DOVER BOARD OF HEALTH
MEETING MINUTES
December 1, 2025
7:00 PM via Zoom

1. Call to order, roll call: Start time: 7:03 PM

   Present: Chair Kay Petersen, Member John Quackenbush, Member Stephen Kruskall, Health Director Jason Belmonte, Public Health Nurse Gael Varsa, Administrative Assistant Sophia Kriegsman

   Also Present: Leslie Hochman, Liam McSweeney, Kathryn Ruggeri

2. Citizen comments: N/A
3. Next meeting: January 5, 2025
4. Approval and acceptance of minutes:
   - October 6, 2025
   - November 3, 2025

   Member Kruskall made a MOTION to approve the minutes from the October 6 and November 3 meetings. Chair Petersen seconded the MOTION.

5. Camp Grossman

Health Director Jason Belmonte introduces the agenda item and explains that Camp Grossman previously met with the Board in August, and also met in a preliminary meeting with himself and Public Health Nurse Gael Varsa a week prior. He states that the purpose of the discussion is to check in with Camp Grossman and receive an update on improvements to their policies.

Leslie, the camp director, explains that the camp posted open positions for medical staff, including nurses and EMTs, and contacted the American Camp Association to request sample healthcare supervisor job descriptions. She states that the camp reviewed the CampMinder electronic logging system and has decided to use it moving forward instead of paper medical logs. She further explains that she now has complete supervision of nursing staff.

Chair Kay Petersen asks how Leslie plans to ensure that staff follow policies correctly. Leslie then outlines the next steps in detail. She states that the camp plans to review and audit ACA nursing standards and consult with an ACA nurse once the open positions are filled. She explains that the camp is drafting the medical procedures in checklist form in order to make them accessible, and is creating job-specific manuals to supplement the general staff handbook. She states that the camp will conduct additional audits as procedures are drafted and will clearly document where healthcare information is stored in CampMinder and how staff should dispense of and return medications.

Leslie states that the camp plans to expand training so that all staff and counselors understand healthcare policies. Specifically, they plan on developing multiple training formats including in person orientation and a new online Google Classroom. She states that the camp plans to post the healthcare supervisor position by the end of the month and to hire someone to begin work in April or May. She explains that the healthcare supervisor will review medical records, receive training, meet with the healthcare consultant, and meet with the Board of Health. She explains that she will conduct regular check-ins with the healthcare supervisor during the season.

Board Member Stephen Kruskall asks what specific changes are made to the monitoring and handoff of medications. Leslie explains that families are strongly encouraged to hand medications directly to nursing staff. She states that alternate procedures are created for situations where families cannot do so, and if that is the case, the information is entered into CampMinder and then verified again by the nurse.

Leslie also discusses the role of bus counselors and states that she does not prefer that medications be handed to bus counselors but recognizes that it may be necessary in some emergency or last-minute situations. She explains that bus counselors receive training to transport medications directly to the nurse and that additional documentation procedures are being developed.

Chair Petersen asks whether CampMinder entry by parents triggers nurse review. Leslie confirms that parents entering medications into CampMinder alerts nurses to expect those medications. Leslie explains that nurses now verify every medication against CampMinder upon receipt and confirm quantity before storing it away.

Public Health Nurse Gael Varsa asks whether a list of acceptable over-the-counter medications is developed. Leslie explains that all medications, including over-the-counter medications and vitamins, now require either a standing order or a physician's order. Liam adds that the camp submits a list of potential medications to the healthcare consultant to obtain standing orders and that any medication not on that list requires written consultant approval. Leslie adds that even if a medication is included in standing orders, a physician's order is required if it is to be given regularly.

Chair Petersen asks the camp to describe how a previously discussed case would be handled under the new procedures. Leslie walks through the revised process step by step, explaining that nurses would not approve administration without proper orders, that all medications would be directed to the nurse's office, that standing orders and consultant approvals would be verified, and that all information would be documented in CampMinder. She also mentions that, if a medication is discontinued, the nurse would hold onto it and contact families to arrange pickup. The Board collectively expresses appreciation for the amount of work completed and recognizes that the camp is taking the process seriously.

6. <u>NFG Updates</u>

Director Belmonte begins by explaining that, approximately one month prior, the Board voted to adopt revisions to the tobacco regulation, officially establishing the Nicotine-Free Generation provision.

Director Belmonte explains that several administrative steps remain. He states that a certified copy of the updated regulation must be sent to the state, which is a standard requirement when regulations are amended. He also reports that updated signage is being prepared for the town's two tobacco license holders to reflect the new regulation.

Director Belmonte adds that the updated regulation will be shared with Ecode360, which runs the town's regulations online. He explains that the town updates the e-code system only once per year, typically in the spring, so the regulation will not immediately appear online. In the meantime, the Board plans to post the regulation on the Board of Health webpage so it is accessible to the public.

