



Needham Board of Health



AGENDA

Tuesday November 22, 2022

9:00 a.m. to 11:00 a.m.

**Rosemary Recreation Complex – Multi-Purpose Room
178 Rosemary Street, Needham MA 02494**

Or via Zoom

To listen/view this meeting, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting ID **897 2641 4805** and passcode **387687** or click the link below to register:
<https://us02web.zoom.us/j/89726414805?pwd=TFBpTkpmcXcrbytwV3hMNklpV3Q1QT09>

- **9:00 to 9:05 – Welcome & Public Comment Period**
- **9:05 to 9:10 – Review of Minutes (October 13th)**
- **9:10 to 9:15 – Establish Regular BOH Meeting Schedule & Discuss Public Comment Period**
- **9:15 to 9:20 – FY 2024 HHS Budget Submission**
- **9:20 to 9:30 – Initial Discussion of 2023 and 2024 BOH Goals**
- **9:30 to 9:50 – Biosafety Regulations**
- **9:50 to 10:00 – Opioid Settlement**
- **10:00 to 10:10 – Sira Naturals Label Review**
- **10:10 to 10:20 – Off-Street Drainage Bond Release Request: Hutter Ridge Rd**
- **10:20 to 10:50 – Staff Reports & COVID Update**
- **10:50 to 11:00 – Brief Updates**
 - **Pest Control**
 - **Claxton Field**
- **Other Items**
- **Next BOH meeting**
 - **Regular Monthly Meeting December 16th from 9:00 – 11:00 a.m. at RRC**
- **Adjournment**

(Please note that all times are approximate)



Needham Public Health Division



Board of Health Meeting Minutes DRAFT

Date: October 13, 2022

Location: Rosemary Recreation Complex – Multi-Purpose Room, 178 Rosemary St., Needham MA 02494 OR via Zoom

Members: Edward Cosgrove, PhD, Chair; Kathleen Ward Brown, ScD, Member; Tejal K. Gandhi, MD, MPH, Member; Robert A. Partridge, MD, MPH, Member; Stephen Epstein, MD, MPP, Member

Staff Present: Timothy Muir McDonald, Director of Health, and Human Services; Tara Gurge, Assistant Director of Public Health; Tiffany Zike, Assistant Director of Public Health; Mary Fountaine; Hannah Burnett; Julie McCarthy; Carol Read; Michael Lethin; and Karen Shannon.

Welcome and Trial Public Comment Period

Dr. Cosgrove called the meeting to order at 9:00AM and initiated a roll call. Present were Dr. Brown – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, Dr. Partridge – Y, and Dr. Gandhi-Y.

According to Chapter 107 of the Acts of 2022, as an act relative to extending certain states of emergency accommodations, as passed by the General Court, and signed into law, Acting Governor Karen Toledo, on July 16 2022, revised Section 20 of Chapter 20, the Acts of 2001. In so doing, provided modifications to the Massachusetts Open Meeting Law, which allow for flexibility to hold remote only, and hybrid meetings, while preserving public access and, where appropriate, public participation. Currently, that additional flexibility will expire on March 31, 2023, unless additional legislative action occurs. As part of today's hybrid meeting, all votes will occur via a roll call.

Mr. McDonald explained that the trial public comment period was placed on the agenda in response to a resident who had repeatedly emailed and called the Department. He was invited to attend this meeting to speak but did not wish to.

Approval of Minutes – September 20, 2022

Upon motion duly made by Dr. Gandhi and seconded by Dr. Brown, it was voted to approve the minutes of September 20, 2022. Dr. Brown – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, Dr. Partridge – A, and Dr. Gandhi-Y. Motion passed 4-0-1.



Needham Public Health Division



State Capacity Assessment

Mr. McDonald stated that the Department is currently in the middle of a capacity assessment with the State. The recommendation was to assess the capabilities and capacity of local public health, to develop workforce standards, and to eventually ensure a minimum level of funding to allow for a minimum level of service and capacity.

Diana Acosta, Shared Services Manager, explained that the first step was a baseline capacity assessment. Currently, a workforce survey is live.

Mr. McDonald explained that one of the items includes siting requirements for compost operations or expansions requiring local Board of Health approval. The Board may inspect the operations of facilities, but this has not yet been taken on. These items may require coordination with other departments or may not be possible due to contradicting policies.

It was noted that data points from hospitals would be helpful.

Dr. Gandhi stated that the Board might like to see a summary of the work completed and future plans.

Mr. McDonald noted that there are performance workforce standards. Needham, as a whole, meets or exceeds all of the standards.

In response to a question from the Board, Mr. McDonald stated that each hoarding case is unique and time-consuming, but these have been handled well.

Healthy Needham Presentation

Julie McCarthy, Epidemiologist, stated that the intention of the Healthy Needham ArcGIS StoryMaps site is to promote various aspects of a healthy lifestyle, including being active; preparing, cooking, and storing food safely at home; and having access to and knowledge about healthy, nutrient rich food. It connects residents to resources within Needham as well as educational materials and resources from local and federal government agencies. Restaurants are not yet interested in being included on this map, but that may come at a point in the future.

The Board discussed various ways to promote this map.

Dr. Brown noted that foods in season are generally less expensive and a chart to this effect could be added to the map.

Review of Draft Food Code Enforcement Policy

Tara Gurge explained that the violations section was expanded to include certain definitions. The Food Advisory Board, including restaurant owners and managers, the Economic Development



Needham Public Health Division



Coordinator, and residents will meet at the end of October, and the intention is to present this at that time.

Dr. Epstein suggested that feedback be received from restaurants on this draft policy.

The Board agreed to move forward with this draft.

Sira Naturals Label Review

Ms. Gurge explained that Sira Naturals is requesting a change to their Wicked Sour Fruit Bites labels. The Board's goal in the past has been to make sure the label is not attractive to children. The request from Sira is to be in line with its other dispensaries, but Needham has stricter regulations regarding labels. In the past, Sira included a "medical marijuana" sticker on the labels, in order to meet Needham's requirements.

Dr. Brown asked if the Board is reviewing every label for every product sold in the store. Ms. Gurge explained that new products generally come to the Division for review.

Dr. Partridge stated that the proposed label's bubble-letters, cartoon look, and lightning bolt symbol could look very attractive to children.

Dr. Gandhi stated that she believes the "not suitable for children" wording on the label needs to be larger. Dr. Partridge noted that the FDA warning wording is also very small and should be contrasted on the label.

Mr. McDonald noted that the concern is what the label looks like once the product gets to the home of the consumer.

It was noted that a recent survey found that 10% of high school students reported that they purchased the product at a marijuana dispensary themselves, and 17% had someone 21+ purchase it for them at a marijuana dispensary.

The Board stated that it would not approve Sira's labels as presented.

Staff Reports and COVID Updates

Substance Use Prevention – Karen Shannon

Ms. Shannon stated that the group spent September planning its in-person presence in the community and meeting with school partners. Plans are in place for the third TIPS training this year. The in-person training is scheduled for Monday, November 7th in Needham. Carol Read and Sgt. Jason Sullivan of the Dedham Police Department are returning to facilitate the training. September marked the first monthly meeting of the Project ECHO cohort who will be learning



Needham Public Health Division



about cannabis prevention in the era of legalization. Members of the Needham and Natick Public Health staff, teamed for this initiative, will attend each month through spring of 2023.

Epidemiology – Julie McCarthy

Ms. McCarthy stated that an upward tick in COVID-19 cases has not yet been seen, but the wastewater data is starting to show a trend upwards. Hospitalization cases primarily due to COVID-19 have not yet shown an uptick, but that is likely to begin as flu season starts. It is hoped that people will go get their COVID-19 boosters.

Public Health Nursing

Ms. Burnett stated that the first flu clinic was held on September 24, 2022, and an additional flu-COVID-19 clinic will be held tomorrow. There has been a large uptick in Gift of Warmth requests this month.

In response to a question from Dr. Cosgrove, Ms. Fountaine stated that the Vibrio case was cultured from an ear infection.

In response to a question from Dr. Cosgrove regarding the demographics of the Gift of Warmth requests, Ms. Burnett stated that high proportions have been received from those in Needham Housing, seniors, and mothers with disabilities.

Mr. McDonald stated that, while the Gift of Warmth account is comfortable at this time, approximately \$10 are expended from the account for every \$1 which comes in and this is clearly not sustainable. There is some flexibility with this account, as it is only funded with donations and not town funds.

Dr. Brown noted that September is not a heating month, and she expects the demand to jump into the winter.

It was noted that the Crisis Support Donation Fund is available through Needham's website and includes a way for people to donate. Mr. McDonald noted that Town employees cannot request donations.

In response to a question from Dr. Epstein regarding adding monkeypox to the list of communicable diseases, Ms. Fountaine stated that the Town has not yet had any cases.

Emergency Preparedness – Tiffany Zike & Taleb Abdelrahim

Mr. Abdelrahim explained that September is National Preparedness Month. The group disseminated personal and family emergency preparedness resources to its volunteers. It also coordinated and assisted the Nursing unit with vaccination clinic tasks. The group participated at the Needham Harvest Fair to showcase MRC & Emergency Preparedness to the community.



Needham Public Health Division



Emergency Management – Michael Lethin

Mr. Lethin stated that the group met with Babson College Public Safety and Mass Maritime students to determine the scope and scenarios of an active shooter tabletop exercise to take place in Spring 2023. A Notice of Funding Opportunity for the annual Emergency Management Performance Grant was recently released. Needham is eligible for \$8,500.

Shared Services Grants – Diana Acosta

Ms. Acosta attended the DEP Drinking Water seminar virtually. Staff attended the Lead Determinator course that was offered at the Yankee Conference in Plymouth, MA. Ms. Acosta, Roland Abuntori, and Jessica Kent attended the FDA Retail Food Protection Seminar which was held virtually. Ms. Kent has completed and passed her CPO certification. She also completed 80% of her REHS Training modules. Ms. Acosta and Mr. McDonald continue to meet with Regan Checchio of Regina Villa to discuss strategic planning to determine the next steps to continue developing the Charles River Public Health District's inter-municipal agreement. Also, seven of the ten PurpleAir sensors are in operation.

Traveling Meals Program – Rebecca Hall

The Board reviewed this report.

Accreditation – Lynn Schoeff

The Board reviewed this report.

Environmental Health – Tara Gurge

Ms. Gurge stated that Ecom Lu, the public health intern, completed his summer internship in mid-August. He has been hired for as a Student Intern 4 (Food Regulatory Program Analyst) through the FDA grant funding..

Ms. Gurge stated that staff is monitoring active pest areas in town. One area is along the tracks behind Hungry Coyote, Dunkin Donuts, Subway and Sudbury Farms; one area is along the tracks behind 7-Eleven; and a third area is at the end of Reservoir St., behind Forklift Catering. Staff is currently working with MBTA/Keolis in coordinating the removal of excess vegetation in the areas along the train tracks, in preparation for the CO gas treatment of the pest burrows. Staff is also working with the State to clean up the location at the end of Reservoir St. and coordinating the CO treatment of the active pest burrows.

Other Updates

- **Pest Control**

Dr. Brown noted that businesses which store tires outdoors should keep them covered at all times, but especially during the summer months in order to control mosquitos and other insects.



Needham Public Health Division



- **Court-Appointed Receiver Program**

Mr. McDonald explained that this item deals with the successful resolution of a long-standing issue. The Environmental Health team worked closely with the Building Department regarding properties that meet certain thresholds, such as abandoned properties or properties that are in title dispute, where conditions have become a health impact.

- **Claxton Field**

Mr. McDonald explained that there was a recent redesign-refurbishment of Claxton Field, specifically the softball playing fields. Upon conducting test borings for lighting, it was discovered that there was still substantial material, including metal fragments, ceramic glass, etc., consistent with this being a previous burn area for the Town. The level of fill above the materials was not consistent, thus the Town decided to take down the playground facility. The Town was also trying to address the situation with the contractor who is completing an extensive water and sewer line replacement on Central Ave. The Parks & Rec Commission stated that the contractor exceeded their scope by removing a layer of topsoil to lay down gravel to set pipes on top of. In so doing, the contractor removed most, but not all of, the topsoil that was covering the burn area. The Massachusetts Contingency Plan has a process for environmental contamination; however, this was not triggered in this instance because none of the materials were moved off site, they were piled in one area. Recommendations are included in the memo which discuss how to return the fields to safe conditions after the construction is complete. The Town is in the midst of negotiations with the construction company regarding mitigation efforts. One of the recommendations includes, following the return of the soil, to place an additional amount of loam on top of it. The contention of the contractor is that they never got to the contaminated soil; they just took almost everything that was on top of it. However, it appears that some amount of contamination was in the topsoil removed.

Mr. McDonald stated that he would work on getting second opinion on this item and ascertain which recommendations have already been implemented or when will they be.

Establish Regular BOH Meeting Schedule

The Board agreed it would consider if a set schedule would work for each member and, if so, which day would be best.

Mr. McDonald explained that a regular public comment period would provide an opportunity for someone with a concern or question to address the Board without placing a formal item on the agenda.

Next BOH Meeting

The Board agreed to discuss an appropriate date for the November meeting and determine this at a later time.



Needham Public Health Division



Adjournment

Upon motion duly made by Dr. Epstein and seconded by Dr. Partridge, it was voted to adjourn. Dr. Brown – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, Dr. Partridge – Y, and Dr. Gandhi-Y. Motion passed 5-0.

The meeting was adjourned at 10:08 a.m.

Attachment:

October 13, 2022 meeting packet

DRAFT



**Board of Health
Town of Needham
AGENDA FACT SHEET**



**MEETING DATE:
Tuesday November 22, 2022**

Agenda Item	FY 2024 HHS Budget Submission
Presenter(s)	Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mr. McDonald will present the FY 2024 Health & Human Services Budget Submission to the Board of Health. This year's budget submission includes future capital articles and fleet replacement requests, along with a DS5 Special Warrant Article request. Those are in addition to the usual base budget request and additional new spending requests for mental health, administrative support, Traveling Meals cost support, environmental health inspector time, and future budget requests in mental health, epidemiology, and public health nursing.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	No vote is required.
3.	BACK UP INFORMATION:
	- Combined FY 2024 HHS Budget Submission.pdf

Department Information DSR1	
Department	Health & Human Services
Department Mission	
The Needham Department of Health & Human Services (HHS) provides programs and services that support and enhance the quality of life in Needham. HHS includes the following divisions: Aging Services, Public Health, Veterans' Services, and Youth & Family Services. Its mission is to protect, preserve, and promote the health, wellness, and social and emotional well-being of all Needham residents. * * * * *	
Aging Services Division	
<u>Mission:</u> The mission of Aging Services is to respond to the needs of Needham's older residents by providing a welcoming, inclusive, and safe environment with programs, services, and resources that enhance their quality of life and provide opportunities for growth. The Center at the Heights serves as a focal point for supporting aging in the community.	
<u>On the Horizon:</u> The Aging Services Division continues to thrive since reopening the doors at the Center at the Heights ('CATH') in July of 2021. Addressing food insecurity among older adults remains a high priority in this coming fiscal year for the Aging Services Division. The CATH operates as a congregate meal site as well as offers daily lunch deliveries to older adults in Needham at no cost to the recipient or to the CATH thanks to the support of our community partner, Springwell Elder Services. Maintaining these services is a high priority for the Aging Services Division.	
The Programming Department, which provides essential resources to combat isolation, continues to offer a multitude of recreational, social, educational, and wellness-related programming options to older adults. A survey conducted the winter of 2022, highlighted the desire of older adults to access programming through both remote and in person options. Offering opportunities for accessible social engagement is essential to healthy aging and will remain a priority in the coming year.	
Transportation is an ongoing need for older adults in Needham and remains a high priority for the Aging Services Division. Aging Services drivers and volunteers braved the early days of the pandemic delivering essential groceries, meals, and supplies to the doorsteps of older adults. The Transportation Department is now adapting to a new service model. Aging Service drivers continue to deliver essential supplies to older adults, and now are additionally offering free transportation to and from the CATH to the grocery store, and on various trips. Accessible transportation is an essential component to healthy aging, and Aging Services will continue to search for ways to expand transportation options for Needham residents.	
The Aging Services Division continues to host the MetroWest Regional SHINE Program, offering both in person and remote opportunities for free unbiased health insurance counseling. The SHINE program in Needham received the state grant again this year to remain the regional headquarters for this program. In anticipation of this year's Medicare Open Enrollment season,	

**Department Information
DSR1**

Department	Health & Human Services
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600 appointment slots have already been made available in the region. The MetroWest SHINE region currently has 70 certified Medicare Counselors offering both in person and remote appointments. The SHINE program is an important resource for Medicare beneficiaries seeking assistance navigating insurance issues.

The Aging Services Division is committed to continuing to meet the needs of older adults in the community and serving as a beacon for supporting goals related to healthy aging.

Budget Statement:

This year's base budget submission for the Aging Services Division reflects reductions in two spending categories and a modest increase in three spending categories to more closely align with a combination of historical spending levels and projected expenses. Projections largely were based on usage of supplies and materials and related spending from FY 2022.

Aging Services Division

Line	Division	Description	Change from FY2023	Comments
Professional/Technical	Aging Services	Professional /Consulting Services	\$750	Modest increase to reflect the increased costs of retaining mental health consultants for clinical consultation.
Postage	Aging Services	Postage and Mailing	\$1,000	Significant reduction reflects increasing use of e-newsletters and email list serves to distribute info to Needham's seniors
Printing & Mailing	Aging Services	Printing & Photocopying	\$500	Another substantial reduction reflects reduced cost of printing and production of flyers and educational materials
Gasoline/Diesel	Aging Services	Gasoline for the Aging Services Vans	\$1,640	Average monthly gasoline usage in FY 2022 and first three months of FY 2023 was 149.54 gallons. Based on continued expansion of van services for seniors, Aging Services staff project travel mileage to increase approximately 20% (to 2,160 gallons) in FY

Department Information DSR1				
Department		Health & Human Services		
				2024. At \$4/gallon, that cost is \$8,640.
Dues & Memberships	Aging Services	Professional Association Dues	\$500	Increased annual costs for staff members to be members of professional associations, updated to reflect one membership per full-time staff member.

There are two DSR4 budget requests for the Aging Services Division, both for part-time staff members. Each request includes part-time salary costs of approximately \$22K to \$34K, a small amount of initial expenses (a laptop computer) and recurring expenses (travel, dues, office supplies), and modest benefit costs for these part-time roles.

Accomplishments and Activities:

PROGRAMMING

- The Programming Department continues to add new and innovative programming. Currently there are approximately 100 weekly scheduled programs offered through both remote and in-person platforms, as well as one daily special event. One new and extremely popular program and 'Crafts with Kelley,' a free crafting program hosted by the Needham Police Department's Community Officer, Kelley Scolponeti.
- Older adults in Needham can receive our bi-monthly newsletter and/or CATH's daily highlights email with current listings of both in person and remote offerings. There are currently over 2,000 subscribers receiving daily highlight emails from the CATH.
- After reviewing a planning assessment conducted at the CATH by the Center for Social and Demographic Research on Aging at UMass Boston, the Aging Services Division headed recommendations and increased programming with food and programming that utilizes the roof deck (i.e., the monthly Dinner on the Deck program). Programs such as 'Dinner on the Deck' address both food insecurity and isolation. The Aging Services Division is also partnering with local business Volante Farms to maintain a thriving garden of herbs, vegetables, and flowers on the roof deck. Vegetables harvested are served in the CATH café at no charge to participants.

SOCIAL WORK/MENTAL HEALTH SERVICES

- The Social Work Department continues to offer free case management, counseling, and information and referral services to older adults in Needham free of charge. Services are offered in person, in an individual's home, and via remote platforms based on the individual's needs. The Social Work department welcomed two new clinicians last fiscal year, and the department documented 4,451 interactions and served 417 individuals.

TRANSPORTATION

- The Transportation Department continued to deliver essential meals and items to older adults in the community this fiscal year, as well as began offering transportation to and from the Center, the grocery store, and various other trips. Approximately, 4,500 rides were offered, and 190 older adults in Needham utilized this service. The Transportation

**Department Information
DSR1**

Department	Health & Human Services
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Department also received a new 13-seat Ford F450 van, equipped with a wheelchair lift. Aging Services' Transportation Coordinator Stephan Grably has received his MassDOT/Martarp Trainer level certification on 'Accessible Lift Use and Passenger Securement.'

SHINE PROGRAM

- The SHINE program trained 11 new counselors and began operating in a hybrid model, offering both in person and remote insurance counseling appointments. As estimated \$1,909,475.87 in cost savings were documented through assisting Medicare beneficiaries with prescription drug plan enrollments during the last Medicare Open Enrollment period.

VOLUNTEERS

- The CATH was supported by 57 volunteers last fiscal year, who logged approximately 6,705 hours of service. Volunteers manage the CATH's front desk, assist in the kitchen, deliver daily meals, manage the gift shop, and are an essential component of daily operations for the Aging Services Division.
- With the help of dedicated volunteers and staff, the Aging Services Division delivered approximately 15,460 meals last fiscal year to older adults in their homes. With the reopening of the CATH building, older adults can come to CAHT for lunch in person, continental breakfast, coffee, and conversation daily or they can continue to receive free home delivered meals.

In FY 2022, the Aging Services Division received the following grants:

Grantor	Received	Amount	Comments
EEOA - SHINE	7/1/2021	\$84,664.00	SHINE Counselors
EEOA - SHINE Earmark	3/14/2022	\$67,664.72	Legislative earmark
Beth Israel Deaconess CHNA	10/1/2021	\$31,985.00	Community health impacts and programs
EEOA - Formula	2/22/2022	\$77,976.00	General statewide population-based funding for programs and services
MetroWest Health Foundation - More funding for clinical supervision	12/21/2021	\$4,000.00	Funding for supervision of clinical staff
	Aging Total	\$266,289.72	

**Department Information
DSR1**

Department	Health & Human Services
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Thus far in FY 2023, the Aging Services Division received the following grants:

Grantor	Received	Amount	Comments
EEOA - SHINE	7/1/2022	\$97,899.00	SHINE Counselors
EEOA - Formula	TBD	\$77,976.00	General statewide population-based funding for programs and services
EOEA -- Needham CATH Kitchen Earmark	7/1/2022	\$50,000.00	Assessment of CATH's kitchen and if it possible to make it a production kitchen rather than a demonstration kitchen
Beth Israel Deaconess - CHNA	10/1/2022	\$31,985.00	Community health impacts and programs
MA Development Taxi/Livery Grant	TBD	--	Pending grant for \$50,000 for transportation for seniors and disabled
	Aging Total	\$257,860.00	

On the Horizon

Public Health Division

Mission:

The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations.

The mission of the Division is to prevent disease, promote health, and protect the public health and the social well-being of Needham residents, especially those who are most vulnerable. Public Health staff work toward fulfilling this mission through collaboration with state and local agencies and community partners. The work largely consists of promoting health practices based on research and evidence, enforcing local and state regulations, and advocating for policy and regulatory changes that promote health and well-being.

On the Horizon:

Public health staff are learning to adjust to the increasing needs that have been presented by the COVID-19 pandemic. Some of the key needs and issues that are increasing and are forecasted to continue to increase include continuing vaccination clinics; acquiring funding to address ongoing and emerging concerns about domestic violence, hoarding, and homelessness; and mental health and substance use prevention. Some of the ongoing needs for the public health division include reviewing, and updating policies, procedures, and regulations and pursuing public health accreditation.

**Department Information
DSR1**

Department	Health & Human Services
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Budget Statement:

This year's base budget submission for the Public Health Division reflects reductions in three spending categories and modest increases in three spending categories to more closely align with a combination of historical spending levels and projected expenses. Projections largely were based on usage of supplies and materials and related spending from FY 2022.

Line	Division	Description	Change from FY2023	Comments
Professional/ Technical – Seminars & Trainings	Public Health	Trainings for staff members	\$1,000	The costs for staff training have increased, as have some of the professional development needs of team members
Advertising	Public Health	Advertising of job postings	(\$250)	Budgeted costs reduced due to less spending in previous fiscal years.
Postage	Public Health	Postage for mailings	(\$250)	Budgeted costs reduced due to less spending in previous fiscal years, as well as increased use of email and electronic permitting.
Printing & Mailing	Public Health	Printing & Mailing	(\$250)	Less printing & mailing services, utilizing email and social networks
Medical Supplies	Public Health	Medical Supplies	\$250	Slight budget increase due to increased costs for medical supplies, largely from Covid-19 and flu clinics
Governmental Charges	Public Health	Licensures for staff members	\$100	Costs of required licenses for staff members, many from state agencies, have increased.

There are four DSR4 budget requests for the Public Health Division, a pair for FY 2024 and a pair for FY 2025. The FY 2024 requests are for:

- increased Environmental Health Inspector hours at modest part-time salary costs of approximately \$18K, a small amount of initial expenses (a laptop computer and tablet) and recurring expenses (travel, dues, office supplies), and modest benefit costs for this part-time role; and
- funding and support for the Town's Traveling Meals program.

There are two FY 2025 DSR4 budget requests for full-time staff members (one epidemiologist and one public health nurse), associated benefit costs, and modest recurring expenses (travel, office supplies, dues, etc.) Those requests are for 50% cost coverage for FY 2025 and 100% funding in FY 2026.

Department Information
DSR1

Department

Health & Human Services

Accomplishments and Activities:

FY 2023 saw a decrease in immediate response to COVID-19 but continued to provide challenges that were created by the pandemic. The Public Health Division spent much of their time helping residents and businesses adjust to the changes that have been presented during COVID. This included helping businesses to be prepared and meet requirements and regulations while working through shortages, helping residents with mental health, financial, food access, and other educational needs including substance use prevention.

- The Environmental Health Team was able to secure two grants from the National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA) (noted below), to adopt additional FDA Voluntary National Retail Food Regulatory Program Standards and to allow staff to attend conferences. These included a Category 2 Award: \$4,882.25 for Development Base Projects to cover adoption of additional FDA Standards; and a Category 3 Award: \$7,500.00 for Conferences and Trainings, to allow staff to attend relevant conferences and seminars on food safety and to hire consultants to assist us in conducting our annual food establishment trainings, and to audit our completed standards. These FDA standards are an important component of a strategic approach to help ensure the safety and security of the food supply at the retail level. We were able to complete the requirements for two additional FDA Standards, specifically Standard 2 (Standardization of inspector staff) & 4 (Adoption of uniform inspection program) this year which were audited and recently approved. We have FDA Standards 6 and 8 left to adopt which we will plan on accomplishing in the coming year. A Food Code Enforcement Policy has been recently drafted (to meet standard 6) and we are in the process of collecting feedback as part of our food establishment fall trainings from our restaurant owners on this policy, in hopes to incentivize better compliance during our food establishment inspections.
- During FY22, and continuing into FY23, the Needham Public Health Division ramped up its effort to achieve accreditation, beginning with updating policies, regulations, and programs and conducting a healthy aging assessment. A community health assessment, building on BID-N's Community Health Needs Assessment, is near completion. The Division is also working on workforce development, performance management, and quality improvement.
- The Traveling Meals program continued to provide meals to the most vulnerable home bound population in town, especially those Needham residents living alone with cognitive or physical limitations that impair meal preparation abilities. Program staff continued to assist the Aging Services Division, sharing safe meal delivery protocols to incorporate in the meal delivery programs as they continued to address increased food insecurity among older adults.
- The Public Health Nursing team continued to do as needed COVID-19 investigation and vaccinations. They received a \$50,000 grant from Metro-West Health Foundation to improve COVID-19 response and was able to acquire an Abbott IDNOW machine to provide molecular testing to staff and residents.
- During FY2022 efforts focused on boosters and different age groups as they were approved for vaccinations. These included age 12-18 years old and 5-11 years old. The nursing team continued to be supplemented by per diem nurses and Medical Reserve Corp volunteers to help provide over 4,638 vaccines during FY23. These included providing vaccinations to local schools, colleges, day cares, the community at large, and more.
- Through ARPA funding the Public Health team was able to hire a data analyst/epidemiologist who has been able to aggregate data to help inform the Public Health team's work. Providing more informed decisions based on researched qualified data has allowed the Public Health team to better inform the community and find new ways to

**Department Information
DSR1**

Department	Health & Human Services
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reach the most needed areas of public health, not only with COVID but with all areas including, substance use prevention and chronic disease education.

- The Substance Use Prevention team continued working to prevent youth substance use. Increasing the knowledge about diversity, equity, and inclusion throughout public health and prevention teams has been a key focus for the prevention team and the MassCALL3 grant. The MassCALL3 grant was increased from \$125,000 to \$250,000 for FY23.
- The Substance Use Prevention team along with the Becca Schmill Foundation held their first Overdose Awareness Vigil. This vigil was attended by many community members and groups. It provided awareness to overdose deaths in Massachusetts and a remembrance service for those whose family members passed away due to substance use overdose.

In FY 2022, the Public Health Division received the following grants:

Grantor	Received	Amount	Comments
MA DPH - Public Health Excellence Grant	12/15/2021	\$150,000.00	shared services grant staffing and supplies
MA DPH - Shared Services Covid Grant	7/1/2021	\$140,000.00	Regional Covid-19 grant staffing and supplies
BSAS - MassCall 3	7/1/2021	\$125,000.00	State-funded regional substance use prevention work
SAMHSA - STOP ACT	4/30/2021	\$50,000.00	Federally-funded substance use prevention work
MWHF - Municipal Public Health Grant	1/28/2022	\$50,000.00	Covid-19 testing machine and nursing staff to do the tests
MWHF - Sharing Public Health Services	12/1/2021	\$20,000.00	Regional facilitation re public health partnerships
Beth Israel Deaconess SALSA Grant	5/2/2022	\$6,000.00	Students Advocating for Life Against Substance Abuse
NACCHO Rise	3/2/2022	\$50,000.00	MRC Preparedness
MA Office on Disability - ADA Grant	12/16/2021	\$59,781.00	ADA assessment of town buildings
MA DPH - Public Health Accreditation Earmark	12/15/2021	\$10,000.00	Needham specific PH Accreditation work
NEHA/FDA Grant Category 2	9/30/2021	\$4,882.25	Environmental Health inspection standardization efforts
NEHA/FDA Grant Category 3	9/30/2021	\$7,500.00	Food Inspection Trainings for staff
	Public Health Subtotal	\$673,163.25	

**Department Information
DSR1**

Department	Health & Human Services
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In FY 2023, the Public Health Division received the following grants:

Grantor	Received	Amount	Comments
MA DPH - Public Health Excellence Grant	7/1/2022	\$150,000.00	shared services grant staffing and supplies
MA DPH - Shared Services Covid Grant	7/1/2022	\$140,000.00	Regional Covid-19 grant staffing and supplies
MA DPH - Regional Field Training Hub	TBD	\$367,000.00	Pending Approval. First year pro-rated, second and third years at \$549,700 per year.
BSAS - MassCall 3	7/1/2021	\$250,000.00	State-funded regional substance use prevention work
SAMHSA - STOP ACT	4/30/2022	\$50,000.00	Federally-funded substance use prevention work
Beth Israel Deaconess SALSA Grant	9/2/2022	\$6,000.00	Students Advocating for Living Against Substance Abuse
MA HHS - Accreditation	7/1/2022	\$40,000.00	Public Health Accreditation work
NEHA/FDA Grant Category 2	9/30/2022	\$4,882.25	Environmental Health inspection standardization efforts
NEHA/FDA Grant Category 3	9/30/2022	\$7,500.00	Food Inspection Trainings for staff
	Public Health Total	\$1,015,382.25	

Budget Statement

Veterans Services Division

Mission:

The mission of the Veterans Services Division is to provide services determined by Massachusetts law including: the administration of benefits for veterans and their families who meet eligibility criteria; the care of veterans' graves, ensuring the burial of indigent veterans and their eligible family members; the ceremonial observance of national and state holidays dedicated to veterans and patriotic purposes; to take such actions as may be necessary to ensure the well-being of Needham's veterans; and to actively pursue available federal benefits for veterans and their families.

Needham is a member of the West Suburban Veterans District, which was established in fiscal year 2010. The District also includes Wellesley, Weston, and Wayland, and expanded in FY 2023

Department Information
DSR1

Department	Health & Human Services
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to include the Town of Westwood which resulted in significant savings (~ \$20K) on Governmental Charges due to administrative costs being spread across five communities instead of four.

On the Horizon:

Long-term challenges including providing support and services to the population of post-9/11 veterans in Needham and meeting the needs of a larger population of pre-9/11 veterans as they continue to age in our community. On the latter front, existing and new collaborations with the Aging Services Division on programs like a Veterans Writing Group have been a valuable arena for engaging veterans.

Budget Statement:

As a member of the West Suburban Veterans District (WSVD), Needham receives dedicated support for the administration of benefits and services to veterans and their families. The vast majority of the Veterans Services budget is consumed with those two cost categories (veterans' benefits and district administration costs), and there is a modest amount of additional funding available in the budget to support other programs and expenses. Some of the funds spent on veterans' benefits and other services are eligible for up to 75% reimbursement from the Commonwealth. The WSVD has not notified Needham about its FY 2024 Assessment. The presumption based on previous budgets and previous years' expenditures is that \$67,000 is an appropriate estimate.

This budget was developed based on the best estimate of the FY 2024 WSVD assessment, the surplus that was available in FY 2022 from the two primary funding lines (Governmental Charges and Veterans' Benefits) and the projected spending levels in FY 2023. Overall, comparing FY 2024's requested budget to FY 2021's budget shows a reduction in Governmental Charges from \$82,500 to \$67,000 and a reduction in Veterans Benefit costs from \$48,000 to \$25,000. The difference between the FY 2022 budget and the FY 2023 request is \$5,127 in Governmental Charges line.

Veterans Services Division

Line	Division	Description	Change from FY2022	Comments
Governmental Charges	Veteran	Governmental Charges for Veterans Services	(\$100)	Slight budget reduction; projected spending level is based on FY 2022 spending and FY 2023 budget. Needham's assessment costs for FY 2024 are not yet available.

There are no DSR4 budget requests for the Veterans Services Division.

Accomplishments and Activities

Department Information
DSR1

Department

Health & Human Services

Youth & Family Services Division

Mission:

To provide leadership and a community focus on youth and family issues, and to promote community wellness by: advocating for youth and family interests; developing and implementing quality programs and clinical services; educating and communicating with the public regarding youth and family issues; identifying and addressing youth and family needs; and partnering with agencies that serve youth and families

On the Horizon:

Youth & Family Services has increased programming since the pandemic began in 2020. There has been such a significant increase in the need for services as the waiting list for therapy has never been as long. The staff in the Division are working hard to address the increased needs in the community and are finding innovative ways to ensure that the community, as a whole, is receiving the needed mental health support.

The Division is continuously working hard to support the residents and students of Needham through the provision of a number of services. These services include individual, family and group therapy, enrichment programming, community presentations and various workshops and classes. There is a concentrated effort to decrease the stigma around mental health, ensuring that anyone in need knows how to access services and has the ability to reach out. Staff have also done a tremendous amount of community outreach, partnering with local organizations and town departments, getting information out to various partners and embedding services in the community.

We have hired four new staff members over the past year who have quickly acclimated to the division and who exhibit an amazing passion for the work. Currently, we have staff who have experience with severe trauma, substance use, depression, anxiety, family disruption, loss and social struggles. The staff have initiated many additional programs into place in addition to focusing on group treatment which helps get services to larger numbers of community members. Also, staff have attended many trainings and consultation services which helped to manage the increase in mental health need and acuity as well as served as a preventive to secondary trauma.

Despite the continued lifting of pandemic restrictions, we are expecting the need for mental health services, particularly among youth, will only continue to grow. Past research indicates that suicide rates remain stable or decline during infrastructure disruption (e.g., natural disasters), only to rise afterwards as the longer-term sequelae unfold in persons, families, and communities. (Kessler RC, Galea S, Gruber MJ, Sampson NA, Ursano RJ, Wessely S. *Trends in mental illness and suicidality after Hurricane Katrina. Mol Psychiatry* 2008;13:374–84.) Youth & Family Services is preparing for this continued increase in need while ensuring that the current services offered are best support the community

Budget Statement:

This year's base budget submission for the Youth & Family Services Division reflects an increase in one spending category, professional consultation services. Not only has there been an increase in mental health needs but there also has been an increase in complexity and acuity.

Department Information
DSR1

Department	Health & Human Services
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The consultation services allow staff to receive additional support in their work when they encounter various mental health challenges so that they can best serve their clients. We received a \$2,000 grant in FY 21 and applied for another one in FY22 to help cover the costs of these needed consultation services. We hope that, moving forward, it can be included in the budget. Additionally, there is a projected decrease in cost for postage as most communication occurs electronically.

