

From Regan Checchio <rcheccio@reginavilla.com>

To "jbelmonte@doverma.gov" <jbelmonte@doverma.gov>; Edward Cosgrove <edwardcosgrove7@gmail.com>; "jmccarthy@needhamma.gov" <jmccarthy@needhamma.gov>; Daryl Beardsley <Daryl.Beardsley@sherbornma.org>; Diana Acosta <dacosta@needhamma.gov>; Timothy McDonald <tmcDonald@needhamma.gov>; Bridget Sweet <bridget@sweetgrouppllc.com>; Jeremy Marsette <jmarsette@sherbornma.org>; "steve_resch_medfield@outlook.com" <steve_resch_medfield@outlook.com>; "kaypetersen7@gmail.com" <kaypetersen7@gmail.com>; Brenda Healy <bhealy@medfield.net>; Matt Costas <mcostas@reginavilla.com>

Cc Andrew Henson <AHenson@reginavilla.com>

Date 2023-05-22 13:33:23.000013+00:00

Subject SAPHE WG #3 Meeting - Draft Summary and Action Items

Attachments Working-Group-3-Summary-for-Working-Group-review.docx

Dear Working Group members,

I apologize the delay in getting out the summary from our third and final Working Group meeting to you, but it is attached here for your review. Please let me know if you have any edits/concerns.

I have also included the takeaways and action items from the document below, with a status update on each (to the best of my knowledge).

Thanks,

Regan

Takeaways and Action Items

- D. Acosta to share workplan template, along with more information as to how the exact SAPHE Grant funding amount was determined - **SHARED**
- Dover, Sherborn, and Medfield to send D. Acosta their municipal health department budgets for FY23 and FY24. If FY24 is not available, the two most recent fiscal years' will suffice
- K. Petersen and Dover to coordinate with D. Acosta and T. MacDonald to answer any questions Dover's Town Administrator has regarding the Shared Public Health Nurse position
- T. MacDonald to send updated MOU to RVA. RVA to distribute to the other Towns.
- All Towns to finalize and sign MOU by June 30

- All Towns to finalize Advisory Board (voting member, alternate member, non-voting staff) via their Boards of Health
- D. Acosta to schedule first Advisory Board meeting (to be held virtually)
- RVA to draft a “project history” to provide supplemental narrative material about the Working Group and the MOU process. This document will include stakeholder interviews, meeting notes, etc. and will be shared with the Towns. – *This will be distributed to the group in June.*

From: Regan Checchio

Sent: Sunday, May 7, 2023 4:01 PM

To: 'jbelmonte@doverma.gov' <jbelmonte@doverma.gov>; 'Edward Cosgrove' <edwardcosgrove7@gmail.com>; 'jmccarthy@needhamma.gov' <jmccarthy@needhamma.gov>; 'Daryl Beardsley' <Daryl.Beardsley@sherbornma.org>; 'Diana Acosta' <dacosta@needhamma.gov>; 'Timothy McDonald' <tmcdonald@needhamma.gov>; 'Bridget Sweet' <bridget@sweetgrouppllc.com>; 'Jeremy Marsette' <jmarsette@sherbornma.org>; 'steve_resch_medfield@outlook.com' <steve_resch_medfield@outlook.com>; 'kaypetersen7@gmail.com' <kaypetersen7@gmail.com>; 'Brenda Healy' <bhealy@medfield.net>; Matthew Costas <mcostas@reginavilla.com>

Cc: Andrew Henson <AHenson@reginavilla.com>

Subject: Reminder: SAPHE WG Meeting Tomorrow at 3PM

Dear Working Group Members,

This is just a reminder that we will be meeting tomorrow (Monday) at 3:00 PM at Medfield Town Hall (Warrant Committee Room, First Floor), 459 Main Street, Medfield. Please let me know if you have any questions in advance of the meeting.

