September minutes and this change, Chairman Paul Shaum made a motion to approve the September 10, 2025, minutes. The motion was seconded by Scott Bennewitz.

**Motion approved unanimously.**

**Review of Director of Health Reports for September and October/Budget Updates:**

Ms. Bango discussed the changes to the September and October consolidated income statement to reflect the new condensed budget structure. She also discussed the new budget draft included within the meeting documents to reflect the changes to the previous chart of accounts.

Ms. Bango highlighted the health district's increased workload, especially in septic applications, with approximately 26 applications received in one week and 55 septic inspections conducted in September. Ms. Bango stated that even with the addition of another Sanitarian, the workload is still high due to the number of weekly assignments and their complexity.

The department is also experiencing a rise in travel vaccine demand, with a total of 61 vaccines administered in September. There is an increase in travel vaccines from clients in towns outside of the district. The increase in travel vaccines may be attributed to the new website and increased social media outreach. October travel vaccines increased most likely due to increased travel. Two interns have been hired to work on social media and community outreach efforts.



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Additionally, Ms. Bango mentioned ongoing assessments of vaccine inventory and insurance contracts to improve service delivery and revenue. Staff have been working on developing spreadsheets to conduct comparisons of vaccine revenue from Vaxcare vs. self-billing of vaccine with private insurance contracts.

A total of 146 vaccines were administered in October, including flu vaccines at clinics. The consensus with other health departments is that there is still a decline in flu vaccines as in previous years. This is most likely due to vaccine fatigue and the availability of vaccines at local pharmacies. There was discussion about conducting more outreach and partnering with agencies to increase vaccine administration, especially since AHD now accepts most insurances through Vaxcare.

There was discussion about the differences in revenue between the months of September and October. Ms. Bango stated that town assessments are paid quarterly and weren't received in the month of September. Ms. Scott also stated that October salaries were higher due to a longer pay period. Mr. Bennewitz discussed sharing the District's month-end balance sheet to determine if there is enough cash available to cover expenses. Ms. Scott and Ms. Bango stated that this was not shared in previous budget discussions or meetings, however, they would share it in the next board meeting.

Chairman Shaum asked what the status of the budget review process is and Ms. Bango stated that it is almost complete and information is being updated in QuickBooks.

Ms. Bango stated that per the auditor, Mr. Costello, the audit should be completed by the end of the week. The discussion also covered billing issues related to Medicare and Medicaid, with Ms. Bango noting that only a few Medicaid/Medicare vaccines were recorded in recent months.

Vice Chair, Catherine Revzon, raised a question regarding vaccine costs and income differences between September and October as to why there is such a fluctuation. Ms. Bango explained that vaccines are purchased as needed. There was an increase in October vaccine appointments leading to increased vaccine purchases. Ms. Bango also stated that all routine vaccines are provided by Vaxcare at no cost, however the district only receives \$14 in administration fees for reimbursement. Ms. Bango explained that vaccine revenue is included in Community Health fees. Vaccines do not provide much revenue to offset the cost of the vaccines.



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### **Task Force Updates and Community Concerns**

Luci Bango discussed the recent task force meeting, noting that while there were general complaints, no specific issues were highlighted. She discussed the process of an in-house assessment of application review times to evaluate the permit process. Luci Bango also mentioned the potential benefits of sharing information through newsletters and social media. She also highlighted the significance of open dialogue in addressing community concerns, mentioning a recent meeting that clarified misunderstandings regarding property issues. Ms. Bango also stated that the review process for applications has been reduced significantly by nearly two weeks. She stated that she has been working with the town of Easton to schedule a meeting with all the Sanitarians in attendance at the task force; however, they have not been able to set a final date.

### **Executive Session:**

Chairman Paul Shaum made a motion to go into Executive Session at 7:45pm to discuss personnel issues. Doreen Collins seconded the motion.

**Motion approved unanimously.**

Chairman Paul Shaum made a motion to leave Executive Session at 8:14pm. Scott Bennewitz seconded the motion.

**Motion approved unanimously.**

### **Adjournment:**

With there being no further discussion, Chairman Paul Shaum made a motion to adjourn the meeting. Scott Bennewitz seconded the motion. Meeting adjourned 8:14pm.

**Motion approved unanimously.**

Respectfully submitted,

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