



Charles River

PUBLIC HEALTH DISTRICT

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

Remote Participation

March 27, 2025

9:00 AM

Members Present:

Daryl Beardsley - Sherborn Board of Health
Jason Belmonte - Dover Health Director
Ed Cosgrove - Needham Board of Health
Kathleen Thompson - Medfield Board of Health

Others Present:

Kerry Dunnell - Shared Services Manager

1) Open Meeting and Introductions

The meeting was called to order at 9:00am.

2) Public Comment

There was no public comment at this time.

3) Opener:

- A. Goal for the day & agenda review
- B. Objectives

Arissa Ruano and Meghan Russell, BME Strategies, continued to work with the group on its Strategic Plan.

4) Mission, Vision, and Guiding Principles

The group reviewed the draft Mission, Vision, and Guiding Principles.

5) Goals and Objectives

It was noted that the group has determined some strategic priorities, including departmental capacity, environmental health, and tobacco use prevention. These align well with some items included in the SWAT discussion and the self-assessment data. There are a couple of five year goals that fall within each of these, with the first in departmental capacity being developing sustainable methods for record keeping that allow for expanded data collection opportunities.



The group discussed their current data collection methods and future opportunities for growth in this area.

The second goal is to build strong cross municipality partnerships throughout the shared services arrangement. One suggested objective is to implement a buddy system for onboarding new staff. Some of the proposed activities in the near future are developing strategies for onboarding new staff. This goal was in part due to new hiring happening across the shared services arrangement. A buddy system pairs new people up to allow them to best learn about their new role in their municipality and also about the shared services arrangement. There was discussion that Shared Services staff has created onboarding and pre-boarding tools, has shared them with communities doing hiring, and will continue to do so.

The third goal is to develop and implement communication processes with the community. The objective is to explain public health outreach and raise awareness of the health department programs and services. Some of the proposed activities include reviewing and updating the health department's website and identifying opportunities to expand social media communications. There was discussion regarding how to expand outreach to the communities.

Regarding environmental health, there are four goals. The first one is to set up cross municipality training and knowledge sharing systems to address gaps identified in the SWAT and self-assessment. The second is to develop and implement standardized procedures for hoarding. The third is to increase capacity in septic and sewer. The fourth is to explore regulation and enforcement of solid waste facilities and transfer stations. For the first goal, one of the objectives is to develop a system for synthesizing group strengths and areas for improvement which has already begun with the Environmental Health Working Group. The associated activity is to gather individual municipality assessments and different data sources. Ms. Beardsley stated that she has collected a lot of research regarding groundwater quality and associated issues. She would be happy to help compile reputable vetted information on topics. Regarding the second goal, it was noted that a training session on how to identify hoarding cases and be proactive regarding them would be helpful.

Regarding the goal to increase capacity in septic and sewer the objectives include to potentially conduct cross municipality training and the possibility of exploring cross authorizing regional inspectors. Dr. Cosgrove stated that cross training would be helpful among the communities.

Regarding the fourth goal, to explore regulation and enforcement of solid waste facilities and transfer stations, one activity is to collaborate with the Environmental Health working group.

Regarding the goal for tobacco use prevention, one possibility is to support communities pursuing adoption of a Nicotine Free Generation regulation, with objectives to draft and propose policies to local leadership and work with community-based organizations and the community at large. Some of the activities include conducting group learning sessions and scheduling community meetings. Dr. Cosgrove noted that Needham recently adopted the Tobacco Free Generation initiative and that there was little opposition within the Town.



6) Crosswalk

The group reviewed the Crosswalk tool.

7) Strategic Plan Outline

The group discussed the Strategic Plan outline and what would be included in each section.

8) Standing Close-out Items

- A. Reflection: What worked well today? What could be improved?
- B. Work with BME to schedule interviews
- C. Next steps

The group discussed close-out items and next steps.

9) Adjourn

Upon motion duly made and seconded it was voted to adjourn at 10:26am. Motion passed:
Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.