Also noted is that Youth & Family Services also had some staffing changes this year which resulted in some vacancies for short periods of time so not all fund for that position were utilized. Even though Youth & Family Services hired quickly to fill these vacancies, not all of the salary funds were utilized. Moving forward, all of the current funds we have for salary are very much needed and additional funding is being requested for our current temporary staff member who is funded through ARPA.

Line	Division	Description	Change from FY2023	Comments
Professional Consultation Services	Youth & Family	Consultation services for licensed staff on complex clinical issues	\$1,500	Additional/increased costs for clinical consultation/ in-service training for staff members.
Postage	Youth & Family		(\$200)	Slight decrease in projected mailing costs due to more electronic communication.

There is one DSR4 budget request for the Youth & Family Services Division, although it is a FY 2025 budget request. That request is for a full-time staff member, associated benefit costs, and modest recurring expenses (travel, office supplies, dues, etc.) at 50% cost coverage for FY 2025 and 100% funding in FY 2026.

Accomplishments and Activities:

Youth & Family Services has increased services and pivoted programming based on the needs of the community given that the mental health needs are higher than in years past.

- Individual and family therapy continue to be offered. Staff have increased their presence and time in offering services in various schools to increase outreach. In addition, due to such a long waitlist for individual services, staff have been offering an increase in group treatment as many individuals can receive beneficial services while waiting for individual treatment. The Division has also worked very closely with an expressive art therapist to run workshops which have been very beneficial for people who may not be able to engage in traditional therapy.

Department Information DSR1	
Department	Health & Human Services
- Youth & Family Services has continued to run various enrichment programs all of which are back in person after some virtual and hybrid options over the past 2 years. These programs include the peer tutor program, the peer mentor program, and volunteers around Needham. - The second mural project is in the process of completion. Youth & Family Services has organized over 200 community members in helping to paint the tunnel that runs in between Defazio Park and Pollard Middle School. This mural was designed by students and local artists and has brought the community together. It is our hope that it will help enhance a sense of belonging and social awareness, create connection to others while building self-esteem/self-worth. - Staff have been very focused on decreasing the stigma of the need for mental health services with the goal that Needham can be a place where people will reach out for help when needed. The Youth Mental Health First Aid class is important in this mission and continues to be taught on a regular basis. In addition, the Division has recently been approved to teach a teen version of this class which would teach students how to respond to their peers/friends who may be experiencing mental health challenges. If staff are able to teach this class extensively enough, it is hoped the school culture around mental health will begin to shift. - The Division has been very focused on getting information out to the public – the focus has been on various community presentations to provide community education on specific topics. Over the past year the division has implemented the following: - A presentation on executive function presented by Engaging Minds - In collaboration with Temple Aliyah and Equal Justice Needham, Youth & Family Services Director presented at a Needham Speaks event and discussed mental health trends, signs and symptoms of mental health challenges, and how to respond to a mental health need. - In collaboration with the Needham Exchange Club, the Division hosted John Halligan, author of “Ryan’s Story.” Mr. Halligan provided 3 presentations for the residents of Needham, one to parents, one to students and one to a parent/child mixed group. The presentation focused on bullying, social media use and suicide prevention and over 150 people participated in the events. - Youth & Family Services worked closely with the Becca Schmill Foundation and BID Needham to host a presentation on Screen Time and Anxiety. There were 3 presenters, Dr. Patricia Conrod, Matt Miles and Joe Clement who focused on anxiety, screen time and tips for regulating this. Dr. Conrod is a renowned researcher at The University of Montreal and Joe Clement and Matt Miles are teachers and authors of the book “Screen Schooled.” - Community Outreach: Community Crisis Response: Over the past decade, the Needham community has grappled with critical youth issues such as suicide, loss, self-injury, depression, and anxiety. Youth & Family Services has responded by reaching out to youth, parents, families and other local organizations to help provide clinical support around these challenges. Services included individual meetings, group sessions, and provision of supportive information and materials. In FY2022, with the pandemic still present and youth continuing to recover from years of isolation, anxiety, social disturbance and trauma, the Division has shifted some of its focus to addressing these concerns. The Division had more of a presence in many of the	

Department Information DSR1			
Department		Health & Human Services	
public schools and joined a number of school committees focused on addressing these concerns. Outside of the school system, the Division increased involvement in community collaboration and identifying gaps in services and needed areas of support. The Division was active in groups such as the Needham Coalition for Suicide Prevention and the Substance Abuse Prevention Alliance of Needham (SPAN). Youth & Family Services staff received ongoing training on trauma and pandemic related stressors as well to ensure that clients and families are receiving the best possible care. - o Youth & Family Services is part of community collaborations, including the Youth Resource Network and the Community Crisis Intervention Team. Youth & Family Services leads a Vaping Task Force and started a Chapter 84, both aimed at reducing nicotine use in youth. Other groups include the Domestic Violence Action Team and the Substance Use Prevention Alliance of Needham where Youth & Family Services staff sit on all 3 action committees in addition to the steering committee. • Funding: In FY2022, Needham Youth & Family Services has received grants and donations from the following organizations: High Rock Church, The Needham Clergy Association, The MetroWest Health Foundation, Needham Community Council, 100 Women who care of Needham, and many other local businesses and private citizens.			
Spending Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	2,070,327	74,506	2,144,883
b) Expenses	437,925	52,400	490,325
c) Capital			
d)			
e) Total DSR2 & DSR4 Request (a through d)	2,508,252	126,906	2,635,158
V2024			

Department Expenditure Detail DSR2																
Department				Health & Human Services												
Object				Description						Amount						
DSR2A																
Permanent Personnel	Last Year (FY2022)			Current Year (FY2023)			Next Year (FY2024)									
	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)							
	17	3	18.67	17	3	18.67	17	3	18.67							
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count		PT Head Count						
						X		5		5						
Union Positions:		BCTIA		Fire A		Fire C		ITWA	X	NIPEA		Police		Police Superior		NA
1. Salary and Wage Permanent Positions.																
a.	PRD1 Salary and Wages Base												2,167,747			
b.	PRD1 Differentials (Conditions, Requirements, Shifts)															
c.	PRD1 Education															
d.	PRD1 Extra Holiday															
e.	PRD1 Longevity												2,000			
f.	PRD1 Snow Program															
g.	PRD1 Uniform															
h.	PRD1 Other Compensation												10,500			
i.	PRD1 Budget Adjustments												(511,374)			
												PRD1 Sub Total		1,668,873		
j.	DSR3 Other Compensation															
												Sub Total 1				
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)																
a.	Aging Services Recording Secretary at 145 hrs/yr plus DSR3 costs listed below												3,162			
b.	Public Health Recording Secretary at 145 hrs/yr plus DSR3 costs listed below												3,162			
c.	Youth & Family Services Recording Secretary at 145 hrs/yr plus DSR3 costs listed below												3,162			
d.																
e.	DSR3 Total												362,238			
												Sub Total 2		371,814		
3. Salary and Wage Overtime (Itemized Below)																
a.	Scheduled Overtime (contractually obligated)												3,000			
b.	Training and Development															
c.																
d.																
e.	DSR3 Total															
												Sub Total 3		3,000		
4. Other Salary and Wage Expenses – (Itemized Below)																
a.	Incentive Programs															
b.	Pay In Lieu of Accrued Leave												13,000			
c.	Program Stipend												13,640			
d.	Tuition Reimbursement															
e.	Working Out of Grade															
f.	DSR3 Other Compensation															

Department Expenditure Detail DSR2		
Department	Health & Human Services	
Sub Total 4		26,640
5. Total Salary and Wages (1+2+3+4)		2,070,327
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	5245 – Maintenance @ \$500) Maintenance and Calibrations on Monitoring Equipment for Environmental Health Inspections needed every other year. Half of the equipment is budgeted for calibration each fiscal year. (PH)	500
Rental & Leases (527X)		
Other Property Related Services (529x)	5290 – Pest Control @ \$15,500 (PH)	16,900
	Veterans' Event \$1,400 (Vet)	
Professional & Technical Services (530x – 531x)	5300 – Professional & Technical @ \$28,000 for technical consultant (PH) Professional & Technical @ \$8,500, an increase of \$750, for clinical consultation for mental health staff (Aging) Professional & Technical @ \$10,000, an increase of \$1,500, for clinical consultation for mental health staff (Youth) 5303 – Seminars & Trainings @ \$5,000 (PH). This is an increase of \$1,000. Seminars & Trainings @ \$2,000 (Aging) Seminars & Training @ \$2,800 (Youth) 5305 – Software License Fee @ \$9,720 for Food Code Pro & Housing Code Pro inspection software for all EH staff (PH) 5305 – Software License Fees @ \$4,000 for clinician case notes software (Youth) 5309-Licensed Professional Services @ \$96,500 (Interface/Riverside, mental health referral, Fuss & O'Neil for environmental sampling, etc.) (PH);	170,770

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	5311 – Advertising of flu clinics, public health forums, healthy notes @ \$4,250, a decrease of \$250 (PH)	
Communications (534x)	5340 – Graphic Design @ \$6,000 to support the design of community education materials and public health awareness campaigns (PH) 5341 – Postage @ \$1,000 (decrease of \$250) because of reduced need to mail permits and licenses and renewal applications on account of permitting software (PH) Postage @ \$1,500 (decrease of \$1,000) to reflect less targeted mailing and increasing use of electronic newsletters for CATH patrons (Aging) Postage @ \$100 (Vet) Postage @ \$600 (decrease of \$200) to reflect reduce cost of postage for community updates (Youth) 5344 – Wireless Communications @ \$9,500 to cover wireless costs for staff smart phones, data-plan enabled iPads for inspections, and mobile hot spots for use at off-site vaccination clinics (PH) Wireless Communications @ \$6,000 (unchanged) covering costs of smart phones and data plan for Director, all social workers, and three of four vans (Aging) Wireless Communications @ \$3,200 to cover costs of smart phones and data plans for mental health clinicians (Youth) 5345 – Mailing, Printing, and Photocopying @ \$4,250 (decrease of \$250) for both internal (photocopier) and external printing (includes copying of inspection forms, business cards, and posters). Reduction due to assessment of previous years' spending patterns.	37,450

**Department Expenditure Detail
DSR2**

Department	Health & Human Services	
	(PH) Mailing, Printing, and Photocopying @ \$1,500 (decrease of \$500) for external printing, includes printing of certain program flyers or materials that cannot be produced "in-house" as well as business cards. Reduction due to assessment of previous years' spending patterns (Aging) Mailing, Printing, and Photocopying @ \$300 for external printing of brochures and program flyers or materials that cannot be produced "in-house" as well as business cards. Reduction due to assessment of previous years' spending patterns (Youth) 5347 - Legal Notices @\$3,500 for mandated posting of Board of Health regulations...everytime the BOH adopts a new regulation or revises an existing regulation there is a two-week public notice period pre-hearing and at least a one week posting period post hearing, which costs at least \$657 to post in the electronically in the Needham Times/Wicked Local and Hometown Weekly. (PH)	
Recreational & Cultural Services (535x)	Memorial Day Luncheon \$500 (Vet) Program instructors, vendors, and partial costs for Fitness Program at CATH @ \$52,000 (Aging)	52,500
Other Purchased Services (538x)	5380 – Nuisance Abatement @ \$1,000 (PH)	1,000
Office Supplies (542x)	5420 – Office Supplies and equipment for 7 full time, 3 part-time regular, and 10 part-time/per diem employees, as well as for three committees – Domestic Violence Action Committee, Coalition for Suicide Prevention, and Substance Prevention Alliance of Needham @ \$5,000 (PH) Supplies and equipment necessary for	8,900

**Department Expenditure Detail
DSR2**

Department	Health & Human Services	
	the program and service delivery such as but not limited to paper, pens, files, labels @ \$3,000 (Aging) To purchase basic office supplies --- paper, pens, folders, mailers, etc @ \$800 (Youth) Office Supplies @ \$100 (Vet)	
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)	5480 – Parts such as tires, brakes, batteries, inspection stickers for Aging Vans @ \$2,750 (Aging)	2,750
Gasoline and Diesel Fuel (5481)	5481 – Gasoline for the Aging Vans @ \$8,640; this represents an increase of \$1,640 to reflect better estimates of costs based on FY 2022 usage and projected usage in FY 2023 (Aging)	8,640
Food and Service Supplies (549x)	5490 – Supplies related to program operation @ \$300 Aging and @ \$2,200 Youth	2,500
Medical Supplies (550x)	5500 – Medical Supplies and health materials, largely for public health nursing purposes @ \$2,750, an increase of \$250 to reflect increased costs of materials (PH) Supplies related to medical purposes such as first aid kits @ \$250 (Aging)	3,000
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	5580 – Other Supplies & Equipment @ \$11,800 Other Supplies & Equipment @ \$2,300 for Wellness Supplies (examples include Stress Balls, Hand Sanitizer Kits) and unexpected expenses like the purchase of Sharps Disposal Containers to be provided free of charge for residents with limited resources and the purchase of water bottles as gift to sports coaches that attended a concussion training	11,800

**Department Expenditure Detail
DSR2**

Department	Health & Human Services
	offered by the Public Health Department. (PH) Special Event and Public Recognition Expenses @ \$2,250 (Aging) For a variety of expenses including program materials, off-site printing, etc. To purchase books, manuals, and literature regarding youth/family issues and treatment @ \$3,250 (Youth) Flags and Holders @ \$4,000 (Vet)
Governmental Charges (569x)	5690 – Governmental Charges for the annual cost for Environmental Health Agent licensure for MA Division of Professional Licensure for Environmental Health Agent and for Public Health Specialist @ \$300 (PH), an increase of \$100 from FY 2023 West Suburban Veterans' District Assessment @ \$67,000 (decrease of \$100). New level of assessment cost (previous was greater than \$80K) based on the increase in cost sharing between five communities instead of the previous four-way share (Vet) Licensure for Social Workers @ \$700 (Youth)
Travel & Mileage (571x – 572x)	5710 – In-State Travel Expenses @ \$2,800 for in-state registration fees (PH) In-State Travel Expenses @ \$1,000 for in-state registration fees (Aging) In-State Travel Expenses @ \$1,500 for in-state registration fees (Youth) 5711 – Mileage @ \$3,850 7 full time, 3 part-time regular, and 10 part-time/per diem employees (PH) Mileage @ \$1,000 (Aging) Mileage @ \$1,300 (Youth)

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	Mileage @ \$100 (Vet) 5720 – Out-of-State Travel Expenses @ \$7,000 (an increase of \$500) for the cost of attendance for one staff member at regional or national events and trainings such as National Association of County and City Health Officials (NACCHO) Annual Meeting or the CADCA Leadership Institute in Washington D.C (PH) Out-of-State Travel Expenses @ \$3,000 for the cost of attendance for one staff member at regional or national event such as training (Youth)	
Dues & Subscriptions (573X)	5730 – Dues & Subscriptions for Departmental and staff membership in professional associations and organizations, including the MA Environmental Health Association, the National Association of Local Boards of Health, and the Community Anti-Drug Coalitions of America @ \$3,105 (PH) Professional Subscriptions such as National Association of Social Workers \$2,000 (Aging) Veterans' Association @ \$60 (Vet) Professional Subscriptions and NASW Membership @ \$1,000 (Youth)	6,165
Other Expenses (574 X – 579x)	5740 – \$500 for Transponder charges for COA Vans (Aging) 5780 – Veterans' Benefits @ \$25,000 reduced substantially (\$20K) from FY 2021 and previous years to better reflect annual spending (Vets)	25,500
6. Total Expenses		437,925
DSR2C		
Capital Equipment Replacement (587X)		
7. Total Operating Budget Capital		

Department Expenditure Detail DSR2				
Department	Health & Human Services			
8. Total Base Request (Line 5 + Line 6 + Line 7)				2,508,252
Does the Department depend on any Federal or State grants to provide services?	YES	X	NO	
Did the Department submit any requests for the replacement or upgrade of technology hardware or software to the Information Technology Center and/or include funding request for hardware or software with the budget submission?	YES		NO	X
Did the Department submit any requests to the Department of Public Works to improve or upgrade a public building or facility?	YES		NO	X
Did the Department meet with Human Resources prior to submitting any request for new or additional personnel resources?	YES	X	NO	
V2024				

Department Personnel Supplement DSR3							
Department		Health & Human Services					
	Description	Amount	Amount Reflected DSR2A Section				
			1	2	3	4	
1	Aging Services Division – Building Monitor for 1,016 hrs/yr	20,320		X			
2	Aging Services Division – Program Support Assistant III (Evenings) for 1,033 hrs/yr	30,308		X			
3	Aging Services Division – Program Support Assistant II (Weekends) for 520 hrs/yr	12,324		X			
4	Aging Services Division – Van Drivers for 3,436 hrs/yr	72,569		X			
5							
6	Public Health Division – Temporary Office Coverage (PSA 2) for 155 hrs/yr	3,674		X			
7	Public Health Division – Professional/Technical Support for 1,075 hrs/yr	44,140		X			
8	Public Health Division – Traveling Meals Summer Drivers for 610 hrs/yr	11,596		X			
9	Public Health Division – Per Diem & Substitute Nurses for 1,800 hrs/yr	55,800		X			
10	Public Health Division – Environmental Health Inspectors for 940 hrs/yr	32,900		X			
11	Public Health Division – Substance Prevention Alliance of Needham for 1,033 hrs/yr	30,308		X			
12							
13	Youth & Family Services Division – Part-Time Clinicians for 1,438 hrs/yr	48,389		X			
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
I	Total	362,328					
Sections							
	Amount Reported Under DSR2A Section 1						
	Amount Reported Under DSR2A Section 2						
	Amount Reported Under DSR2A Section 3						
	Amount Reported Under DSR2A Section 4						
II	Total						

Performance Improvement Funding Request DSR4				
Department	Health & Human Services/Aging Services		Fiscal Year	2024
Title	Part-Time Clinician		Priority	1
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	.52	34,122		34,122
2. Expense		2,500	1,250	3,750
3. Operating Capital				
4. Department Total (1+2+3)		36,622		37,872
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board; Council on Aging		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
<i>All "YES" responses above must be explained in the narrative below</i>				
Description and Explanation				
The Aging Services Division seeks ongoing funding to maintain one 19.5-hour Clinician position based at the Center at the Heights beginning in FY 2024. Previous funding for this role came from the ARPA grant at the end of FY 2022 and for the entirety of FY 2023. A Clinicians role in the Aging Services Division includes providing counseling, case management, information, and referral services to older adults in Needham. These services are provided to Needham residents over the age in 60 at the Center, in the resident's home, or via remote platforms based on the needs of the resident. Aging Services Clinicians also assist in program development, running supportive and educational groups, and doing ongoing community outreach. The long-term impacts of the COVID-19 pandemic have drastically impacted the fabric of an already strained mental health system. There is a significant Clinician shortage in the region, coupled with growing mental needs in the community. COVID-19 has had significant impacts on older adults specifically, increasing feelings of loss, isolation, and the need for more comprehensive mental health and aging-related services in the community. The current shortage of mental health clinicians in the				

**Performance Improvement Funding Request
DSR4**

Department	Health & Human Services/Aging Services	Fiscal Year	2024
Title	Part-Time Clinician	Priority	1

region has created a greater strain on the Aging Services Division Clinical Team. In addition to hosting two full-time Clinicians, the Aging Services Division hired one part time Clinician funded through ARPA in June of 2022 to help address these increased needs. Maintaining this role beyond the completion of ARPA funding at the end of FY24 will provide essential and sustainable support to the Aging Services Division and the Needham community.

This request is in line with the Select Board in Needham's FY23-24 goals. More specifically, the Select Board has prioritized the physical and mental well-being of residents as stated in Goal #4. They specifically write that one aspect of this goal is to, 'Support the physical and mental well-being of community members.' The Aging Services Division has sought to address increased mental health and case management needs in the community in various ways. Within the last year, the Aging Services Division began tracking the number of requests from residents that were strictly for mental health counseling (either in-house or referral requests). Outside therapy referral services such as Interface, Psychology Today, and MetroWest Care Connections, remain available but face the same barriers as Aging Services Division Clinicians-there are simply not enough clinicians available to meet the needs of the community. As the numbers of referrals for mental health counseling alone, grew and surpassed the ability of the Social Work department to accommodate, the Aging Services Division has instituted a waitlist for mental health services for the first time in recent department history.

Below are statistics showing the documented case numbers served by the Aging Services Division. Please note that the Aging Services Division often provides a combination of case management, counseling and information and referral services within each interaction with an older adult, as the needs in this population are typically intertwined. Therefore, data tracking counseling services are likely vastly underestimated for prior years, as we have only recently started tracking mental health referrals separately.

Fiscal Year (FY)	Individuals Served Just for Counseling	# of Sessions Scheduled
FY20	25	97
FY21	14	62 (decrease likely due to building closure and staff turnover)
FY22	23	170

Fiscal Year (FY)	Individuals Served Just for Counseling	# of Interactions (both in-person and remote)
FY20	596	4,079
FY21	481	4,843
FY22	417	4,451

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Aging Services	Fiscal Year	2024
Title	Part-Time Clinician	Priority	1
Maintaining the Aging Services part-time clinician currently funded through ARPA, would allow the Aging Services Division to continue to provide high level services in the community and meet a growing need for support for older adults. Estimated benefit costs for this part-time position will total \$3,214.			
V2024			

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Special Assignment Support - Clinician					Priority	1		
Classification		FT		PT	X	Seasonal			
Part Time /Seasonal	Hours Per Week		19.5		Number of Weeks Per Year			5 2	
Compensation Detail									
Base Rate	\$33.65/hr								
Other									
Other									
Other									
Other									
Other									
Other									
Other						Total = \$34,122			
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain		Start Up Cost \$		Annual Recurring Cost \$		
Workstation	X		Already available						
Vehicle	X								
Computer		X	Laptop needed		1,250				
Software									
Mobile Communication Device		X	Phone needed		0		625		
Uniform									
Tools									
Equipment									
Other							1,875		
Other									
Other									
Totals					1,250		2,500		
Estimated Annual Benefit Cost							3,214		
Description and Explanation									
The Aging Services Division seeks ongoing funding to maintain one 19.5-hour Clinician position based at the Center at the Heights beginning in FY 2024. Previous funding for this role came from the ARPA grant at the end of FY 2022 and for the entirety of FY 2023. Referrals for mental health counseling have grown throughout the pandemic, surpassing the ability of the Social Work department to accommodate. Consequently, the Aging Services Division has instituted a waitlist for mental health services for the first time in recent department history. Maintaining the Aging Services part-time clinician currently funded through ARPA, would allow the Aging Services Division to continue to provide high level services in the community and meet a growing need for support for older adults.									
V2024									



Performance Improvement Funding Request DSR4				
Department	Health & Human Services/ Public Health		Fiscal Year	2024
Title	Traveling Meals Cost Support		Priority	2
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage				
2. Expense		40,000		40,000
3. Operating Capital				
4. Department Total (1+2+3)		40,000		40,000
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Board of Health; Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
<i>All "YES" responses above must be explained in the narrative below</i>				
Description and Explanation				
Senior home isolation and food insecurity are a major challenge for a small subset of Needham residents, nearly all of whom identify as disabled or elderly or both. For more than 50 years, Needham's Traveling Meals program has assisted and supported elderly, homebound, and disabled residents with the delivery of a two-meal food packet every week day, enabling those individuals to safely stay in their homes and remain a vital part of the Needham community. The Traveling Meals Program began in 1971 when one person heard that another Needham resident was in need of meals. By the end of that year, other residents were also receiving meals: more than 900 meals were distributed! In 1974, the numbers grew to a total of 73 individuals receiving over 4,450 meals. Today, the Traveling Meals Program serves an average of 80 unique individuals per year and delivers approximately 9,700 meals (two meal packets, technically) to these clients annually* (*based on numbers from calendar years 2020, 2021 and estimates from 2022). The Traveling Meals Program provides meals to Needham residents meeting the following criteria: Homebound with physical or cognitive limitations which restrict their ability to prepare				

**Performance Improvement Funding Request
DSR4**

Department	Health & Human Services/ Public Health	Fiscal Year	2024
Title	Traveling Meals Cost Support	Priority	2

or to provide for their daily meals; Live alone without support of family or homemaker services; Unable to drive; or Caregivers in need of respite. The resident must be home to accept meals and there are no age or income restrictions.

The Traveling Meals Program gives Needham residents a way to give back to their community. Their involvement with the pick-up and distribution of these meals makes it possible to distribute nutritious meals to homebound residents, typically the most vulnerable population in Needham. Homestyle meals are prepared by the culinary staff of the Beth Israel Deaconess Hospital-Needham under the guidance of a certified Dietician, with a focus on senior nutrition. A daily meal delivery contains: 1 Lunch consisting of a sandwich, milk, fruit, with juice, and 1 Dinner of a hot entrée with roll and butter, with a dessert, for \$6.00. These appetizing meals are prepared with no added salt, low-fat and low cholesterol. Special meals such as a Diabetic Diet can be accommodated.

The volunteers are able to provide a much-needed daily check-in. Many times, the Traveling Meals Program volunteer is the only daily contact for a homebound resident. The daily check-in also serves as a wellness check for the clients. At the time of delivery, if a client does not answer, the necessary steps are taken to ensure the well-being of the client (each year, Traveling Meals volunteers discover clients who have fallen and need emergency medical assistance). With the daily check-in and home-delivered meals, the Traveling Meals Program offers these Needham residents the support they need to remain living in their own homes. With the continued operation of the Traveling Meals Program, many more vulnerable Needham residents will be helped well into the future.

Traveling Meals is a fee for service program run in cooperation with the Beth Israel Deaconess Hospital Needham. The customers include individuals who privately pay, individuals for whom the state government pays for their costs, and also individuals who are unable to pay for their meals. The costs for residents unable to pay for their meals is mainly supplemented by the existing fundraising committee, The FRIENDS of the Board of Health and Traveling Meals Program, since they actively raise funds for the program and activities that are not government funded.

The hospital has prepared Traveling Meals since the program's inception, going back to a time when the hospital was owned by the Town. While the hospital does charge the Public Health Division for meals, the charge is substantially below the market rate which enables the Public Health Division to deliver meals to clients at the reduced costs of about \$6 for a two-meal packet. Supporting the community, especially the nutrition needs of the elderly and disabled, has long been part of the BID-Needham's charitable commitments. In late summer/early fall 2022, Nutrition staff from BID-Needham indicated that they did not believe they have the ability to continue to support the Traveling Meals program into the future. While negotiations with the hospital are ongoing, it is prudent to plan for the Traveling Meals Program's future and the possibility that a new vendor must be identified to produce the meals, likely a vendor that will charge market rate for the production of meals in future fiscal years. Working collaborative with Danielle Collins, the Needham Public Schools Director of Nutrition and Food Services, she identified that a well-run institutional kitchen can produce balance, healthy meals at a cost of approximately \$4.50 per meal. Since Needham's Traveling Meals Program is based on a two-meal packet, and since the figure provided by Ms. Collins doesn't include packaging for the food

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/ Public Health	Fiscal Year	2024
Title	Traveling Meals Cost Support	Priority	2
to be brought to homebound, disabled, and elderly residents, I estimate a cost increase of \$4 per two meal packet with a future program vendor compared to the current amount charged by BID-Needham. Assuming a volume of approximately 10,000 two meal packets and a costs increase of \$4, the funding needed to continue to provide meals to Needham's homebound, disabled, and elderly residents will be approximately \$40,000. Passing off such a steep price increase to seniors living on a fixed income will be nearly impossible, hence this request that the Town of Needham provide some ongoing cost support to maintain the low price of the Traveling Meals for the residents. Additional support for the Traveling Meals Program meets multiple strategic goals of the Board of Health and the Select Board, including: • Board of Health Community Health Goal #2: "Assess food security and nutrition needs across the Town of Needham and work with Town and School Departments, non-public education providers, community partners, and faith-based organizations to ensure food security and accessibility of appropriate and healthy nutrition for all Needham residents regardless of circumstance." • Board of Health Community Health Goal #2: "Support and expand upon existing community initiatives that address public health concerns including senior nutrition, elder isolation, mental health promotion, and domestic violence awareness." • Select Board Goal #1 – Livable Needham "Supports and enhances neighborhood livability and walkability for all members of the community." • Select Board Goal #3 – Accessible & Connected "Promotes options to ensure we remain an age-friendly community." • Select Board Goal #4 – Healthy and Socially Thriving "Supports the physical and mental well-being of its community members."			
V2024			

Performance Improvement Funding Request DSR4					
Department	Health & Human Services/ Public Health		Fiscal Year	2024	
Title	Additional Environmental Health Inspector		Priority	3	
DSR4					
Expenditure Classification	FTE	Frequency		Total Amount (A + B)	
		Recurring Amount (A)	One Time Only Amount (B)		
1. Salary and Wage	.27	18,270		18,270	
2. Expense		3,150	1,750	4,900	
3. Operating Capital					
4. Department Total (1+2+3)		21,420	1,750	23,170	
5. Other Costs					
Budgetary Considerations				Yes	No
Does this request address a goal of the Select Board or other Board or Committee?				X	
If yes, which Board or Committee?		Board of Health; Select Board			
Has this request been submitted in the last three fiscal years and not funded?					X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?					X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?					X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?					X
Does the request support activities which produce revenue for the Town?				X	
If the request is not approved, will current Town revenues be negatively impacted?					X
Is there an increased exposure for the Town if the request is not approved?					X
Is specialized training or licensing required (beyond the initial purchase)?					X
Does this request address a documented health or safety issue?				X	
All "YES" responses above must be explained in the narrative below					
Description and Explanation					
Through this budget request, Needham's Health & Human Services Department seeks to provide its Public Health Division with sufficient staffing so that the Public Health Division has a part-time Environmental Health Inspector (Agent) who is able to devote his/her time and attention to advancing the goals and objectives of the Board of Health and the Public Health Division, along with supporting the Select Board goal #2. Additional staff hours will enable us to keep up with the increasing demands of fulfilling the influx of activities, especially issues related to the increase in housing challenges and mental health disparities (which we have seen a dramatic increase post pandemic), while allowing us to continue our progressive work on adopting the remaining 2 U.S. Food and Drug Administration's Voluntary National Retail Food Regulatory Program Standards, specifically standards 6 & 8. (Summarized below.) The highest priority of the Environmental Health Unit is to protect the public's health through implementation and enforcement of State and Federal regulations and local Board of Health ordinances to ensure compliance with environmental health and safety standards.					

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/ Public Health	Fiscal Year	2024
Title	Additional Environmental Health Inspector	Priority	3
The Environmental Health team monitors and regulates a wide range of business establishments, facilities, and activities: food service; tobacco sales; Medical Marijuana dispensary; residential housing; construction activities (demolition, septic and well installations); waste hauling; bodywork; public and semi-public swimming pools; and many other activities. We review online permit applications and issue permits through the Town's Easy Permits website. These permit reviews have become more frequent now that building projects have ramped back up again, post pandemic. The team licenses mobile food vendors and conducts inspections of temporary indoor/outdoor food events, such as the Needham Town Fairs, carnivals and the weekly seasonal Farmers Markets. Plan reviews are conducted for outdoor seating proposals, which have been increasing to allow food establishments to continue to thrive, post pandemic. Our team continues to provide outreach/education to the community about environmental health issues and current food safety topics. Investigations are conducted in response to complaints about the following: housing, food establishments and general health nuisances (i.e. mosquito breeding pools, pests/rodents, noise, odors, tobacco smoke, unsanitary conditions). In 2022, the Public Health Division was awarded two grants from the National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA), specifically from the FDA Retail Flexible Funding Model (RFFM) Grant Program, to adopt additional FDA Voluntary National Retail Food Regulatory Program Standards and to allow staff to attend conferences. The following grants were received: • Category 2 Award: \$4,882.25 to enable us to continue to complete and meet the requirements for FDA Standards 2 & 4. This grant funding also enabled us to hire a consultant to conduct an initial review of FDA Standard 2 and to re-hire the same consultant to audit our FDA Standards 2 & 4, which were approved. This funding also enabled us to hire a separate food consultant to hold our 4 annual virtual food establishment forum trainings, including one bilingual training. This funding also allowed us to hire an intern to assist us with these FDA grant projects. • Category 3 Award: \$7,500.00 for travel to conferences and seminars and to satisfy requirements for FDA Standard 2. Attending these annual national conferences (i.e., The annual Assoc. of Food and Drug Officials (AFDO) conference in Glendale, AZ; the annual National Env. Health Assoc. (NEHA) conference (attended virtually); and the local MA Env. Health Assoc. (MEHA) Yankee conference in Plymouth, MA) enabled our regulatory staff to receive ongoing training; gain additional knowledge on relevant environmental health topics; and continue to network with other health professionals. We have been very successful in receiving grant money from the FDA for the past five years. These FDA grants are and continue to be a critical source of funding and allow the Division to continue to hold these annual forum trainings, which are being held virtual this year, in order to train more than 80% of Needham's 130+ food service establishments on the updated Food Code requirements and to review our the most frequently cited Food Code violations that are documented during our inspections. The newer Food Code reflects updated data about safe food handling practices and requirements; as a result, re-training our permitted food establishment staff on an annual basis has proved to be a significant step towards improving			

**Performance Improvement Funding Request
DSR4**

Department	Health & Human Services/ Public Health	Fiscal Year	2024
Title	Additional Environmental Health Inspector	Priority	3

food safety compliance in Needham. The newly drafted Food Code Enforcement Policy, a requirement for FDA Standard 6, was also reviewed with restaurant staff during this year's trainings. We will be conducting a survey at the conclusion of our trainings in order to receive valuable feedback, which will be incorporated into our finalized Food Enforcement Policy to be approved by the Board of Health.

Grant funds were also used to hire a consultant to conduct FDA Standard reviews and audits to verify compliance. During this year, we had a consultant audit FDA Standard 2-Standardization of inspection staff and Standard 4-Uniform inspection program, and both standards were successfully verified and approved. We have now adopted 7 out of the 9 FDA Standards, and only have Standards 6 and 8 left. We hope to adopt those remaining standards in the coming year. After these 9 standards are fully adopted, they must continue to be maintained, which will require additional staffing hours to meet the requirements for keeping up with the maintenance of these standards.

In mid-October 2022, the Public Health Division applied for additional FDA grant funds to pursue the adoption of additional Voluntary National Retail Food Regulatory Program Standards during FY 2023. If awarded, these grant funds will be used to finish Standard 6-Compliance and Enforcement, and Standard 8-Program Support and Resources, and to continue work on maintaining the adopted standards- 1, 2, 3, 4, 5, 7 and 9. We will also continue to develop an internal Food Establishment Inspection Grading Pilot Program, which we hope to initiate in FY 2023. We also hope to receive funding to cover travel expenses and registration fees to attend these annual conferences and seminars.

The Public Health Division seeks funding to support the hiring of a part-time Environmental Health Inspector (Agent) in order to:

- Address Board of Health Goals #2,3,4,7 and 8 and the Select Board's Goal #2, with supporting Zoning proposals and helping to implement outdoor seating protocols (more below);
- Finalize FDA Standard 6, which includes enacting our Food Code Enforcement Policy, which we have already drafted and will be sharing with our food service establishments and stakeholders at our upcoming Food Advisory Board meeting and will be reviewing excerpts of this policy during our 4 virtual food establishment forum trainings, in order to gain valuable feedback.
- Work towards meeting FDA Standard 8. (Our final standard.)
- Develop an internal Food Establishment Inspection Grading Pilot Program, which we hope to initiate in FY 2023.
- Additional staff hours will enable us to keep up with the increasing demands of fulfilling the influx of activities, especially issues related to the increase in housing challenges and mental health disparities (which we have seen a dramatic increase post pandemic), along with other increases in staff demands such as increase in online permit requests and follow-up inspections, etc.

Funding

Funding is requested in the amount of \$18,270 for the Public Health Division's budget to hire a part-time Environmental Health Agent, to work 10 hours/week at a rate of \$35.00 per hour.

**Performance Improvement Funding Request
DSR4**

Department	Health & Human Services/ Public Health	Fiscal Year	2024
Title	Additional Environmental Health Inspector	Priority	3

Goals

Hiring a part-time Health Agent will address the Board of Health's CY 2021 and 2022 Environmental Health Goals, listed below:

- EH #2 – “Hire additional staff or provide additional resources to maintain EH Unit capacity for inspections, environmental health monitoring, training, and vendor and general public education”; and
- EH #3 – “Work toward meeting all nine (9) Food & Drug Administration (FDA) Voluntary National Retail Food Regulatory Program Standards”; and
- EH #4 – “Continue to conduct a comprehensive assessment by the end of FY 2023 of regulations which require updates, revisions, or which should be rescinded”; and
- EH #7 – “Continue to work on the development and implementation of food establishment inspection grading policies and gain additional feedback from Food Advisory Board”; and
- EH #8 – “Prioritize positive communication and relationships with food service owners and staff and tobacco vendor owners and staff.”

