



# Charles River

PUBLIC HEALTH DISTRICT

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

Sherborn Library  
4 Sanger Street, Sherborn MA  
June 20, 2024  
9:00 AM

### Members Present:

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

### Others Present:

|                                            |                                                          |
|--------------------------------------------|----------------------------------------------------------|
| Jason Belmonte - Dover Health Director     | Jessica Edwards - Sherborn Board of Health Administrator |
| Kerry Dunnell - Shared Services Manager    | Brenda Healey - Medfield Public Health Nurse             |
| Sam Menard - Shared Services Assistant Mgr |                                                          |

### 1) Introductions

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

### 2) Public Comment

There was no public comment at this time.

### 3) Review of minutes May 16, 2024

Upon motion duly made and seconded it was voted to approve the minutes of May 16, 2024, as amended. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

### 4) Community updates, support needs, and opportunities

Medfield initiated discussion regarding the communities becoming certified as a Heart Health Community. Medfield is pursuing this certification.

Dover discussed its currently open positions.

Ms. Edwards from Sherborn explained that the town is working to get onto the ViewPoint Cloud system. She plans to provide an update on the new tobacco regulations at the next Sherborn Board of Health meeting.



Ms. Edwards stated that she attended the PHEP meeting last week and discussed Sherborn's involvement.

Ms. Dunnell stated that the Needham Board of Health recently suggested holding hearings regarding the Nicotine Free Generation topic.

#### 5) FY25 Budget submission

The group reviewed the FY25 draft budget. A conditional offer has been accepted for the Regional Environmental Health Inspector position.

Ms. Read asked if MHOA membership is included in the budget for Board of Health members. Ms. Dunnell stated that this is a priority, and she continues to send out requests for memberships and conferences.

Ms. Read asked about community health assessment funding for FY25. It may be valuable to collect EMS data for the four towns and hospital ED data by zip code. Ms. Dunnell stated that staffing is the bulk of the budget. Other items can be discussed outside of that, as funding is available.

#### 6) FY25 Workplan development

Ms. Dunnell explained that the workplan includes strategic planning as an elective activity. This could lead into a community health assessment for the shared services group. This is not reflected in the budget, as is proposed to be funded using additional funds.

*Ed Cosgrove and Jason Belmonte exited the meeting.*

Ms. Menard reviewed the Subject Matter Expert feedback on food protection & housing documents submitted by the four communities.

#### 7) Proposed Intermunicipal Agreements (IMA)

There has been a slight delay in working with Town Counsel. The next step is to share the document with each community to have it executed and approved by the Board of Health and Select Board. Ms. Dunnell will shepherd this item forward.

#### 8) Staff updates

As previously discussed during the meeting.

#### 10) Other Business

None at this time.



#### 11) Next Meeting Schedule & Agenda

The next scheduled meeting is July 18, 2024, remotely.

The meeting adjourned at 10:50 am.