



Charles River

PUBLIC HEALTH DISTRICT

Charles River Health District Shared Services Arrangement Towns of Dover, Medfield, Needham, Sherborn

Remote Participation

March 25, 2025

9:00 AM

Members Present:

Daryl Beardsley - Sherborn Board of Health
Ed Cosgrove - Needham Board of Health
Kay Peterson - Dover Board of Health
Carol Read - Medfield Board of Health
Kathy Thompson - Medfield Board of Health

Others Present:

Jason Belmonte - Dover Health Director
Kerry Dunnell - Shared Services Manager
Sam Menard - Shared Services Assistant Mgr
Tim McDonald - Needham Director of HHS

Amy McInerney - Regional Health Inspector
Jen Casey - Administration Specialist
Kathy McDonald - Human Services, Medfield
Gail Varsa - Dover Sherborn Public Health Nurse

1) Introductions

The meeting was called to order at 9:00am and introductions were made.

2) Public Comment

There was no public comment at this time.

3) Approval of Minutes for February 25, 2025

Upon motion duly made and seconded it was voted to approve the meeting minutes of February 25, 2025. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

4) Community Discussion

Members gave updates from their towns. There was discussion regarding inviting Cheryl Sbarra, MAHB, to a meeting to speak with the group.

5) Upcoming

a. Service Tool for Foundational Public Health Services

Ms. Dunnell explained that the service tool for Public Health Services will be previewed with the towns shortly.



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b. FY26 Budget & Workplan Development

Ms. Dunnell stated that the group can review its past expenditures through Term 2 and think of what the upcoming budget may look like. A budget and workplan will likely need to be submitted by the end of May. Ms. Dunnell explained that allowable costs may change in the future. The availability of the MA DPH data solution Metrik, will mean that private inspectional software will no longer be an allowable cost in FY 27. Payment for inspectional software is currently the second highest cost in the Charles River PHD budget. For FY 27, the towns can either choose to cover the costs of the software in their own budgets or use Metrik.

6) Staff Reporting including

a. FY 2025 Triterm 2 Budget update & changes

Ms. Dunnell stated that the group is on track for the budget at this time.

b. FY 2025 Triterm Workplan update & changes

Ms. Dunnell reviewed the workplan progress to date.

c. Public Health Nursing

A report was given on Public Health Nursing. Ms. Dunnell stated that Jen Gangadharan will continue to cover Medfield until the position is filled. She will also be the backup for Sherborn. She reported that Flu and COVID have decreased in that area.

There was discussion regarding vaccination clinics for the shared services towns. Towns need a Medical Director to hold these clinics and offer any vaccination services.

Ms. Varsa stated that there was a demonstration for ten community members in Needham for how to use Hands Only CPR. There will be another demonstration in Dover on April 8th. This is a simple opportunity with high community yield benefits.

d. Environmental Health Workgroup

Ms. Menard stated that the group met on March 18th. She noted that there is a survey available for members to fill out. Also, feedback on any unmet standards can be submitted.

7) Other Business

None at this time.

8) Next meetings: March 27 – Strategic Planning #3 Virtual; Tuesday April 22, 2025, Monthly Meeting; Thursday April 24, 2025 Strategic Planning #4 Virtual

9) Adjourn



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Upon motion duly made and seconded it was voted to adjourn at 10:45am. Motion passed:
Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

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