Hiring a part-time Environmental Health Inspector (Agent) will also help support the Select Board's FY 2021-2022 GOAL #2: Economically Vital – “Needham has the economic opportunities and resources for residents and businesses to thrive in our community.” Specifically, helping to assist and support in accomplishing the following specific FY 2022-2023 BOS initiatives -
2.4 Support Zoning Proposals for Outside Seating; and 2.5 Develop & Implement Regulations Guiding Outdoor Seating.

Estimated benefit costs for this part-time position will total \$1,714.

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Environmental Health Inspector					Priority	3		
Classification		FT		PT	X	Seasonal			
Part Time /Seasonal	Hours Per Week		10.0		Number of Weeks Per Year			5 2	
Compensation Detail									
Base Rate	Schedule C Special Assignment Support at \$35/hr								
Other									
Other									
Other									
Other									
Other									
Other									
Other						Total = 18,200			
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain		Start Up Cost \$		Annual Recurring Cost \$		
Workstation	X		Already available						
Vehicle	X								
Computer		X	Laptop & Tablet Needed		1,750		0		
Software									
Mobile Communication Device		X	Smart phone needed		0		1,250		
Uniform									
Tools									
Equipment									
Other									
Other							1,900		
Other									
Totals					1,750		3,150		
Estimated Annual Benefit Cost							1,714		
Description and Explanation									
Through this budget request, Needham's Public Health Division seeks to add an additional Environmental Health Inspector to work 10.0 hours per week conducting food service, housing, septic, and other inspections, along with pest management efforts, research, and policy/regulation review. The Environmental Health team monitors and regulates a wide range of business establishments, facilities, and activities: food service; tobacco sales; Medical Marijuana dispensary; residential housing; construction activities (demolition, septic and well installations); waste hauling; bodywork; public and semi-public swimming pools; and many other activities. In particular, pest management and housing complaints have become increasingly complex and each situation is more involved and requires a greater time									

Performance Improvement Funding Request Supplement DSR4S			
Position Title	Environmental Health Inspector	Priority	3
commitment than in previous years.			
A strong Environmental Health team, enhanced by an additional part-time EH Inspector (agent) working 10 hrs per week will help to meet Board of Health and Select Board goals around standardized food inspections and grading, well-regulated food service businesses, outdoor dining, and other environmental health challenges.			
			V2024

Performance Improvement Funding Request DSR4				
Department	Health & Human Services/Aging Services		Fiscal Year	2024
Title	CATH Front Desk Administrative Assistant		Priority	4
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	.52	22,115		22,115
2. Expense		2,500	1,250	3,750
3. Operating Capital				
4. Department Total (1+2+3)		24,615	1,250	25,865
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				X
If yes, which Board or Committee?		Select Board		
Has this request been submitted in the last three fiscal years and not funded?				X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				X
Does the request support activities which produce revenue for the Town?				X
If the request is not approved, will current Town revenues be negatively impacted?				X
Is there an increased exposure for the Town if the request is not approved?				X
Is specialized training or licensing required (beyond the initial purchase)?				X
Does this request address a documented health or safety issue?				X
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
The Needham Aging Services Division is seeking a new position: Front Desk Administrative Assistant. The Front Desk is one of the busiest places at the Center and serves as a central communication hub for the entire building. All incoming calls to any staff member in the building come through the main phone line housed at the front desk. The Center now relies solely on volunteers and we would like a staff person with a regular schedule to work with them as a team. This would improve communication and the carryover of information from shift to shift and day to day. We have looked at our busiest times during the day and week and believe this would be the best schedule (flexible due to specific programs): - Monday: 9:30AM - 1:00PM - Tuesday: 9:30AM - 2:00PM - Wednesday: 9:30AM - 1:00PM - Thursday: 9:30AM - 2:00PM - Friday: 9:30AM - 1:00PM				

**Performance Improvement Funding Request
DSR4**

Department	Health & Human Services/Aging Services	Fiscal Year	2024
Title	CATH Front Desk Administrative Assistant	Priority	4

We believe our data numbers from MySeniorCenter would be more accurate. This data is essential for reporting needs as well as seeking additional funding to meet a growing demand for senior services. If the front desk volunteers are busy with calls and other guests' needs, they can't always request people to check in.

The average number of check - ins in our software system, MySeniorCenter for October is 53 people per day. We know there are more than that, so we are missing quite a few. Another example of needing better, true data is our Continental Breakfast. It is one of our most popular programs and MySeniorCenter has the average for the month of October, thus far, at 13. We know there are far more participating in the program. Truer tracking of participants could help with grants and sponsors.

We also believe the Front Desk Administrative Assistant would be the liaison for new clients. Our protocol now is to have the new client fill out paperwork to register. Often this overwhelms new clients or they get frustrated with paperwork. Also, volunteers don't have time to directly register them with the phones and other clients' request. This would ensure that new clients are immediately registered. The Front Desk Admin would also handle tours and allow for a welcoming initial visit by introducing them to regular clients as ambassadors. Furthermore, as the Front Desk often serves as a triage for anyone entering the building, we would benefit from someone knowing the department's policies and procedures and understands the programming happening in the building.

We believe a consistent presence at the Front Desk would help newcomers and regulars feel more welcome. They can get to know people on a one - on - one basis. This would also serve as a well - check if the client seemed cognitively confused, flustered, etc.

There are often times we may have a volunteer who is technologically challenged and having a staff member at the Front Desk would ensure that the information is entered correctly.

As we continue to get busier, there are often times a quick room turn around require people to leave the front desk. Having a permanent staff member would ensure that there was stability during busy times. The Front Desk Admin would also help with administrative duties such as copies made for presenters, calls made, etc. Volunteers aren't always comfortable with such tasks. If there was an admin, he/she could aid them or do the task themselves.

This request is in line with the Select Board in Needham's FY23-24 goals. More specifically, the Select Board has prioritized the physical and mental well-being of residents as stated in Goal #4. They specifically write that one aspect of this goal is to, 'Support the physical and mental well-being of community members.'

Estimated benefit costs for this part-time position will total \$1,714.

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/Aging Services	Fiscal Year	2024
Title	CATH Front Desk Administrative Assistant	Priority	4
			V2024

Performance Improvement Funding Request DSR4				
Department	Health & Human Services/ Public Health		Fiscal Year	2025
Title	Data Analyst/Epidemiologist		Priority	5
DSR4				
Expenditure Classification	FTE	Frequency		Total Amount (A + B)
		Recurring Amount (A)	One Time Only Amount (B)	
1. Salary and Wage	1	\$96,174.00		\$96,174.
2. Expense		5,500		5,500
3. Operating Capital				
4. Department Total (1+2+3)		\$101,674		\$101,674
5. Other Costs				
Budgetary Considerations				Yes No
Does this request address a goal of the Select Board or other Board or Committee?				x
If yes, which Board or Committee?		Board of Health		
Has this request been submitted in the last three fiscal years and not funded?				x
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?				x
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?				x
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?				x
Does the request support activities which produce revenue for the Town?				x
If the request is not approved, will current Town revenues be negatively impacted?				x
Is there an increased exposure for the Town if the request is not approved?				x
Is specialized training or licensing required (beyond the initial purchase)?				x
Does this request address a documented health or safety issue?				x
All "YES" responses above must be explained in the narrative below				
Description and Explanation				
The Data Analyst/Epidemiologist works with the Assistant Director of Public Health and the Director of Health and Human Services to provide data information and education to the community. This is done through review, research, and analysis of data around important topics including communicable diseases, food access, mental health and substance use, and more. The information is provided to decrease disparities and increase services throughout the Town of Needham. The Data Analyst/Epidemiologist will provide data backed research that will allow for evidenced based decisions to be made and increase educational efforts/materials. <u>Description:</u> The Full-time Epidemiologist will support investigation efforts and conduct data analyses of pertinent public health trends. They will also assist with developing public education materials including presentations and talking points about important diseases within the community. The Data Analyst/Epidemiologist will analyze data for clusters and patterns to help inform prevention and intervention activities including investigating disparities in how communicable diseases affects different segments of the community. They will also work with different departments throughout the Town to help make data informed decisions that can improve town wide efforts and improve Needham's responses.				

**Performance Improvement Funding Request
DSR4**

Department	Health & Human Services/ Public Health	Fiscal Year	2025
Title	Data Analyst/Epidemiologist	Priority	5

Scope of data analyst/epidemiology work:

The Data Analyst/Epidemiologist work will include disease investigation and trend tracking. Review of State data and websites to find informational needs and create educational materials appropriate to the Town of Needham and its residents. Provide website support and design to the Public Health Division and work with ArcGIS to improve informational sharing and provide information on disparities throughout the town.

Budget

A full-time Data Analyst/Epidemiologist has elevated Needham Public Health's response to COVID-19 and other concerns including substance use prevention. Having a full-time position will allow Needham Public Health to utilize data from different sources, analyze the information, and provide educational materials to residents. It will also inform more appropriate response efforts and create data division decisions that will decrease disparities and increase response to needs. Currently this role is funded by ARPA. In order to continue this great work, the Public Health Division requests funding for a full-time position. This request is not a request for FY24 but to prepare for the following budget year. This request is for 50% cost coverage for FY 2025 and 100% funding in FY 2026. (The costs presented, including salary, expenses, and benefits, are full-year costs).

Description:

The Full-time Epidemiologist will support investigation efforts and conduct data analyses of pertinent public health trends. They will also assist with developing public education materials including presentations and talking points about important diseases within the community. The Data Analyst/Epidemiologist will analyze data for clusters and patterns to help inform prevention and intervention activities including investigating disparities in how communicable diseases affects different segments of the community. They will also work with different departments throughout the Town to help make data informed decisions that can improve town wide efforts and improve Needham's responses.

Staffing: Up to \$96,174.00 is requested for a full-time Data Analyst/Epidemiologist.

Position	Grade	Annual Salary / Range
Data Analyst/Epidemiologist	Grade 9	\$68,699 to \$96,174.00

Expenses:

Minor recurring expenses for office supplies, travel, training, dues, and other considerations are expected to cost approximately \$2,500 per year. There are no start-up costs associated.

The estimated benefit costs for this position are \$33,574.00 This includes costs associated with health insurance, life insurance, and things such as retirement and pension. This cost estimate was provided by the Finance Department.

Elected Board Goals:

A full-time Data Analyst/Epidemiology will achieve the Board of Health Goals for 2021 and 2022 including; Goal 1: *Develop capacity for data analysis and dissemination.* Goal 2: *Encourage continual gathering of qualitative and quantitative data to inform Public Health Division and Health & Human Services Department activities.*

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/ Public Health	Fiscal Year	2025
Title	Data Analyst/Epidemiologist	Priority	5
V2024			

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Data Analyst/Epidemiologist						Priority	5	
Classification	X	FT		PT		Seasonal			
Part Time /Seasonal	Hours Per Week			37.5		Number of Weeks Per Year			5 2
Compensation Detail									
Base Rate	Grade 9 (proposed)					\$68,699 to \$96,174.00			
Other									
Other									
Other									
Other									
Other									
Other									
Other						Total = 96,174			
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain		Start Up Cost \$		Annual Recurring Cost \$		
Workstation	X		Already provided, grant funded position						
Vehicle	X								
Computer	x		Already provided, grant funded position						
Software	X		Already provided, grant funded position				1,500		
Mobile Communication Device	X		Already provided, grant funded position				625		
Uniform	X								
Tools	X								
Equipment	X								
Other		X					3,375		
Other									
Other									
Totals							5,500		
Estimated Annual Benefit Cost							33,574		
Description and Explanation									
The Data Analyst/Epidemiologist works with the Assistant Director of Public Health and the Director of Health and Human Services to provide data information and education to the community. This is done through review, research, and analysis of data around important topics including communicable diseases, food access, mental health and substance use, and more. The information is provided to decrease disparities and increase services throughout the									

Performance Improvement Funding Request Supplement
DSR4S

Position Title	Data Analyst/Epidemiologist	Priority	5
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Town of Needham. The Data Analyst/Epidemiologist will provide data backed research that will allow for evidenced based decisions to be made and increase educational efforts/materials.

A full-time Data Analyst/Epidemiologist has elevated Needham Public Health's response to COVID-19 and other concerns including substance use prevention. Having a full-time position will allow Needham Public Health to utilize data from different sources, analyze the information, and provide educational materials to residents. It will also inform more appropriate response efforts and create data division decisions that will decrease disparities and in increase response to needs.

A full-time Data Analyst/Epidemiology will achieve the Board of Health Goals for 2021 and 2022 including; Goal 1: *Develop capacity for data analysis and dissemination.* Goal 2: *Encourage continual gathering of qualitative and quantitative data to inform Public Health Division and Health & Human Services Department activities.*

V2024

Performance Improvement Funding Request DSR4					
Department	Public Health – Health & Human Services		Fiscal Year	2025	
Title	Public Health Nurse		Priority	6	
DSR4					
Expenditure Classification	FTE	Frequency		Total Amount (A + B)	
		Recurring Amount (A)	One Time Only Amount (B)		
1. Salary and Wage	1	96,174		96,174	
2. Expense		4,000		4,000	
3. Operating Capital					
4. Department Total (1+2+3)		100,174		100,174	
5. Other Costs					
Budgetary Considerations				Yes	No
Does this request address a goal of the Select Board or other Board or Committee?				x	
If yes, which Board or Committee?		Board of Health			
Has this request been submitted in the last three fiscal years and not funded?					x
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?					x
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?					x
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?					x
Does the request support activities which produce revenue for the Town?				x	
If the request is not approved, will current Town revenues be negatively impacted?				x	
Is there an increased exposure for the Town if the request is not approved?				x	
Is specialized training or licensing required (beyond the initial purchase)?					x
Does this request address a documented health or safety issue?				x	
All "YES" responses above must be explained in the narrative below					
Description and Explanation					
The Town of Needham has seen a shift in Public Health needs over the last 3 years. Since the start of COVID, public health nursing needs have continued to increase as demands have increased for many of the core functions including communicable disease investigation, mental health needs and substance use prevention services, vaccinations, financial assistance requests, and many more. • Since FY 2020 public health nursing vaccinations have increased. FY2020 the Public Health nurses provided 812 vaccinations, in FY 2021 8,201 vaccinations were provided, and FY 2022 4,622 vaccinations were provided. FY 2023 projections are anticipated to be close to the same as FY 2022 and future years are not projected to decrease any further with the need for COVID vaccinations. • Financial Aid needs and applications have gone from 8 requests in FY 2020 (\$2,114.00 awarded) to 23 requests in FY 2022 (\$13,141.00 awarded). FY 2023 has already seen 19 requests since September 30, 2022 (\$7,579.00 awarded). • Communicable disease investigations saw record numbers for the public health nurses during FY 2020 – FY 2022. Disease investigation and contact tracing remains high due to the nature of monitoring a new disease. FY 2022 saw 4,923 cases of disease that the public health nurses monitored and/or investigated.					

**Performance Improvement Funding Request
DSR4**

Department	Public Health – Health & Human Services	Fiscal Year	2025
Title	Public Health Nurse	Priority	6

Description:

Perform diversified duties to render professional nursing services and health education relating to the public health in the community, homes, clinics, day care centers, schools, and in the office, under the direction of the Board of Health and Health Officer following the Massachusetts General Laws and standard nursing procedures. Investigate outbreaks of all cases of diseases dangerous to the public health; and consult to school nurses, physicians, and community on communicable disease issues. Receive reports of food poisoning and carry out activities necessary for protection of the community, working with the Environmental Health Agent if the outbreak is traced to a public eating establishment. Coordination of various immunization programs throughout the Town.

Prior Activities and Accomplishments:

The public health nurses have been able to increase many different activities in Needham. Some of the key programs that have come because of having a full-time nurse include, CPR educational classes to town staff and residents, a Matter of Balance classes to seniors, providing vaccination rate increases including an increase in revenue to the revolving fund.

Budget

A full-time Public Health Nurse has been integral in providing services to residents and staff. Improving care, assistance, and education has been a need especially during the pandemic and will continue to be a high need throughout the coming years. To ensure the continuation of this important work, the Public Health Division requests funding for staffing and potential associated expenses. This requestion is not a request for FY24 but to prepare for the following budget year. This request is for 50% cost coverage for FY 2025 and 100% funding in FY 2026. (The costs presented, including salary, expenses, and benefits, are full-year costs).

Staffing: \$96,174.00 is requested for a full-time Public Health Nurse.

Position	Grade	Annual Salary / Rate
Public Health Nurse	Grade 9	\$96,174.00

Expenses:

Minor recurring expenses for office supplies, travel, training, dues, and other considerations are expected to cost approximately \$4,000 per year. There are no start-up costs associated.

The estimated benefit costs for this position are \$33,574.00 This includes costs associated with health insurance, life insurance, and things such as retirement and pension. This cost estimate was provided by the Finance Department.

Scope of public health nurse work:

Over the years Needham Public Health Nurses have worked to provide a wide range of services to Needham residents. Without the help of a full-time public health nurse, the department will not be able to perform at the same level as before. Below is a chart that explains the differences in levels of work able to be performed with the different FTEs for nursing. Currently Town operating budget dollars support a 25-hour per week nurse and ARPA

**Performance Improvement Funding Request
DSR4**

Department	Public Health – Health & Human Services	Fiscal Year	2025
Title	Public Health Nurse	Priority	6

dollars support a 37.5-hour per week nurse. When ARPA funds expire at the end of calendar year 2024, Needham will revert to having only 25 hours per week of nursing coverage.

1.66 FTEs for nursing (0.66 FTE is already in the budget):	0.66 FTEs for nursing:
• Case investigation/MAVEN • Epidemiological Presentations • Public Health Education • Flu Clinics/vaccinations • MIIS/Vaccine management • CPR/AED education to town employees and the community • AED monitoring • Matter of Balance (2+ classes with volunteer help) • Assistance Programs • DVAC • Coalitions (CCIT, School coalitions, SPAN, Mass Housing) • BOH Meetings • Narcan Training • Community Outreach (Rotary, Chamber of Commerce, Concussion Awareness) • Grant Writing • License/Inspect summer camps • Concussions/Sports regulation	• Public Health Education - twice a year • Flu Clinics/vaccinations – will see a decrease in capacity and revenue with one part-time nurse • MIIS/Vaccine management • CPR/AED education (2 classes a year 12-24 people) to town employees • AED monitoring • Matter of Balance (1 class a year) • License/inspect summer camps • Concussions/Sports regulation

Elected Board Goals

A full-time Public Health Nurse will achieve many of the Board of Health's goals for 2021 and 2022 including; Goal 1: *Annually examine community demographics and population needs to identify priorities for public health nursing staff activities.* Goal 2: *Address the needs of the aging population through prevention and education efforts including home safety visits, blood pressure and other wellness clinics, and mental health services and referrals.*

Performance Improvement Funding Request Supplement DSR4S									
Position Title	Public Health Nurse						Priority	6	
Classification	X	FT		PT		Seasonal			
Part Time /Seasonal	Hours Per Week			37.5		Number of Weeks Per Year			5 2
Compensation Detail									
Base Rate	Grade-9					\$68,699 to \$96,174.00			
Other									
Other									
Other									
Other									
Other									
Other									
Other						Total = \$96,174			
Salary and Wage Total									
If Funded the Position Will Require the Following Additional Items									
Description	No	Yes	Explain		Start Up Cost \$		Annual Recurring Cost \$		
Workstation	X		Already provided, previously grant funded.						
Vehicle	X								
Computer	X		Already provided, previously grant funded						
Software	X								
Mobile Communication Device	X		Already provided, previously grant funded				\$625		
Uniform	X								
Tools	X								
Equipment	X								
Other							3,375		
Other									
Other									
Totals							4,000		
Estimated Annual Benefit Cost									
							33,574		
Description and Explanation									
The Public Health Nurse provides a range of functions, including communicable disease investigation and case management, administering vaccination programs, conducting trainings and educating and informing the public, operating wellness clinics, conducting research, and writing policies and grants. Public Health Nursing provides needs for the community on an ongoing basis. Adjusting to the needs of the town and community is an integral part of the position. It includes many different community services that must adapt at any point in time to manage both public health needs									

Performance Improvement Funding Request Supplement
DSR4S

Position Title

Public Health Nurse

Priority

6

and community concerns.

A full-time Public Health Nurse has been integral in providing services to residents and staff. Improving care, assistance, and education has been a need especially during the pandemic and will continue to be a high need throughout the coming years. To ensure the continuation of this important work, the Public Health Division requests funding for staffing and potential associated expenses.

A full-time Public Health Nurse will achieve many of the Board of Health's goals for 2021 and 2022 including; Goal 1: *Annually examine community demographics and population needs to identify priorities for public health nursing staff activities.* Goal 2: *Address the needs of the aging population through prevention and education efforts including home safety visits, blood pressure and other wellness clinics, and mental health services and referrals.*

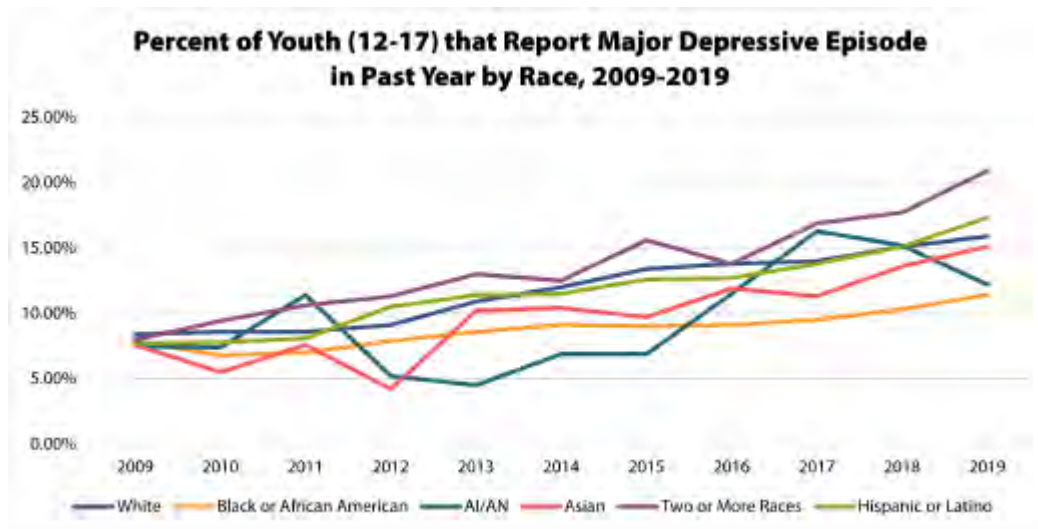
V2024

Performance Improvement Funding Request DSR4					
Department	Health & Human Services/ Youth & Family Services		Fiscal Year	2025	
Title	Full-Time Clinician		Priority	7	
DSR4					
Expenditure Classification	FTE	Frequency		Total Amount (A + B)	
		Recurring Amount (A)	One Time Only Amount (B)		
1. Salary and Wage	1.0	84,942		84,942	
2. Expense		2,500	1,250	3,750	
3. Operating Capital					
4. Department Total (1+2+3)		87,442	1,250	88,692	
5. Other Costs					
Budgetary Considerations				Yes	No
Does this request address a goal of the Select Board or other Board or Committee?				X	
If yes, which Board or Committee?		Select Board; Youth Commission			
Has this request been submitted in the last three fiscal years and not funded?					X
Are there additional costs to implement this request (except for future year operating costs which would be ongoing if funding is approved) which are NOT included in this request?					X
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?					X
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?					X
Does the request support activities which produce revenue for the Town?					X
If the request is not approved, will current Town revenues be negatively impacted?					X
Is there an increased exposure for the Town if the request is not approved?					X
Is specialized training or licensing required (beyond the initial purchase)?					X
Does this request address a documented health or safety issue?				X	
All "YES" responses above must be explained in the narrative below					
Description and Explanation					
Youth & Family Services is a fairly small division which is finding it very difficult to meet the current mental health needs of the community. Currently the division is utilizing ARPA funds to help support a temporary FT position which has helped reduce the waitlist, support needed programming, increase participation in community outreach and support. We are requesting that this position be funded longer term through the HHS operating budget after it is no longer funded by ARPA in FY 25. This requestion is not a request for FY24 but to prepare for the following budget year. This request is for 50% cost coverage for FY 2025 and 100% funding in FY 2026. As Mental Health America explains, "Over the past decade, even prior to the COVID-19 pandemic, adolescents in the United States began to experience greater rates of mental health problems. In 2019, 16% of youth ages 12-17 reported experiencing a past-year major depressive episode (MDE), compared to 8% in 2009, double the previous rate. Rates of children's emergency department visits related to deliberate self-harm increased 329% between 2007 and 2016. Deaths by suicide among youth increased by over 30% between 2014 and 2017.					

**Performance Improvement Funding Request
DSR4**

Department	Health & Human Services/ Youth & Family Services	Fiscal Year	2025
Title	Full-Time Clinician	Priority	7

COVID-19 is worsening these alarming trends among youth and adolescents. From March to October of 2020, children's visits to the emergency room for mental health conditions increased 31% for those 12-17 years old and 24% for children ages 5-11 compared to the same period in 2019." ([Addressing the Youth Mental Health Crisis: The Urgent Need for More Education, Services, and Supports | Mental Health America \(mhanational.org\)](#))



In Needham we are seeing these trends unfold. Highlights from the 2021 MetroWest Adolescent Health Survey finds that in Needham:

- For the middle school: reports of mental health issues increased since 2018: 12-month reports of depressive symptoms increased from 9%-13% and self-injury increased from 6%-8%. Life reports of seriously considering suicide also increased from 10%-12%. This increase in mental health concerns is increasing consistently among various genders.
- For High School Students: depressive symptoms increased from 13%-22%, self-injury increased from 9%-16% and seriously considering suicide increased from 9%-12%. All of these areas also grew substantially in the Metro-West region.
- For both age groups: the indicators of school connectedness are lower in 2021, reports of having a friend to talk to about personal problems decreased (M:68%-62%/HS: 73%-66%), and reports of adult supports at school have also decreased (MS:72%-70%/HS:75%-72%).

Not only is it evident that there is an increase in mental health concerns, these alarming statistics also show that some protective factors have decreased for youth in Needham. In

Performance Improvement Funding Request DSR4			
Department	Health & Human Services/ Youth & Family Services	Fiscal Year	2025
Title	Full-Time Clinician	Priority	7
addition, this decrease in connection has also led to more youth living with mental health challenges or abuse/neglect because the issues were not recognized by others. Typically, close contacts such as friends, teachers, coaches, etc. are the ones who can recognize these symptoms and encourage treatment. This lag in awareness of these challenges has delayed treatment for these youth which can increase symptoms and acuity. Despite all efforts to decrease the stigma around mental health, it still very much exists. This decrease in stigma would allow for people to reach out for help when needed, allowing for treatment to begin sooner which only increases the effectiveness of treatment. After ongoing assessments, it is clear that this stigma among youth in Needham is a huge barrier than needs to be addressed. This addition position has allowed the Division to provide more community outreach, training, workshops and in embedding services in the schools and community. The goal is that, over time, this will also help decrease stigma and help youth to connect to mental health professionals. Youth & Family Services also understands that some historically marginalized communities have been impacted greater by the pandemic, have even higher mental health challenges and have greater difficulties accessing services. AS reported in the US Surgeon General's Advisory around mental health, some groups at higher risk of mental health challenges during the pandemic include, youth with intellectual and developmental disabilities, racial and ethnic minority youth, LGBTQ+ youth, and youth from low income families. We hope that the additional position will also help to provider even great community outreach and flexibility in services so that all communities will access services. Also indicated by the Surgeon General, needed action includes: Ensuring that every child has access to high quality, affordable, and culturally competent mental health care, and supporting the mental health of children and youth in educational, community and childcare settings. This is the work that Youth & Family Services can support. In addition, the Youth Commission is extremely invested in helping to support the mental health needs of the community. The Board voted to write a letter of support of keeping this temporary position as part of the budget in FY 25. In addition, this position is in alignment with Select Board goal #4 – Healthy and Socially Thriving, initiative 4.2-Seek additional funding and expand services for mental and behavioral health needs. This position is essential in helping to support the mental health needs of the youth and families in the community. The current climate is extremely concerning as it relates to mental health and it would help to create additional protective factors to people in need. Estimated benefit costs for this part-time position will total \$32,592.			
V2024			

Performance Improvement Funding Request Supplement DSR4S							
Position Title	Full-Time Clinician					Priority	7
Classification	X	FT		PT		Seasonal	
Part Time /Seasonal	Hours Per Week				Number of Weeks Per Year		
Compensation Detail							
Base Rate	Range is 62,907 – 84,942						
Other							
Other							
Other							
Other							
Other							
Other							
Other							
Other						Total = 84,942	
Salary and Wage Total							
If Funded the Position Will Require the Following Additional Items							
Description	No	Yes	Explain	Start Up Cost \$	Annual Recurring Cost \$		
Workstation	X		Already available				
Vehicle	X						
Computer		X	Laptop	1,250			
Software							
Mobile Communication Device		X	Phone Needed	0	625		
Uniform							
Tools							
Equipment							
Other					1,875		
Other							
Other							
Totals				1,250	2,500		
Estimated Annual Benefit Cost					32,592		
Description and Explanation							
The Youth & Family Services Division seeks ongoing funding in FY 2025 to maintain one full-time Clinician position. Previous funding for this role came from the ARPA grant from mid-FY 2022 through the first half of FY 2025. Having a talented staff member in this role has helped reduce the YFS Division's waitlist, supported needed programming, and increased participation in community outreach and support. This position is essential in helping to support the mental health needs of the youth and families in the community. The current climate is extremely concerning as it relates to mental health and it would help to create additional protective factors to people in need.							

**Special Financial Warrant Article Request
DSR5**

Title	Opioid Recovery and Mitigation Fund		
Fiscal Year	FY 2024 - 2033	Department	Health & Human Services /Public Health
Funding Amount	TBD - \$217,288	Funding Source	General Fund (please see further detail below)

Article Information

The Public Health Division requests funding to support a multi-disciplinary financial Warrant Article focused upon harm reduction, reducing barriers to treatment, substance use prevention, and mental health promotion in Needham.

Background info:

From 2009 through September 2021, state records show that **18,061** Massachusetts residents died of opioid-related overdoses. More than 68% of those people – **12,372** Massachusetts residents – filled prescriptions for Schedule II opioids written by Massachusetts prescribers.

In July 2021, the Massachusetts Attorney General announced the state's participation in a \$26 billion nationwide resolution with opioid distributors AmerisourceBergen, Cardinal and McKesson and opioid manufacturer Johnson & Johnson, resolving claims that those companies engaged in misconduct that enabled and perpetuated vast increases in opioid over-dispensing and diversion in Massachusetts. The resolutions are expected to bring more than \$525 million into Massachusetts for prevention, harm reduction, treatment, and recovery. (source: MA DPH Bureau of Substance Addiction Services website)

Under the terms of a State-Subdivision Agreement (PDF) reached by the state and its municipalities and entered by a Massachusetts state court, 40% of the Massachusetts recoveries will be allocated to Massachusetts municipalities, 60% of the Massachusetts recoveries will be allocated to the statewide Opioid Recovery and Remediation Fund, and all the recoveries must be used to fund prevention, harm reduction, treatment, and recovery programs.

Based upon current projections, Needham will receive a bit more than \$1 million dollars between now and 2038. Needham is not immune to the dangers of opioids – over a five-year period from 2017 through 2021, the Town averaged nearly 18 overdoses per year. And data from the 2021 MetroWest Adolescent Health Survey shows that more than a dozen Needham high school students have tried heroin at least once in their lives.

Year	Suspected Overdoses	Opiate Overdoses	Non-opiate Overdoses	Narcan Use Police	Narcan Use Fire
2017	28	14	4	5	5
2018	18	7	11	5	1
2019	14	7	7	3	2
2020	12	6	6	6	4
2021	17	8	9	4	4
2022 (6 months)	5	3	8	2	1

**Special Financial Warrant Article Request
DSR5**

Title

Opioid Recovery and Mitigation Fund

The Public Health and Youth & Family Services Divisions of Needham HHS will work closely with Needham Fire and Needham Police to implement a program of:

- **substance use prevention**, likely including positive community norms campaigns and protective factor promotion efforts;
- **mental health promotion**, likely including community education and counseling resources;
- **reducing barriers to treatment**, likely including recovery coach deployment, referral assistance and treatment placement services; and
- **harm reduction**, likely including expanded Naloxone availability and training along with needle disposal and other services.

Disclosures

YES

NO

1. Was this request submitted last year?

X

2. Is this a recurring special financial warrant article?

X

3. Is this a matching grant funding request?

X

4. Is this a CPA funding request?

X

5. Is this a revolving fund request?

X

6. Is this a pilot program request?

X

7. Is this a study?

X

8. Is this a program that is planned to be in place for more than one year?

X

9. Is this required by a court or other jurisdictional order?

X

10. Is this a personnel related request?

X

11. Is this a local option acceptance request?

X

12. Is this in support of a goal of a Board or Committee?

X

All "YES" responses must be explained Below

Disclosure Explanation

Because the Opioid Settlement Abatement Payments are expected to continue through 2038, it is anticipated that a similar Warrant Article will be submitted once per fiscal year to move opioid settlement money into this Warrant Article to support the work noted above. Some additional settlement agreements are still working their way through the legal system, so it is possible that the anticipated funding level will increase modestly in future years.

The substance use prevention, substance use disorder treatment, mental health promotion, and harm reduction programs outlined above will address Board goals and community-wide ambitions, including:

Board of Health Cross-Cutting Goal #2: Mental and Behavioral Health Promotion and Collaboration

Select Board Goal #4 – Healthy and Socially Thriving “Supports the physical and mental well-being of its community members.”

Special Financial Warrant Article Request DSR5	
Title	Opioid Recovery and Mitigation Fund
General Funds dollars equivalent to contributions from MA Opioid Recovery & Mitigation Trust Fund will be requested at May 2023 Annual Town Meeting. The request will likely be in the amount of \$217,288. Future requests at Annual Town Meetings will like be between \$40,000 and \$70,000 per year.	
V2024	

Vehicle Request CIP-VR					
Current Vehicle		Requested Vehicle		Estimated Cost by Fiscal Year	
Assigned	Health and Human Services	Funding Year	2027	2024	\$88,281
Unit #	402	Funding Amount	\$102,225	2025	\$93,136
Year	2018	Vehicle Type	Passenger Van	2026	\$98,259
Make	Ford	Make	Ford	2027	\$103,663
Model	E-350	Model	E-350	2028	\$109,364
Fuel Type	Gasoline	CY2022 Cost for Vehicle	\$78,216	2029	\$115,379
Plate #	M71618	Ford/E-350		2030	\$121,725
VIN	1FDEE3FS4HDC57390	Graphics package & logo	\$1,100	2031	\$128,420
License	Class D			2032	\$135,483
Mileage	33,854			2033	\$142,935
Hours	N/A			2034	\$150,796
Reading Date	20-Sep-22	Subtotal	\$1,100	2035	\$159,090
Expiration				2036	\$167,840
Disposal Intentions	Transfer			2037	\$177,071
Primary Functions				2038	\$186,810
Handicap-accessible (wheelchair lift) passenger van to transport seniors to and from CATH, and on trips such as grocery shopping.				2039	\$197,085
		Subtotal	\$0	2040	\$207,924
		Total Current Cost	\$79,316	2041	\$219,360

Additional Information to be Included in the Annual Town Meeting Warrant

Vehicle Request CIP-VR					
Current Vehicle		Requested Vehicle		Estimated Cost by Fiscal Year	
Assigned	Health and Human Services	Funding Year	2028	2024	\$44,354
Unit #	401	Funding Amount	\$53,430	2025	\$46,794
Year	2019	Vehicle Type	Passenger Van	2026	\$49,367
Make	Ford	Make	Ford	2027	\$52,082
Model	Transit Connect	Model	Transit Connect	2028	\$54,947
Fuel Type	Gasoline	CY2022 Cost for Vehicle	\$38,750	2029	\$57,969
Plate #	M4132A	Ford/Transit Connect		2030	\$61,157
VIN	NM0GE9E21K1411268	Graphics package & logo	\$1,100	2031	\$64,521
License	Class D	s		2032	\$68,070
Mileage	6,932	s		2033	\$71,813
Hours	N/A	s		2034	\$75,763
Reading Date	20-Sep-22	Subtotal	\$1,100	2035	\$79,930
Expiration		OC		2036	\$84,326
Disposal Intentions	Transfer	s		2037	\$88,964
Primary Functions		s		2038	\$93,857
Van for taking seniors to/from CATH and on trips		s		2039	\$99,019
		Subtotal	\$0	2040	\$104,465
		Total Current Cost	\$39,850	2041	\$110,211

Additional Information to be Included in the Annual Town Meeting Warrant

Capital Funding Request							
Title	Center at the Heights (CATH) -- Enhancements to Sustain a Second Decade of Service			Submitted by	Health and Human Services		
Request Type	Informational Only	Capital Type	Building	Funding Request		Funding Year	2025
Description							

An informational only form submitted as a placeholder for the Center at the Heights (CATH) Space Study project and the CATH Kitchen Assessment initiative, both of which are ongoing in Fall 2022. It is anticipated that both projects will produce final reports and recommendations in spring 2023, including cost estimates and sequencing recommendations. Initiatives that may be recommended in the reports from the CATH Space Study and the CATH Kitchen Assessment might include relocating the very popular Fitness Room into a larger space, reconfiguring or relocating the game room, adding a handicap-accessible entrance that is proximate to the handicap-accessible parking spaces at CATH's rear, enclosing the second floor deck or reconfiguring the space with structures that would provide shade, maximizing the most useful types of program space and reconfiguring office space, and renovating the kitchen and pantry to accomodate expanded food service options. All of the possible initiatives at the CATH are intended to support Needham's senior population by improving the functionality and the useability of the building as it enters its second decade of service.

