

**BUDGET PUBLIC HEARING  
&  
REGULAR MEETING MINUTES  
ASPETUCK BOARD OF DIRECTORS**

**April 11, 2022**

**Subject to change until approved by the Board of Directors.**

The Budget Public Hearing was opened by Chairman Shaum at 7:01 pm who asked Mr. Cooper to read the Notice of the meeting. Mr. Cooper read the Notice: *Notice, Budget Public Hearing and Regular Meeting of the Aspetuck Health District to be held in the Health District Conference Room, 180 Bayberry Lane, Westport, Ct. 06880 on Monday, April 11, 2022, on Monday, April 11, 2022, 7:00pm. There will be a Budget Public Hearing on the proposed Aspetuck Health District Budget for the fiscal year 2022 - 2023, which begins July 1, 2022. The Public Hearing will take place on Monday, April 11, 2022, at 7:00 PM. Immediately following the Budget Public Hearing there will be a Regular Meeting of the Aspetuck Health District Board of Directors. Sincerely, Mark A. R. Cooper, MPH, RS, Ex-officio, Secretary Treasurer.* Mr. Cooper noted that the Notice has been posted with the Town Clerks of Easton, Weston and Westport, the Health District's website since March 28<sup>th</sup>, and has run for two weeks in Weston Today, and the Westport Journal. He also noted that all three towns have approved the public health assessments sent to them and incorporated into each town's municipal budget which were also reviewed as part of their public hearing process.

Present at the Hearing was Chairman Paul Shaum, Director Doreen Collins, Director Edward P. Mally, Director Paul Fonteyne, and Mark A.R. Cooper, Director of Health. Also, present were, Vice Chairwoman Catherine Revzon and Director Ilisa Nussbaum, via Zoom. There were not members of the public present.

Chairman Paul Shaum asked Mr. Cooper to summarize the budget request. Mr. Cooper noted that the budget before the Board has not changed since being discussed by the Board and presented to the towns of Easton, Weston, and Westport. Each town has already approved their public health assessment. With the additional per capita funding, grants, and larger than expected permit fee revenue, the assessments for Weston and Westport have been reduced by about 5% from last year. Easton's public health assessment has increased about 5%. He noted that total revenues are projected to be \$1,570,660, equaling expenditures of the same. Mr. Cooper added that another small town has expressed an interest in possibly joining the Health District which would necessitate a budget modification should it occur.

There was general discussion on how fluid revenue sources can be; environmental fee revenue spiked during the pandemic while travel clinic revenue dried up. Environmental fee revenue now seems to be declining while travel clinic usage seems to be picking up. There have been several grants associated with the pandemic response activities, it is unknown at this time as to how long such funding will be available. State Per Capita grant funding is fairly secure, funding that was not available before Easton joined, but the exact amount each year is subject to Legislative "tinkering". With aggressive grant

writing and with a careful watch of expenditures, the District has a healthy undesignated fund balance available to meet needs such replacing a retiring public health nurse.

Director Fonteyne asked if the Board gets regular fiscal year to date budget updates. Mr. Cooper replied that yes, at each meeting the bookkeeper provides a Consolidated Income Statement for the previous month but noted that one is not included in this meeting package because the bookkeeper has been out of the office.

Chairman Shaum asked if there were any questions relating to the budget. Hearing none, he declared the Budget Public Hearing closed at 7:15pm.

**The Regular Meeting was called to order by Chairman Shaum at 7:16 pm.**

**The following voting Board Members were present:** Chairman Paul Shaum, Director Linda Bruce, Director Doreen Collins, and Director Edward P. Mally were present in the room. Vice Chairwoman Catherine Revzon, and Director Ilisa Nussbaum, were present via Zoom.

**Also, present was** Mark A.R. Cooper, Director of Health

Chairman Shaum welcomed Director Paul Fonteyne to Board, having replaced Director Bruce who resigned at the end of the March meeting.

### **Approval of Minutes**

Chairman Shaum asked if there were any other comments on the March 14, 2022, Regular Meeting Minutes.

Director Paul Fonteyne noted that although the Aspetuck Health District's logo is on the letterhead, the header still said *Westport Weston Health District Board of Directors*. Mr. Cooper indicated he would correct the oversight.