Member Kruskall asks whether the new regulation is required to be published in the media. Director Belmonte responds that no publication is required. Chair Petersen asks whether publication in the e-code is necessary for the regulation to take effect, and Director Belmonte confirms that it is not and is more of a housekeeping matter. He explains that it technically takes effect 30 days after the Board's vote but notes that the impact aligns with the January 1 birthdate cutoff, meaning enforcement will not technically change until the new year.

Member Kruskall asks whether the schools should be notified. Nurse Varsa states that she has already notified the school nurses and plans to send a brief notice to school administrators and the superintendent.

7. Shared Services Updates

Director Belmonte provides an update on shared services, noting that the Shared Services Manager, who had been out for several months, has recently returned. He reports that a shared health agent has been hired and is currently in training, with the expectation that they will soon assist with inspections. He adds that he served on the interview panel and that interviews are beginning for the Assistant Shared Services Manager position.

Director Belmonte also addresses the shared medical director and states that there has been no progress, explaining that the absence of a medical director continues to limit the Board's capacity.

Member Kruskall asks whether making the position paid could help attract candidates. Director Belmonte responds that funds were included in a prior budget. Chair Petersen states that she has requested the medical director issue be placed on the agenda for an upcoming shared services meeting. She expresses frustration with the lack of progress and recalls hearing about progress being made months earlier. Nurse Varsa reports that she has heard no updates and notes that the issue is becoming urgent across several towns.

Director Belmonte asks whether the Board wishes to continue waiting or proceed independently. Chair Petersen responds that she would like to hear the outcome of the upcoming meeting but states that her confidence is low and that the Board may need to pursue the position independently or with select towns.

Board members discuss compensation, and Director Belmonte suggests a tentative compensation of $5,000. Director Belmonte also proposes sending a general inquiry letter to physicians in town to gauge interest. Chair Petersen suggests waiting for the shared services update and proceeding with outreach if no progress is made. Chair Petersen adds that other towns could be contacted if a candidate is identified, and Nurse Varsa suggests concierge medical practices as a possible option. The Board agrees to wait for the upcoming shared services meeting and proceed accordingly.

8. Public Health Nurse Report

Nurse Varsa begins her report with a review of local influenza vaccination data from the Massachusetts Immunization Information System (MIIS). She explains that the data covers June 2024 through November 2025 and shows the highest vaccination rates among Dover residents age 65 and older. She notes that actual vaccination rates are likely higher than reported.

Nurse Varsa adds that statewide projections from the Massachusetts Department of Public Health Respiratory Illness Dashboard suggest another high season for flu, COVID-19, and RSV. She reports that approximately 46 percent of seniors have received a flu vaccine so far this season.

Nurse Varsa also provides a year-end summary of her work, highlighting several milestones including the implementation of PulsePoint and new AED placements at the Carroll Center, the Great Hall, and an upcoming installation at the library. She reports that hands-only CPR and AED training have been well received by town employees and community members, and also summarizes camp inspections, blood pressure clinics, vaccine clinics, cases that she's worked on, and her collaboration with Sherborn and Shared Services. She outlines 2026 goals including securing a medical director and continuing to grow community health initiatives. The entire Board thanks Nurse Varsa for her dedication and contributions to the Dover community.

9. FY27 Budget

Director Belmonte explains that the FY27 budget is due to the Town Administration soon, and shares the FY26 budget with the Board as a reference. He draws the Board's attention to two line items that have not been used during his tenure, which are a $9,000 water study line and a $5,000 Charles River Pollution Assessment line. He proposes either leaving the funds as-is or consolidating them into the professional services line to allow for more flexibility. The Board discusses the history of the line items, with Chair Petersen recalling that the water study funds were intended for monitoring wells and potential future water testing. She also recalls discussion that the funds of the Charles River Pollution Assessment line were intended to cover a possible assessment related to Charles River pollution. The Board agrees to leave both line items as-is for now.

Director Belmonte then reviews the staffing line, explaining that the department is currently budgeted for 48 hours of administrative support. He proposes shifting to a single full-time 35-hour administrative position, which would not only improve efficiency, but would also likely improve recruitment while also reducing the overall budget by approximately $5,000 compared to FY26. The

Board expresses support for the proposal, stating that a full-time position better reflects current needs.

Director Belmonte states that aside from those items, no other significant changes are anticipated. He notes that the budget will still come in under the prior year even with minor adjustments.

A formal vote will occur once Director Belmonte has access to the accounting system and completes the final draft. The Board agrees that Director Belmonte will circulate the finalized budget for review and approval outside of a meeting if necessary.

10. Old Business

While not formally old business, Director Belmonte mentions that the Town has received a Chapter 40B application for 43 Strawberry Hill. He emphasizes that the application is an important matter and notes that written comments are due by January 2.

Director Belmonte suggests scheduling a separate meeting to discuss the application and coordinating written comments through him. The Board members agree to meet again on December 10th to further discuss the matter.

11. Adjournment

Member Quackenbush made a MOTION to adjourn the meeting, seconded by Member Kruskall. The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Sophia Kriegsman