Schedule of Fees and Charges

Department		Health & Human Services – Aging Services			
	Description	Rate	Frequency	Authority	Last Reviewed
1	Scott Brumit: Tai Chi	2 Classes free/ \$5.00	Per Class	Council on Aging Board of Directors	9/28/22
2	Lisa Cadigan: Band Class	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
3	Lisa Cadigan: Interval Training	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
4	Lisa Cadigan: Stretchology Class	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
5	Lisa Cadigan: Floor, Core and More	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
6	Lisa Cadigan: Tabata	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
7	Stephen Cadigan: Train the Brain	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
8	Steve Cadigan: Arthritis Exercise	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
9	Lisa & Stephen Cadigan: Fitness Room	\$25.00	Monthly	Council on Aging Board of Directors	9/28/22
10	Lisa & Stephen Cadigan: Personal Training	\$50.00	Per Hour	Council on Aging Board of Directors	9/28/22
11	Betty Hood: Ballroom Dance	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
12	Paul Hughes: Line Dancing	\$5.00	Per Hour	Council on Aging Board of Directors	9/28/22
13	Lisa Karger: Barre	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
14	Lisa Karger: Gentle Fitness	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
15	Lisa Karger: Pilates	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
16	Karen Karten: Chair One Fitness	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
17	Michelle Lawlor: Yoga	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
18	Sandra Levy: Yoga	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
19	Ben Marder: Drawing	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
20	Pearl Pressman: Strength Training	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
21	Randi Sharek: Move It, Shake It, Lift It	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
22	Lulu Tsai: Zumba Gold	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22
23	Laila Vehvilainen: Balance Posture Core	\$5.00	Per Class	Council on Aging Board of Directors	9/28/22



Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
1	Bottling Permit	\$500	Annual	M.G.L., Chapter 111, Section	March 2020
2	Food service-less than 50 seats, retail 1500-3000 sq. ft.	\$250	Annual	M.G.L., Chapter 111, Section 31	March 2020
3	Food Service-more than 50 seats, retail 3000-6000 sq. ft.	\$450	Annual	M.G.L., Chapter 111, Section 31	March 2020
4	Food Service-150-250 seats, retail 6000-10,000 sq. ft.	\$550	Annual	M.G.L., Chapter 111, Section 31	March 2020
5	Food Service-more than 250 seats	\$650	Annual	M.G.L., Chapter 111, Section 31	March 2020
6	Mobile Food; food prep or PHF's; small; retail less than 1500 sq. ft.	Note	Annual	M.G.L., Chapter 111, Section 31	March 2020
7	Food Plan Review	\$225	Annual	M.G.L., Chapter 111, Section 31	March 2020
8	Food Service – Catered Feeding Location	\$175	Annual	M.G.L., Chapter 111, Section 31	March 2020
9	Food - Prepackaged (no refrigeration); very limited retail; no coffee; good compliance record	\$75	Annual	M.G.L., Chapter 111, Section 31	March 2020
10	Food - Prepackaged (refrigeration); limited retail; mobile prepackaged	\$125	Annual	M.G.L., Chapter 111, Section 31	March 2020
11	Food – Retail more than 10,000 sq. ft	\$750	Annual	M.G.L., Chapter 111, Section 31	March 2020
12	Food – Temporary/one day event	\$30	One time fee	M.G.L., Chapter 111, Section 31	Unknown
13	Food – Farmers market/seasonal	Note	Annual	M.G.L., Chapter 111, Section 31	March 2020
14	Hauler Truck – septic, grease, rubbish	\$150	Annual	Article 2- Regulation for Disposal of Refuse	March 2020
15	Hotel/Motel	\$200	Annual	M.G.L., Chapter 111, Section 31	March 2020
16	Marijuana Plan review (dispensary site)	\$1000	One time fee	Article 20- Regulation to	March 2020

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
				Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	
17	Marijuana Plan review (cultivation/processing site)	\$1000	One time fee	Article 20- Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
18	Marijuana Plan review (storage disposal)	\$1000	One time fee	Article 20- Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
19	Marijuana Plan review (continuity of	\$0	One time	Article 20-	March 2020

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
	business/continuity of operations		fee	Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	
20	Marijuana Plan review (security)	\$0	One time fee	Article 20- Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
21	Registered Marijuana Dispensary	\$2500	Annual	Article 20- Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
22	Marijuana Home Cultivation	\$150	Annual	Article 20-Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
23	Medical Waste Hauler	\$100	Annual	Article 2-Regulation for Disposal of Refuse	March 2020
24	Non-Profit	50%	One time or Annual	M.G.L., Chapter 111, Section 31	March 2020
25	Disposal of Sharps	\$100	Annual	M.G.L., Chapter 111, Section 31	March 2020
26	Public/semi public pool – Plan review	\$250	One time fee	M.G.L., Chapter 111, Section 31	March 2020
27	Public/semi public – seasonal permit	\$175	Annual	M.G.L., Chapter 111, Section 31	March 2020
28	Public/semi public pool – annual permit	\$250	Annual	M.G.L., Chapter 111, Section 31	March 2020
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V2022

Schedule of Fees and Charges

Department		Health & Human Services – Youth & Family Services			
	Description	Rate	Frequency	Authority	Last Reviewed
1	Peer Tutor	\$45	Per Year	Youth commission	2021
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Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	FY2021 Expenditures	FY2020 Expenditures
Salary and Wage	2,070,327.00	46,984.00	2.32%	74,506.00	2,144,833.00	121,490.00	6.00%	2,023,343.00	1,856,806.70	1,815,796.83	1,591,264.42
Expenses	437,925.00	3,190.00	0.73%	52,400.00	490,325.00	55,590.00	12.79%	434,735.00	374,847.66	359,367.89	298,219.83
Total	2,508,252.00	50,174.00	2.04%	126,906.00	2,635,158.00	177,080.00	7.20%	2,458,078.00	2,231,654.36	2,175,164.72	1,889,484.25

CNTL	Account	FU	OBJ	Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
46330	0001.5120.0	5120	5110	HEALTH SALARIES REGULAR	734,932.00	23,065.00	3.24%		734,932.00	23,065.00	3.24%	711,867.00	706,820.21	692,130.14	556,948.71
46385	0001.5410.0	5410	5110	AGING SERVICES SALARIES REGULAR	596,230.00	19,785.00	3.43%		596,230.00	19,785.00	3.43%	576,445.00	505,285.71	524,726.21	462,737.81
46439	0001.5420.0	5420	5110	YOUTH AND FAMILY SERVICES SALARIES REGULAR	337,711.00	(6,453.00)	-1.87%		337,711.00	(6,453.00)	-1.87%	344,164.00	266,412.13	324,239.51	311,850.83
46492	0001.5430.0	5430	5110	VETERANS' SVCS SALARIES REGULAR		0.00			0.00	0.00			0.00	0.00	0.00
46331	0001.5120.0	5120	5120	HEALTH SALARIES TEMPORARY	181,580.00	1,835.00	1.02%	18,270.00	199,850.00	20,105.00	11.19%	179,745.00	133,514.39	116,543.50	97,982.11
46386	0001.5410.0	5410	5120	AGING SERVICES SALARIES TEMPORARY	138,683.00	138.00	0.10%	56,236.00	194,919.00	56,374.00	40.69%	138,545.00	144,554.28	113,790.99	117,081.58
46440	0001.5420.0	5420	5120	YOUTH AND FAMILY SERVICES SALARIES TEMPORARY	51,551.00	5,414.00	11.73%		51,551.00	5,414.00	11.73%	46,137.00	40,006.63	18,103.92	19,357.55
46493	0001.5430.0	5430	5120	VETERANS' SVCS SALARIES TEMPORARY		0.00			0.00	0.00			0.00	0.00	0.00
46332	0001.5120.0	5120	5130	HEALTH SALARIES OVERTIME	3,000.00	0.00	0.00%		3,000.00	0.00	0.00%	3,000.00	2,550.30	5,366.38	240.20
46387	0001.5410.0	5410	5130	AGING SERVICES SALARIES OVERTIME		0.00			0.00	0.00			352.02	0.00	0.00
46441	0001.5420.0	5420	5130	YOUTH AND FAMILY SERVICES SALARIES OVERTIME		0.00			0.00	0.00			0.00	839.79	798.73
46494	0001.5430.0	5430	5130	VETERANS' SVCS SALARIES OVERTIME		0.00			0.00	0.00			0.00	0.00	0.00
46333	0001.5120.0	5120	5190	HEALTH SALARIES REGULAR Other	5,000.00	500.00	11.11%		5,000.00	500.00	11.11%	4,500.00	29,345.51	4,942.62	9,380.71
46388	0001.5410.0	5410	5190	AGING SERVICES SALARIES Other	4,500.00	500.00	12.50%		4,500.00	500.00	12.50%	4,000.00	15,251.06	5,613.77	4,982.41
46442	0001.5420.0	5420	5190	YOUTH AND FAMILY SERVICES SALARIES Other	3,500.00	200.00	6.06%		3,500.00	200.00	6.06%	3,300.00	3,000.00	0.00	0.00
46495	0001.5430.0	5430	5190	VETERANS' SVCS SALARIES REGULAR Other		0.00			0.00	0.00			0.00	0.00	0.00
46334	0001.5120.0	5120	5191	HEALTH TUITION REIMBURSEMENT		0.00			0.00	0.00			0.00	0.00	0.00
46389	0001.5410.0	5410	5191	AGING SERVICES TUITION REIMBURSEMENT		0.00			0.00	0.00			600.00	0.00	750.00
46335	0001.5120.0	5120	5197	HEALTH SALARIES STIPENDS	8,500.00	2,000.00	30.77%		8,500.00	2,000.00	30.77%	6,500.00	5,000.00	5,000.00	4,653.78
46390	0001.5410.0	5410	5197	AGING SERVICES SALARIES STIPENDS		0.00			0.00	0.00			0.00	0.00	0.00
46443	0001.5420.0	5420	5197	YOUTH AND FAMILY SERVICES SALARIES STIPENDS	2,000.00	0.00	0.00%		2,000.00	0.00	0.00%	2,000.00	2,000.00	2,000.00	2,000.00
46496	0001.5430.0	5430	5197	VETERANS' SVCS SALARIES STIPEND	3,140.00	0.00	0.00%		3,140.00	0.00	0.00%	3,140.00	2,114.46	2,500.00	2,500.00
					26640.00	3,200.00		0.00	26,640.00	3,200.00		23,440.00	57,311.03	20,056.39	24,266.90
					2,070,327.00	46,984.00		74,506.00	2,144,833.00	121,490.00		2,023,343.00	1,856,806.70	1,815,796.83	1,591,264.42

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH ENERGY		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES ENERGY		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES ENERGY		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS ENERGY		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH ELECTRIC		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES ELECTRIC		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES ELECTRIC		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS ELECTRIC		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH OIL		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES OIL		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES OIL		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS OIL		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH NATURAL GAS		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES NATURAL GAS		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES NATURAL GAS		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS NATURAL GAS		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH NON-ENERGY UTILITIES		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES NON-ENERGY UTILITIES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES NON-ENERGY UTILITIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS NON-ENERGY UTILITIES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH REPAIRS & MAINTENANCE		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES REPAIRS & MAINTENANCE		0.00			0.00	0.00			477.44	0.00	0.00
YOUTH AND FAMILY SERVICES REPAIRS & MAINTENANCE		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS REPAIRS & MAINT		0.00			0.00	0.00			0.00	0.00	0.00

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH R&M BUILDING		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES R&M BUILDING		0.00			0.00	0.00			0.00	2,260.00	0.00
YOUTH AND FAMILY SERVICES R&M BUILDING		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS R&M BUILDING		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH R&M MEP		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES R&M MEP		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES R&M MEP		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS R&M MEP		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH HARDWARE MAINT AGREEMENTS	500.00	0.00	0.00%		500.00	0.00	0.00%	500.00	0.00	0.00	0.00
AGING SERVICES HARDWARE MAINTENANCE AGREEMENTS		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES HARDWARE MAINT AGREE		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS HRDWR MAINT AGREE		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH R&M EQUIP		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES R&M EQUIP		0.00			0.00	0.00			0.00	0.00	1,215.00
YOUTH AND FAMILY SERVICES R&M EQUIP		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS R&M EQUIP		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH R&M VEHICLES		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES R&M VEHICLES		0.00			0.00	0.00			7,769.76	725.00	1,354.26
YOUTH AND FAMILY SERVICES R&M VEHICLES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS R&M VEHICLES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH RENTALS & LEASES		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES RENTAL & LEASES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES RENTAL & LEASES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS RENTAL & LEASES		0.00			0.00	0.00			0.00	0.00	0.00

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH SOFTWARE LIC & USER FEES		0.00			0.00	0.00			0.00	216.00	0.00
AGING SERVICES SOFTWARE LICENSE & USER FEES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES SOFTWARE LIC & USER FEES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS SFTWR LIC & USER FEE		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH OTHER PROP REL SERVICES	15,500.00	0.00	0.00%		15,500.00	0.00	0.00%	15,500.00	300.00	1,629.27	200.00
AGING SERVICES OTHER PROPERTY RELATED SERVICES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES OTHR PROP REL SVCS		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS OTHR PROP REL SVCS	1,400.00	0.00	0.00%		1,400.00	0.00	0.00%	1,400.00	75.00	0.00	0.00
HEALTH SOLID WASTE DISPOSAL		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES SOLID WASTE DISPOSAL		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES SOLID WASTE DISPOSAL		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS SOLID WASTE DISPOSAL		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH PROFESSIONAL & TECHNICAL	28,000.00	0.00	0.00%		28,000.00	0.00	0.00%	28,000.00	26,834.60	35,682.80	125,462.73
AGING SERVICES PROFESSIONAL & TECHNICAL	8,500.00	750.00	9.68%		8,500.00	750.00	9.68%	7,750.00	8,255.00	29,324.50	1,900.00
YOUTH AND FAMILY SERVICES PROFESSIONAL & TECHNICAL	10,000.00	1,500.00	17.65%		10,000.00	1,500.00	17.65%	8,500.00	6,360.00	6,340.00	5,566.00
VETERANS' SVCS PROF & TECH		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH P&T SEM & TRAIN	5,000.00	1,000.00	25.00%	500.00	5,500.00	1,500.00	37.50%	4,000.00	16,237.00	6,503.15	9,230.00
AGING SERVICES P&T SEM & TRAIN	2,000.00	0.00	0.00%	1625.00	3,625.00	1,625.00	81.25%	2,000.00	961.60	995.00	1,950.00
YOUTH AND FAMILY SERVICES P&T SEM & TRAIN	2,800.00	0.00	0.00%		2,800.00	0.00	0.00%	2,800.00	5,097.99	1,179.98	1,043.00
VETERANS' SVCS P&T SEM & TRAIN		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH P&T SFTWR LIC FEE	9,720.00	0.00	0.00%		9,720.00	0.00	0.00%	9,720.00	7,604.00	822.98	0.00
AGING SERVICES P&T SFTWR LIC FEE		0.00			0.00	0.00			990.00	2,398.42	380.00
YOUTH AND FAMILY SERVICES P&T SFTWR LIC FEE	4,000.00	0.00	0.00%		4,000.00	0.00	0.00%	4,000.00	907.86	1,136.85	0.00
VETERANS' SVCS P&T SFTWR LIC FEE		0.00			0.00	0.00			0.00	0.00	0.00

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH P&T LIC PROF	96,500.00	0.00	0.00%		96,500.00	0.00	0.00%	96,500.00	21,130.00	0.00	0.00
AGING SERVICES P&T LIC PROF		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES P&T LIC PROF		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS P&T LIC PROF		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH P&T LEGAL SVCS		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES P&T LEGAL SVCS		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES P&T LEGAL SVCS		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS P&T LEGAL SVCS		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH ADVERTISING	4,250.00	(250.00)	-5.56%		4,250.00	(250.00)	-5.56%	4,500.00	2,254.00	409.00	150.00
AGING SERVICES ADVERTISING		0.00			0.00	0.00			40.60	0.00	0.00
YOUTH AND FAMILY SERVICES ADVERTISING		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS ADVERTISING		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH COMMUNICATIONS	6,000.00	0.00	0.00%		6,000.00	0.00	0.00%	6,000.00	0.00	1,800.00	0.00
AGING SERVICES COMMUNICATIONS		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES COMMUNICATIONS		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS COMMUNICATIONS		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH POSTAGE	1,000.00	(250.00)	-20.00%	25.00	1,025.00	(225.00)	-18.00%	1,250.00	432.91	486.35	903.72
AGING SERVICES POSTAGE	1,500.00	(1,000.00)	-40.00%	50.00	1,550.00	(950.00)	-38.00%	2,500.00	122.77	154.89	1,200.00
YOUTH AND FAMILY SERVICES POSTAGE	600.00	(200.00)	-25.00%		600.00	(200.00)	-25.00%	800.00	82.33	270.54	230.90
VETERANS' SVCS POSTAGE	100.00	0.00	0.00%		100.00	0.00	0.00%	100.00	0.00	1.50	20.80
HEALTH COMM - LANDLINE		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES COMM - LANDLINE		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES COMM - LANDLINE		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS COMM - LANDLINE		0.00			0.00	0.00			0.00	0.00	0.00

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH COMM - CABLE/INTERNET		0.00			0.00	0.00			0.00	192.14	80.40
AGING SERVICES COMM - CABLE/INTERNET		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES COMM - CABLE/INTERNET		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS COMM - LANDLINE		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH WIRELESS COMMUNICATIONS	9,500.00	0.00	0.00%	1250.00	10,750.00	1,250.00	13.16%	9,500.00	9,893.04	7,345.00	7,345.00
AGING SERVICES WIRELESS COMMUNICATIONS	6,000.00	0.00	0.00%	625.00	6,625.00	625.00	10.42%	6,000.00	5,733.79	5,107.81	3,954.62
YOUTH AND FAMILY SERVICES WIRELESS COMMUNICATIONS	3,200.00	0.00	0.00%		3,200.00	0.00	0.00%	3,200.00	2,163.06	1,974.00	1,974.00
VETERANS' SVCS WIRELESS COMMUNICATI		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH PRINTING & MAILING	4,250.00	(250.00)	-5.56%		4,250.00	(250.00)	-5.56%	4,500.00	2,220.89	11,560.95	2,296.72
AGING SERVICES PRINTING & MAILING	1,500.00	(500.00)	-25.00%		1,500.00	(500.00)	-25.00%	2,000.00	0.00	598.65	609.20
YOUTH AND FAMILY SERVICES PRINTING & MAILING	300.00	0.00	0.00%		300.00	0.00	0.00%	300.00	0.00	200.00	38.50
VETERANS' SVCS PRINTING & MAILING		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH LEGAL NOTICES	3,500.00	0.00	0.00%		3,500.00	0.00	0.00%	3,500.00	811.34	237.04	0.00
AGING SERVICES LEGAL NOTICES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES LEGAL NOTICES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS LEGAL NOTICES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH RECREATION		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES RECREATION	52,000.00	0.00	0.00%		52,000.00	0.00	0.00%	52,000.00	51,831.26	3,005.98	4,675.96
YOUTH AND FAMILY SERVICES RECREATION		0.00			0.00	0.00			250.00	0.00	750.00
VETERANS' SVCS RECREATION	500.00	0.00	0.00%		500.00	0.00	0.00%	500.00	0.00	0.00	0.00
HEALTH OTHER PURCHASED SERVICES	1,000.00	0.00	0.00%		1,000.00	0.00	0.00%	1,000.00	7,231.63	11,777.52	0.00
AGING SERVICES OTHER SERVICES		0.00			0.00	0.00			126.59	4,197.99	474.80
YOUTH AND FAMILY SERVICES OTHER PURCHASED SERVICES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS OTHR PURCH OF SVCS		0.00			0.00	0.00			0.00	0.00	0.00

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH OFFICE ENERGY SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES ENERGY SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES ENERGY SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS ENERGY SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH OFFICE SUPPLIES	5,000.00	0.00	0.00%	250.00	5,250.00	250.00	5.00%	5,000.00	2,767.68	2,845.62	6,307.27
AGING SERVICES OFFICE SUPPLIES	3,000.00	0.00	0.00%	500.00	3,500.00	500.00	16.67%	3,000.00	278.16	4,000.00	3,261.99
YOUTH AND FAMILY SERVICES OFFICE SUPPLIES	800.00	0.00	0.00%		800.00	0.00	0.00%	800.00	628.69	272.44	773.02
VETERANS' SVCS OFFICE SUPPLIES	100.00	0.00	0.00%		100.00	0.00	0.00%	100.00	0.00	0.00	0.00
HEALTH BUILD & EQUIP SUPPLIES		0.00			0.00	0.00			991.20	0.00	0.00
AGING SERVICES BUILD & EQUIP SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES BUILD & EQUIP SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS BUILD & EQUIP SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH CUSTODIAL SUPPLIES		0.00			0.00	0.00			16.72	0.00	0.00
AGING SERVICES CUSTODIAL SUPPLIES		0.00			0.00	0.00			15.68	0.00	0.00
YOUTH AND FAMILY SERVICES CUSTODIAL SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS CUSTODIAL SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH GROUNDSKEEPING SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES GROUNDSKEEPING SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES GRNDSKPG SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS GRNDSKPG SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH VEHICLE SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES VEHICLE SUPPLIES	2,750.00	0.00	0.00%		2,750.00	0.00	0.00%	2,750.00	97.84	2,112.78	73.80
YOUTH AND FAMILY SERVICES VEHICLE SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS VEHICLE SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH GASOLINE/DIESEL		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES GASOLINE/DIESEL	8,640.00	1,640.00	23.43%		8,640.00	1,640.00	23.43%	7,000.00	5,507.72	1,906.10	4,468.06
YOUTH AND FAMILY SERVICES GASOLINE/DIESEL		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS GASOLINE/DIESEL		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH FOOD & SERVICE SUPPLIES		0.00		40,000.00	40,000.00	40,000.00			2,613.16	1,390.17	2,934.63
AGING SERVICES FOOD & SERVICE SUPPLIES	300.00	0.00	0.00%		300.00	0.00	0.00%	300.00	2,478.60	11,325.14	0.00
YOUTH AND FAMILY SERVICES FOOD & SVC SUPPLIES	2,200.00	0.00	0.00%		2,200.00	0.00	0.00%	2,200.00	289.49	0.00	686.40
VETERANS' SVCS FOOD & SVC SUPPLIES		0.00			0.00	0.00			500.00	0.00	0.00
HEALTH MEDICAL SUPPLIES	2,750.00	250.00	10.00%		2,750.00	250.00	10.00%	2,500.00	33,542.25	62,122.01	400.51
AGING SERVICES MEDICAL SUPPLIES	250.00	0.00	0.00%		250.00	0.00	0.00%	250.00	0.00	0.00	0.00
YOUTH AND FAMILY SERVICES MEDICAL SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS MEDICAL SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH EDUCATIONAL SUPPLIES		0.00			0.00	0.00			0.00	445.95	0.00
AGING SERVICES EDUCATIONAL SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES EDUCATIONAL SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS EDUCATIONAL SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH BUILD & EQUIP SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
AGING SERVICES PUBLIC WORKS SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
YOUTH AND FAMILY SERVICES PUBLIC WORKS SUPPLIES		0.00			0.00	0.00			0.00	0.00	0.00
VETERANS' SVCS PUBLIC WORKS SUPPLIE		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH OTHER SUPPLIES	2,300.00	0.00	0.00%		2,300.00	0.00	0.00%	2,300.00	11,969.63	24,833.63	8,310.51
AGING SERVICES OTHER SUPPLIES & EQUIPMENT	2,250.00	0.00	0.00%		2,250.00	0.00	0.00%	2,250.00	6,156.28	10,295.53	498.00
YOUTH AND FAMILY SERVICES OTHR SUPPLIES & EQUIP	3,250.00	0.00	0.00%		3,250.00	0.00	0.00%	3,250.00	6,858.34	10,072.02	1,619.83
VETERANS' SVCS OTHR SUPPLIE & EQUIP	4,000.00	0.00	0.00%		4,000.00	0.00	0.00%	4,000.00	5,915.48	3,972.58	3,573.77

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH COMPUTER SUPPLIES & EQUIPMENT		0.00		1750.00	1,750.00	1,750.00			16,164.16	6,547.26	2,046.67
AGING SERVICES COMPUTER SUPPLIES & EQUIPMENT		0.00		2500.00	2,500.00	2,500.00			3,402.24	0.00	0.00
YOUTH AND FAMILY SERVICES COMPUTER SUPPLIES & EQ		0.00			0.00	0.00			6,044.04	0.00	0.00
HEALTH GOVERNMENTAL CHARGES	300.00	100.00	50.00%	125.00	425.00	225.00	112.50%	200.00	337.55	838.08	67.55
AGING SERVICES GOVERNMENTAL CHARGES		0.00		200.00	200.00	200.00			5.55	105.90	0.00
YOUTH AND FAMILY SERVICES GOVERNMENTAL CHGS	700.00	0.00	0.00%		700.00	0.00	0.00%	700.00	1,326.00	82.00	155.00
VETERANS' SVCS GOVERNMENTAL CHGS	67,000.00	(100.00)	-0.15%		67,000.00	(100.00)	-0.15%	67,100.00	61,943.00	73,110.00	73,113.00
HEALTH CONF IN-STATE	2,800.00	0.00	0.00%	500.00	3,300.00	500.00	17.86%	2,800.00	267.49	0.00	405.96
AGING SERVICES CONF IN-STATE	1,000.00	0.00	0.00%	1000.00	2,000.00	1,000.00	100.00%	1,000.00	0.00	0.00	0.00
YOUTH AND FAMILY SERVICES CONF IN-STATE	1,500.00	0.00	0.00%		1,500.00	0.00	0.00%	1,500.00	0.00	0.00	323.00
VETERANS' SVCS CONF IN-STATE		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH MILEAGE	3,850.00	0.00	0.00%	500.00	4,350.00	500.00	12.99%	3,850.00	2,515.58	1,520.42	2,383.98
AGING SERVICES MILEAGE	1,000.00	0.00	0.00%	1000.00	2,000.00	1,000.00	100.00%	1,000.00	77.62	0.00	166.80
YOUTH AND FAMILY SERVICES MILEAGE	1,300.00	0.00	0.00%		1,300.00	0.00	0.00%	1,300.00	10.86	23.99	630.63
VETERANS' SVCS MILEAGE	100.00	0.00	0.00%		100.00	0.00	0.00%	100.00	0.00	10.06	0.00
HEALTH CONF OUT-STATE	7,000.00	0.00	0.00%		7,000.00	0.00	0.00%	7,000.00	5,642.93	0.00	5,495.39
AGING SERVICES CONF OUT-STATE		0.00			0.00	0.00			0.00	0.00	515.86
YOUTH AND FAMILY SERVICES CONF OUT-STATE	3,000.00	0.00	0.00%		3,000.00	0.00	0.00%	3,000.00	0.00	0.00	459.19
VETERANS' SVCS CONF OUT-OF-STATE		0.00			0.00	0.00			0.00	0.00	0.00
HEALTH DUES & MEMBERSHIPS	3,105.00	0.00	0.00%		3,105.00	0.00	0.00%	3,105.00	4,061.35	2,050.00	2,645.00
AGING SERVICES DUES & MEMBERSHIPS	2,000.00	500.00	33.33%		2,000.00	500.00	33.33%	1,500.00	2,815.52	607.90	2,949.52
YOUTH AND FAMILY SERVICES DUES & MEMBERSHIPS	1,000.00	0.00	0.00%		1,000.00	0.00	0.00%	1,000.00	361.00	321.00	276.00
VETERANS' SVCS DUES & MEMBERSHIPS	60.00	0.00	0.00%		60.00	0.00	0.00%	60.00	0.00	0.00	0.00
VETERANS' SVCS VETERANS' BENEFITS	25,000.00	0.00	0.00%		25,000.00	0.00	0.00%	25,000.00	0.00	0.00	0.00

Health and Human Services	FY2024 DSR2 Request	BASE \$ Change from Current Year	BASE % Change	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
HEALTH OTHER EXPENSES		0.00			0.00	0.00			648.77	24.00	0.00
AGING SERVICES OTHER EXPENSES	500.00	0.00	0.00%		500.00	0.00	0.00%	500.00	2,106.00	0.00	398.00
YOUTH AND FAMILY SERVICES OTHER EXPENSES		0.00			0.00	0.00			296.62	0.00	274.88
VETERANS' SVCS OTHER EXPENSES		0.00			0.00	0.00			0.00	0.00	0.00
	437,925.00	3,190.00		52400.00	490,325.00	55,590.00		434,735.00	374,847.66	359,367.89	298,219.83

Health and Human Services	FY2024 DSR2 Request	FY2024 DSR4 Request	FY2024 Total Request	Total \$ Change from Current Year	Total % Change	Budget 2023	Expenditures 2022	Expenditures 2021	Expenditures 2020
Salary & Wage Regular	1,668,873.00		1,668,873.00	36,397		1,632,476.00	1,478,518.05	1,541,095.86	1,331,537.35
Salary & Wage Temporary	371,814.00	74,506.00	446,320.00	81,893		364,427.00	318,075.30	248,438.41	234,421.24
Salary & Wage Overtime	3,000.00		3,000.00			3,000.00	2,902.32	6,206.17	1,038.93
Salary & Wage Other	26,640.00		26,640.00	3,200		23,440.00	57,311.03	20,056.39	24,266.90
Salary and Wage Total	2,070,327.00	74,506.00	2,144,833.00	121,490	6.0%	2,023,343.00	1,856,806.70	1,815,796.83	1,591,264.42
Energy									
Non Energy Utilities									
Repairs and Maintenance	500.00		500.00			500.00	8,247.20	2,985.00	2,569.26
Rental and Leases								216.00	
Other Property Related	16,900.00		16,900.00			16,900.00	375.00	1,629.27	200.00
Professional & Technical	170,770.00	2,125.00	172,895.00	5,125		167,770.00	96,672.65	84,792.68	145,681.73
Communications	37,450.00	1,950.00	39,400.00	(250)		39,650.00	21,460.13	29,928.87	18,653.86
Recreation	52,500.00		52,500.00			52,500.00	52,081.26	3,005.98	5,425.96
Other Purchased Services	1,000.00		1,000.00			1,000.00	7,358.22	15,975.51	474.80
Energy Supplies									
Office Supplies	8,900.00	750.00	9,650.00	750		8,900.00	3,674.53	7,118.06	10,342.28
Building & Equipment Rprs/Sp							991.20		
Custodial Supplies							32.40		
Grounds Keeping Supplies									
Vehicular Supplies	11,390.00		11,390.00	1,640		9,750.00	5,605.56	4,018.88	4,541.86
Food & Service Supplies	2,500.00	40,000.00	42,500.00	40,000		2,500.00	5,881.25	12,715.31	3,621.03
Medical Supplies	3,000.00		3,000.00	250		2,750.00	33,542.25	62,122.01	400.51
Educational Supplies								445.95	
Public Works Supplies									
Other Supplies & Equipment	11,800.00	4,250.00	16,050.00	4,250		11,800.00	56,510.17	55,721.02	16,048.78
Governmental Charges	68,000.00	325.00	68,325.00	325		68,000.00	63,612.10	74,135.98	73,335.55
Travel & Mileage	21,550.00	3,000.00	24,550.00	3,000		21,550.00	8,514.48	1,554.47	10,380.81
Dues & Subscriptions	6,165.00		6,165.00	500		5,665.00	7,237.87	2,978.90	5,870.52
Other	25,500.00		25,500.00			25,500.00	3,051.39	24.00	672.88
Expense	437,925.00	52,400.00	490,325.00	55,590	12.8%	434,735.00	374,847.66	359,367.89	298,219.83
TOTAL	2,508,252.00	126,906.00	2,635,158.00	177,080	7.2%	2,458,078.00	2,231,654.36	2,175,164.72	1,889,484.25



**Board of Health
Town of Needham
AGENDA FACT SHEET**



**MEETING DATE:
Tuesday November 22, 2022**

Agenda Item	Initial Discussion of 2023 and 2024 BOH Goals
Presenter(s)	Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will review with the Board of Health its existing two-year goals document, and lead the board in the beginning of a discussion about the Board's goals and priorities for 2023 and 2024. The discussion is expected to continue to the December BOH meeting on December 16 th .	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No vote is required.	
3.	BACK UP INFORMATION:
- BOH Goals_2021 and 2022.pdf	



Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

Christina S. Mathews, MPH Robert Partridge, MD, MPH

Mission

The Needham Board of Health, founded in 1877, and its Public Health Division strive to prevent and control the spread of disease, to address environmental issues, to promote healthy lifestyles, and to protect the public health and social well-being of all Needham's residents, especially the most vulnerable. This work addresses the social determinants of health, or the conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks, as defined in Healthy People 2020.

Goals for 2021 and 2022

Cross-cutting Planning Considerations

Equity

Build upon the work of the HHS Racial Equity Committee to identify “what needs to change or to be put in place to ensure equity and anti-racism in Needham.” How can this work be applied in all areas of public health?

Mental Health and Behavioral Health

Consider opportunities for collaboration and connection with mental and behavioral health programs that support Needham.

Health in All Policies

How can *Health in All Policies*, or the inclusion of health considerations into policy making across sectors, be applied in Needham to improve health outcomes and health equity?

Pandemic impact

What has the Covid-19 pandemic shown us about community public health needs and programs?

Administrative

Ensure the necessary infrastructure to effectively provide essential public health services.

- Develop processes and protocols for applications and management of all received grant funding within the Division.
 - Document necessary elements and responsibilities
 - Identify and address gaps
- Develop and implement schedule of Board review of one regulation per quarter.
- Review and revise website review to reflect current programming and resources.
- Develop a comprehensive communications strategy for the Public Health Division that increases community outreach and awareness of pertinent public health issues.

Ongoing

- Encourage continual gathering of qualitative and quantitative data to inform Public Health Division and Health & Human Services Department activities.
- Pursue grant funding opportunities to meet distinct community needs (i.e. concussion education and healthy aging initiatives).

Long-term

- Pursue Public Health Division accreditation and support the establishment of a culture of continuous quality improvement.
- Secure funding and support for a Director of Health position
- Develop capacity for data analysis and dissemination.

Community Health

Increase the quality, availability, and effectiveness of educational and community-based programs designed to prevent disease and injury, improve health, and enhance quality of life.

- Pursue collaborative development of physical activity projects with the Parks and Recreation Department and the Aging Services Division of HHS.
- Assess food security and nutrition needs across the Town of Needham and work with Town and School Departments, non-public education providers, community partners, and faith-based organizations to ensure food security and accessibility of

appropriate and healthy nutrition for all Needham residents regardless of circumstance.

