



Charles River

PUBLIC HEALTH DISTRICT

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

Remote Participation

April 23, 2025

9:00 AM

Members Present:

Daryl Beardsley - Sherborn Board of Health
Tim McDonald - Needham Director of HHS
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

Amy McInerney - Regional Health Inspector
Jen Casey - Administration Specialist
Cathy 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) Approval of Minutes for March 25, 2025

None at this time.

4) Strategic Planning

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

The group reviewed the five year goals, objectives, and activities. The first goal was to develop sustainable methods for future record keeping that allow for expanded data collection opportunities. One of the objectives in year one is to explore the Metrik rollout and continue to learn about the software. The second goal is to implement an electronic record keeping system and potentially others if needed. Associated objectives include securing grants of revenue to supplement the existing budget and identifying any gaps left to fill once the metrics are adopted. Another goal is building a more demographically diverse and robust set of data with a focus on



building the “missing middle,” with objectives such as identifying grants and potential revenue to support this and identifying opportunities to add to existing data collection tools. There is a goal to build out strong cross municipality partnerships throughout the Shared Services arrangement and implement a buddy system for onboarding. A final goal is to develop and implement communication processes within the community with a larger goal to expand public outreach to raise awareness of the health department programming and services. For environmental health, one of the goals was to set up across municipality training and knowledge sharing systems. Also, a goal toward developing and implementing standardized procedures for hoarding, which could include identifying online trainings, hosting trainings, and implementing the knowledge from the trainings.

There was discussion regarding how to represent this shared service relationship to the community.

The next goal deals with increasing capacity in septic and sewer. An additional goal is to explore regulation and enforcement of solid waste facilities or transfer stations, including tasking the Environmental Health Working Group with identifying and clearly outlining what the health department’s role is in these situations.

Regarding tobacco use prevention, the goal was to support communities in developing or adopting the Tobacco Free Generation proposal. This may include drafting proposed policies to local leadership and group learning sessions. Eventually, this will include getting more support from the community for these proposals and scheduling across municipality sessions.

Dr. Petersen suggested using the language Nicotine Free’ instead of ‘Tobacco Free.’

The group discussed an additional goal of continuing to assess public health nursing needs and capacities in each town. It was noted that this suggested goal could be included under the strategic priority of departmental capacity.

Areas of aspiration include that the Charles River Public Health District for each municipality be fully staffed. Sharing day-to-day operational needs and continuing to learn from one another were also included.

There was discussion regarding reporting needs for the group. Ms. Dunnell explained that a monthly report is currently sent to the Needham Board of Health and is then shared with the Advisory Board as a resource for the individual communities to include in their own Board of Health meeting materials.

It was noted that BME will finalize the goals and objectives, including feedback from today’s meeting. The group will then review the draft document. The strategic plan will hopefully be reviewed at the next meeting. The goal is to have this process wrapped up by June 30th.

5) Other Business



None at this time.

6) Thursday April 24, 2025 Strategic Planning #4 Virtual

7) Adjourn

Upon motion duly made and seconded it was voted to adjourn at 10:12am. Motion passed:
Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

DRAFT