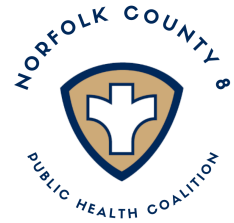




# Norfolk County-8 Coalition January 21, 2025 Meeting Agenda



Time: January 21, 2025 from 12:00-12:15 PM

**Virtual Meeting Location**

<https://us06web.zoom.us/j/81999679034>

## **Attendance Roll Call**

### Voting members present:

Margaret Goldstein, Canton  
Katie Paciorkowski, Dedham  
Caroline Kinsella, Milton  
Stacey Lane, Norwood  
Melissa Ranieri, Walpole  
Lenny Izzo, Wellesley  
Jared Orsini, Westwood

### Non-voting members present:

Aine Studdert-Kennedy, BME Strategies  
Abbie Atkins, Norwood

7/7 communities present, quorum met.

## **Opening**

Stacey Lane made a motion to start the meeting. Margaret Goldstein seconded the motion.

Canton: Y  
Dedham: Y  
Milton: Y  
Norwood: Y  
Walpole: Y  
Wellesley: Y  
Westwood: Y

*Motion passes.*

The special meeting of the NC-8 Local Public Health Coalition was called to order by Aine Studdert-Kennedy at 12:05 PM on January 21, 2025.

## **I. Meeting Opening**

**a. Agenda Overview**

BME provided an overview of the agenda to start the meeting.

- Review feedback from Trevor Lee (MoJin Solutions) on compatibility with inspection reports and software.
- Discuss Mill River Consulting's revised travel rate and compare it with LandTech Consultants for Title 5 contractor.
- Vote on preferred vendors for each inspection support category and agree on next steps.

**II. Contractor Updates & Discussion**

**a. MoJin Solutions Discussion**

BME provided a summary of discussions with Trevor Lee from MoJin Solutions regarding the group's questions about the compatibility of MoJin's inspection support software with the towns' inspection reports:

- MoJin Solutions utilizes Smartsheet to streamline inspection support requests and share inspection reports. Trevor Lee explained that submitting an inspection support request is simple: communities will only need to fill out a few required details (e.g., inspection location, date, type of support needed) in a pre-existing form. Once submitted, the request is automatically sent to MoJin's team, who can easily process it and assign it to the appropriate inspectors.
- MoJin Solutions can also create a central dashboard for all communities to view the type of support being provided elsewhere, and/or, if privacy is a concern, they can also set up individual community dashboards for sharing inspection reports. Users would log in to Smartsheet to access and download their reports in a CSB file or other preferred format.
- Trevor Lee also discussed the feasibility of automating the release of a bulk file (e.g., a zip format) containing each town's inspection support data for monthly or quarterly circulation. Trevor Lee confidently assured that this is entirely possible, and it's something MoJin already does for other towns (e.g., Somerville and Lynn). The main variable would be adapting the system to each community's specific needs.

Aine Studdert-Kennedy assessed the group's interest in inviting Trevor Lee to present a demo of Smartsheet and inspectional support dashboards at the next regular meeting of the NC-8 Local Public Health Coalition in February. Stacey Lane suggested that we offer Trevor Lee the flexibility to present at a time that works best for his schedule. She also expressed strong support for moving forward with MoJin Solutions as the approved vendor for Food Protection inspectional support. Stacey encouraged the group to proceed with a vote, and the rest of the group reached a consensus in favor.

**b. Vote**

Stacey Lane motioned to approve MoJin Solutions as the Food Protection inspectional support vendor for NC-8, with the intention to follow-up with a formal contract following the vote. Melissa Ranieri second the motion.

Canton: Y

Dedham: Y  
Milton: Y  
Norwood: Y  
Walpole: Y  
Wellesley: Y  
Westwood: Y

*Motion passes.*

### **c. Title 5 Discussion**

Aine Studdert-Kennedy shared that Mill River Consulting's adjusted travel rate for Title 5 contractor support is \$125 per hour and facilitated a discussion about selecting a preferred vendor for this service. Stacey Lane raised no objections to choosing Mill River Consulting as the vendor, but suggested that the decision should primarily consider the communities that would require the most Title 5 support, since Norwood wouldn't need many of the services. Melissa Ranieri agreed with this point, noting that she and Megan Leary are both credentialed in Title 5 and would likely not need assistance with perc testing. They typically ask other communities to cover for vacations or absences. Melissa also mentioned that most communities would likely use their Title 5 vendor primarily for plan reviews, which can be done remotely.

Margaret Goldstein noted that Canton has a part-time person supporting plan reviews and expressed interest in reviewing LandTech Consultants' professional references. Melissa added that while she had positive past experiences with Mill River, if LandTech could provide the same services and both vendors are not very local, it might make sense to choose LandTech to avoid unnecessary travel costs. However, she acknowledged that while she is credentialed in Title 5, for communities less familiar with septic systems, it might be safer to stick with Mill River which is already known to be reputable. Margaret agreed, noting that Canton would only require on-site Title 5 support about three times per year. Caroline Kinsella also mentioned that Milton wouldn't be using much Title 5 support and suggested that the group proceed by reviewing LandTech's references and, if they meet the required standards, consider switching to LandTech; otherwise, they would default to Mill River. The group reached a consensus in favor of this approach.

### **III. Vote**

Margaret Goldstein motioned to approve Mill River Consulting as the Title 5 inspectional support vendor for NC-8, with the intention of finalizing a formal contract after the vote. Melissa Ranieri seconded the motion, contingent upon the review of LandTech Consultants' professional references.

Canton: Y  
Dedham: Y  
Milton: Y  
Norwood: Y  
Walpole: Y  
Wellesley: Y  
Westwood: Y

*Motion passes.*

#### **IV. Adjournment**

Melissa Ranieri motioned to adjourn the meeting. Caroline Kinsella seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

The meeting adjourned at 12:22 PM.