- Advocate for resources to enhance community transportation options, especially for older adults and low-income populations.
- Identify financial resources to expand the Safety at Home Program, which prevents older adult falls through home visits, exercise programming, and referrals, to support more comprehensive home modifications.
- Develop a structure and pursue opportunities to collaborate with other Town departments regarding policies and programs which have an impact on health, such as with the accessory dwelling unit bylaw.
- Implement concussion regulation education for Needham youth sport coaches, including collaboration with Parks and Recreation Division, IT, and sport leagues.
- Support and expand upon existing community initiatives that address public health concerns including senior nutrition, elder isolation, mental health promotion, and domestic violence awareness.
- Continue developing Nourishing Needham campaign to encourage healthy eating in the community.
 - Collaborate with food establishments on highlighting healthy options on their menus.

Emergency Management/Emergency Preparedness

Improve the community's ability to prevent, prepare for, respond to, and recover from a major emergency.

- Implement recommendations from the August 2020 Covid-19 After Action report and Improvement Plan.
 - Identify barriers to implementation and work with staff to address these
- Revise and update the Town's Comprehensive Emergency Management Plan (CEMP) to include implementation of procedures for internal and external communications, Incident Command System (ICS), and workplace redundancy to improve the Town's Continuity of Operations.
- Manage ongoing Covid-19 response.
- Prepare for and support distribution and administration of eventual Covid-19 vaccines.
- Add two to three MRC volunteer training and educational events to develop an engaged volunteer corps.

Ongoing

- Conduct annual training and exercising of building-specific municipal safety and emergency guidelines and procedures to identify needed revisions to guidelines and procedures.
- Revise, educate, and test, by means of an annual drill or exercise, Emergency Dispensing Site protocols and plans, aligning with MA DPH and CDC requirements.
- Maintain full certification of the Needham Local Emergency Planning Committee (LEPC)

Long-term

- Conduct MRC call-down drills at least once per year to ascertain availability of MRC volunteers to deploy during emergencies in another community requesting assistance.
- Expand Needham's MRC membership so that volunteer resources are available during emergencies.

Environmental Health (EH)

Promote health for all through a healthy environment

- Implement Covid-19 response guidance through education and enforcement activities.
- Hire additional staff or provide additional resources to maintain EH Unit capacity for inspections, environmental health monitoring, training, and vendor and general public education.
- Work towards the achievement of all nine (9) FDA Voluntary National Retail Food Regulatory Program Standards; pursue federal, state, and non-profit grant resources to offset the costs for achieving full compliance and apply for future FDA grants to make this possible.
- Continue to conduct a comprehensive assessment by the end of FY 2021 of regulations which require updates, revisions, or which should be rescinded.
- Conduct a comprehensive assessment by the end of 2021 of regulations which require updates, revisions, or which should be rescinded.
- Develop a regular schedule for detailed review and revision of all regulations.
- Expand electronic inspection system and utilize for at least one other environmental health inspection (pools, septic, housing, etc.) by the end of 2021.

Continue to work on the development and implementation of food establishment inspection grading policies and gain additional feedback from Food Advisory Board.

Ongoing

- Prioritize positive communication and relationships with food service owners and staff and tobacco vendor owners and staff.

Long-term

- Consider conducting a six-month pilot of food establishment grading policies in last quarter of 2021/first quarter 2022, once our food establishments are not burdened by the pandemic.
- Research options for digital record keeping and options for electronic payment for permits and fees.
- Work with the Town's IT Department import the remainder of our permit applications and fees into our online permitting system and pursue joint online permit applications where applicable.
- Expand upon existing electronic payment system.

Public Health Nursing

Advance population health through quality community/ public health nursing education, research and service.

- Manage Covid-19 response.
- Evaluate the cost and capabilities of the Needham Public Health Division flu vaccination and education efforts.
- Monitor how the Town uses different outlets for flu vaccination to increase vaccination rates by 20%.
- Provide Covid-19 vaccination education
- Assist in promotion, distribution and administration of eventual Covid-19 vaccines.

Ongoing

- Annually examine community demographics and population needs to identify priorities for public health nursing staff activities.
- Address the needs of the aging population through prevention and education efforts including home safety visits, blood pressure and other wellness clinics, and mental health services and referrals.

- Engage with community resource providers, including Domestic Violence Action Committee (DVAC), Community Crisis Intervention Team (CCIT), Needham Coalition for Suicide Prevention (NCSP) and others, to help address needs of individuals and populations requiring assistance.

Substance Use Prevention

Reduce substance use and misuse to protect the health, safety, and quality of life for all, especially children.

Needham

- Conduct alcohol compliance checks quarterly in FY 2021.
- Research and develop regulations for Needham that will govern the use of recreational marijuana.
- Revise existing regulations governing medical marijuana to promote a safe and healthy environment for all of Needham's residents by: prioritizing safe and sanitary operation of marijuana dispensaries and recreational marijuana establishments; and providing community education about the dangers of chronic use and general misuse of marijuana.
- Continue to identify problem substance use among youth
- Promote substance use prevention programs and advocacy for policy change more broadly, expanding reach into populations not previously served by federal funding
- Engage the coalition in a health equity assessment, including but not limited to racial equity, of substance use programs to identify any needed changes and opportunities for improvement.
- Develop a health equity impact statement
- Provide education and training for coalition volunteers on health equity.

Ongoing

- Provide at least six (6) educational and/or informational events to the Needham community about adverse health impacts of substance use and misuse for the youth, adult, and senior populations annually.
- Host two (2) additional mobile take-backs per year, in addition to the spring and fall Take Back Days on Town Common
- After each event, administer a qualitative assessment of performance
- Leverage visibility to youth, parents and community where appropriate, with cohort coalitions in neighboring towns. Promote youth substance use prevention programs through outreach by SPAN volunteers;

- Sustain ongoing collaboration among coalition stakeholders in support of prevention work

Long-term

- Draft and implement a policy for Needham that outlines specific consequences for alcohol vendors who fail compliance checks in order to decrease youth access to alcohol by decreasing alcohol vendor compliance failures from 6 to 4 by 2021.
- Assess substance use among other populations, including but not limited to the older adult community;
- Evaluate community readiness for substance use prevention programs for other populations, including but not limited to the older adult community.
- Increase weight of semi-annual prescription medication disposal in Needham from all medication disposal locations by at least 5%
- Secure a second safe and secure location in Needham for a sharps disposal kiosk at another Town facility or a community partner agency (FY 2021 approximately)
- Decrease Needham High School's 30-day youth use rates for alcohol, misuse of prescription drugs, and marijuana, by 2%. This will be measured by comparing the 2016 MetroWest Adolescent Health Survey (MWAHS) results with the 2018 and 2020 MWAHS results.

Regional Substance Abuse Prevention Collaborative (SAPC) Cluster (Needham, Dedham, Norwood and Westwood)

- Address parental attitudes favorable to alcohol use through a community awareness and education campaign in Needham, Dedham, Norwood and Westwood using messaging based on research. Include materials such as AD Council PSAs, SAMHSA Talk They Hear You, MADD Power of Parenting, Boston Children's Hospital Teen-Safe.org, and others.
- Address low perception of harm of alcohol use among high school grade 9 students by instituting a policy in Needham, Dedham, Norwood and Westwood school systems that 9th grade parents take an online education program (AlcoholEdu High School Parents).
- Conduct community awareness and education campaigns that encourage people to lock up alcohol in their homes in Needham, Dedham, Norwood and Westwood.

Ongoing

- Conduct Responsible Beverage Service training (TIPS) for retail licensees in Needham, Dedham, Norwood and Westwood to reduce ease of access to alcohol in the four communities.

- Police officers in Dedham, Needham, Norwood and Westwood will conduct alcohol compliance checks with under-age operatives in all licensed establishments on at least a semi-annual basis with the longer-term goal of doing so on a quarterly basis.
- Sustain regional prevention funding for FY22 through state and federal grant applications.



**Board of Health
Town of Needham
AGENDA FACT SHEET**



**MEETING DATE:
Tuesday November 22, 2022**

Agenda Item	Biosafety Regulations
Presenter(s)	Julie McCarthy, Epidemiologist/Data Analyst Tara Gurge, Assistant Public Health Director Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. McCarthy will present to the Board background information on biosafety laboratory regulations and her research into model regulations in communities around greater Boston. Ms. Gurge will then briefly review with the Board of Health its existing but outdated regulation which requires the registration of biotechnology companies. Mr. McDonald will review concerns that Town residents have raised at the prospect of a biolab opening in Needham. Then the Board of Health will discuss its priorities and provide guidance and direction for the Public Health Division staff as it works to develop a new regulation.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No vote is required.	
3.	BACK UP INFORMATION:
- Biosafety/Biotechnology Regulation Research Presentation.pdf - Needham Board of Health Article #11: Biotechnology Registration Regulation	



BIOTECHNOLOGY REGISTRATION/REGULATION

Needham BOH Meeting 11/22/22

BIOSAFETY LEVELS 1 AND 2 (BSL-1, BSL-2)

- **Biosafety Level 1:**

- Work with defined and characterized strains of viable biological agents not known to consistently cause disease in healthy adult humans
 - Ex. *Bacillus subtilis*, exempt organisms under the *NIH Guidelines*
- Basic level of containment that relies on standard, microbiological practices and procedure with no special primary or secondary barriers other than a door, a sink for handwashing, and non-porous work surfaces that are cleanable and easy to decontaminate

- **Biosafety Level 2:**

- Broad spectrum of biological agents and toxins associated with causing disease in humans of varying severity. With good practices and procedures, these agents and toxins can generally be handled safely on an open bench, provided the potential for splashes and generating aerosols is low.
 - Ex. *Hepatitis B virus*, *Salmonella*, *Toxoplasma*
- Primary exposure to these types of agents relate to accidents including exposure via the percutaneous or mucosal routes and ingestion of potentially infectious materials. Not known to be transmissible via aerosol route (but procedures involving aerosols should be done in BSC or safe centrifuge cups)

BIOSAFETY LEVELS 3 AND 4 (BSL-3, BSL-4)

- **Biosafety level 3:**

- Work using indigenous or exotic biological agents with a potential for respiratory transmission and those which may cause serious and potentially lethal infection
 - Ex. *Mycobacterium tuberculosis*, St. Louis encephalitis virus, *Coxiella burnetii*
- Primary route of exposure to personnel working with these agents relate to accidental exposure via the percutaneous or mucosal routes and inhalation or potentially infectious aerosols. ALL procedures involving the manipulation of infectious material are conducted within a BSC or primary containment device.

- **Biosafety level 4:**

- Work with dangerous and exotic biological agents that post a high individual risk or life-threatening disease that may be transmitted via the aerosol route and for which there is no available vaccine or therapy.
 - Ex. Marburg virus, Congo-Crimean hemorrhagic fever virus
- Primary routes of exposure for personnel working with these types of agents relate to accidental exposure via the percutaneous and mucous membrane routes and inhalation of potentially infectious aerosols. The lab worker's complete isolation from aerosolized infectious materials is accomplished primarily by working in a class III BSC or in a Class II BSC with a full-body air supplied positive pressure personnel suit.

REVIEW OF NEARBY CITY/TOWNS BIOTECH REGULATIONS

- Reviewed biosafety/biotech policies/rDNA ordinances from Newton, Cambridge, Lexington, Medford, Norwood
- **Common items in regulations-to obtain a permit:**
 - Conform with *NIH Guidelines* (BMBL also mentioned in most)
 - Establish/maintain Institutional Biosafety Committee (IBC)
 - Send minutes and roster of IBC members
 - IBC must include community representative
 - Allow access for site inspections and pertinent records
 - Submit list of all biological agents utilized, BSLs and safety practices, names of Principal Investigators (PIs) who are responsible for protocols
 - Notification of occurrence of incident/event/accidental release/violation of guidelines
 - Name and information for designated biosafety officer
 - Plan for systematic pest control management, security of premises, monitoring of waste
 - Plan for orienting representatives of town health, fire, and police departments in the event of an emergency
 - Floor plans
 - Documentation of medical surveillance program

City/Town	Town/City Biosafety Committee?	Highest BSL allowed
Cambridge	YES; Commissioner or his/her designee, chairperson of the Cambridge Health Policy Board or a board member designated by the chairperson, and a minimum of 3 other members to be appointed by the City Manager	BSL-3
Lexington	YES; Chairman of BOH or his/her designee, the Director of Health, and a minimum of 1 other member to be appointed by the Town	BSL-2
Medford	No;All info and documents submitted to BOH	BSL-2
Newton	YES; 9 members: commissioner of HHS, 2 members of Newton health advisory council (appointed by commissioner of health), 3 members appointed by mayor (at least 1 who is a scientist knowledgeable in the field of rDNA research and technology, the other 2 shall represent public health, occupational health, infectious disease or environmental health), 3 members appointed by board of alderman, at least 1 of whom represents the fields of public health, occupational health, infectious disease, or environmental health	BSL-3
Norwood	No; info and documents submitted to Biosafety Officer (Director of Health)	BSL-3 (but shall be permitted by variance only)



Board of Health

Edward Cosgrove, PhD
Chair

Stephen Epstein, MD, MPP
Member

Jane Fogg, MD, MPH
Vice Chair

ARTICLE 11 **BIOTECHNOLOGY REGISTRATION REGULATION**

SECTION 11.1 **AUTHORITY**

The Needham Board of Health, pursuant to the authority granted under Massachusetts General Laws Chapter 111 section 31 hereby adopts the following regulation to protect the-public health of the community.

SECTION 11.2 **PURPOSE**

The Needham Board of Health recognizes that the use of modern biological techniques for industrial purposes do not pose unique risks to public health or the environment when the activities are conducted in accordance with accepted best scientific practice. However, following the recommendations of the Needham Biotechnology Committee, it is the opinion of the Board of Health that the existing regulatory structure in the Town of Needham is not sufficient to ensure that Town officials would be alerted to the presence of biotechnology companies in the Town.

The assessment of potential health risks is one of the primary roles and responsibilities of a public health agency.

Accordingly, the Board of Health declares that the purpose of this regulation is to require registration of biotechnology companies, to enable the Board of Health and other town officials to better assess and monitor potential fire and other hazards posed by flammable chemicals and hazardous materials.

SECTION 11.3 **DEFINITIONS**

Board: The Board of Health or its agent or designee.

Biotechnology: The use of modern biological techniques for industrial or research purposes. The term Biotechnology shall include any industrial or research activities which use recombinant DNA molecules (rDNA) or organisms and viruses containing rDNA.

Director: The Director for the Needham Board of Health or designee.

Guidelines:

(1) National Institutes of Health (NIH) Guidelines for Research involving Recombinant DNA molecules as published in the Federal Register of April 27, 1995.

(2) Any amendments, revisions or substitutions enacted subsequent to the above-referenced “Guidelines”.

Institution: A single individual, group of individuals, association, organization, corporation educational institution, or medical facility conducting rDNA research, rDNA development, rDNA production, or biological material therapies or diagnostics.

Recombinant DNA Molecules (rDNA): As defined in the NIH “Guidelines,” as defined above.

Substantive Change: Any change in hazard designation as identified in the NIH Guidelines.

SECTION 11.4 LABORATORY REGISTRATION REQUIRED

11.4.1 All institutions proposing any use of rDNA technology, as defined in and not exempted by the NIH Guidelines, which seeks to operate in the Town of Needham must first register with the Needham Board of Health before engaging in any rDNA activity, including construction or renovation of facilities for rDNA use(s).

11.4.2 The institution shall:

- (1) Register using a form approved by the Board of Health.
- (2) Renew and update the registration annually.
- (3) Submit copies of all registration materials to the Building Department, Fire Department, Emergency Management Department and the Planning Board.
- (4) Allow inspections, at reasonable times, of both the institution’s facilities and records, as related to these regulations.

11.4.3 Pre-existing Institutions shall have 90 days from adoption of these regulations to register with the Board.

SECTION 11.5 REGISTRATION

11.5.1 In order to register, the following information must be submitted, using an application form approved by the board, to the Board of Health:

- (1) Name of institution.
- (2) Address, telephone, and fax number.
- (3) Names and telephone numbers of persons designated to be contacted on a 24-hour a day basis in case of an emergency.
- (4) A plot plan showing the proposed location of the facility and a floor plan showing the internal layout of the facility(s).
- (5) General statement of the company’s intended area of research.
- (6) General statement of the types of hazardous, bio hazardous, infectious or radioactive materials expected to be used in the facility.
- (7) Evidence of certification, as necessary, from the Massachusetts Department of Environmental Protection and the Massachusetts Department of Public Health.

11.5.2 In order to register, the following information must be submitted to the Board of Health, on a form which is approved by the Board of Health:

- (1) The chief executive officer must certify that the company adheres to the NIH Guidelines for recombinant DNA Research.

11.5.3 Fees:

The fee for registration shall be as designated in Article 17 of the Board of Health Regulations, Permit, License and other Fees.

SECTION 11.6 RENEWAL OF REGISTRATION

11.6.1 The registration shall be valid for one year.

11.6.2 All companies registered with the Board of Health must renew their registration within thirty (30) days of the expiration of the registration.

11.6.3 The Board of Health must be notified of any substantive changes in operation at least thirty (30) prior to the change.

SECTION 11.7 VARIANCES

11.7.1 The Board may vary the application of any provision of these regulations, with respect to any particular case when, its opinion, the enforcement thereof would do manifest injustice or conflict with the spirit of any minimum standard established by these regulations. Any variance shall, while it is in effect, be available to the public at all reasonable hours in the office of the Town Clerk, or in the office of the Board of Health.

SECTION 11.8 ENFORCEMENT AND PENALTIES

11.8.1 Any person who violates the terms of these regulations shall be subject to a fine of five hundred dollars \$500 per offense. Each day shall constitute a separate offense.

11.8.2 Violations of this regulation and penalties listed in Section 8.a. may be subject to non-criminal disposition, M.G.L. Chapter 40, Section 21D, and Town of Needham, General By-Laws, July 1996 compilation, Section 9.2.2.6, Board of Health Regulations, and as amended. Each day that the offense continues shall constitute a separate offense.

11.8.3 These regulations may be enforced by the Town of Needham: Board of Health director or his designee, the Fire Chief or his designee, or by the Building Inspector or his designee.

SECTION 11.9 SEVERABILITY

In the event any section, subsection or provision of the regulations are held to be invalid, it shall not effect the validity of any other section, subsection or provision thereof.

SECTION 11.10 EFFECTIVE DATE

This regulation shall take effect after publication of a summary of the regulation in a newspaper published in the Town of Needham. As required by Massachusetts General Laws, Chapter 111, Section 31, an attested copy has been filed with the Department of Environmental Protection. A public hearing regarding this regulation was held on 07/20/93. This regulation was voted by a majority of the board on 07/20/93.



**Board of Health
Town of Needham
AGENDA FACT SHEET**



**MEETING DATE:
Tuesday November 22, 2022**

Agenda Item	Opioid Settlement
Presenter(s)	Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mr. McDonald will provide an update to the Board on opioid settlements resulting from a \$26 billion resolution between multiple state Attorneys General and Cardinal, McKesson, and AmerisourceBergen (the nation's largest drug distributors) and Johnson & Johnson (which manufactured and marketed opioids). Massachusetts stands to receive more than \$500 million for substance use prevention, harm reduction, treatment, and recovery efforts. Needham will receive an estimated \$1.03 million between 2022-2038.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	No vote is required.
3.	BACK UP INFORMATION:
	- Presentation Slides - Opioid Settlement Revenue as of October 2022 - Massachusetts Abatement Terms



OPIOID RECOVERY & MITIGATION

November 22, 2022

OPIOID IMPACT IN MASSACHUSETTS

- From 2009 through September 2021, **18,061** Massachusetts residents died of opioid-related overdoses.
- More than 68% of those people – **12,372** Massachusetts residents – filled prescriptions for Schedule II opioids written by Massachusetts prescribers.

OPIOID IMPACT IN NEEDHAM

- Needham is not immune to the dangers of opioids – over a five-year period from 2017 through 2021, the Town averaged nearly 18 overdoses per year.
- And data from the 2021 MetroWest Adolescent Health Survey shows that more than a dozen Needham high school students have tried heroin at least once in their lives.

Year	Suspected Overdoses	Opiate Overdoses	Non-opiate Overdoses	Narcan Use Police	Narcan Use Fire
2017	28	14	4	5	5
2018	18	7	11	5	1
2019	14	7	7	3	2
2020	12	6	6	6	4
2021	17	8	9	4	4
2022 (6 months)	5	3	8	2	1

OPIOID RECOVERY & MITIGATION FUNDS

- A series of joint lawsuits by state attorneys general resulted in settlements with pharmaceutical manufacturers (Johnson & Johnson) and distributors (AmerisourceBergen, Cardinal, & McKesson).
- Proceeds from those settlements have begun to be distributed to state and municipal governments. In Massachusetts, those settlements will result in more than \$525M to support state and local efforts.
- In Needham specifically, it is anticipated that the Town will receive more than \$1M between 2022 and 2038.

HOW TO USE THOSE RESOURCES?

- An exact plan is still being developed, but we envision a series of collaborative, cross-departmental efforts with Public Health, Youth & Family Services, Police, and Fire/EMS.
- Efforts focused on:
 - ***substance use prevention,***
 - ***mental health promotion,***
 - ***reducing barriers to treatment, and***
 - ***harm reduction.***
- Particular emphasis on reducing barriers to treatment and harm reduction.
 - Suggested by the settlement terms
 - Identified by Needham subject matter experts as the areas of greatest need.
- Reducing barriers to treatment could include recovery coach deployment, referral assistance and treatment placement services.
- Harm reduction could include expanded Naloxone (i.e. Narcan) availability and training on its use, plus needle disposal and other services.



QUESTIONS? THANK YOU!

DISTRIBUTOR & JOHNSON AND JOHNSON Payments
Misc Recurring OPIOID Settlement Revenue

01.....484.000.0003

Estimated Disbursement Date	Payment Number	Estimated Amount to be Received	Date Received	Amount Received	Total Revenue Still Due Needham
DISTRIBUTOR					
	7/1/2022 #1	\$35,889.25	7/18/2022	\$35,889.26	
	8/1/2022 #2	\$37,717.86	10/3/2022	\$37,717.86	
	7/15/2023 #3	\$37,717.86			
	7/15/2024 #4	\$47,209.24			
	7/15/2025 #5	\$47,209.24			
	7/15/2026 #6	\$47,209.24			
	7/15/2027 #7	\$47,209.24			
	7/15/2028 #8	\$55,523.76			
	7/15/2029 #9	\$55,523.76			
	7/15/2030 #10	\$55,523.76			
	7/15/2031 #11	\$46,673.32			
	7/15/2032 #12	\$46,673.32			
	7/15/2033 #13	\$46,673.32			
	7/15/2034 #14	\$46,673.32			
	7/15/2035 #15	\$46,673.32			
	7/15/2036 #16	\$46,673.32			
	7/15/2037 #17	\$46,673.32			
	7/15/2038 #18	\$46,673.32			
		\$840,119.77		\$73,607.12	
JOHNSON & JOHNSON					
Lump Sum 2022-2025	#1 to #4	\$143,681.00			
	7/15/2026 #5	\$7,247.00			
	7/15/2027 #6	\$7,247.00			
	7/15/2028 #7	\$7,247.00			
	7/15/2029 #8	\$9,226.00			
	7/15/2030 #9	\$9,226.00			
	7/15/2031 #10	\$9,226.00			
		\$193,100.00			
Total Distributor & Johnson and Johnson		\$1,033,219.77	\$0.00	\$73,607.12	\$959,612.65

MASSACHUSETTS ABATEMENT TERMS

I. STATEWIDE COMMITMENT TO ABATEMENT

The Commonwealth and its municipalities have a shared commitment to using abatement funds recovered from statewide opioid settlements to supplement and strengthen resources available to Massachusetts communities and families for substance use disorder prevention, harm reduction, treatment, and recovery in a manner that:

- ❖ reflects the input of our communities, of people who have personal experience with the opioid crisis, of experts in treatment and prevention, and of staff and organizations that are carrying out the abatement work;
- ❖ addresses disparities in existing services and outcomes and improves equity and the health of individuals and communities disadvantaged by race, wealth, and stigma, including through efforts to increase diversity among service providers;
- ❖ addresses mental health conditions, substance use disorders, and other behavior health needs that occur together with opioid use disorder (“OUD”);
- ❖ leverages programs and services already reimbursed by state agencies and programs, including direct care reimbursed by MassHealth and the state’s Bureau of Substance Addiction Services (“BSAS”); and
- ❖ encourages innovation, fills gaps and fixes shortcomings of existing approaches; supplements rather than supplants resources for prevention, harm reduction, treatment, and recovery; includes evidence-based, evidence-informed, and promising programs; and takes advantage of the flexibility that is allowed for these funds.²

This document sets forth: how abatement funds from these settlements must be used by the state and its municipalities (Sections II and III); how the state will support municipal abatement initiatives (Section IV); and state and municipal reporting requirements (Section V).

II. STATE USE OF ABATEMENT FUNDS

Abatement funds directed to the state shall be deposited into the [statewide Opioid Recovery and Remediation Fund](#) to supplement prevention, harm reduction, treatment, and recovery programs throughout Massachusetts. The Fund is overseen by the Commonwealth’s Executive Office of Health and Human Services (“EOHHS”) together with a [Council comprised of 10 municipal appointees appointed by the Massachusetts Municipal Association and 10 state](#)

² In this document, the words “fund” and “support” are used interchangeably and mean to create, expand, or sustain a program, service, or activity. References to persons with opioid use disorder are intended in a broad practical manner to address the public health crisis, rather than to require a clinical diagnosis, and they include, for example, persons who have suffered an opioid overdose. It is also understood that OUD is often accompanied by co-occurring substance use disorder or mental health conditions, and it is intended that the strategies in this document will support persons with OUD and any co-occurring SUD and mental health conditions.

[appointees](#) qualified by experience and expertise regarding opioid use disorder. Appointees serve for two years. The Council holds public meetings every quarter to identify priorities for addressing the opioid epidemic in Massachusetts.

III. MUNICIPAL USE OF ABATEMENT FUNDS

Abatement funds allocated to municipalities shall be used to implement the strategies set forth below. Municipalities are encouraged to pool abatement funds to increase their impact, including by utilizing the [Office of Local and Regional Health's Shared Service infrastructure](#). Municipal abatement funds shall not be used to fund care reimbursed by the state, including through MassHealth and BSAS, although local or area agencies or programs that provide state-reimbursed services can be supported financially in other ways that help meet the needs of their participants.

1. Opioid Use Disorder Treatment

Support and promote treatment of persons with OUD, including through programs or strategies that:

- a. Expand mobile intervention, treatment, telehealth treatment, and recovery services offered by qualified providers, including peer recovery coaches.
- b. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.
- c. Make capital expenditures to rehabilitate and expand facilities that offer treatment for OUD, in partnership with treatment providers.
- d. Treat trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose).

2. Support People In Treatment And Recovery

Support and promote programs or strategies that:

- a. Provide comprehensive wrap-around services to individuals with OUD, including job placement, job training, or childcare.
- b. Provide access to housing for people with OUD, including supportive housing, recovery housing, housing, rent, move-in deposits, and utilities assistance programs, training for housing providers, or recovery housing programs that integrate FDA-approved medication with other support services.
- c. Rehabilitate properties appropriate for low-threshold and recovery housing, including in partnership with DHCD-funded agencies and OUD-specialized organizations.
- d. Provide peer support specialists that support people in accessing OUD treatment, trauma-informed counseling and recovery support, harm reduction services, primary healthcare,

or other services, including support for long-term recovery encompassing relapse, treatment, and continued recovery.

- e. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD.
- f. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD.
- g. Provide transportation to treatment or recovery services for persons with OUD.
- h. Provide employment training or educational services for persons with OUD, such as job training, job placement, interview coaching, community college or vocational school courses, transportation to these activities, or similar supports.
- i. Increase the number and capacity of high-quality recovery programs to help people in recovery.
- j. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
- k. Support programs for recovery in schools and/or standalone recovery high schools.
- l. Support bereaved families and frontline care providers.

3. Connections To Care

Provide connections to care for people who have, or are at risk of developing, OUD through programs or strategies that:

- a. Support the work of Emergency Medical Systems, including peer support specialists and post-overdose response teams, to connect individuals to trauma-informed treatment recovery support, harm reduction services, primary healthcare, or other appropriate services following an opioid overdose or other opioid-related adverse event.
- b. Support school-based services related to OUD, such as school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people. This should include alternatives to suspension or interaction with school resource officers such as restorative justice approaches.
- c. Fund services or training to encourage early identification and intervention for families, children, or adolescents who may be struggling with use of drugs or mental health conditions, including peer-based programs and Youth Mental Health First Aid. Training programs may target families, caregivers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

- d. Include Fire Department partnerships such as Safe Stations.³

4. Harm Reduction

Support efforts to prevent overdose deaths or other opioid-related harms through strategies that:

- a. Increase availability of naloxone and other drugs that treat overdoses for first responders,⁴ overdose patients, individuals with OUD and their friends and family, schools, community-based organizations, community navigators and outreach workers, persons being released from jail or prison, or the public.
- b. Provide training and education regarding naloxone and other drugs that treat overdoses.
- c. “Naloxone Plus” strategies to ensure that individuals who receive naloxone to reverse an overdose are linked to treatment programs or other appropriate services.
- d. Approve and fund syringe service programs and other programs to reduce harms associated with drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, syringe collection and disposal, connections to care, and the full range of harm reduction and treatment services provided by these programs.
- e. Support mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, primary and behavioral health care, recovery support, or other appropriate services to persons with OUD.
- f. Promote efforts to train health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD in crisis training and harm reduction strategies.
- g. Active outreach strategies such as the Drug Abuse Response Team model or the Post Overdose Support Team model.
- h. Provide outreach and services for people who use drugs and are not yet in treatment, including services that build relationships with and support for people with OUD.

5. Address The Needs Of Criminal-Justice-Involved Persons

Support diversion and deflection programs and strategies for criminal-justice-involved persons with OUD, including:

- a. Programs, that connect individuals involved in the criminal justice system and upon release from jail or prison to OUD harm reduction services, treatment, recovery support, primary healthcare, prevention, legal support, or other supports, or that provide these

³ Safe Stations currently operate in Fall River and Revere. See, e.g., <https://www.mma.org/fall-river-fire-stations-become-safe-stations-for-people-seeking-addiction-treatment/>.

⁴ Municipalities can purchase discounted naloxone kits from the State Office of Pharmacy Services. See <https://www.mass.gov/service-details/bulk-purchasing-of-naloxone>.

services.

- b. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater OUD expertise.
- c. Public safety-led diversion strategies such as the Law Enforcement Assisted Diversion model.
- d. Participate in membership organizations such as the Police Assisted Addiction Recovery Initiative for training and networking and utilize law enforcement training opportunities such as the Safety and Health Integration in the Enforcement of Laws on Drugs (SHIELD) model.⁵

6. Support Pregnant Or Parenting Women And Their Families, Including Babies With Neonatal Abstinence Syndrome

Support pregnant or parenting women with OUD and their families, including babies with neonatal abstinence syndrome, through programs or strategies that provide family supports or childcare services for parents with OUD, including supporting programs such as:

- a. FIRST Steps Together, a home visiting program for parents in recovery that currently has seven sites serving cities and towns across the state;
- b. Pregnant/post-partum and family residential treatment programs, including and in addition to the eight family residential treatment programs currently funded by DPH; and
- c. the Moms Do Care recovery support program that has grown from two to ten programs in the state.

7. Prevent Misuse Of Opioids And Implement Prevention Education

Support efforts to prevent misuse of opioids through strategies that:

- a. Support programs, policies, and practices that have demonstrated effectiveness in preventing drug misuse among youth. These strategies can be found at a number of existing evidence-based registries such as Blueprints for Health Youth Development (<https://www.blueprintsprograms.org/>).
- b. Support community coalitions in developing and implementing a comprehensive strategic plan for substance misuse prevention. There are a number of evidence based models for strategic planning to consider including but not limited to the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (<https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf>) and Communities That Care developed by the University of Washington (<https://www.communitiesthatcare.net/programs/ctc-plus/>).
- c. Engage a robust multi-sector coalition of stakeholders in both the development and implementation of the above stated strategic plan (<https://www.prevention->

⁵ See <https://paariusa.org>

first.org/centers/center-for-community-engagement/about-this-center/).

- d. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD.
- e. Support greater access to mental health services and supports for young people, including services provided in school and in the community to address mental health needs in young people that (when not addressed) increase the risk of opioid or another drug misuse.
- f. Initiate, enhance, and sustain local youth health assessment through the implementation of a validated survey tool to develop localized strategic plans that will inform the best ways to institute or enhance strategies to reduce and prevent youth substance misuse, including mental health services and supports for young people, intervention services for families, and youth-focused programs, policies, and practices that have demonstrated effectiveness in reducing and preventing drug misuse.

IV. STATE SUPPORT FOR MUNICIPAL ABATEMENT AND INTER-MUNICIPAL COLLABORATION

EOHHS and the Department of Public Health (DPH), including through its [Office of Local and Regional Health](#) (OLRH), will support municipal abatement initiatives by providing strategic guidance to help Massachusetts municipalities select and implement abatement strategies and [effectively pool their resources through inter-municipal Shared Service Agreements](#), as well as other technical assistance. By pooling resources, functions, and expertise, a consortium of cities and towns can expand the public health protections and services they offer residents.

In addition, EOHHS/DPH will collect information regarding municipal abatement and publish an annual report to provide the public with information about the municipal abatement work and to highlight effective strategies, lessons learned, and opportunities for further progress. The support for municipal abatement described in this Section IV will be funded by the state abatement funds described in Section II, above.

V. REPORTING AND RECORD-KEEPING REQUIREMENTS

A. STATE REPORTING. Annually, not later than October 1, the secretary of EOHHS shall file a report on the activity, revenue and expenditures to and from the statewide Opioid Recovery and Remediation Fund in the prior fiscal year with the clerks of the senate and the house of representatives, the house and senate committees on ways and means and the joint committee on mental health, substance use and recovery and made available on the executive office of health and human services' public website. The report shall include, but not be limited to: revenue credited to the fund; expenditures attributable to the administrative costs of the executive office; an itemized list of the funds expended from the fund; data and an assessment of how well resources have been directed to vulnerable and under-served communities. EOHHS filed its [first Annual Report](#) on October 1, 2021.

B. MUNICIPAL REPORTING. Cities and towns that receive annual abatement distributions of \$35,000⁶ or more, whether individually or pooled through OLRH Shared Service arrangements, will be required to submit annual reports of their Municipal Abatement Fund expenditures in the prior fiscal year to EOHHS, starting in FY2023. The reports shall include, but not be limited to: municipal abatement funds received; an itemized list of the funds expended for abatement and administrative costs, if applicable; the unexpended balance; a brief description of the funded abatement strategies and efforts to direct resources to vulnerable and under-served communities. Additional reporting-related guidance shall be provided. All municipalities must: maintain, for a period of at least 5 years after funds are received, documents sufficient to reflect that Municipal Abatement Funds were utilized for the Municipal Abatement Strategies listed herein.⁷

⁶ EOHHS retains the right to modify this reporting threshold.

⁷ Nothing in this document reduces obligations under public records law.



Board of Health
Town of Needham
AGENDA FACT SHEET



MEETING DATE:
Tuesday November 22, 2022

Agenda Item	Proposed Sira Naturals Revised Label for Wicked Sour Fruit Bites and Review of 3 rd party labels.
Presenter(s)	Tara Gurge, Assistant Director of Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Discussion about the changes made to the Wicked Sour Fruit Bites labels and review of third-party labels.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	A vote is required, and the proposed labels must be approved by the Board of Health.
3.	BACK UP INFORMATION:
	- As a follow-up to last month's BOH meeting. See example of revised Wicked Sour Fruit Bites label, attached. - Also received an email with additional 3rd party product labels that Sira is looking to sell at their Needham site. (See attached.)

Tara Gurge

Subject: FW: Third Party Product in Needham
Attachments: Levia tincture.jpg; Levia.jpg; Hi 5.jpg; 1906.jpg; Apostrophe.jpg; Double Baked.jpg; Howl's.jpg; Squeeze.jpg; Kiva Camino.jpg; Mindy's.jpg; I Am Edible.jpg

From: Richard Parsons <richard.parsons@ayrwellness.com>
Sent: Friday, November 11, 2022 4:05 PM
To: Ally Littlefield <alittlefield@needhamma.gov>; Tara Gurge <TGurge@needhamma.gov>
Cc: Gretchen McCarthy <gretchen.mccarthy@ayrwellness.com>; Cynthia Miller <cynthia.miller@ayrwellness.com>; Dwan Packnett <dwan.packnett@ayrwellness.com>; Kyle Peach <Kyle.Peach@ayrwellness.com>
Subject: Third Party Product in Needham

Hi Tara and Ally

As you are aware, we have been approved by the Planning Board to sell products other than our own (Third party products). I have attached images of "Third Party" product/pictures of the packaging in which we wish to carry in our Needham location.

