



Charles River

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

Remote Participation

June 17, 2025

9:00 AM

Members Present:

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

Others Present:

Jason Belmonte - Dover Health Director	Jen Casey - Administration Specialist
Kerry Dunnell - Shared Services Manager	Gail Varsa - Public Health Nurse, Dover/Sherborn
Carol Read - Medfield Board of Health	Tim McDonald - Needham Director of HHS

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

None at this time.

4) Staff Reports & Updates

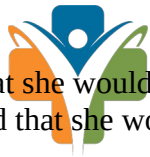
- a. Public Health Nursing
- b. Environmental Health
- c. Program & Grants Management

None at this time.

5) FY26 Budget & Workplan Proposal Presentation & Discussion

The group discussed its workplan. Ms. Dunnell stated that, as part of the grant funding, the group has to choose two performance objectives, two sustainability objectives and zero-to-many elective objectives. Within each objective, there needs to be a minimum of three activities associated.

Regarding the sustainability objectives, it was noted that two which may make sense to choose include communication/engagement and improved sharing of resources.



Ms. Read stated that she would like to see the group communicate effectively in terms of health releases from the State. She noted that she would be interested in the objective regarding expanded sharing of internal

services. Ms. Peterson stated that she would like if there was an objective regarding how to enhance communication from the State Department of Public Health to local communities regarding public health concerns. Ms. Dunnell stated that she believes there is some expectation that Shared Services staff are the meters of this information. A custom activity could be added to deal with this concern.

Ms. Read stated that it is important to know how Medfield can tie into State approved communication. She would like to see a goal regarding public health program updates and communication.

Ms. Dunnell stated that an additional goal toward identification of the need for information, information gathering, and accessing State and State funded resources will be added.

Regarding the performance standards, these are directly related to the capacity assessment results. Ms. Dunnell stated that she recommended the options including training opportunities, disease control, and tobacco. The group concurred.

Ms. Dunnell suggested elective objectives, such as assessment and surveillance, and inventory management. Ms. Thompson stated that she would like to see a goal toward communicable disease control, especially vaccine access. There was agreement that this should be included.

The group discussed the FY26 balanced budget presented to them for approval. The budget includes the suggestions made in the June 10, 2025, meeting and reflects the most up to date accounting for anticipated salary costs and program expenses.

Discussion turned to the costs of the program generally and whether there are ways to increase the budget in the future by adding an additional community. All agreed that the staffing plan and expenses for Shared Services need to be reviewed as costs will continue to increase while the contract amount does not change. In response to a question about the source of the funds, Mr. McDonald explained that the current contract is funded from ARPA dollars budgeted by the State and a public infrastructure grant from the CDC.

It was noted that it is important for community benefit to make Shared Services and its many actions well known in the communities served.

6) Next meetings: July 22, 2025, in person at RRC and on Zoom

7) Adjourn

Upon motion duly made and seconded it was voted to adjourn at 10:45am. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.