



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

**Remote meeting
February 5, 2024
9:00 AM**

Members Present:

Darryl 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	Keleigh Boudreau - Shared Services Public Health Nurse
Kerry Dunnell - Shared Services Manager	Brenda Healey - Medfield Public Health Nurse
Tim McDonald - Needham Director of HHS	Rebecca Queeney - Regional Trainer
	Jeremy Masette - Town Administrator Sherborn

1) Introductions

The meeting was called to order at 9:00am and introductions were made. It was noted that no motions would be made during this meeting due to an agenda posting issue.

2) Public Comment

There was no public comment at this time.

3) Review of the December 21, 2023 minutes

The group agreed to review the minutes at the next meeting.

4) Proposed Intermunicipal Agreement (IMA)

The information regarding this IMA was shared with Needham's Town Counsel after the last meeting. A draft should be circulated to the other three communities for counsel review prior to the next meeting.

5) Office of Local & Regional Health – deliverables, change requests



Charles River PUBLIC HEALTH DISTRICT

It was noted that a tobacco collaborative was on the group's workplan as a consideration. A subject matter expert from the State reviewed the tobacco procedures from Needham and some changes were recommended. Once the changes have been made, the procedures will be shared

with this group and speakers will come to discuss the topic further. This will satisfy one of the work requirements.

Work is being completed to determine the standards for a Medical Director. This information will be shared with the communities.

The Office of Local & Regional Health would like to schedule a quarterly meeting and anyone from any of the communities is welcome to attend.

There is an interest in having information regarding how fees are charged and decided upon in other communities. Documentation will be compiled in order to obtain quotes for this analysis.

6) MA Public Health Intensive Training (MAPHIT) rollout

The MAPHIT in-person food training was offered last week, and another will likely be offered within the next couple of months. There will then be regular trainings offered. Anyone who does inspections must complete these MAPHIT trainings.

7) Community Updates, Needs, and Questions

There was discussion regarding Dover's Public Health Nurse. The job description should be approved within the next week and the position will then be posted.

8) Food Code Pro demonstration

Diane, Relevant Systems, gave a verbal demonstration of Food Code Pro.

9) Next Meeting Schedule & Agenda

The group's next meeting will occur on February 15th at 9am.

10) Other Business

The meeting adjourned at 10:43am.