We are more than willing to adopt the "For Medical Use Only" sticker as we have done in the past and include a 1' x 1' version of the "Not Safe For Kids" on all MIPS packaging. Please keep this in mind as you review these initial new products.

I would be happy to send some examples of the stickering after we hear back from you.

If you have any questions regarding any image or product please reach out to me.

Thanks so much for your attention to this and looking forward to expand our product selection.

Thanks so much,
Richie Parsons

Richie Parsons / Manager

Sira Naturals, Inc.

29 Franklin St. Needham, Ma. 02494

CELEBRATE
HYBRID BLEND

RELAX
FOCUS
SOCIAL
CONFIDENT

CERTIFIED
LAB TESTED

LEVIA
CELEBRATE

HYBRID BLEND
FOR ADDING TO
DRINKS AND OTHER
CREATIVE USES

INCLUDES
MULTIPLE SERVINGS
0.5ML - ONE SERVING



CONTAINS THC



NOT SAFE
FOR KIDS

Made by Cultivaana, LLC
Registration#: MP281871
833-MY-LEVIA
contact@levia.buzz

INGREDIENTS: cannabis oil, natural
flavors, water, citric acid

This product has been tested for
contaminants, with no adverse findings.

This product has been evaluated for
environmental contamination
(impurities) assuming that no more
than 10 grams (0.35 ounces) of finished
plant material (or the equivalent
amount of concentrate) will be
consumed per day.

Created: 15 JUN 2022
Postage: 15 AUG 2022
Tested: 17 - 22 JUN 2022
Expires: 17 JUN 2023
Batch: CertToc220675

Celebrate Infusions Cannabis Oil Profile
100% Cannabis Oil 1.00% 4.41mg 4.41%
DB THC 0.77% 29.23 mg/100mg 4.41%
CBD 0.13% 4.91 mg/100mg 4.41%
CBG 0.20% 7.41 mg/100mg 4.41%
CIN 0.22% 8.26 mg/100mg 4.41%
mg per 0.5ml
DB THC 4.80mg CBD 0.07mg
CBD 0.13mg CIN 0.11mg
Total 5.08mg

1A4DA030004E71000015021





INGREDIENTS: WATER, CARBON DIOXIDE, CITRIC ACID, SODIUM CITRATE, NATURAL FLAVOR, CANNABIS OIL. **50mg THC per can.**

Original Cannabis Infused Seltzer

1 Serving Per Can | 12oz (355mL)

INGREDIENTS: WATER, CARBON DIOXIDE, CITRIC ACID, SODIUM CITRATE, NATURAL FLAVOR, CANNABIS OIL. **50mg THC per can.**

Grapefruit Cannabis Infused Seltzer

1 Serving Per Can | 12oz (355mL)



APOSTROPHE
EDIBLES

70% DARK
CHOCOLATE

~5 MG THC
PER PIECE

~40 MG PER BAR

10 PIECES
NET WT 1.05 OZ (29.6g)
GROSS WT 1.15 OZ (32.5g)

CANNABIS INFUSED
CHOCOLATE

OWN YOUR EXPERIENCE

INCLUDES MULTIPLE SERVINGS
STORAGE INSTRUCTIONS: PLACE THE CHOCOLATE IN A COOL, DRY PLACE. DO NOT EXPOSE TO MOISTURE. STORE IN A COOL, DRY PLACE. DO NOT EXPOSE TO MOISTURE.
INGREDIENTS: CANNABIS OIL, SUGAR, COCOA, BUTTER, VANILLA, SALT, AND OTHER FLAVORS.

Supplement Facts

Per Serving	
Total THC	~5 mg
Total CBD	~0 mg
Total Terpenes	~0.1 mg

The Supplement Facts panel provides information on the ingredients and their amounts in this product. It is not intended to be used as a substitute for medical advice. Please consult your healthcare provider for more information.



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Manufactured by Apostrophe Edibles, Inc.
Actual Total Cannabinoid mg/Bar: 40 mg
Date of Creation: 10/10/2023 - Expiration Date: 10/10/2024
Packaged on: 10/10/2023 by: 10/10/2023

Based on 100% THC.
Cannabis is a Schedule I controlled substance under the Controlled Substances Act (CSA). The use of cannabis is illegal under federal law. The use of cannabis is also illegal under state law in many states. The use of cannabis is also illegal under local law in many areas.

THC Content

THC Content	THC Content	THC Content	THC Content
10 mg	10 mg	10 mg	10 mg
10 mg	10 mg	10 mg	10 mg
10 mg	10 mg	10 mg	10 mg
10 mg	10 mg	10 mg	10 mg





Select

Squeeze

THC Nano Drops

Fast Acting Nano Formula

Strawberry
Lemonade

1A40A030000A989000000223
Select Squeeze Strawberry Lemonade Nano Drops
100mg
48220271

Squeeze! Strawberry Lemonade

PEEL HERE

Directions: Push cap down & twist counterclockwise to open. While upright, squeeze-and-release the bottle to fill the easy-dose reservoir. (One squeeze-and-release action dispenses one 1mL/5mg THC dose into the bottleneck.) We recommend pouring one dose into 8-oz of your favorite beverage—simply mix & enjoy. *Not intended for direct sublingual use. Do not consume on an empty stomach or exceed the recommended dose. Store upright in a cool, dark place. THC Content: 5mg THC per 1mL dose and 100mg THC per bottle. Activation Time: Initial onset 15-30 minutes. The impairment effects of edible products may be delayed by two hours or more.

Tested: 06/23/2022 // Creation: 06/01/2022

Best By: 06/23/2023 // SEL 5L 220601

Cannabinoids per serving: CBDA 00.00MG, CBD

00.00MG, THCV 00.00MG, CBDV 00.00MG,

CBGA 00.00MG, CBG 0.1MG/0.01%, CBN

0.04MG/0.004%, CBC 0.07MG/0.007%, CBCA

00.00MG, CBL 00.00MG, DB-THC 00.00MG,

THC-A 0.0MG, D9-THC 4.98MG/0.5%

Cannabinoids per container: CBDA 00.00MG,

CBD 00.00MG, THCV 00.00MG, CBDV

00.00MG, CBGA 00.00MG, CBG 2.0MG, CBN

0.9MG, CBC 1.46MG, CBCA 00.00MG, CBL

00.00MG, DB-THC 00.00MG, THC-A 0.0MG,

D9-THC 99.6MG

Cureleaf North Shore Inc. // Lic# MP-281300

info@cureleaf.com // info@cureleaf.com //

(833) 850-5352

Zero Calories
Contains Soy



HOWL'S HAS SERVED
PATIENTS SINCE 2012

WE ARE NOW
HONORED TO OFFER
THE BENEFITS OF THIS
PLANT MEDICINE
TO ALL ADULTS

CANNABINOIDS (in mg)

	25 ml	1 ml	Total	%
THC	1.69	6.76	203	0.75
CBG	0.04	0.16	4.80	0.02
THCA	0.03	0.12	3.60	0.01
CBC	0.02	0.08	2.40	0.01
CBN	0.02	0.08	2.40	0.01
THCV	0.01	0.04	1.20	.004
CBGA	0.01	0.04	1.20	.004

TERPENES

α -Pinene, β -Myrcene, β -Pinene,
 δ -3-Carene, α -Terpinene,
 δ -Limonene, γ -Terpinene,
Linalool, β -Caryophyllene,
 α -Humulene, β -Ocimene,
Guaiaol, Nerolidol 2, Camphene,
Ocimene, Nerolidol 1

STRAIN
LA KUSH CAKE

INCLUDES MULTIPLE SERVINGS

SERVING SIZE - .25 ML
TOTAL SERVINGS - 120

Best by 7-5-23 Batch HTS10
Created 1-5-22 Tested 1-10-22

PRODUCED BY HOWL'S AT BASE
LICENSE #RMD-445
7 CAMPANELLI DR
FREETOWN, MA 02702
774-305-4749

INFO@COMETOBASK.COM
WWW.COMETOBASK.COM

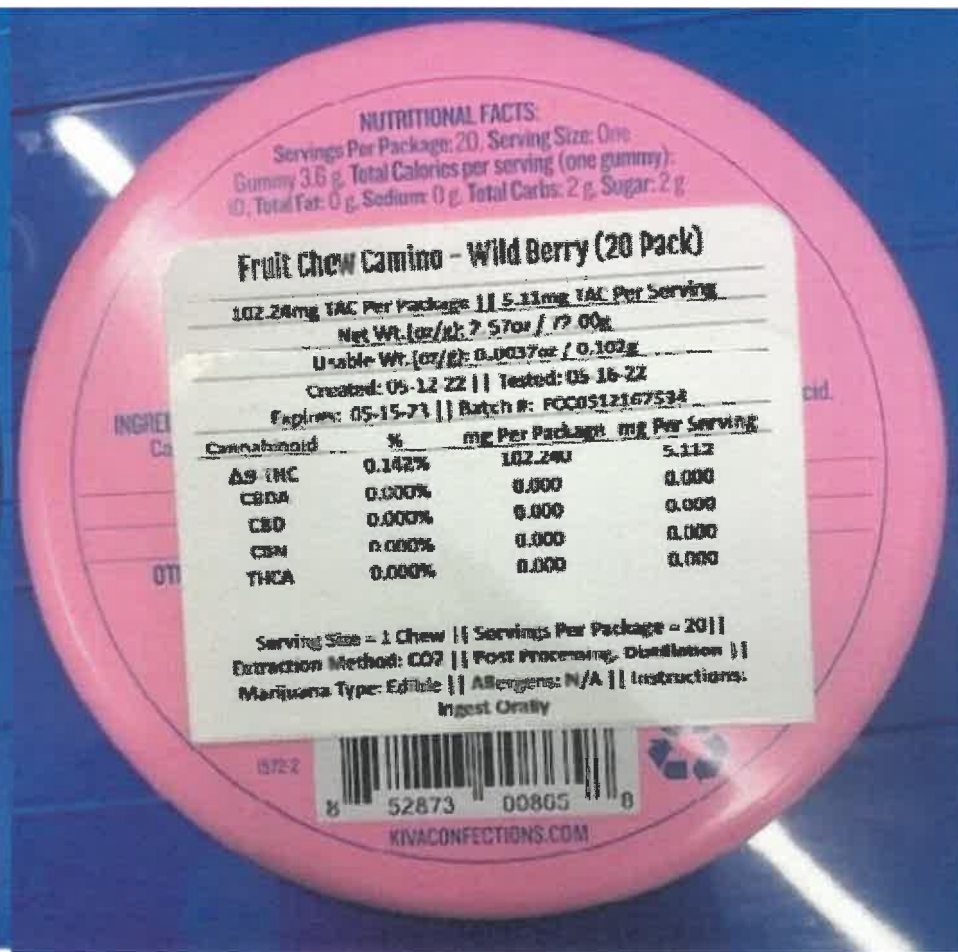
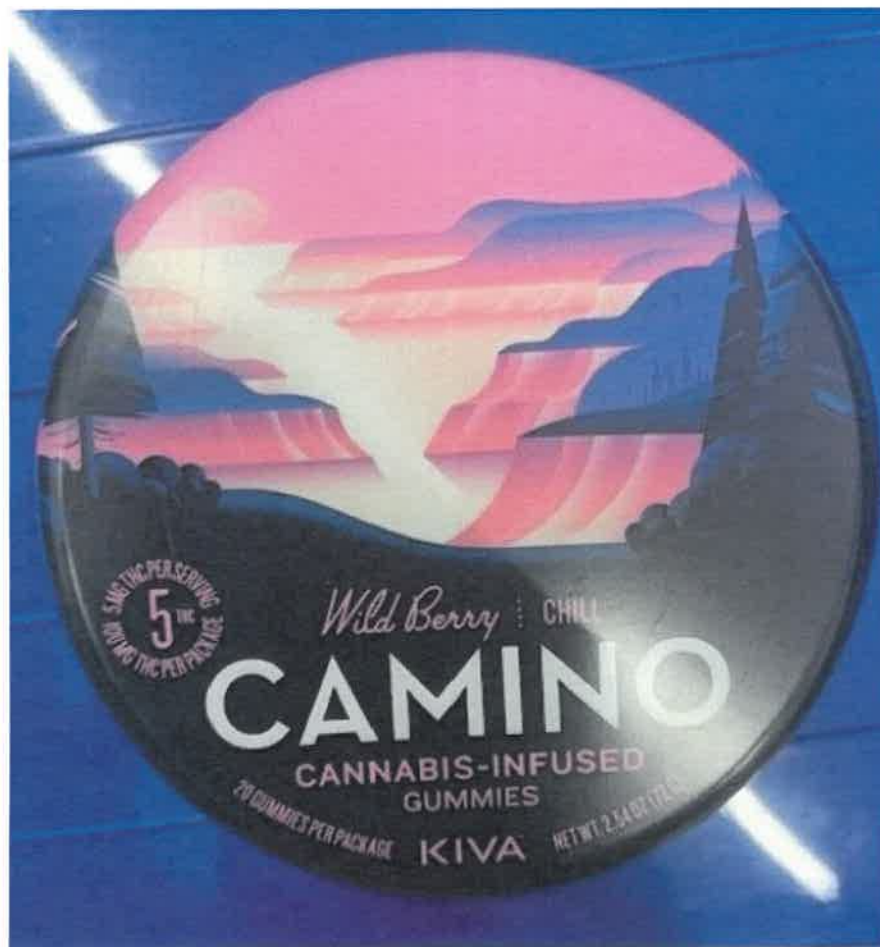
This product has been tested for
contaminants with no adverse findings
Made in a facility that processes
milk, peanuts, tree nuts
Type of marijuana used: flower & kief

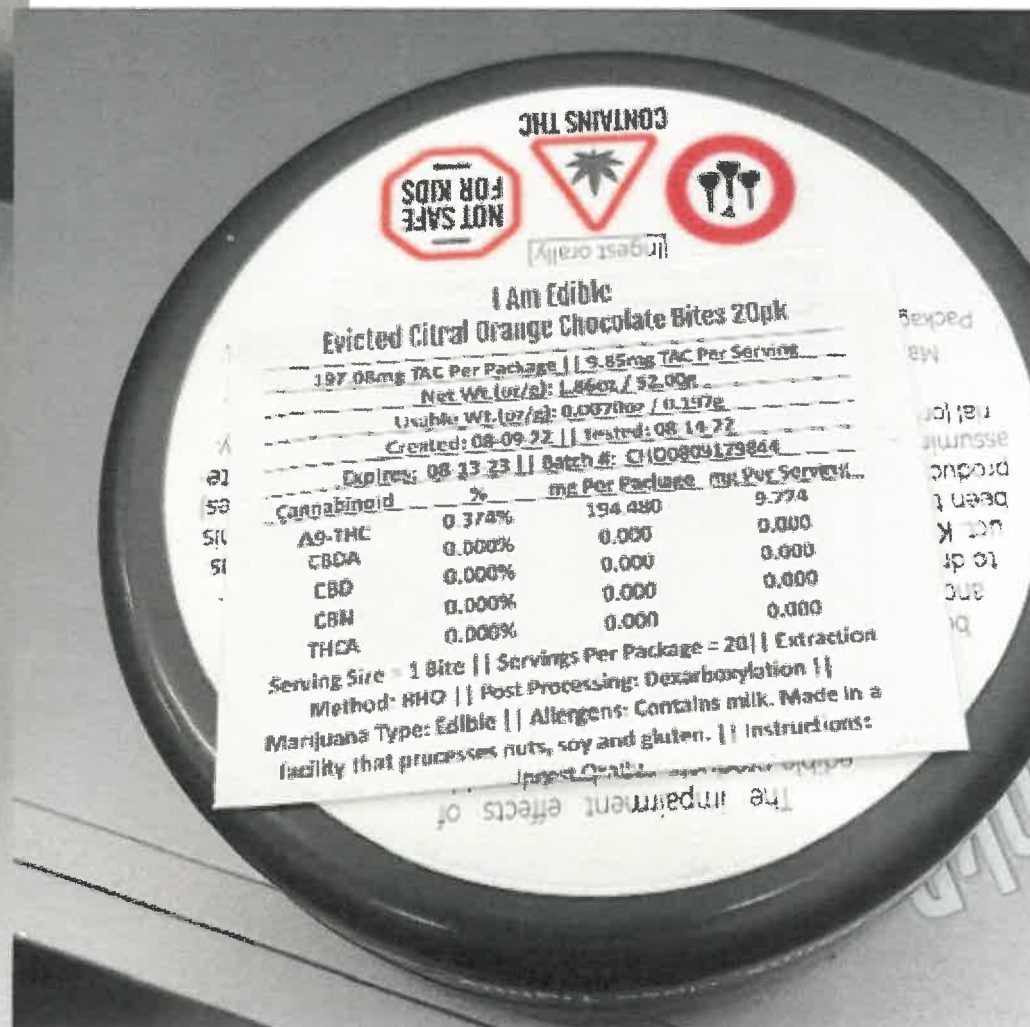


SIMPLE
CONSISTENT

PURE

MADE WITH
WHOLE PLANT
INFUSION





MINDY'S
—CHEF LED ARTISANAL EDIBLES—

Freshly Picked Berries

PER GUMMY **5 MG THC**

GUMMIES
20 PIECES
VEGAN • NON-GMO

100mg THC per Package • 2.2oz (62g) • INCLUDES MULTIPLE SERVINGS

Store in a cool, dry place.

DIRECTIONS: Take one gummy.

INGREDIENTS: Sugar, Tapioca Syrup, Contains 2% or Less of: Pectin, Potassium Citrate, Citric Acid, Natural Flavor, Malic Acid, Fruit and Vegetable Juice for Color, Cannabis Oil. **NUTRITION FACTS:** Serving Size: 1 piece (3.1g). Servings Per Container: 20. Amount Per Serving: Calories 10, Total Fat 0g (0%dv), Sodium 0mg (0%dv), Carbohydrates 2g (1%dv), Sugars 2g.

For more info, go to www.MindysEdibles.com.

MTG: 07/08/22 EXP: 07/08/23 BATCH ID: EDA-28228 This product was tested for contaminants in product has been evaluated for environmental contamination with no adverse findings on 07/18/22 (number) assuming that no more than 10 grams (0.35 ounces) of finished glass material (or the equivalent amount of concentrate) will be consumed per day. Butane and/or ethanol extraction.

MTG By: Cresco HHH LLC dba Sunny-side
MTC686-P MP281361

20 servings 8.43 mg per serving

The impairment effects of edible products may be delayed by two hours or more. This product has not been analyzed or approved by the FDA. There is limited information on the side effects of using this product, and there may be associated health risks. Marijuana use during pregnancy and breastfeeding may pose potential harms. It is against the law to drive or operate machinery when under the influence of this product.

KEEP THIS PRODUCT
AWAY FROM CHILDREN.
Butane Extracted Distillate.



Cresco HHH, LLC RMD686 MP281361
1-833-273-7261 | West St. Fall River, MA 02720
feedback@crescolabs.com
www.crescolabs.com



**Board of Health
Town of Needham
AGENDA FACT SHEET**



**MEETING DATE:
Thursday October 13, 2022**

Agenda Item	Proposed Sira Naturals Labels for Wicked Sour Fruit Bites
Presenter(s)	Tara Gurge, Assistant Director of Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Discussion about the changes made to the Wicked Sour Fruit Bites labels.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	A vote is required, and the proposed labels must be approved by the Board of Health.
3.	BACK UP INFORMATION:
	- See example of previous Wicked Sour Watermelon Gummies label that was proposed by Sira Naturals on March 2, 2020. (BOH thought that this packaging may attract kids, since it looked like a bubble gum candy wrapper.) - See copy of the revised BOH approved Wicked Sour Watermelon label that was issued on March 12, 2020, where we also required them to add a 'Medical Marijuana' sticker to the packaging, per BOH regulation requirements. - See recent email from Sira Naturals dated Sept. 20, 2022, along with samples of current Wicked Fruit Bite labels for BOH review. (Again, these proposed labels are in bright, vivid colors that may attract kids.)

Tara Gurge

From: Cynthia Miller <cynthia.miller@ayrwellness.com>
Sent: Tuesday, September 20, 2022 12:35 PM
To: Ally Littlefield
Cc: Tara Gurge; Richard Parsons; Dwan Packnett; Gretchen McCarthy
Subject: New Packaging for Gummies
Attachments: Wicked Clinical Needham.pdf

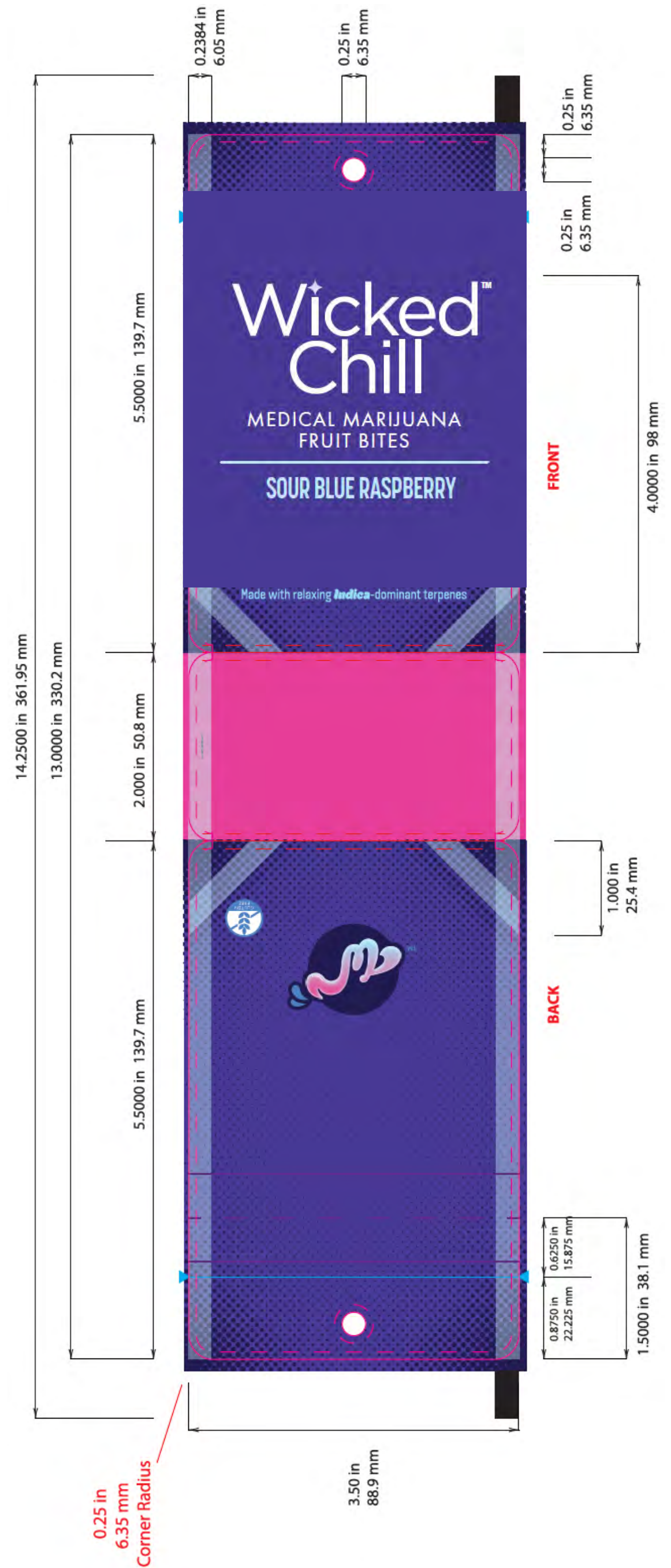
Hello Ally and Tara,

I am reaching out because our packaging for gummies has changed and want to be sure we are in compliance with Needham board of health. The gummies will no longer be in drams but in mylar bags. The labels attached will be put over existing design on the packaging. Please let me know your thoughts.

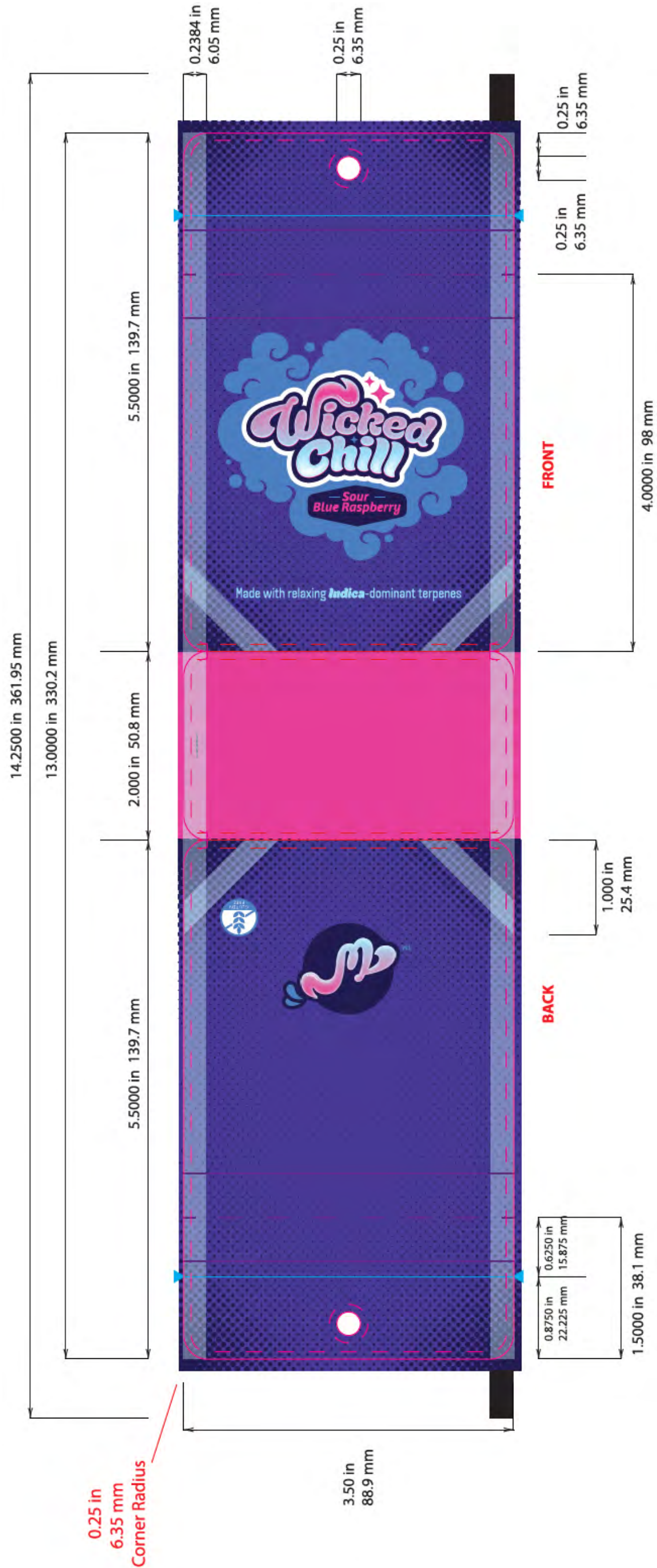
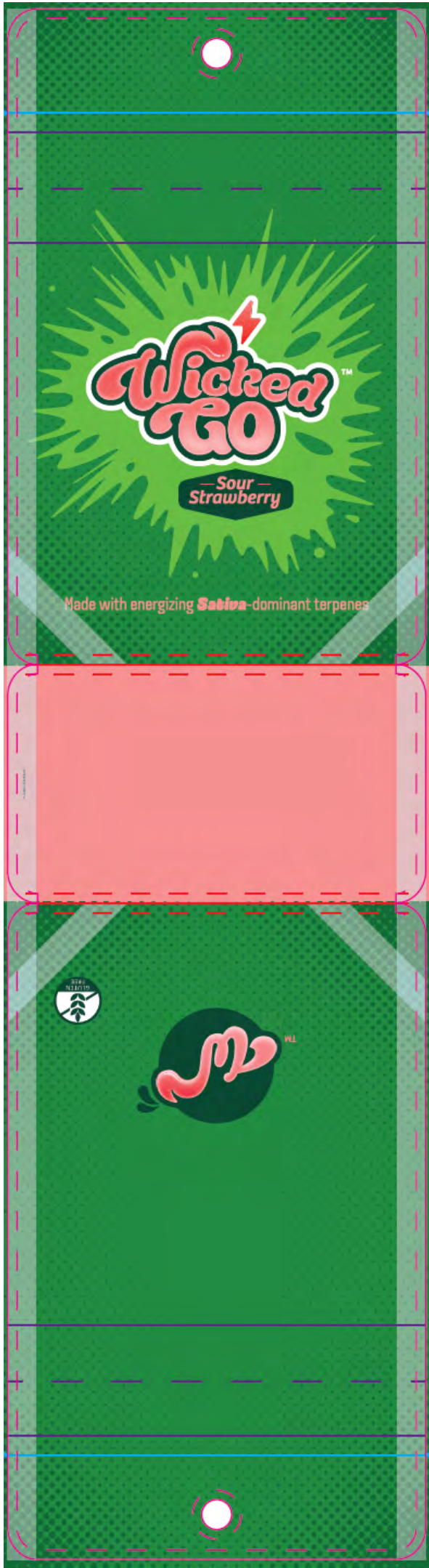
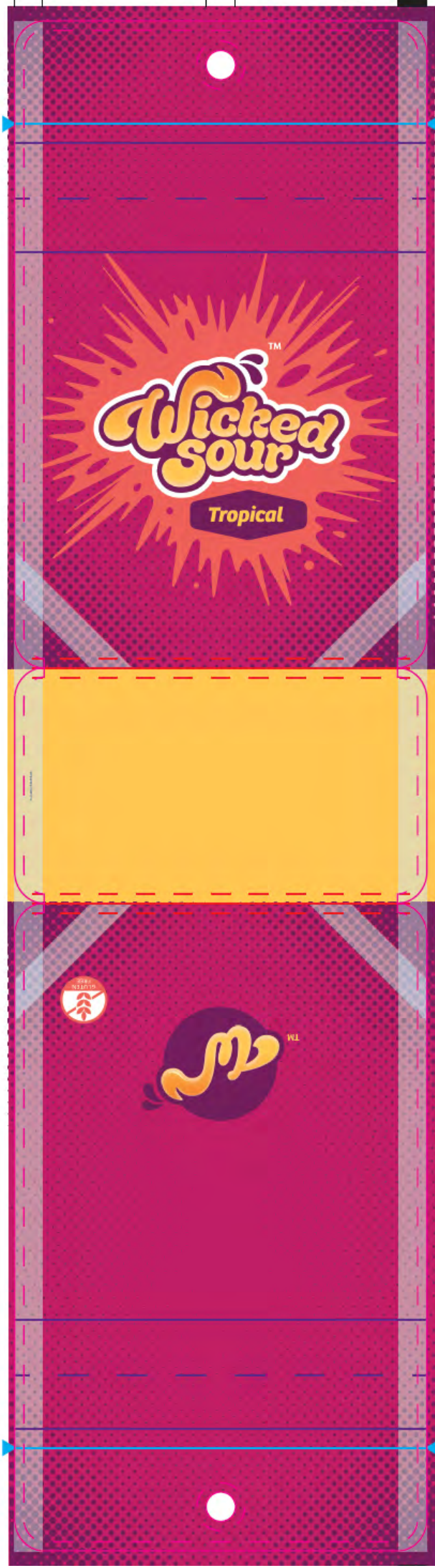
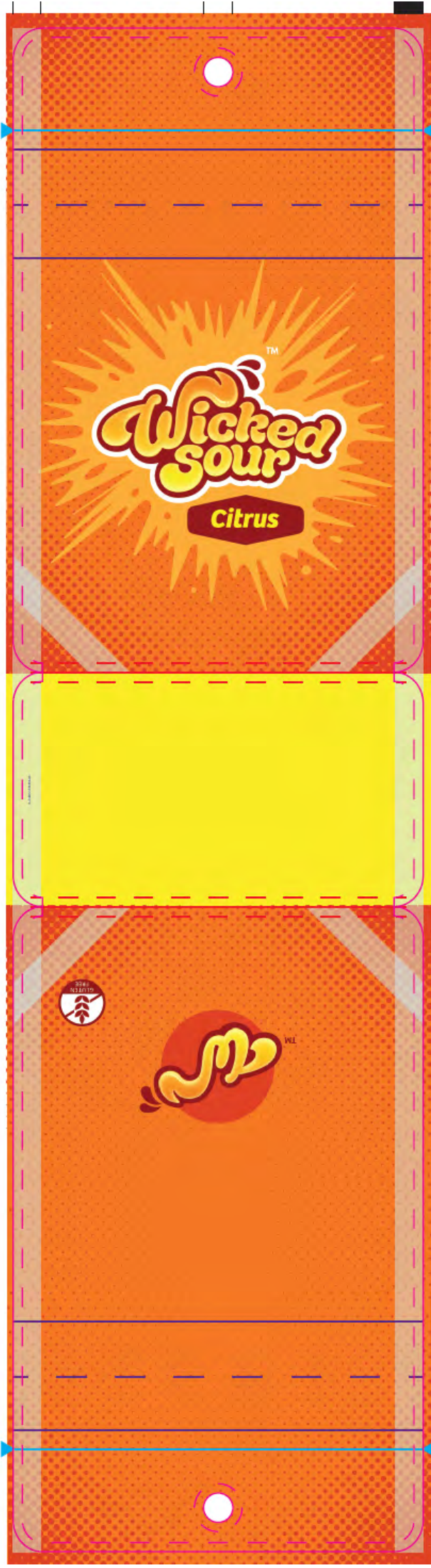
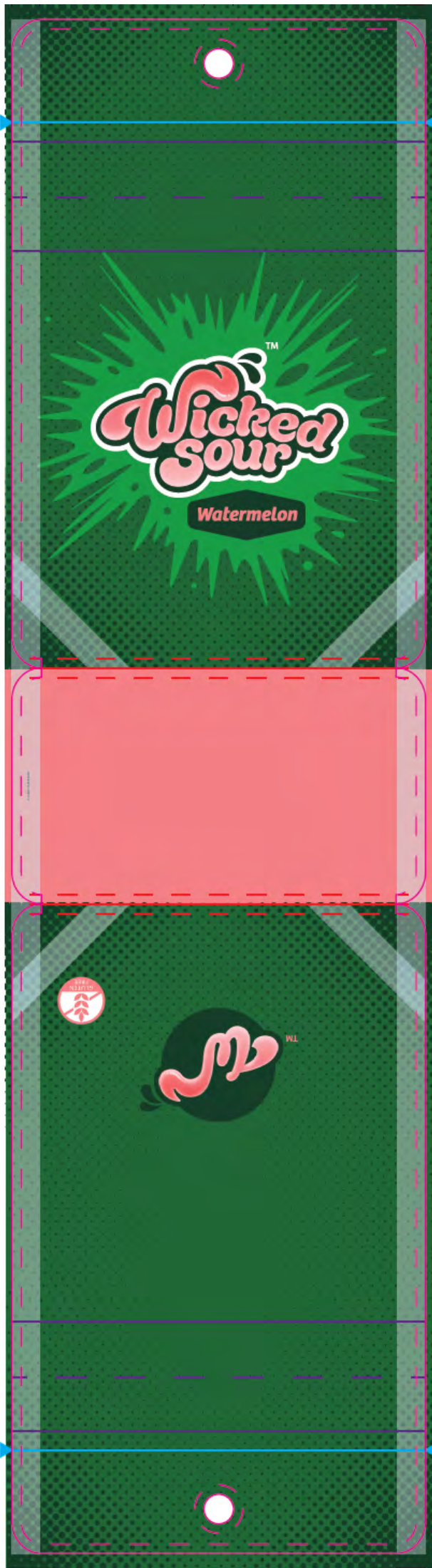
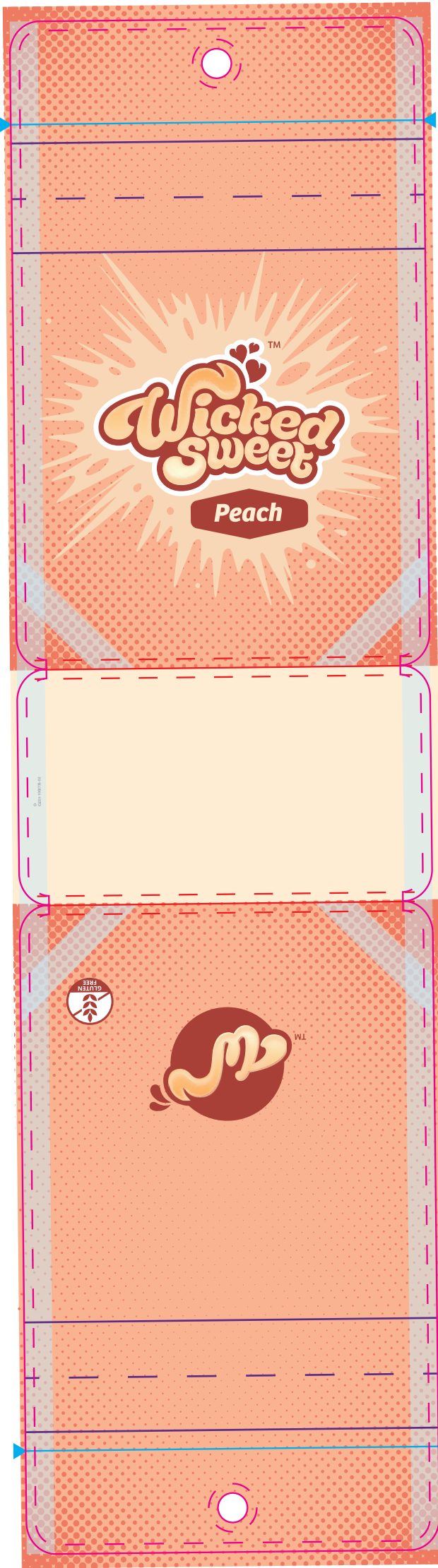
Very Respectfully,

Cindy Miller | Production Compliance Manager | Sira Naturals, Inc.
9 Industrial Rd., Milford, MA 01757
M: (401)447-4634
O: (508)-422-0145 ext.188





Produced By: Sira Naturals, INC.
MP28T303 / 866.420.SIRA
naturals.org / Info@SiraNaturals.org



Sour Watermelon
Medical Marijuana
25mg gummies

	mg/serv	mg/pack
THCA:	00.00	00.00 00.00
Δ9-THC:	00.00	00.00 00.00
CBDA:	00.00	00.00 00.00
CBD:	00.00	00.00 00.00

Serving Size of Active THC:
Directions: Start Low, Go Slow.
Net Weight: 1.83 oz (52.00g)
Type of Marijuana: Extract
Processing Type: Ethanol (EHO)

Created On: 00/00/00 Tested On: 00/00/00 Use By: 00/00/00

CERTIFIED LAB TESTED **NOT SAFE FOR KIDS** **CONTAINS THC**

This product was tested for contaminants and there were no adverse findings. This product has been evaluated for environmental contamination (impurities) assuming that no more than 10 grams (0.35 ounces) of finished plant material (or the equivalent amount of concentrate) will be consumed per day. The impairment effects of this product may be delayed by two hours or more. This product has not been analyzed or approved by the FDA. There is limited information on the side effects of using this product and there may be associated health risks. Marijuana use during pregnancy and breast-feeding may pose potential harms. It is against the law to drive or operate machinery when under the influence of this product. KEEP THIS PRODUCT AWAY FROM CHILDREN. This product has been evaluated for impurities based on oral consumption only. DO NOT INHALE THIS PRODUCT. MANUFACTURED IN A FACILITY THAT PROCESSES NUTS AND TREE NUTS. Shelf Stable.

