



Charles River

PUBLIC HEALTH DISTRICT

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

Remote Participation

April 29, 2025

9:00 AM

Members Present:

Daryl Beardsley - Sherborn Board of Health
Ed Cosgrove - Needham Board of Health
Kay Petersen - Dover Board of Health
Kathy Thompson - Medfield Board of Health

Others Present:

Kerry Dunnell - Shared Services Manager
Sam Menard - Shared Services Assistant Mgr
Carol Read - Medfield Board of Health
Gael Varsa - Public Health Nurse, Dover/Sherborn
Ginnie Chacon-Lopez - Public Health Nurse, Needham
Tim McDonald - Needham Dir. Health and Human Svcs

Jen Casey - Administration Specialist
Jen Gangadharan - Regional Health Nurse
Jason Belmonte - Dover Health Director
Tamara Bedard - Public Health Nurse Consultant
Kathy McDonald - Human Services, Medfield

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) Community Discussion

Members gave updates from their towns.

4) Staff Reporting including

a. Public Health Nursing

There was discussion regarding public health nursing.

b. Environmental Health Workgroup

Ms. Menard stated that the group will continue to meet to ensure the minimum standards are being met. She noted that Variance application and Food Establishment Permit application are



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available to be adopted by towns. She asked that any job postings be forwarded along in order for the Shared Services group to network these positions as well.

c. Program and Grant Management

Ms. Dunnell explained that progress is being made on all of the deliverables. Shared Services is on pace to spend all its grant funding and is beginning to consider what the upcoming year's budget will look like. Budgets are due to DPH in June.

Ms. Dunnell stated that all of the communities finished their Foundational Public Health Services reviews. The results of the assessment will be discussed at the next meeting on May 26th.

5) Other Business

Ms. Bedard reviewed the Local Public Health Nurse Consultants Program. She explained that the program was designed in partnership with UMASS Amherst and the Office of Local and Regional Health and is meant to support making local public health nursing efforts more robust in any way possible. The Program staff would also like to develop curriculum and training to support the public health nurses. This could dovetail with the training hub. The program launched in February. Massachusetts has been divided into five sections for this program and she is responsible for the Central MA section.

During the community discussion, Ms. McDonald explained that Medfield has proposed to develop a public health department that will be led by a Health Administrator. Under that person there would be a part-time Health Agent and a part-time public health nurse. There will be an analysis as to whether the part-time health agent and part-time public health nurse are adequate or if the hours for those two positions need to be adjusted based on level of need. The positions of Health Administrator and Public Health Nurse have been posted.

Ms. Beardsley stated that Sherborn is also seeking a Health Administrator. Most of the resumes received so far have been closer oriented to Public Health Nurse roles.

Ms. Dunnell stated that she had received notice from the Office of Local Regional Health that the Medical Director position could be funded using Shared Services funds.

There was discussion regarding the FY26 budget. The \$325,000 contract amount will remain the same. The staffing patterns will not change, though amounts will change because of annual cost of living increases. This is a lean budget, and the group has been able to take advantage of CTCI funds in the past. However, those funds are coming to an end.

6) Next meetings: May 26, 2025

7) Adjourn

Upon motion duly made and seconded it was voted to adjourn at 10:55 am. Motion passed:
Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.