



**Tri-Ton Coalition Advisory Board Meeting  
Meeting Minutes  
March 28, 2023  
12:00 to 2:00  
Burlington Board of Health, Room 236  
Burlington, MA**

**Attendees:** Susan Lumenello, Director Burlington Board of Health, Joanne Belanger, Director Lexington Board of Health, Shelly Newhouse, Director Wilmington Board of Health, and Katie Capobianco, Shared Services Coordinator

**I. Approval of Minutes**

**II. Shared Services Staff**

**a. Responsibilities**

Nurse

- Vaccines for children
- Get on Maven – permission to see all three towns – on each town’s letterhead
- Shadow each town’s public health nurse
- TB training – in-person and virtual
- BP Screenings – Lexington June Wellness Clinic
- Ideas for supplies – First aid emergency bag, CPR mannequins, STB kits for participants

Health Inspector

- Initial training and software training
- Shadow inspectors in each town
- Beach water testing in Wilmington and Lexington (to cover vacation periods)
- Monday coverage is ideal
- Housing code training
- July – Fourth of July coverage and temporary food permits

Community Health Worker

- In Wilmington work with town social worker at the PD and involvement at the food pantry
- Attend monthly meetings with other Wilmington town departments and become the representative of the Wilmington BOH at these meetings.



## **Tri-Ton Coalition Advisory Board Burlington.Lexington.Wilmington**

- Opioid settlement money – use as a coordinator for substance abuse and treatment options, education, risk assessment, rides to and from treatment (for established patients). Wilmington and Lexington have a coordinator position paid through the grant.
- Hoarding – specific training as a social worker

### Epidemiologist

- Data Collection
- Strategic plan – regarding all three communities
- Live Stories – NACCHO and MHOA
- MAVEN training
- Work with nurse on trainings and education

### **III. FY23 Workplan and Budget**

- Moving ahead with Tyler Tech for software
- Furniture has been ordered
- Computers will be ordered shortly

### **IV. DPH Quarterly Meetings**

Working on an FY24 schedule. Wilmington and Lexington will be included in the meeting invites.

### **V. New Business**

There was no new business

The next meeting will be held on May 10, 2023

Meeting adjourned at 2:00