INCLUDES MULTIPLE SERVINGS
BATCH #:
BARCODE:

Produced By: Sira Naturals, INC.
MP 281303 / 866.420.5194
SiraNaturals.org / info@siranaturals.org

This product was tested for contaminants and there were no adverse findings. This product has been evaluated for environmental contamination (impurities) assuming that no more than 10 grams (0.35 ounces) of finished plant material (or the equivalent amount of concentrate) will be consumed per day. The impairment effects of edible products may be delayed by two hours or more. This product has not been analyzed or approved by the FDA. There is limited information on the side effects of using this product, and there may be associated health risks. Marijuana use during pregnancy and breast-feeding may pose potential harms. It is against the law to drive or operate machinery when under the influence of this product. **KEEP THIS PRODUCT AWAY FROM CHILDREN.** This product has been evaluated for impurities based on oral consumption only. **DO NOT INHALE THIS PRODUCT.** **MANUFACTURED IN A FACILITY THAT PROCESSES NUTS AND TREE NUTS.** Shelf Stable.

DIRECTIONS: Start Low, Go Slow.
Amount of Marijuana Per Package: 0.024 oz
Net Weight: 56.00g (1.97 oz)
Type of Marijuana: Concentrate
Processing Type: Ethanol (EHO)

Produced by: Sira Naturals INC.
13 Commercial Way Milford, MA 01757
info@siranaturals.org • SiraNaturals.org
MP281303/ #010 • 866.420.SIRA

Amount Per Serving:		Amount Per Package:	
THCA:	mg	mg	%
Δ9-THC:	mg	mg	%
CBDA:	mg	mg	%
CBD:	mg	mg	%

Serving Size of Active THC:

Created On: Use By: Tested On:

WICKED SOUR

GUMMIES

Sour Watermelon

NOT SAFE
FOR KIDS



CONTAINS THC

CERTIFIED
LAB TESTED

Nutrition Facts

Servings: 20, Serv. size:
1 Piece (2.80 g)

Amount per serving:

Calories 10, Total Fat
0g, Sodium 0mg, Total
Carbohydrate 2g,
Sugars 2g

Ingredients: Sugar,
Glucose Syrup, Water,
Gelatin, Malic Acid,
Artificial Flavor
(Contains FD&C Red 3,
Red 40), Cannabis Oil
GLUTEN FREE

INCLUDES MULTIPLE SERVINGS.

This product was tested for contaminants and there were no adverse findings. This product has been evaluated for environmental contamination (impurities) assuming that no more than 10 grams (0.35 ounces) of finished plant material (or the equivalent amount of concentrate) will be consumed per day. The impairment effects of edible products may be delayed by two hours or more. This product has not been analyzed or approved by the FDA. There is limited information on the side effects of using this product, and there may be associated health risks. Marijuana use during pregnancy and breast-feeding may pose potential harms. It is against the law to drive or operate machinery when under the influence of this product. **KEEP THIS PRODUCT AWAY FROM CHILDREN.** This product has been evaluated for impurities based on oral consumption only. **DO NOT INHALE THIS PRODUCT.** **MANUFACTURED IN A FACILITY THAT PROCESSES NUTS AND TREE NUTS.** Shelf Stable.

DIRECTIONS: Start Low. Go Slow.

Amount of Marijuana Per Package: 0.024 oz

Net Weight: 52.00g (1.83 oz)

Type of Marijuana: Concentrate

Processing Type: Ethanol (EHO)

	Amount Per Serving:	Amount Per Package:
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THCA:	mg	mg	%
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Δ9-THC:	mg	mg	%
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CBDA:	mg	mg	%
-------	----	----	---

CBD:	mg	mg	%
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Serving Size of Active THC:

Created On: Use By: Tested On:

Wicked Gour

WATERMELON
GUMMIES



Nutrition Facts

Servings: 20, Serv. size:
1 Piece (2.60 g)

Amount per serving:

Calories 10, Total Fat
0g, Sodium 0mg, Total
Carbohydrate 2g,
Sugars 2g

Ingredients: Sugar,
Glucose Syrup, Water,
Gelatin, Malic Acid,
Artificial Flavor
(Contains FD&C Red 3,
Red 40), Cannabis Oil
GLUTEN FREE

Produced by: Sira Naturals INC.
MP281303/ #010 • 866.420.SIRA
13 Commercial Way Milford, MA 01757
info@SiraNaturals.org • SiraNaturals.org

INCLUDES MULTIPLE SERVINGS.



**Board of Health
Town of Needham
AGENDA FACT SHEET**



**MEETING DATE:
Tuesday November 22, 2022**

Agenda Item	Off-Street Drainage Bond Release Request for Hutter Ridge Road (1135 Webster St.) Subdivision – Lots 1 – 7.
Presenter(s)	Tara Gurge, Assistant Director of Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Discussion about the release of all the off-street drainage bonds for subdivision lots 1 – 7.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	A vote is required. Here is the proposed vote: 'The Board of Health has approved the off-street drainage bond release request for all seven lots in the Hutter Ridge Road Subdivision, which is a total amount of \$24,500, or \$3,500 for each lot.'
3.	BACK UP INFORMATION:
	- Public Health Division Memo issued to Planning Board noting off-street drainage bond requirements including monies to be set aside for each subdivision lot to be built for 1135 Webster Street subdivision, dated June 6, 2013. - Copy of email from builder with the release request, addressed to Planning Board, dated May 20, 2022. - Copy of letter from Planning Board, with total amount of bond money to be released, dated May 23, 2022. - Copy of Memo to Planning Board with next steps to be taken by the builder in order to start the process for the release the requested bond monies, dated May 31, 2022. - Copy of Memo to builder, dated June 1, 2022. - Sample builder's letter addressed to homeowner and copy of signed certified mail card, dated Aug. 23, 2022. (Submitted for all lots.)



August 23, 2022

Via Certified Mail#: 70481830000183325707

Return Receipt Requested

Jeff Doran
39 Hutter Ridge Road
Needham, MA 02492

Re: Request for the release of off-street drainage bonds at Hutter Ridge Road Subdivision

Dear Mr. Doran,

Petrini Corporation has submitted a request to the Needham Board of Health for the release of \$24,500 of the off-street Drainage Bonds that were issued for the following lots/addresses in the Hutter Ridge Subdivision:

Lot #	Address	Amount of Bond
Lot 1	10 Hutter Ridge Road	\$3,500
Lot 2	26 Hutter Ridge Road	\$3,500
Lot 3	40 Hutter Ridge Road	\$3,500
Lot 4	44 Hutter Ridge Road	\$3,500
Lot 5	50 Hutter Ridge Road	\$3,500
Lot 6	39 Hutter Ridge Road	\$3,500
Lot 7	25 Hutter Ridge Road	\$3,500

The Board of Health sets an off-street drainage bond to ensure that the grading on homes in new subdivisions substantially conforms to the approved subdivision plan and that there is no ponding or severe erosion within the limits of construction.

Please notify the Needham Health Department in writing at 178 Rosemary St., Needham, MA 02494 or call (781) 455-7940; Ext. 211 or email Tara Gurge at Tgurge@needhamma.gov, within 14 days of receipt of this notice if you have any objections to the release of these funds. Also, please contact the Health Department if you have any questions concerning the process for releasing this bond.

Sincerely,

Gregory L. Petrini

Cc: Needham Public Health Division

PETRINI
CORPORATION

187
ROSEMARY
STREET

NEEDHAM
MASSACHUSETTS
02494

TEL: 781.444.1963
FAX: 781.444.5593

WWW.PETRINICORP.COM

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Jeff Doran
39 Hutter Ridge Rd
Needham MA 02492



9590 9402 4848 9032 2233 24

2. Article Number (Transfer from service label)

7018 1830 0001 8332 5707

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

- ☐ Agent
- ☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☒ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt



Needham Public Health Division

178 Rosemary St., Needham, MA 02494
www.needhamma.gov/health

781-455-7940 ext. 504
781-455-7922 (fax)



Memo

To: Natalie Melanson, Petrini Corporation
From: Tara Gurge, Public Health Division
CC: Lee Newman, Planning Board Director
Alex Clee, Assistant Town Planner
Date: June 1, 2022
Re: Surety – Hutter Ridge Road (1135 Webster Street) Definitive Subdivision
Request to release of off-street drainage bonds for Lots 1 - 7

The Public Health Division has received a notification from the Planning Board that you are currently seeking a release in the performance off-street drainage bonds for the lots noted above for the Hutter Ridge Road Subdivision (1135 Webster Street.) We understand that the Town is currently holding a surety bond of \$24,500.00 for off-street drainage at this time. The surety amount for each lot was set at \$3,500.00.

The Public Health Division requires that the following information be submitted prior to accepting the request for the release of the off-street drainage bond for each lot:

- 1.) Please provide the Public Health Division with the owners' contact information, i.e., phone/email, for these lots, along with the abutting lot owners contact information (e.g. Phone #'s and email addresses), if applicable. (Received names and phone numbers.)
- 2.) Please notify, via certified mail/return receipt requested, all owners and abutters of your release of surety request to determine if any water drainage and/or erosion concerns exist (see enclosed sample draft letter that can be used.) Please also copy the Public Health Division on your letters. The Health Division must receive copies of each signed certified mail green card for our file.

Please note that the Public Health Division will need to contact each lot owner, and be granted permission to access their properties, in order to allow staff to conduct the required site visits at each lot to verify that no off-street water pooling or erosion issues exist prior to the release of this surety.

Please contact me, at the Public Health Division, if you have any additional questions on these requirements at (781) 455-7940; Ext. 211 or via email at: Tgurge@needhamma.gov.

Attachment:

- Draft Bond Release Letter



Needham Public Health Division

178 Rosemary St., Needham, MA 02494
www.needhamma.gov/health

781-455-7940 ext. 504
781-455-7922 (fax)



Memo

To: Lee Newman, Planning Department

From: Tara Gurge, Public Health Division *TG*

Date: 5/31/2022

Re: Surety – Hutter **Ridge Road** – Definitive Subdivision Release of Off-Street Drainage Bonds for Lots 1-7

The Public Health Division has received a request from the Planning Board that Natalie Melanson, from Petrini Corporation, on behalf of the builder, is seeking a release in the performance bond for the lots stated above for the Hutter **Ridge Road** Subdivision (1135 Webster Street.) We understand that the Town is currently holding \$24,500.00 for off-street drainage at this time (the surety amount for each lot was set at \$3,500.00).

The Public Health Division requires that the following information be submitted prior to accepting the request for the release of these off-street drainage bonds:

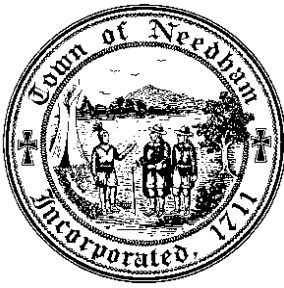
- 1.) Please provide to the Health Division a list giving the number of total occupied lots/units and their locations including the street addresses for each lot. We must also receive the owners' names and contact information (Phone #/Emails) for these new lots, along with the abutting lot owners if applicable.
- 2.) Please have the builder notify, via certified mail, all owners and abutters of their release of surety request to determine if any water drainage and/or erosion concerns exist (see enclosed sample draft letter that can be used.) The Health Division must receive copies of each signed certified mail green card for our file.

Please note, that the Public Health Division will need to conduct site visits at each lot to verify that no off-street water pooling or erosion issues exist prior to the release of these off-street drainage bonds.

Please call the Health Division if you have any additional questions on these requirements at (781) 455-7940; Ext. 211.

Encl.: Draft Bond Release Letter

cc: Timothy McDonald, Director of Health and Human Services Dept.
Ally Littlefield, Health Agent



PLANNING & COMMUNITY DEVELOPMENT
PLANNING DIVISION

Memorandum

TO: Tara Gurge - Assistant Director, Health Department

FROM: Planning Department 

DATE: May 23, 2022

SUBJECT: Surety – Hutter Ridge Road, Needham, MA (1135 Webster Street)
Release of Off-Street Drainage Bond for Lots 1-7

The Town of Needham currently holds \$34,500.000 to secure the completion of the 1135 Webster Street subdivision, now Hutter Ridge Road. This amount includes \$10,000.00 to be held for roadway improvements in accordance with the recommendations of the Needham Public Works Department for roadway maintenance pending street acceptance and \$24,500.00 to be held for off-street drainage in accordance with the recommendations of the Board of Health. The off-street drainage surety is being held for Lots 1-7, inclusive.

A written request has been received from Natalie Melanson, Petrini Corporation, seeking the release of the off-street drainage bond for Lots 1-7 as shown on the above-named subdivision plan. The surety amount for each lot is set at \$3,500.00. Ms. Melanson has requested a release of \$24,500.00 from the off-street drainage bond at this time. Please provide the Planning Board with a recommendation as to the release of the above described off-street drainage surety. The Board has scheduled this item for action at its meeting of Tuesday, June 21, 2022 and would appreciate receiving your comments prior to that date, or whatever subsequent date that is possible.

I have attached a copy of Ms. Melanson's request, along with the provided abutter information, dated May 20, 2022.

Thank you for your attention to this matter.

cc: Carys Lustig, DPW Director
Tom Ryder, Town Engineer
Southfield Associates

From: [Natalie Melanson](#)
To: [Alexandra Clee](#)
Subject: Off Street Drainage Bond Request for Hutter Ridge Road
Date: Friday, May 20, 2022 1:39:24 PM
Attachments: [HRR Abutters List.xls](#)

Hi Alexandra,

Petrini Corp. would like to begin the process to request the release of the off street drainage bond being held for Hutter Ridge Road. Attached is a list of the homeowners on Hutter Ridge as well as the owners of the properties abutting each lot on HRR.

Please let me know if you need any further information from us at this time to begin this process.

Thank you,

Natalie

Natalie Melanson



PETRINI CORPORATION

Est. 1945

187 Rosemary Street - Needham - MA - 02494

(781) 444-1963

nm@petrinicorp.com

This email is intended for the person(s) to whom it is addressed and may contain information which is PRIVILEGED or CONFIDENTIAL. Any unauthorized use, distribution, copying or disclosure by any person other than the addressee(s) is strictly prohibited. If you have received this email in error, please notify the sender immediately and dispose of this email and any attachments.



Needham Public Health Department

1471 Highland Avenue, Needham, MA 02492
www.needhamma.gov/health

781-455-7500 ext. 511
781-455-0892 (fax)



Memo

To: Lee Newman, Planning Board
From: Tara Gurge, Health Department 
Date: June 6, 2013
Re: Definitive Subdivision Plans for 1135 Webster Street

This memo is in reference to the proposed subdivision of land located at #1135 Webster Street in Needham. An application was submitted by Roy Cramer on behalf of his client, Southfield Associates, a Massachusetts general partnership, c/o of Petrini Corporation, 187 Rosemary Street in Needham. We received plans dated May 24, 2013 stamped by Steven M. Horsfall, Professional Land Surveyor and David Kelly, Registered Professional Engineer, with Kelly Engineering Group, Inc. The proposed subdivision would create seven (7) new lots (1-7). All lots will be serviced by municipal water and sewer.

As part of our approval, the following requirements will need to be met:

- 1) A 'Notification of Demolition' form must be submitted to the Health Department for review and approval for the home and detached garage to be raised;
- 2) Existing in-ground pool must be properly crushed and filled with sand to prevent the risk of becoming a public safety hazard (NOTE: An abandonment form must be submitted along with your Notification of Demolition form).

The following off-street drainage requirements are also indicated:

- 3) Lots should be graded to the limits of construction as to have no standing water or otherwise create a public health nuisance;
- 4) Grading shall not improperly shed or illegally increase drainage onto adjacent properties;
- 5) All subsequent developers or builders should be notified of the off street drainage requirements;
- 6) If there are difficult or unusual conditions as determined in the field from the approved grading plan, or other circumstances or objections received from abutters, the Board of Health may require an as-built plan;
- 7) Following the Board of Health off-street drainage guidelines, a drainage surety of \$3,500 should be set for each of the seven lots or \$24,500 for the seven-lot subdivision.

Please feel free to contact the Health Department office if you have any additional questions or concerns.

cc: Janice Berns, Director
Roy Cramer, Applicant



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Management

Date: October 2022

Staff member: Michael Lethin

Activities and Accomplishments

Activity	Notes
Active Shooter Preparedness	Ongoing exercise planning meetings with Babson College Public Safety and Mass Maritime students to develop an active shooter tabletop exercise to take place in Spring 2023.
Emergency Operations Center Training	Four Emergency Operations Center Staff attending an EOC/Incident Command System Integration Training hosted by MEMA at the Needham Public Safety Building.
Training	Michael Lethin attended the Basic Emergency Operations Center Course hosted by MEMA at the Southborough Public Safety Building. This class is a requirement for the new Massachusetts Professional Emergency Manager recognition program.
Grants	Application for the annual Emergency Management Performance Grant has been developed. Awaiting additional inputs from other Town departments before submission to MEMA. Needham is eligible for \$8,500.
MEMA Training Partnership	MEMA held four days of regional training at the Needham Public Safety Building's EOC/Training Room. This is the first time MEMA has used this training space. This partnership allows MEMA to utilize a centrally located, state of the art training facility, and allows Needham employees and volunteers priority for critical training courses.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Preparedness

Month: October 2022

Staff members: Tiffany Zike & Taleb Abdelrahim

Activities and Accomplishments:

Activity	Notes
MRC	Ongoing work on: • Pending MRC membership. We have 43 current status in MA Responds system is "Pending" • Renewing some volunteer badges, which are expiring soon • Coordinate & assist nurse unit with vaccination clinic tasks
Accreditation	• Continue working on D2- S2.2 - Prepare for and respond to emergencies' documents to make sure they are set up correctly.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Substance Use Prevention MassCALL3 grant Dedham- Needham- Walpole- Westwood

Date: October 2022

Staff member: Carol Read

Activities and Accomplishments- Meetings and trainings attended through virtual platforms TEAMS- Zoom- FaceTime unless otherwise noted.

Activity	Notes
Mass. Department of Public Health- Local Boards of Health Interagency COVID-19 10/11 10/25 Dr. Sam Wong, Phyllis Williams-Thompson, Erica Piedade, Amy Berube-Rivera-Michael Coughlin, Office of Local and Regional Health Dr. Catherine Brown, Glynnis LaRosa, Laurie Courtney, Bureau of Infectious Disease and Laboratory Sciences Donna Quinn, Office of Preparedness and Emergency Management Deirdre Calvert, Brittini Reilly Bureau of Substance Addiction Services, DPH Gillian Feiner, Attorney General's Office Anne Marie Stronach and Anne Gilligan, Department of Elementary and Secondary Education Cheryl Sbarra, JD MAHB	Bi-monthly webinar. Interagency panel representing all state agency service providers. Programs, services, resources & data related COVID-19 response. Updates: COLOR system- Flu/COVID data & boosters Opioid Litigation Harm Reduction Resources Municipal considerations Community Needle/Syringe Disposal Housing Code Changes New arrivals Ukraine: TB screening Registered Sanitarian/Certified Health Officer transition OLRH Capacity Assessment project Mass in Motion Disability grant \$12,000 per community.
MassCALL3 Prevention Partners- 10/05 Call EDC FY23 Evaluation contract- Town of Needham Scope of Work- price quote (youth survey project and evaluation \$47,5000) contract	Contract review: Jessica Goldberg, MPH, Prevention Solutions EDC. Program goals and data analysis timeline- evaluation report - strategic planning. November 17 th return
MassCALL3 grant- EIM Virtual Gateway 10/6 Lisa McDonough, Town Accountant. August MassCALL3 reimbursement.	Review YTD spending, new FY23 budget contract: \$250,000. September invoice submission, reimbursement.
Needham Public Health- SPAN prevention 10/12 <i>In person</i> quarterly coalition meeting, Karen Shannon, CPS Director. Monica DeWinter, MPH STOP Act grant Project Coordinator. Angela McDonald, Project Coordinator. <i>Fall into The Data</i>	Agenda: 2021 Needham MetroWest Adolescent Health Survey data presentation. Lead partner remarks: Tim McDonald, Health & Human Services Director - Superintendent Dan Gutekanst, Needham Public Schools. Breakout session discussions- Strategic Planning next steps.
Ben Spooner, CPS- MassCALL3 Technical Assistance, Center for Strategic Prevention Support (CSPS) 10/13 10/20 10/24 Shari Kessel Schneider, MPH, EDC- 10/13 10/19 10/24 MetroWest Adolescent Health Survey- Project Director.	Strategic planning BSAS Site visit FY23 contracts Scope of Work DEI & Evaluation Data collection processes (qualitative- quantitative) Walpole & Westwood youth risk behavior surveys grades 6-8 9-12- Project scope, question set, timeline and contract cost. Online administration, fall 2022- English, Spanish and Portuguese.



NEEDHAM PUBLIC HEALTH DIVISION



Representative Denise Garlick, RN 13th Norfolk 10/18 Needham- Dover – Medfield	Review: Resident SMI and Homelessness supports, DMH Emergency Services expansion- Public Health Excellence grants
Needham Public Health Division (NPHD) Staff Meeting- 10/11 Timothy McDonald, Health & Human Services Director, Assistant Public Health Directors: Tiffany Zike, RN, MPH & Tara Gurge, MPH, RS.	Staff program sharing- status on specific project progress including accreditation, resident support, environmental health, epidemiology projects, nursing, prevention and BOH goals. Flu and COVID-19 data. Next meeting: November 15 th
Needham Health & Human Services meeting- 10/11 In person Tim McDonald, Director Opioid Litigation program planning. Sara Shine, Director Youth & Family Services- Tiffany Zike, Assistant Public Health Director. State funds in hand October 2022 extend 2022-July 2036	Agenda: Town of Needham YTD opioid litigation funds received- AG Healy – MDPH Mass. Abatement Terms State Use of Abatement Funds (managed EOHHS and 20-person Commission) Municipal Use of Abatement Funds - Treatment- Recovery- Harm Reduction- Connection of Care)
Boston University School of Public Health- Student mentor program- 10/3 10/17 10/19 10/24 10/31 Marcella Lampoon, MPH Candidate. At the request of David Jernigan, PhD, Boston University School of Public Health.	BUSPH Health, Policy and Law curriculum - Context on local, state and national policy advocacy on behalf of: Mass. Alcohol Policy Coalition. Massachusetts Alcohol Status Report written by David Jernigan- Introduction- December 6 th MA State House.
Needham Board of Health – 10/13 In person Tim McDonald, Director Health & Human Services, Tiffany Zike, RN, MPH Assistant Public Health Director and Tara Gurge, MPH, Assistant Public Health Director. Diana Acosta, MPH Manager PHE Shared Services grants, Dover and Medfield. Staff Reports COVID-19 – Flu Updates.	Agenda: OLRH State Capacity Assessment Healthy Needham Presentation Review Draft Food Policy- Standard 6 FDA Voluntary National Retail Food Regulatory Program Standards Sira Naturals RMD Label Review Other Updates: Pest Control Court-Appointed Receiver Program Claxton Field Next Meeting: November 22 nd 9:00am
Mass. Association of Health Boards (MAHB) 2022 Certificate program 10/13 Virtual training. Cheryl Sbarra, JD, Executive Director Michael Hugo, JD (Certificate program 3 hours) 2022 Session Theme: <i>Public Health Law Topics for Boards of Health and Health Departments</i>	Training sessions: (1) Organization of Boards of Health: Cheryl Sbarra (2) Proper Governance of Boards of Health as Public Bodies: Michael Hugo (3) Latest from DPH, OLRH: Dr. Samuel Wong, Director OLRH (4) Legal Authority of Local Boards of Health: Cheryl Sbarra (5) How to Conduct a Proper Meeting: Michael Hugo.
Needham Aging Services- 10/19 Call Jessica Moss, LICSW, Assistant Director of Counseling and Volunteers – Coordinator, Needham Homelessness Task Force.	Review: Elder resident safety plan, cross sector collaboration NPHD Environmental Health Needham Homelessness Task Force planning – fall/winter resource options, expanded donations- outreach.
Middlesex County DA Marian Ryan- Opioid Task Force- 10/19 Nora Mann, J.D. Community Partnerships Office. <i>Environmental Water Forum</i>	Agenda: <i>The Science and Public Health Implications of PFAS-</i> Carmen Messerlian, PhD, MS, BS Harvard Chan School of Public



NEEDHAM PUBLIC HEALTH DIVISION



US EPA Environmental Justice and Civil Rights at EPA, program updates Erin Flannery- Keith- EPA Region 1 Office of Regional Counsel.	Health – Director Scientific Early Life, Environmental Health & Development Program <i>Supporting Water Justice with Community Centered Data</i> Kristi Pullen Fedinick, PhD-, Director Center for Earth, Energy and Democracy.
Norfolk County DA Michael Morrissey- Community Prevention 10/17 Jennifer Rowe, Assistant District Attorney- Retiring December 30, 2022	Agenda: Catherine Madden, Project Manager Opiate Task Force- Senior Policy Advisor MA Opioid Litigation program scope- timeline. Program updates: Peer Leadership Conference Gillette Stadium 11/22 TEAM Rival competition (high school) Peer Leadership Award options
Supervision Needham Public Health Division- MassCALL3 grant program- NPHD staff responsibilities. 10/03 10/18 10/26 Tim McDonald, Director, Health & Human Services and Tiffany Zike, MPH, RN Assistant Public Health Director.	NPHD roles (CCIT - Homelessness Task Force- resident support collaborations) Needham -community data status (EMS - BIDN/Newton Wellesley Hospital -Riverside Emergency Services) FY23 MassCALL3 grant budget- spending -contract processes MHOA 10/27 Needham CCIT
MassCALL3 Youth Survey project- 10/24 Walpole and Westwood Public Schools. Bridget Gough, Superintendent Walpole- Emily Parks Superintendent - Tim Chant, Director Health Education Westwood.	Agenda: Full project review for administration of abbreviated MetroWest Adolescent Health Surveys –Parent letters- teacher instructions – online platform for Middle School and High School versions - Scheduled for Westwood (November 9 th) Walpole (17 th & 18 th)
WestMetro HOME Consortium- HOME - ARP 10/25 Allocation Plan American Rescue Plan Act of 2021 (P.L. 117-2) US Dept of Housing Urban Development. Consortium 13 towns: \$5,406,962 Housing and Homelessness assistance program. Shaylyn Davis, Senior Community Development Planner, City of Newton. Barrett Planning Group-Jonathan Robinson, Senior Community Planner.	5 qualifying populations: Homeless At risk of homelessness Fleeing domestic/dating violence, sexual assault, human trafficking Households with severe housing instability Veterans (if eligible under 1-4) Eligible activities: Rental Housing: Acquisition, Construction, and Rehab Tenant Based Rental Assistance Supportive Services: McKinney-Vento; Homelessness Prevention; Housing Counseling Non-Congregate Shelters: Acquisition, Construction, Rehab Operating Assistance & Capacity Building Administration & Planning: Develop HOMEARP Plan/Grant Mgt.
Mass. Alcohol Policy Coalition (MAPC) 10/26 Co Chairs: Liz Parsons, M.Ed., Manager Center for Advancing Alcohol Science to Practice, Centers for Disease Control and Prevention (CDC)- David Jernigan, PhD, Assist. Dean for Practice, Professor Health Law and Policy, Boston University SPH.	Agenda: MA Ballot question status, post-election (Q3 Alcohol license increase and out of state ID) David Jernigan, PhD BUSPH Mass. Alcohol Report draft December 6 th MA State House. strategies for dissemination- program introduction scripts – Volunteer help



NEEDHAM PUBLIC HEALTH DIVISION



Newton Wellesley Hospital Community Collaborative- <i>The Power of Community Connections</i> Open Forum 10/25 Facilitated by Lauren Lele, MPA Director of Community Benefits – Katie Dowcett, Chair NWH Community Benefits Committee Board of Trustees.	Agenda: Welcome remarks Dr. Errol Norwitz, NWH President current national. State hospital trends Presentation Community Health Needs Assessment (community health data- risk factors- resources- goals) Open discussion prioritization of efforts and ideas for service enhancements.
Dedham Public Health Department- 10/26 DOSA Drug Free Communities grant funded prevention coalition- Krissy King, MPH Program Director.	Review: DFC grant new funding application (years 6-10) due March 2023 Narrative questions- FY budget options. DOSA staff needs MassCALL3 Dedham data collection Dedham Student Intern: Key Stakeholder Interviews (youth- adult)
Mass. Health Officers Association 2022 Annual Conference- 10/27 In person. Keynote: Paul Biddinger, MD, Chief Preparedness Continuity Officer Mass. General Brigham, Director Center for Disaster Medicine Mass General Hospital, Director Emergency Preparedness Research, Evaluation, Practice Program Harvard T. H. Chan School of Public Health	Presentation with Tiffany Zike, RN, MPH Needham Assistant Public Health Director Needham Community Crisis Intervention Team program overview with. Program origin, scope of training, services provided, state and local CCIT programs and DMH funded training and technical assistance centers (TTAC)
Dedham Visiting Nurse Association Foundation- 10/31 Bill Kinman, Chair, Board of Directors. Seth Gelsthorpe, Financial consultant.	Agenda: Historical overview Dedham VNA Foundation- funding low income Dedham resident in home VNA care services. Board of Directors expansion options to sustain low income, underserved resident home care.

Holiday: October 10th Indigenous People's Day

Summary overview for the month:

- ***MHOA Conference Needham CCIT Presentation**, compile national law enforcement/jail diversion documents- MA Technical Assistance and Training CCIT resources and Needham CCIT documents to Tiffany Zike, Assistant Public Health Director Power Point creation.
- * **BSAS Q1 Programmatic Report**-10/31 Online submission. All prevention strategic planning activities, programs - trainings - MassCALL3 grant compliance (financial and programmatic) July – August – September
- ***OLRH Workforce Survey**- 10/14
- ***MassCALL3 FY23 contracts**- scopes of work: DEI RIZE & Evaluation/Strategic Planning EDC Prevention Solutions. New FY23 budget allocation \$250,000
- ***NPHD September Report**- Monthly activities report.



Community Crisis Intervention Team (CCIT) Needham Model

Carol Read, M.Ed, CAGS, CPS

Tiffany Zike, MPH, BSN, RN

10/27/2022

CCIT Program Overview

- Based off national Jail Diversion Model
- Established to improve Needham police, social worker and public health service provider responses.
 - acute and chronic mental health, substance use incidents, domestic violence and elder abuse incidents, homelessness, and others.
- Enables communication and collaboration among town service agencies.
- Lead by Needham Police
- Core team works to respond in crisis situations and in chronic resident situations
 - Provides resources related to assessment, counseling, treatment and family system restructuring to break the cycle of recurring incidents and enhance resident health and wellness



<https://www.youtube.com/watch?v=POCaXWJQtsM>

CCIT Goals

1. **Expand Knowledge:** police, fire, and first responder staff knowledge of substance abuse, domestic violence and mental health issues to provide an enhanced response to support resident needs.
2. **Diffuse/Mitigate:** situations to mitigate escalation to the level of assault, abuse or crime, steering people to treatment instead of hospitalization and/or jail.
3. **Intervene:** Intervention with a proactive response offering support and treatment options to residents, connecting residents with acute and chronic issues to local resources.
4. **Create Partnerships:** Partner with town social workers- Breaking down silos between community stakeholders by sharing work roles and responsibilities and behavioral health resources. To ultimately provide targeted resources to residents in need to mitigate the negative consequences of the presenting condition.
5. **Maintain Connections:** with DMH funded Riverside Emergency Services providers 24/7 social work phone support, in office and at home psychiatric evaluation, connection to state funded treatment for substance use disorders, mental health conditions and social services – including crisis stabilization treatment and in patient supports.
6. **Provide Resident Intervention:** in acute or chronic need, that has contact with police, public health or EMS with the objective to reduce the number of emergency calls

CCIT Structure



1. Needham Police Training/Co-Response:
Police officers- 3-day CCIT adult and/or youth focused training.

- Elder at-risk education, domestic violence awareness, substance abuse and addiction, mental health first aid training and family conflict resolution. Needham Police has committed to the [One Mind Pledge](#)



2. Monthly Core Team Service Provider meetings: Presentation of acute chronic resident cases.

- Attendees include: Police, EMS/Fire, Public Health, Social Workers (Aging and Youth & Family) and a representative from Riverside Emergency Services.



3. Quarterly Community Partners meetings:
Discuss trends seen in the hospitals and communities. Hospitals provide numbers seen for diagnosis within our area. Often presentation for new programs within the area.

- Hospitals, Needham Public Schools, Community Social Service Agencies, MA Department of Mental Health (resident programs) and Riverside Emergency Services (24/7 phone support, psychiatric evaluation-in home-in office, crisis stabilization and referral to treatment)

CCIT Outcomes

-
- **Resident support:** Increased communication and connection with residents and their families to provide extensive support resources
 - **Hospital connections:** Enhanced relationships with area hospital leaders for enhanced responsiveness in emergencies for consistency as a resource and support for Behavioral Health needs.
 - **Data collection:** analysis: Hospital ED data, school incident data, police and EMS incident data collection and review to evaluate the behavioral health and social service needs of all age Needham residents.