Warmly,

Regan

From: Regan Checchio

Sent: Tuesday, April 25, 2023 1:08 PM

To: jbelmonte@doverma.gov; Edward Cosgrove <edwardcosgrove7@gmail.com>; jmccarthy@needhamma.gov; Daryl Beardsley <Daryl.Beardsley@sherbornma.org>; Diana Acosta <dacosta@needhamma.gov>; Timothy McDonald <tmcdonald@needhamma.gov>; Bridget Sweet <bridget@sweetgrouppllc.com>; Jeremy Marsette <jmarsette@sherbornma.org>; steve_resch_medfield@outlook.com; kaypetersen7@gmail.com; Brenda Healy <bhealy@medfield.net>; Matthew Costas <mcostas@reginavilla.com>

Cc: Andrew Henson <AHenson@reginavilla.com>

Dear Working Group members,

Thank you for a great meeting yesterday. Matt and I wanted to share the action items we captured from the meeting (see below). Please let us know if we missed or misinterpreted anything.

Thanks,

Regan

ACTION ITEMS

- Working Group Meeting #3 (May 8)
 - B. Healy to confirm location for 3rd Working Group meeting on 5/8 in Medfield
- MOU Draft
 - T. MacDonald to work with Needham Town Counsel to 1) add small additions discussed at meeting (see below) and 2) get additional feedback on language
 - Regular reporting for all shared service providers
 - Intention to eventually progress past MOU to IMA, Mutual Aid, or more comprehensive shared service agreement
 - T. MacDonald to share revised draft with Working Group
 - Working Group members to share updated draft with Town Counsels, BOH members, Town Administrators/Managers in advance of May 8 meeting for feedback
- Dover and Sherborn will continue to meet to finalize details of Shared Public Health Nurse, including:
 - Job description, salary range, fringe benefit rate
- All Working Group members to speak with their respective Boards of Health to:
 - Share progress of MOU process

- Begin to determine names for Advisory board members and alternates, as well as identify staff to attend meetings as non-voting participants
- D. Acosta to share submitted grant workplan/budget with group
- RVA to draft Implementation Plan Outline for discussion on May 8; Plan to be finalized in June with Advisory Group members, schedule, action items for new Group

From: Regan Checchio

Sent: Friday, April 14, 2023 12:59 PM

To: jbelmonte@doverma.gov; Edward Cosgrove <edwardcosgrove7@gmail.com>; jmccarthy@needhamma.gov; Daryl Beardsley <Daryl.Beardsley@sherbornma.org>; Diana Acosta <dacosta@needhamma.gov>; Timothy McDonald <tmcdonald@needhamma.gov>; Bridget Sweet <bridget@sweetgroupllc.com>; Jeremy Marsette <jmarsette@sherbornma.org>; steve_resch_medfield@outlook.com; kaypetersen7@gmail.com; Brenda Healy <bhealy@medfield.net>; Matthew Costas <mcostas@reginavilla.com>

Cc: Andrew Henson <AHenson@reginavilla.com>

Subject: SAPHE WG Upcoming Meetings

Dear Working Group Members,

As a follow-up to my email earlier this week, I wanted to be sure to send you all a draft MOU for the four communities, based on our discussion on Monday. Please review this document and begin to circulate within your communities. We will hold a virtual meeting to discuss the MOU and early feedback on **April 24 at 3PM**. Please come to that meeting with any feedback you have gathered to date, and also feel free to include anyone else from your community (including Town Counsel, if appropriate) that should be in attendance. (I'll note that this MOU is based on the executed Metrowest model, which is also attached here for your reference.)

Our third and final *in-person* meeting will be **May 8 at 3PM**. *Please let me know if you have suggestions for a meeting location.*

You will receive calendar invites to both meetings shortly.

I have also attached the summary from Monday's meeting for your review. Please let Matt and me know if you have any corrections/edits to the document or any other questions in the interim.

Have a great weekend,

Regan

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