



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

Remote Participation

May 29, 2025

9:00 AM

Members Present:

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

Others Present:

Kerry Dunnell - Shared Services Manager
Kathy McDonald - Human Services, Medfield
Gael Varsa - Public Health Nurse, Dover/Sherborn
Arisa Ruano, BME Strategies

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) Opener

- a. Goal for the day and agenda review
- b. Objectives

The group reviewed the goals for the day, and it was noted that this would be the last day for comments on the draft Strategic Plan.

4) Review First Draft Strategic Plan

Arisa Ruano, BME Strategies, continued to work with the group on its Strategic Plan.

5) Performance metrics Progress Monitoring and Review

The Performance Metrics were reviewed. These are meant to be an internal tracking system and not a public facing item in the document.



Ms. Peterson asked if enforcement or monitoring of current tobacco use regulations appears in the document, such as the utilization of compliance checks. Ms. Ruano asked if compliance checks for vendors should be included in the Nicotine Free Generation scope, or an additional goal. Ms. Peterson stated that she believes this should be an added goal. There was agreement that this should be included as a regular function for the Health Departments. It appears Medfield was accomplishing this through substance use related activities. There was discussion regarding if Shared Services Staff could be used to accomplish this.

6) Discuss Plan to Vote on Strategic Plan

The group discussed voting on approving the document and separately approving the implementation of it. This could be conditional to the recognition that the document may be amended in the future. The group agreed that these votes should be taken at the next Strategic Planning meeting.

7) Standing Close-Out Items

It was noted that, at the next meeting, the group would review the amended document with all the incorporated changes. Any additional changes can be submitted until tomorrow afternoon.

8) Next meetings: June 10, 2025; June 17, 2025; and June 26, 2025

9) Adjourn

Upon motion duly made and seconded it was voted to adjourn at 10:00am. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.