



Charles River

PUBLIC HEALTH DISTRICT

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

Hybrid meeting
November 16, 2023
9:00 AM

Dover Town Hall, 5 Springdale Ave, Dover MA
And Via Zoom

<https://us02web.zoom.us/j/87923280379?pwd=Y3E2b3JkWWpPck5vbXB0a1NjazhHQT09>

Meeting ID 879 2328 0379

Members Present:

Daryl Beardsley - Sherborn Board of Health
Kathleen Ward Brown - Needham Board of Health
Ed Cosgrove - Needham Board of Health
Kay Peterson - Dover Board of Health
Steve Resch - Medfield Board of Health

Members Not Present:

Others Present:

Carol Read – Medfield Board of Health	Tim McDonald – Needham Director of HHS
Jason Belmonte - Dover Health Director	Sam Menard - Shared Services Assistant Mgr.
Kerry Dunnell - Shared Services Manager	Tiffany Benoit – Needham Asst Director of HHS
Brenda Healey - Medfield Public Health Nurse	

1) Introductions

The meeting was called to order at 9:15am and introductions were made.

2) Public Comment

There was no public comment at this time.

3) Review of the October 16, 2023 minutes

Upon motion duly made and seconded it was voted to approve the minutes of October 16, 2023, as amended. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

4) Vote upon adoption of posting methods complying with 940 CMR 29.03(3).

There was discussion regarding the posting method for these meetings.



Upon motion duly made and seconded it was voted to approve the adoption of the posting methods, as discussed. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

5) Proposed Amendment to MOU regarding definition of quorum

There was discussion regarding potentially amending the MOU regarding the definition of a quorum for this arrangement. Currently, a representative from all four communities must be present to constitute a quorum.

The group discussed that if a representative Board member from a town is not present, another Board member may sit for that person in order to have a quorum.

There was discussion regarding emergency meetings and the timeline for posting meetings.

6) Inspection Software Update

It was noted that all associated groups have signed contracts. The last step before training will be completed for all inspection staff is to make sure all information is up to date. A demo and more specific details will be brought to the group at an upcoming meeting.

Sherborn inquired if information from mobile food truck permits could be auto filled in Food Code Pro if the information already exists in the system from another municipality. Shared Services to follow-up with Relevant Technology about system capabilities.

Carol Read exited the meeting.

7) FY24 Work Update

Ed Cosgrove exited the meeting.

The group discussed that there are three goals from the State work plan, including a tobacco compliance program, and execution of an intermunicipal agreement among the member communities, and implementation of inspection software program in all communities with vendor Relavent Systems. The Office of Local and Regional Health deadline is set for December 31st for the IMA to be fully executed; however, this deadline can be extended if the groups show that progress is being made. The IMA is not quite ready to be presented this month and will be the focus of the December meeting.

There was a discussion regarding the number of votes required in order for a motion to pass. There is no distinction within the current MOU regarding items requiring votes. It may be important for the groups to discuss the potential options that could occur during a vote. The current MOU states that a Board of Health member from each community will serve as a voting member, all four towns will constitute a quorum, and the decision will be determined by consensus of all parties present and voting. This appears to state that motions need to be



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approved by all four towns to pass. There was discussion that, for certain decisions, the groups may want to relax this requirement in order to not be at an impasse for certain decisions.

This will be returned for discussion at the December meeting.

8) Staffing Update

There was discussion regarding plans to increase availability of nursing services and using shared services funds to create a full-time position by adding 15 hours to a previously 25-hour weekly position funded by Town of Dover. The additional time will be dedicated to the Town of Sherborn, and if there is a need to support other communities, the Sherborn portion of time will be used to do so. There was discussion regarding the job description for a Public Health Nurse among members and with Tiffany Benoit, BSN, MPH and Assistant Director of Public Health in Needham. Tiffany was invited to the meeting to allow members an opportunity to discuss the job description and ask questions about Tiffany's experience staffing the public health nursing function in Needham. Participating members Brenda Healy and Kathy Thompson who both hold BSN degrees and are a public health nurse and former school nurse leader respectively, added to the conversation with their knowledge and experience.

9) Community Updates, Needs, and Questions

None currently. Daryl Beardsley brought up an interest in a regional food truck permitting program in the future.

10) Other Business

The group discussed a meeting date and decided on December 21st via a hybrid meeting. There was an agreement to review the IMA at that meeting, and to plan for presentations re the inspection software program and other work at the January meeting.

The meeting adjourned at 11:15am.