On a motion made by Director Fonteyne, and seconded by Director Mally, the Board voted to approve the March 14, 2022, Regular Meeting Minutes. Chairman Shaum voted yes; Vice Chairwoman Revzon voted yes, Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

### **Communications**

Mr. Cooper indicated that the Health District received the formal proposal from Jeff Krulwich from the Harvard Business School Club of Connecticut Partners, outlining their approach to strategic planning.

Chairman Shaum asked if Mr. Cooper he clarified what the HBSC's concerns were that necessitated the inclusion of the indemnification /hold harmless clause in the proposal? Mr. Cooper replied that he had not. Director Collins indicated that the indemnification/hold harmless clause was standard in all the HBSC's proposals. Director Fonteyne added that it looks like a standard liability disclaimer paragraph.

There was general discussion on what the HBSC would be doing, basically guiding the strategic planning process, helping staff sort through data and draft a plan for Board approval.

On a motion made by Chairman Shaum, and seconded by Director Mally, the Board voted to authorize Director of Health Mark Cooper to sign the formal engagement letter with the Harvard Business School Club. Chairman Shaum voted yes; Vice Chairwoman Revzon voted yes, Director Nussbaum voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Director Collins abstained from voting because she is Harvard Business School Club member.

**Motion was approved 5 to 0.**

Also, under Communications Mr. Cooper pointed out that included in the Board Meeting package is an updated Directory of Board Members, he asked for each member to check out their information and make sure it is accurate. Director Collins noted that the home phone number for her is no longer in use and can be removed.

### **Transitioning from Westport Weston to Aspetuck Health District**

Chairman Shaum summarized the efforts of trying to open an account with Bank of America in the name of the Aspetuck Health District. Since the end of November 2021 there have been 3 meetings at the bank office, and several telephone calls to try and get this done. It took Bank of America about 3 months to say they could not set up an account for the Aspetuck Health District.

Working with Peoples United Bank, it took 3 days to have such an account set up. To obtain a credit card, the bank manager requested certain information and Board authorization. He outlined the steps needed in an email dated April 6, 2022, and is included in the Board's Meeting Package.

Vice Chairwoman Revzon asked if the Health District has always had a credit/debit card from the Bank of America. Mr. Cooper replied yes, some purchases require the use of a credit card. There was general discussion on the Health District's use of a credit card, what type of purchases, how the bill gets paid, and what the card can be used for.

On a motion made by Director Fonteyne, and seconded by Director Collins, the Board voted to authorize Director of Health Mark Cooper to apply for a Peoples United Bank business credit card in the name of and for official Aspetuck Health District use, with a credit limit not to exceed five thousand dollars (\$5,000.00). Chairman Shaum voted yes; Vice Chairwoman Revzon voted yes, Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

## **Strategic Planning Update and Contract Discussion**

On a motion made by Chairman Shaum, and seconded by Director Mally, the Board voted to go into executive session to discuss the Strategic Planning contract and a personnel matter. Chairman Shaum voted yes; Vice Chairwoman Revzon voted yes, Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

Having declared the Executive Session over at 8:10, Chairman Shaum asked if there was any other business to come before the Board.

Mr. Cooper replied he had a quick update on COVID19 and . He noted that the number of positive COVID cases has increased significantly. Westport had an increase of 135 last week compared to 46 the week before, Weston had an increase of 20 compared to 14 the week before, and Easton had an increase of 17 compared to the week before.

Director Collins questioned the accuracy of the number of cases being reported through Connecticut's data collection system. Mr. Cooper agreed that the number of new cases is under reported because of all the home test kits available to the public with no requirement for reporting those results to anyone. There is likely many more cases out in the community. The number of new COVID cases has likely always been under reported, probably much more so now.

There was general discussion on how COVID cases get reported by whom, and how.

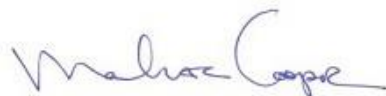
Director Collins asked if the Health District can test for COVID. Mr. Cooper replied that the nursing staff can test for COVID and seasonal Flu. Cost is \$100 payable by cash, check or credit card, staff provides all the information for the client to seek reimbursement from their health insurance carrier.

Chairman Shaum again asked if there was any other business to come before the Board.

Hearing none, on a motion made by Chairman Shaum, and seconded by Director Collins, the Board voted to adjourn the meeting at 8:17pm. Chairman Shaum voted yes; Vice Chairwoman Revzon voted yes, Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

Respectfully submitted



Mark A.R. Cooper Director of Health  
Aspetuck Health District