REGULAR MEETING MINUTES

ASPETUCK HEALTH DISTRICT BOARD OF DIRECTORS

June 8, 2026

Approved by the Board of Directors on 9/14/2026

The following voting Board Members were present in person during the Regular Board of Directors Meeting: Chairman, Paul Shaum, Ed Mally, Scott Bennewitz, also present in person was Pamela Scott, Director of Finance and Human Resources. Doreen Collins, Alison Walker, Catherine Revzon and Luci Bango, Director of Health, were present via Zoom.

Chairman Paul Shaum called the Regular Board Meeting to order at 7:04pm.

Review and approval of January Minutes:

The minutes from May 11, 2026, Board of Directors meeting were reviewed. Director Mally made a motion to approve the minutes. Director Bennewitz seconded the motion.

Motion approved unanimously

Review of the May Director of Health Reports:

Ms. Bango stated that the financial report was omitted from the director's report because the CPA, John, is finalizing month-end work to close the fiscal year. The board discussed the QuickBooks Online conversion, cleanup of unclassified line items, and whether April and May were closed; Ms. Scott confirmed April and May are closed and John is conducting a follow-up review with a meeting scheduled next week to finalize reconciliations.

Ms. Bango presented the revised year-to-date graphs for septic and building plan submissions and highlighted community health activity comparisons showing significant increases in blood pressure screenings and cosmetology inspections tied to targeted outreach months and staff duties. She also reported that tick-positive counts are lower year-to-date than the prior year and explained reasons for procedural changes regarding tick identification and testing to manage liability and ensure comprehensive lab testing. Director Bennewitz asked about travel trends related to vaccines and Ms. Bango confirmed that some months are busier travel months than others, increasing vaccine demand.

Ms. Bango highlighted May events, meetings and news and she reviewed recent community outreach activities including Champion Your Health and the Westport Dog Festival. She also discussed her attendance at the Commissioner's meeting where local health departments participated in DPH's strategic plan. Ms. Bango discussed the press release that was posted in the 06880 blog and the Save the Sound report discussing the grade assignments to beaches throughout Long Island Sound. The department is participating in weekly state and CDC calls to prepare for potential Ebola traveler monitoring, though no high-risk travelers have been identified within the jurisdiction.

Luci described current internship placements—one Fairfield University Public Health undergraduate intern who will lead social media and outreach for the summer. Another Fairfield University Public Health undergraduate will lead social media projects beginning this fall.

Fee Schedule

The board discussed and confirmed the revised fee schedule based on the May spreadsheet and prior board guidance, noting the average weighted fee increase of 3.22% and that the schedule must be posted online to take effect July 1st. Members agreed no new formal vote was needed because the change had been previously approved and only required internal corrections.

Recreational Water Testing

The weekly Monday beach sampling process was reviewed and reported as satisfactory to date, and Westport will utilize the Stamford lab for expedited resampling to avoid prolonged beach closures like those experienced last year.

Out of Town Services/Fees

Luci presented data on vaccine revenue and travel clinic fees, proposing to increase the travel consultation fee from $75 to $100 and the additional fee for groups from $40 to $50, which could generate approximately $4,700 additional revenue. Director Collins supported the fee increases but requested comparative data on competitor pricing, while Director Walker strongly opposed the proposal, arguing that increasing fees could reduce vaccine access and potentially lead to imported diseases spreading in the community. The board suggested a comparative analysis of other private and local health agencies

offering travel vaccines. Luci explained she has already done comparative analyses of local providers and health districts and offered to share that work with the group. The board decided to table the discussion for further consideration.

Other

By-Laws
Luci will compile Director Bennewitz's comments and send proposed indemnification language to the lawyer for by-law edits.

Cash Only

Luci and Pam discussed discontinuing cash transactions for services as recommended by the auditor and CPA.

Office Closing Time Proposal Discussion

Luci proposed closing the office doors at 4:00 PM instead of 4:30 PM to allow time for end-of-day procedures, as transactions have already shut down at 4:00 PM and late arrivals create additional work for staff. Director Collins expressed concerns about the impact on customers and suggested tracking data for a month to determine the average number of people affected by this change. The group agreed to collect this data before making a final decision.

Easton Task Force and Action Plan

Director Collins asked if there was any response from Easton regarding the submission of the task force action plan. Luci reported she has not received a response from Easton and noted continued in-person sanitarian presence at Easton town hall has ended. Joanna DiPalma continues to visit Easton town hall weekly to conduct file search requests.

Executive Session:

Chairman Shaum made a motion to enter Executive Session at 8:01 p.m. to discuss personnel matters. The meeting moved into executive session after confirming Zoom recordings were turned off.

Motion approved unanimously

Chairman Shaum called an end to the Executive Session at 8:29 pm.

Motion approved unanimously

Regular Board Meeting Resumes at 8:29 pm:

The board discussed Ms. Bango's evaluation and performance. A motion was made by Chairman Paul Shaum to approve a COLA increase of 2.5% effective December 2025 through this fiscal year. Pam Scott confirmed the correction of 3.5% increase for fiscal year 2026 and 2.5% increase for fiscal year 2027. Director Bennewitz accepted the motion, and Director Mally seconded the motion.

Motion approved unanimously

Chairman Shaum discussed the plans to continue to evaluate the costs of the current office space and comparable office spaces. Director Bennewitz discussed the plans to continue to review the by-laws during the summer with the comments from the attorney shared by Ms. Bango.

Adjournment:

There being no further discussion, A motion was made by Chairman Shaum to adjourn the meeting at 8:33pm, motion accepted by Director Bennewitz, seconded by Director Mally.

Motion approved unanimously

Respectfully submitted,

Lucienne Bango, MPH, REHS/RS

Director of Health, Aspetuck Health District Secretary/Treasurer/(Ex-Officio)