REGULAR MEETING MINUTES
ASPETUCK HEALTH DISTRICT BOARD OF DIRECTORS
March 9, 2026

Approved by the Board of Directors on 4/13/26

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

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

Review and approval of January Minutes:
The minutes from January 26, 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 January and February Director of Health Reports:

Ms. Bango provided an update on the completion of the January and February profit and loss reports. She explained that there had been issues with the financial reporting during the migration to QuickBooks Online, and the district had been working with a consultant to resolve them. She stated that the issues appear to have been resolved.

Director Bennewitz suggested modifying the profit and loss report to include fiscal year-to-date figures.

Ms. Bango confirmed that the reports were provided in PDF format to prevent formatting issues when included in the board packet.

Director Bennewitz inquired about trends in the environmental health reports. Ms. Bango presented a breakdown by town and month to clarify trends and assist with staffing justification. The capabilities of QuickBooks and FileMaker Pro to produce these views were discussed, particularly regarding interpretation of monthly trends and how activity may appear skewed based on timing or data entry location.

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Board members requested report modifications to include fiscal year comparisons and year-to-date figures to better support staffing decisions.

Environmental health metrics were reviewed, including town-by-town activity levels. January septic activity was unusually high in Westport, with 185 applications reported.

Ms. Bango noted the challenges of conducting inspections during heavy snow and inclement weather. Mr. Janey described the difficulties of evaluating sites under extreme winter conditions.

The Board discussed the need to update the sanitary code to allow inspections to be rescheduled during hazardous weather. Director Walker raised concerns regarding how weather conditions may affect test hole results.

Ms. Bango also discussed the format and content of the monthly reports, which now include events and meetings beyond community and environmental health activities, particularly for the Director of Health.

The Board reviewed community health events and outreach efforts, including the farmer's market. Ms. Bango stated that radon test kits were distributed at various town locations to increase our outreach and radon kit distribution.

She also discussed the balance sheet, including net pension liabilities.

Travel Vaccine Analysis:

Ms. Bango presented a travel vaccine report, including demographics and reasons for vaccination.

Director Revzon raised concerns about the ethical implications of restricting travel vaccine services **a**nd the potential public health risks if such services were unavailable.

The Board discussed the costs and profit margins associated with administering travel vaccines and compared them with services offered by other health districts and for-profit providers.

Directors Bennewitz and Walker emphasized the public health importance of offering travel vaccines and the potential cost savings associated with preventing disease importation**.**

The analysis showed that most travel vaccine clients are ages 25–64**,** traveling primarily for leisure**,** and typically paying through self-pay or Medicare Part D**.**

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It was noted that Medicare Part D does not reimburse consultation fees, resulting in an approximate $175 loss per Medicare Part D patient. Additional billing issues were identified, including: the lack of Medicare Part B contracts, inconsistent payments, missing Medicaid data, and high costs associated with certain vaccines, particularly Japanese Encephalitis.

Ms. Bango noted that Aspetuck Health District is one of only three local providers offering travel vaccines, which limits patient alternatives.

Ms. Bango clarified when consultations are required and how consultation fees and additional-person fees are applied. There was uncertainty regarding whether listed prices include administration fees.

Director Walker referenced CDC/ACIP cost-effectiveness analyses, noting that vaccines can prevent costly imported infections and potential local transmission.

The Board noted that there are insufficient time-and-motion data and profit-and-loss analysis to fully assess the service's operational costs. Further discussion addressed: the absence of a Medicare Part D contract; how travel vaccines are billed and reimbursed; use of VaxCare; and missing pages and incomplete data in the report.

The Board reviewed revenue losses by vaccine type and identified the Japanese Encephalitis vaccine as producing the largest financial loss. Members discussed whether current recommendations may be overly cautious, leading to unnecessary vaccine purchases.

Attempts to reconcile billed totals, payments, and missing Medicaid figures revealed that the current numbers do not reconcile and require clarification.

The Board agreed to table any decisions regarding travel vaccine services until a corrected analysis is provided. Members emphasized the public health value of offering vaccines despite financial losses.

Ms. Bango agreed to review the analysis and return with clarified numbers for future consideration.

Environmental Fee Increases:

The Board discussed the proposed environmental fee increases, including the methodology used to calculate the increases and the potential impact on various permit types.

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Director Bennewitz suggested recalculating the fees to ensure a consistent 2.5% increase, rounded up to the nearest $5.

Director Bennewitz moved to recalculate the proposed fee schedule using a 2.5% increase and round up to the nearest $5. Chairman Shaum seconded the motion.

Motion approved unanimously

Ms. Bango explained that the district's multiple legacy software systems prevent granular breakdowns of certain permit types, such as cosmetology station counts, which complicates accurate revenue projections.

The Board acknowledged that current totals reflect aggregate receipts rather than per-establishment counts, which affects the accuracy of projected revenue gains from the fee changes.

Sanitary Code Update:

Ms. Bango explained that environmental health staff have experienced operational limitations due to winter weather conditions, particularly regarding septic and leaching field inspections conducted during snow or frozen ground conditions.

Sanitarians recommended adding formal language to the sanitary code allowing inspections to be delayed or cancelled when weather conditions make inspections unsafe or unreliable.

Mr. Janey described the severe winter conditions that hinder safe and accurate septic inspections and emphasized the need for code language granting the district discretion to postpone or cancel inspections during snow, frost, or hazardous weather conditions.

Chairman Shaum moved to incorporate a new paragraph into Section G of the sanitary code addressing inspections during inclement weather conditions. Director Walker seconded the motion.

Motion approved unanimously

Executive Session:

Chairman Shaum made a motion to enter Executive Session at 8:20 p.m. to discuss personnel matters.

Motion approved unanimously

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Chairman Shaum called an end to the Executive Session at 9:02 pm.

Regular Board Meeting Resumes at 9:02 pm:

A motion was made by Director Mally to approve a 2.5% salary increase for Ryan Currier for obtaining certification as Food Inspection Training Officer, effective the next pay period. Director Bennewitz seconded the motion.

Motion approved unanimously

Adjournment:

There being no further discussion, A motion was made by Chairman Shaum to adjourn the meeting at 9:03, seconded by Director Mally.

Motion approved unanimously

Respectfully submitted,

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

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