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**REGULAR MEETING MINUTES
ASPETUCK HEALTH DISTRICT BOARD OF DIRECTORS
January 26, 2026**

Subject to change until approved by the Board of Directors

The following voting Board Members were present during the Regular Board of Directors Meeting held via Zoom: Chairman, Paul Shaum, Ed Mally, Alison Walker, Catherine Revzon, and Doreen Collins. Also present: Luci Bango, Director of Health, Pamela Scott, Director of Finance and Human Resources, and Richard Janey, Registered Sanitarian/Acting Director.

Chairman Paul Shaum called the Regular Board Meeting to order at 7:02 pm.

Review and approval of December 8, 2025, minutes:

After reviewing the minutes from December 8, 2025, Ed Mally noted a typo in the third paragraph. Ms. Bango will correct the typo. A motion was made by Ed Mally to approve the minutes, seconded by Doreen Collins.

Motion approved unanimously

Review and approval of holiday schedule:

The board discussed the holiday schedule, with Paul Shaum confirming that the holidays listed are federal holidays. Ed Mally highlighted that Good Friday is not a federal holiday, leading to a review of past discussions on holiday approvals. A motion was made by Ed Mally to approve the FY 2026/2027 holiday schedule, seconded by Doreen Collins.

Motion approved unanimously

Review of the Director of Health Report:

The consolidated income statement was discussed, and Ms. Bango noted that there are discrepancies in the report, specifically the vaccine line item occurring during the QuickBooks desktop to online migration. Katie Roller has been contacted and is in the process of reviewing QuickBooks migration documents and statements to identify and correct these discrepancies. Ms. Collins suggested that the financial reports, including the balance sheet, be put into "draft" form or removed completely from the Director of Health report due to the discrepancies. Ed Mally asked for clarification on the pension account, and Ms. Bango indicated that the number presented in the report was correct.

Doreen Collins and Catherine Revzon raised concerns about the formatting of the septic submittals, specifically on page four. Ed Mally pointed out that the document appeared differently when reviewed in Google Docs and recommended that Luci Bango send out documents as PDFs instead of Word files. Doreen agreed with this suggestion, noting that it worked well for her.

Ms. Bango stated that she would update the Director of Health report and financial reports and send all documents in PDF form.

Preliminary Draft of Budget:

Luci Bango discussed the preliminary budget draft, emphasizing the need for additional staffing to manage the workload effectively. Chairman Shaum discussed a possible typo on page 10 of the report of town contributions. Ms. Bango stated she will make the correction. Doreen Collins suggested presenting budget proposals with and without the new sanitarian to illustrate the potential impact on productivity. The budget proposes a 3% increase in town assessments, with plans to utilize reserves for staffing costs this year.

Luci Bango highlighted the current staffing challenges, indicating that there are only 135 registered sanitarians available for 59 health departments in the state, which complicates recruitment efforts. Doreen Collins pointed out that the existing staff might leave for better opportunities, further stressing the need to act quickly in hiring new sanitarians. Bango also mentioned that while the state has not made any improvements to training or certification processes, the department has made changes that could help attract new staff.

Luci Bango presented the preliminary budget draft, noting a reduction in mileage costs because staff are now using leased vehicles instead of their own. Catherine Revzon asked about gas expenses, and Ms. Bango clarified that these are accounted for under vehicle operations. Ms. Bango also mentioned her recent meeting with the new first selectman of Easton, Dan Lent, where she provided a tour of the department.

The issue of Easton potentially leaving the district was also discussed, and Ms. Bango discussed the financial impact this would have on the budget and the town assessments of Weston and Westport. Ms. Collins stated that she was in the process of drafting a letter in support of Easton's continued membership in the district.

The board discussed the approval of the preliminary budget, with Chairman Shaum questioning the necessity of the motion to vote. A motion was made by Ed Mally to approve the preliminary budget to present to the towns, seconded by Doreen Collins.

Motion approved unanimously

Fees:

Ed Mally emphasized the importance of reviewing fee increases annually to avoid lagging behind inflation. Luci Bango presented a proposed fee schedule with most increases set at 2% to 2.5%, which is expected to raise around \$25,000 in revenue. There was a suggestion to retitle the proposed increase for clarity, and discussions included adjusting specific fees related to septic applications.

Luci Bango discussed the need for a 20% increase in fees for out-of-pocket travel vaccines to address rising costs and ensure profitability. Doreen Collins asked if this percentage was standard, to which Pam Scott responded that it was based on advice from their third-party biller. The fee adjustments could be implemented as early as next week, while other fee changes would align with the fiscal year in July.

Allison Taylor Walker expressed apprehension regarding a 20% increase in vaccine prices, emphasizing the potential negative impact on vulnerable populations who may not be able to afford the vaccines. Luci Bango clarified that the travel vaccines are priced competitively, and the increase is essential to avoid financial losses. The conversation also touched on the demographics of vaccine recipients, with Catherine Revzon suggesting a need for more data on the income levels of those seeking vaccines.

Ed Mally questioned if the cost of vaccines is causing a decline in vaccinations, while Luci Bango reasoned that routine vaccinations remain stable and that travelers often choose AHD for its lower prices. Pam Scott noted the differences in revenue between community health services and environmental health, stating that environmental health generates more revenue than community health travel clinics, which are less in demand. Allison Taylor Walker expressed concern about the risk of illness from returning travelers and emphasized the importance of accessible vaccines.

Ms. Bango suggested that all environmental fees increase by 2.5%, and Doreen Collins agreed and suggested rounding to the nearest \$5. Ms. Bango stated that she will provide more information surrounding demographics regarding travel vaccinations to the board before a decision is made to increase travel vaccine fees.

A motion was made by Ms. Collins to approve the 2.5% increase, rounded to the nearest \$5 of all environmental fees, effective 7/1/2026, seconded by Ed Mally.

Motion approved unanimously

Executive Session:

Chairman Shaum made a motion to go into Executive Session at 8:10pm to discuss personnel matters.

Motion approved unanimously

Chairman Shaum called an end to the Executive Session at 8:30pm.

Public Meeting Resumes:

A motion was made by Ed Mally to approve staff raises of 2.5% for fiscal year 2026-2027, seconded by Doreen Collins.

Motion approved unanimously

There being no further discussion, A motion was made by Chairman Shaum to adjourn, seconded by Ed Mally.

Motion approved unanimously

Adjournment:

Meeting adjourned at 8:32pm.

Respectfully submitted,



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

1/29/2026