CCIT Example #1

- After multiple calls to Needham police and fire, a 76-year-old Needham resident who has an adult son with co-occurring mental illness and substance use disorder was referred to a social worker at CATH. His son currently lives with him and his wife, which is causing them a great deal of stress. The social worker is working with the father to navigate finding supportive housing for his son, while also emphasizing the importance of self-care and making sure his own needs are met. The father seeks counseling and support while the son is navigating the rehab process.

CCIT Example #2

- A Needham resident contacted the Needham Police Department for assistance with filing a Section 35 on behalf of her adult daughter. Her daughter had previously sought residential treatment. A Section 35 was filed, and the daughter was court mandated to residential treatment. The mother was connected with a social worker at CATH for support and information regarding the Section 35 process. The social worker collaborated with Carol Read to discuss ideas for local resources and support for the family. Through the support services of Needham Police, Fire, Health Department, and Social Workers this family was supported and guided through a very stressful time of their lives.

Confidentiality/Authorization



Needham Community Crisis Intervention Team (CCIT)

Working Together to Reduce Risk in Our Community

About the Needham CCIT:

The Community Crisis Intervention Team is made up of designated staff from community and government agencies in Needham. The team meets monthly to address specific situations regarding community members in urgent need of support. The CCIT will develop immediate, coordinated, and integrated responses, working collaboratively with community members to ensure members have access to the services and supports available.

Who is part of the Needham CCIT?

Members of the Needham CCIT include the following Town Departments: Public Health staff (Nursing and Substance Use Prevention), Aging Services Social Workers, Youth & Family Services, members of the Police Department, and members of the Fire Department. Other community partners within Needham (i.e. Riverside Community Care or Needham Public Schools) also may participate and assist in the team's intervention.

Consent Waiver

Through your collaboration with the Needham CCIT we can help connect you and your family with local resources and supports such as substance use services, mental health treatment, housing stabilization support, and home care services.

By signing below, you consent to have Needham CCIT discuss your situation and your needs in order to offer you the best support, the CCIT collaborates to identify the most beneficial and appropriate resources for you and your family. Please know that representatives from each of the above groups will be part of determining the best possible response for your individual or family needs. Any discussion within CCIT will remain confidential between the members of CCIT and the individual signing below.

Name: _____

Reason for referral to CCIT: _____

Home Phone: _____ Cell Phone: _____

Address: _____

Signature: _____ Date: _____

Emergency Contact: _____ Phone: _____

This release is valid until: _____

CCIT Member: _____ Date: _____

*A copy of this release is as valid as the original.



Needham Community Crisis Intervention Team (CCIT)

Working Together to Reduce Risk in Our Community

CONFIDENTIALITY AGREEMENT FOR THE NEEDHAM COMMUNITY CRISIS CORE TEAM

About the Needham CCIT:

The Community Crisis Intervention Team is made up of designated staff from community and government agencies in Needham. The team meets monthly to address specific situations regarding community members in urgent need of support. The CCIT will develop immediate, coordinated, and integrated responses, working collaboratively with community members to ensure members have access to the services and supports available.

Who is part of the Needham CCIT?

Members of the Needham Community Crisis Core Team include the following Town Departments: Public Health staff (Nursing and Substance Use Prevention), Aging Services Social Workers, Youth & Family Services, members of the Police Department, and members of the Fire Department. Other community partners within Needham (i.e. Riverside Community Care or Needham Public Schools) also may participate and assist in the team's intervention.

Confidentiality Guidelines:

Every individual and family whose circumstances are presented at the Community Crisis Team Meetings has the right to expect that their concerns will only be discussed at the roundtable and that their information will not be shared with unauthorized individuals.

I, as a participating member of the Community Crisis Intervention Team, understand and agree that confidentiality of identifiable information for any individual or family presented at the Community Crisis Core Team Meetings shall be maintained. I understand and agree that the personal, identifying information presented at the Community Crisis Team Meetings will not be released to any other nonparticipating agencies/persons without signed a signed release of information from the individual or family being discussed.

I agree to report to any violations of this agreement by myself or any other person to the CCIT Chair, Lieutenant Chris Baker, cbaker@needhamma.gov, p. 781-455-7570.

Name (print): _____

Organization: _____

Signature: _____ Date: _____

Protocol Example

 POLICY or PROCEDURE TITLE: Community Crisis Intervention Team Number: HHS-ALL-108 Policy Type: Administration Effective Date: Date Reviewed or Revised: July 29, 2019
--

PURPOSE: To connect Needham residents who are experiencing mental health conditions, substance use disorders, potential elder and child abuse or neglect, domestic violence, and family dysfunction with local social work support and other resources.

PROCEDURE:
The Community Crisis Intervention Team (CCIT) meets monthly. Needham Public Health staff members, Aging Services Division Social Workers, and Needham Police and Fire are responsible for:

1. The following departments designate appropriate individuals to meet on the second Wednesday at 10am at the Needham Police Station: Police Department; Aging Services Division; Fire Department; Public Health Nursing; and Substance Use Prevention.
2. Members of the CCIT abide by standards of confidentiality and may exchange case information within the membership of the CCIT. Sharing of information with other service providers can occur only with the consent of the individual being served.
3. All members of the CCIT will sign the Community Crisis Intervention Confidentiality Agreement.
4. Needham Police present current cases and an appropriate referral is made for Needham residents with acute or chronic incidents related to: mental health status, extreme isolation, substance use disorder, domestic violence, threat of harm and harassment, elder abuse and neglect, child abuse and neglect, suicidal ideation and suicide attempts. Referrals may be made to Youth and Family Services, Public Health Division, Police, Fire Department, Aging Services Division, Riverside, or other appropriate service.
5. Prior to the meeting the staff member who is presenting a case decides if other members of the community (e.g. Needham Public Schools representative) are needed at the upcoming meeting. Anyone from outside the core team must review and comply with the CCIT policy and sign the Community Crisis Intervention Team Confidentiality Agreement.
6. The monthly team meeting consists of reviewing the case and discussing a plan of action for the resident, referral details, and plan for outreach to the resident and/or his or her family.
7. In addition to the monthly meetings, the CCIT holds quarterly meetings to which a larger group is invited. Additional attendees include representatives from Beth Israel Deaconess-Needham Hospital, Newton-Wellesley Hospital, Riverside, and Springwell.

Community Crisis Response Team FINAL V-03.18

8. After the team meeting, appropriate team members reach out and offer services to identified residents who appear to be in need.
 - A. A social worker, public health nurse, and/or police officer call the resident to introduce the available support services, inform the person about confidentiality, and identify the reason for concern. If indicated, the CCIT staff member may request an in-person meeting with the resident, at their home or the staff member's office, to offer further resources and ongoing support.
 - B. If the resident initially declines the service, the provider determines whether to reach out again. If the client is still not interested, the case will be closed. **All attempts to reach out to the client are in CCIT records documented.**
 - C. The designated social worker or public health nurse maintains a confidential record to track progress in each case.
 - D. With the client's consent, the designated social worker or public health nurse reports back to the CCIT about follow-up with the resident (i.e., if a referral has been successful, if the client is receiving care or assistance.)
 - E. If clinically indicated, the designated Needham social worker or a public health nurse, with the signed client consent, communicates with care providers working with CCIT-referred Needham residents to review plan of care and treatment progress.
9. If an emergent situation with a Needham resident comes to the attention of any of the members of the CCIT, an appropriate response is determined by Police and Health & Human Services and is reported to the team at the next scheduled CCIT meeting.

Attachments:

- Authorization to Discuss Care
- Community Crisis Intervention Team Confidentiality Agreement

Prepared by: Catherine Delano, Timothy McDonald, Chris Baker, Jessica Moss, Kerrie Cusack, and Lynn Schoeff

Approved by:

Director of Health and Human Services

Date

Newton Wellesley Hospital

NWH FY21 through Q3 (Apr-Jun)- Primary Service Area Emergency Room Volume

Town	Perdose					Totals		FY21Q3-FY20Q3		Transport		
	0-17	18-24	25-44	45-64	65+	FY21 Q3	FY20 Q3	#	%	Amb	Non-Amb	Total
Natick	-	18	24	1	1	2	1	1	100.0%	-	2	2
Needham	-	-	2	-	-	2	-	2	0.0%	-	-	-
Newton	-	1	-	-	-	2	1	1	100.0%	-	-	2
Waltham	1	-	2	5	1	9	5	4	80.0%	6	3	9
Watertown	-	-	-	-	-	-	-	-	0.0%	-	-	-
Wellesley	-	1	-	-	-	2	1	1	100.0%	1	1	2
Weston	1	-	1	-	-	2	-	1	50.0%	1	1	2
Total	2	3	5	8	1	19	8	11	117.5%	12	7	19

Zip code desc	Mental/Behavioral/Disorders					Totals		FY21Q3-FY20Q3		Transport		
	0-17	18-24	25-44	45-64	65+	FY21 Q3	FY20 Q3	#	%	Amb	Non-Amb	Total
Natick	5	6	5	1	-	17	5	12	240.0%	4	13	17
Needham	12	4	4	2	-	22	12	10	83.3%	4	18	22
Newton	18	13	16	11	14	72	59	13	22.0%	34	38	72
Waltham	11	5	37	14	6	77	76	1	1.3%	50	27	77
Watertown	3	3	2	2	-	10	5	5	100.0%	6	4	10
Wellesley	17	6	2	4	4	33	15	18	120.0%	10	23	33
Weston	1	3	2	3	2	11	7	4	57.1%	7	4	11
Total	67	64	68	37	26	242	170	63	35.2%	115	127	242

Town	Others					Totals		FY21Q3-FY20Q3		Transport		
	0-17	18-24	25-44	45-64	65+	FY21 Q3	FY20 Q3	#	%	Amb	Non-Amb	Total
Natick	101	46	143	153	217	659	365	294	80.5%	103	556	659
Needham	153	33	71	87	160	504	314	190	60.5%	102	402	504
Newton	375	175	414	547	961	2,472	1,725	747	43.3%	616	1,856	2,472
Waltham	420	231	684	613	630	2,578	2,012	566	28.1%	668	1,910	2,578
Watertown	86	15	87	67	72	327	238	89	37.4%	63	264	327
Wellesley	192	85	96	139	378	910	550	360	65.5%	253	657	910
Weston	75	25	30	74	138	382	242	140	57.9%	120	262	382
Total	1,402	610	1,525	1,699	2,586	7,832	5,446	2,386	43.8%	1,925	5,907	7,832

Needham Police Data

2021 Q2 Substance Related Offenses		2021 Q2 Mental Health Incidents		
Offense	Count			
ALCOHOL IN MV, POSSESS OPEN CONTAINER OF	2	Mental Health Related Incident	504	
DRUG, POSSESS CLASS A	1	Yes	76	15.1%
DRUG, POSSESS CLASS B	4	No	428	84.9%
DRUG, POSSESS CLASS C	1	Mental Health Related Type	36	
DRUG, POSSESS CLASS E	2	Voluntary	13	36.1%
LIQUOR TO PERSON UNDER 21, SELL/DELIVER	3	Section 12 (Police)	13	36.1%
LIQUOR, PERSON UNDER 21 POSSESS	3	Section 12 (Clinician/MD)	10	27.8%
OUI-DRUGS	1			
OUI-LIQUOR OR .08%	3	Transport to	36	
Grand Total	20	BI Needham	26	72.2%
Suspected OD (Opiate)	4	NWH	11	30.6%
Suspected OD (Other)	5			
OD Death (Opiate)	1			
Narcan Administered (Police)	2			

BID-Needham

	Falls					Totals	
Town	0-17	18-24	25-44	45-64	65+	2021 Q3	2020 Q3
Needham	4	1	3	7	51	66	56
Dedham		2		8	42	52	27
Westwood	2		1	3	14	20	12
Dover	1		2	1	2	6	5
Medfield	1	1	2	2	4	10	10
Wellesley		1		2	1	4	1
Walpole	1	1	4	4	14	24	6
Sharon	1		1		5	7	1
Foxboro					1	1	2
Norwood	4	2	3	10	26	45	5
Total	14	8	16	37	160	235	125

	Overdose					Totals	
	0-17	18-24	25-44	45-64	65+	2021 Q3	2020 Q3
Needham			2	2		4	2
Dedham		3	2		1	6	1
Westwood					1	1	1
Dover			1			1	1
Medfield		2	2		1	5	
Wellesley			1			1	
Walpole							
Sharon							3
Foxboro							
Norwood			2	2		4	
Total		5	10	4	3	22	8

	Mental Health					Totals	
	0-17	18-24	25-44	45-64	65+	2021 Q3	2020 Q3
Needham	6	4	14	12	22	58	51
Dedham	1	4	11	12	29	57	28
Westwood	1	1	4	2	32	40	9

Data

Resources to get started

Education on CIT Programs

- CIT International <https://www.citinternational.org/What-is-CIT>
- Massachusetts Association for Mental Health & DMH
<https://www.mamh.org/science-innovation/tested-solutions/crisis-intervention-team-program>

DMH Funded Programs and Help

- **Technical Assistance – Metro Boston Crisis Intervention Team Training & Technical Assistance (DMH Funded)** <https://www.metrobostoncit.org/training-and-technical-assistance-center>
 - *The Training and Technical Assistance Center (TTAC) works collaboratively with Police Departments who are interested in implementing CIT and are in need of guidance or assistance. Our team is passionate about working with the existing records management system to establish and implement codes that can more accurately track incoming behavioral health and substance abuse calls. We also work closely with departments and aid in strengthening relationships between emergency service providers, mental health services, and community resources*
- **Advocates Framingham** <https://www.advocates.org/services/jail-diversion> CIT program (Metrowest Region) DMH Funded. Kallie Montagano kmontagano@advocates.org
- **Bristol County (Taunton) Community Counseling of Bristol County** One Washington St, Taunton <https://www.comcounseling.org/services/community-crisis-intervention-team.php> . Kathy Lalor klalor@counseling.org 508-977-8138

Department of Mental Health funded- CIT Training and Technical Assistance programs (7) regional listing:

- **Norfolk County CIT TTAC**
- Director: Deputy Superintendent Jennifer Paster
- Brookline Police Dpt.
- jpaster@brooklinema.gov (617) 264-6437
-
- Assistant Director: Sgt. Chris Malinn
- Brookline Police Dpt.
- cmalinn@brooklinema.gov (617) 730-2240
-
- <https://norfolkcountycit.wixsite.com/crisisintervention>
-
- **Advocates Framingham CR TTAC**
- Assistant Director: Danielle Larsen, LMHC
- Advocates
- dlarsen@advocates.org
-
- <https://www.advocates.org/services/jail-diversion>
-
- **Central MA CIT TTAC**
- Director: Taylor Lacroix
- Open Sky Community Services
- taylor.lacroix@openskycs.org (508) 868-4226
-
- Administrative Assistant: Julia Clark
-
- **Western MA CIT TTAC**
- Coordinator: Nicola Howe
- Behavioral Health Network
- nicola.howe@bhninc.org (413) 657-0359

- **South Shore CIT TTAC**
- Co-Coordinator: Jay St. Ives
- Braintree Police Department
- jstives@braintreema.gov; (781) 980-3016
-
- Co-Coordinator: Sgt. Jamie Mosesso
- Braintree Police Department
- jmosesso@braintreema.gov
-
- Clinical Coordinator: Megan Scott, LICSW
- Braintree Police Department
- mscott@braintreema.gov (781) 794-8948
-
- <https://www.southshorecit.org/>
-
- **Boston CIT TTAC**
- Deputy Director: Jenna Savage
- Boston Police Department
- jenna.savage@pd.boston.gov (617) 343-5987
-
- **Middlesex County CIT TTAC**
- Program Director: Wilson Paul
- The Front Line Initiative
- wpaul@tewksbury-ma.gov (978) 409-7349

Response Materials

~Interface Helpline:

617-332-3666 x1411—FREE consultation & referral service for therapy & psychiatric services

~Riverside Emergency Services:

781-769-8674— Crisis intervention & phone consultation for mental health & addiction related emergencies 24 hr/7 day

~MA DPH Helpline:

800-327-5050—FREE consultation & referral for alcohol & other drug detox, treatment & sober housing; www.helpline-online.com

~NAMI MA: 800-370-9085—

Individual & family mental health support line; local group meetings & resources; www.namimass.org

~St. Elizabeth's Hospital:

617-789-2574—Hospital detox & inpatient & outpatient treatment, including Suboxone

~DOVE Domestic Violence:

888-314-3683—24 hr/7 day phone support; www.dovema.org

~Suicide Prevention Helpline:

800-273-8255— 24 hr/7 www.suicidepreventionlifeline.org

~Samaritans: 877-870-4673

—24 hr/7 call line; confidential support for depressed, lonely or suicidal callers & their friends/ family who are concerned

We Can Help

~Needham Public Health Department: 781-455-7500 x511—ask for Substance Abuse Resources; www.needhamma.gov/substanceabuse

~Learn to Cope: 508-738-5148—Support group meetings for family & friends of person addicted to opioids/heroin; Narcan available; www.learn2cope.org

~Alanon: 508-306-0556—Resources & support group meetings for family & friends of addicted person

~Alcoholics Anonymous Meetings: 617-426-9444—Peer support for daily sobriety

~Substance Use Services: 617-243-6062—Newton-Wellesley Hospital provides consultation for inpatient & outpatient services, medication-assisted treatment, education, counseling, & support groups

~MOAR Recovery: 617-423-6627—MA recovery support services



Questions?

Carol Read, M.Ed, CAGS, CPS
cread@needhamma.gov

Tiffany Zike, MPH, BSN, RN
tzike@needhamma.gov



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Substance Use Prevention

Date: October 2022

Staff: Karen Shannon, Karen Mullen, Monica De Winter, Angi MacDonnell, and Jazmine Hurley

Activities and Accomplishments

Activity	Notes
SPAN Projects/Events	• Needham Harvest Fair, October 2. SPAN tabling by K. Shannon and A. MacDonnell. There was strong engagement with community members at this well-attended event. • SPAN quarterly meeting: October 12, held in-person at the Center at the Heights, 26 attendees: 18 in-person and 8 remotely. The agenda featured a presentation of the 2021 MWAHS substance use and mental health data, addresses by Dan Gutekanst, Superintendent of Needham Schools and Tim McDonald, Director of Health and Human Services and break out discussions. • SPAN presentations: October 14, Academic Public Health Corps, October 25, Needham Select Board, K. Shannon presented with Julie McCarthy, NPHD Epidemiologist. • Prescription Drug Take Back Day, October 29. SPAN partnered with Needham Police to collect expired, unused medications. 5 SALSA students volunteered with A. MacDonnell and K. Shannon. • Community communications included: updates to the SPAN website and social media accounts with the Parent Action Team's T.A.L.K. Campaign, current events, information and resources. • SPAN committee meetings included the Steering Committee and the Mental Health Awareness group.
STOP Act grant	SAMHSA grant: STOPing Underage Access and Use of Alcohol: Codifying Youth, Parent and Retailer Education and Compliance in Needham, MA: • TIPS training scheduled in-person for Monday, November 7 in Needham. Needham and Dedham alcohol licensees are invited to attend. Carol Read and Sgt. Jason Sullivan of the Dedham Police Department will facilitate the training. • Alcohol Toolkits for Needham alcohol license holders will be updated and distributed by the end of this year. • Grant reporting: Monica and Jazmine have started writing the annual Continuation Application due to SAMHSA by November 30. • Research on the alcohol regulations of neighboring communities and the defined penalties for sales to minor violations by alcohol licensees.



NEEDHAM PUBLIC HEALTH DIVISION



SALSA	In October, 51 SALSA students contributed 122 hours of service in Needham. 2 students attended the SPAN Quarterly Meeting on 10/12 where they learned about the new Metro West data that they will be using to inform their work this year. 5 students volunteered to assist SPAN and NPD with National Prescription Drug Take Back Day. 1 student participates on the statewide leadership team for The 84 Movement meeting weekly to plan statewide events and trainings for interested SALSA members such as The fall Youth Power Summit and the Kick Butts day in the spring.
Parent Al-anon group	Meetings held every Monday evening. Attendance remains steady averaging 6- 14 people each week. Hometown Weekly continues free publishing of meeting announcements in Needham edition.
Training	HIDTA Prevention Summit, 10/6, K. Mullen, Monica, Jazmine attended. PTTC "New Conversations for Changing Times in Marijuana Prevention," Angi PTTC "Many Paths, One Objective: Recovery," Angi UWashington "Putting the Engage Back in Engagement," Angi
Meetings	Project ECHO Cannabis Prevention Cohort meeting – K. Shannon, Angi, Jazmine attended. MetroWest Health Foundation/EDC 10/19 and 10/27– mental health data and disparities, and presenting the data to the community. Opioid Settlement Funds, 10/11 – Angi attended Teen Mental Health First Aid planning meeting, 10/13 – K. Shannon Youth Action Team Planning, 10/16 and 10/25 with Maxim Grin and Mr. Ash, Interim NHS Guidance Director Social Media Task Force, 10/24 – K. Shannon Norfolk County Sheriff's Youth Substance Use Task Force, 10/24 – Angi attended. SPAN stakeholder outreach w/Middle School Principal T. Bibbo, 10/25, Angi and K. Shannon MetroWest SAPA meeting – Angi attended Norfolk District Attorney Michael Morrissey Coalition Meeting – Karen S. attended.

Summary for Month of October 2022: Focus this month included multiple in-person engagements in the community including the SPAN quarterly meeting, presentations, tabling events. Additionally, the Parent Action Team launched a new line of conversation starters, tips and inspiration for parents via the "Talk About Life with your Kids (T.A.L.K.) campaign on SPAN social media.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Traveling Meals Program

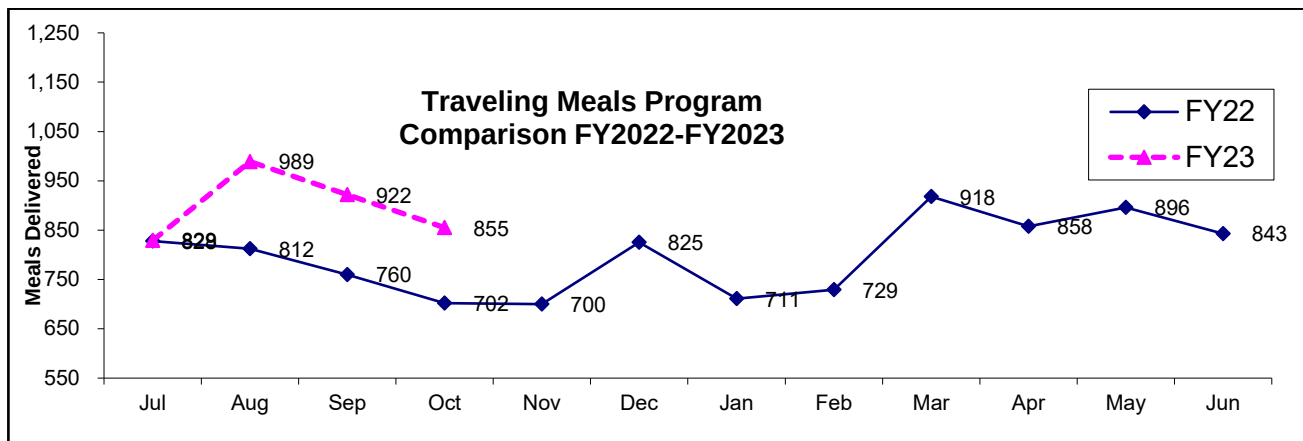
Monthly Report for October 2022

Staff member: **Rebecca Hall, Program Coordinator**

Activities

Activity	Notes
COVID 19 –precautions continue by volunteers as they deliver meals to homebound Needham residents in need of food.	Covid precaution in place Meal deliveries completed by 28 Volunteers
855 Meals delivered in October 2022 51 Clients currently 44 Springwell Consumers 7 Private Pay Consumers 2 New clients (Springwell) 3 Canceled Program (2 Private, 1 Springwell)	No 911 calls initiated
Included flyers about “Clean Up / Fix Up / Spruce Up Day” and Thanksgiving Day Meal Sign-Up in meal bags	Day of Service program sponsored by Needham Council on Aging and Exchange Club of Needham on 10/29/22

Summary overview for the month: **Graph of Meal Deliveries for the month October 2022**





Needham Public Health Division

October 2022



Unit: Shared Services Grants – Public Health Excellence and Contact Tracing

Date: 11/22/2022

Staff members: Diana Acosta, Roland Abuntori, Jessica Kent, Michaela Bucca

Activities and Accomplishments

Activity	Notes
Training	Roland and Jess were given an overview on how to conduct a food plan review with Diana. They both were added as users on ViewPointCloud, Needham's online permitting system, to assist Ally Littlefield with the annual food permit renewals. Training on reviewing applications was conducted and other types of applications for review can be added on as needed. Diana, Jessica, and Roland attended the Annual MHOA Conference in Falmouth, MA.
Inspections	Roland • Follow up nuisance inspection at Charles River Landing apartments • Sunita Williams Cafeteria food inspection with Ally Littlefield • Eliot Elementary Cafeteria food inspection Jessica • Pre-operation inspection of Fresco's with Diana Acosta, new owner Jose Garcia, and Academic Public Health Corps students who visited Needham Public Health • Walker School residential inspections with Ally Littlefield • Carter Church with Ally Littlefield
Shared Services Work	Diana and Tim McDonald continued meeting with Regan Checchio of Regina Villa to discuss strategic planning to determine the next steps to continue developing the Charles River Public Health District's inter-municipal agreement. Regina Villa delivered a draft interview questionnaire and invitation letter for the Shared Service Planning process.
Contact Tracing	Kendy Valbrun is no longer a contact tracer for Needham/Dover/Medfield. Michaela Bucca has shifted her hours to cover all weekdays.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Accreditation Team
Date: November 1, 2022
Staff: Cindi Melanson, Lynn Schoeff

Activities and Accomplishments

Activity	Notes
Focus on performance management and quality improvement	– Continued to review resources in context of our programs to develop ideas for areas of focus and draft measures – Planned staff training on performance management
Senior Assessment and Community Health Assessment	– Review technical report on senior survey – Writing senior assessment report
Domain 8 – Workforce Development Plan – Staff Satisfaction Follow-up – PH WINS	– Drafting workforce development plan – Drafted staff survey questions for PH WINS follow-up – Continued review of PH WINS data via dashboard for follow-up work
Accreditation supplemental support	– Outlined and discussed potential work with contractor to supplemental team activities
Policy work	- Finalized food code enforcement policy

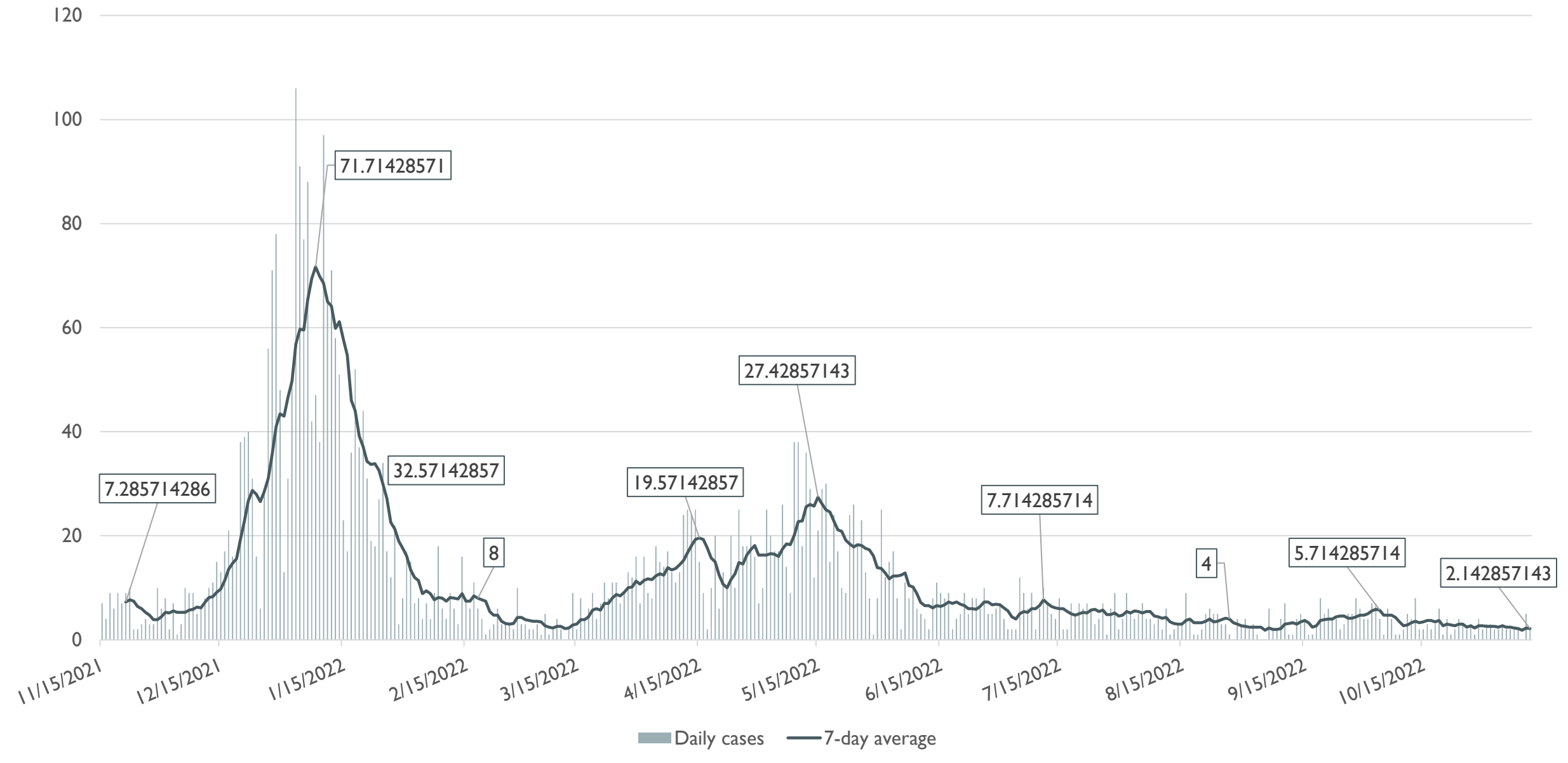


COVID-19 UPDATE

November 22nd, 2022

Julie McCarthy

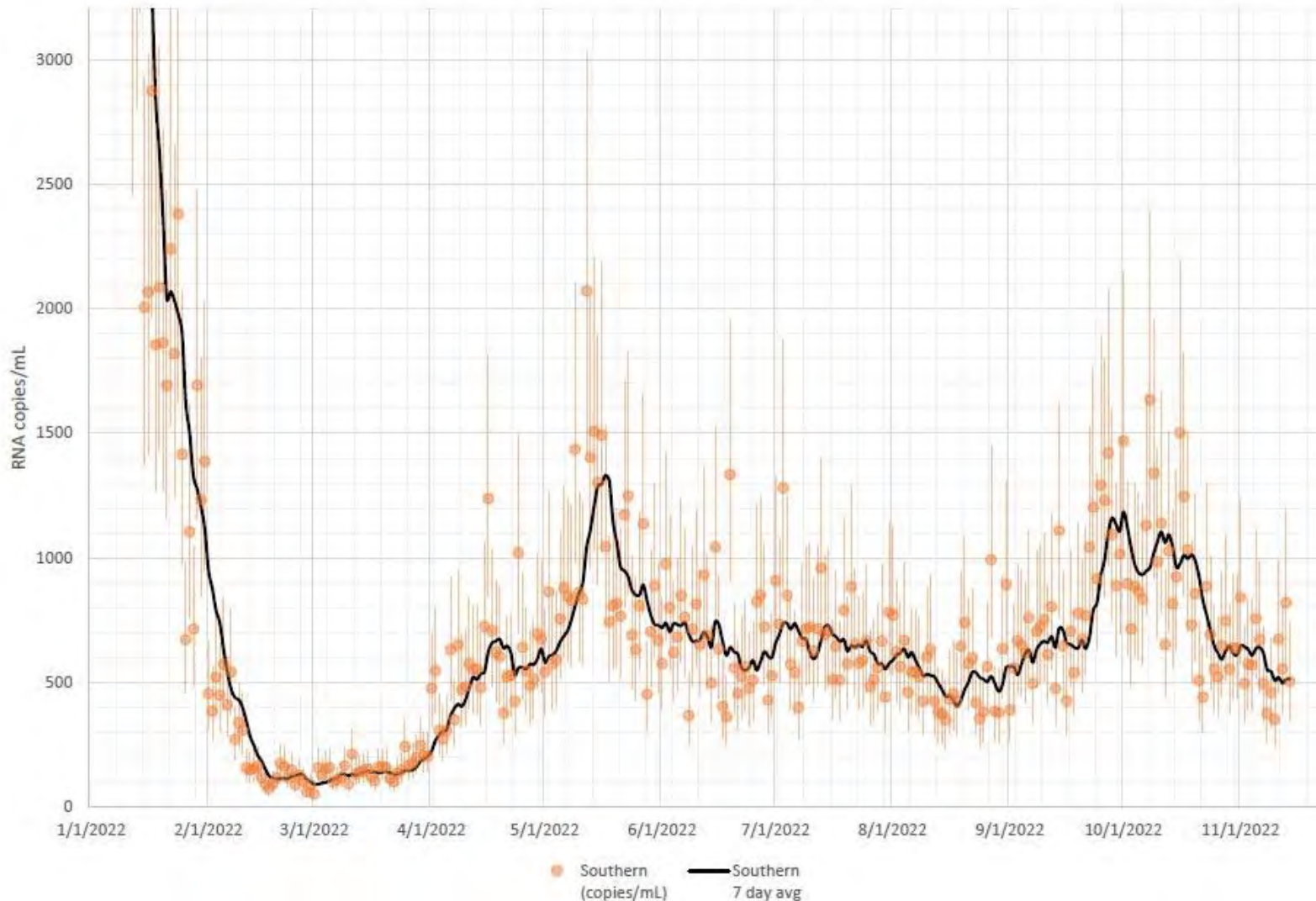
Needham Daily Cases 11/15/21-11/11/22



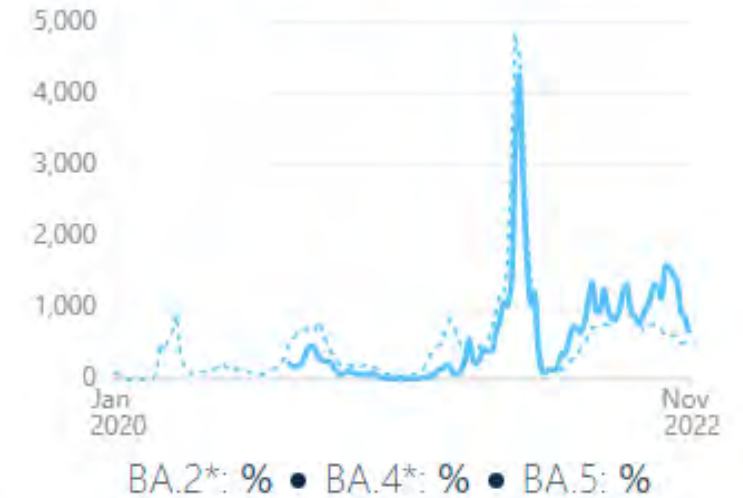
• NOTE: Does NOT include at-home tests

WASTEWATER

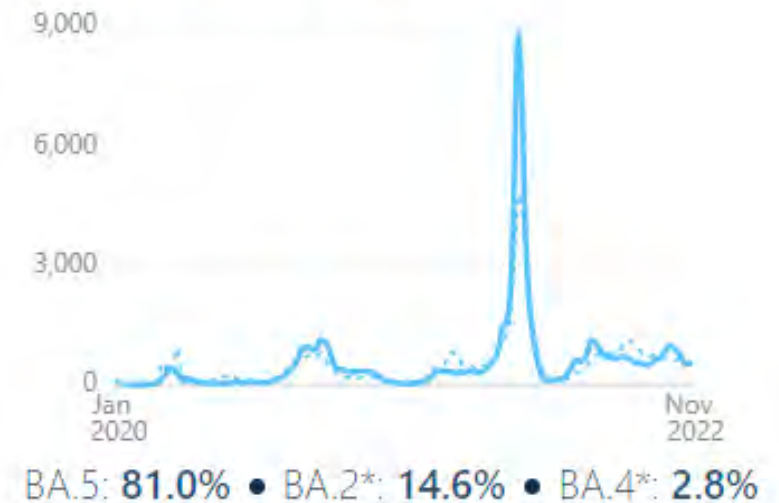
Recent South System Viral RNA Signal by Date



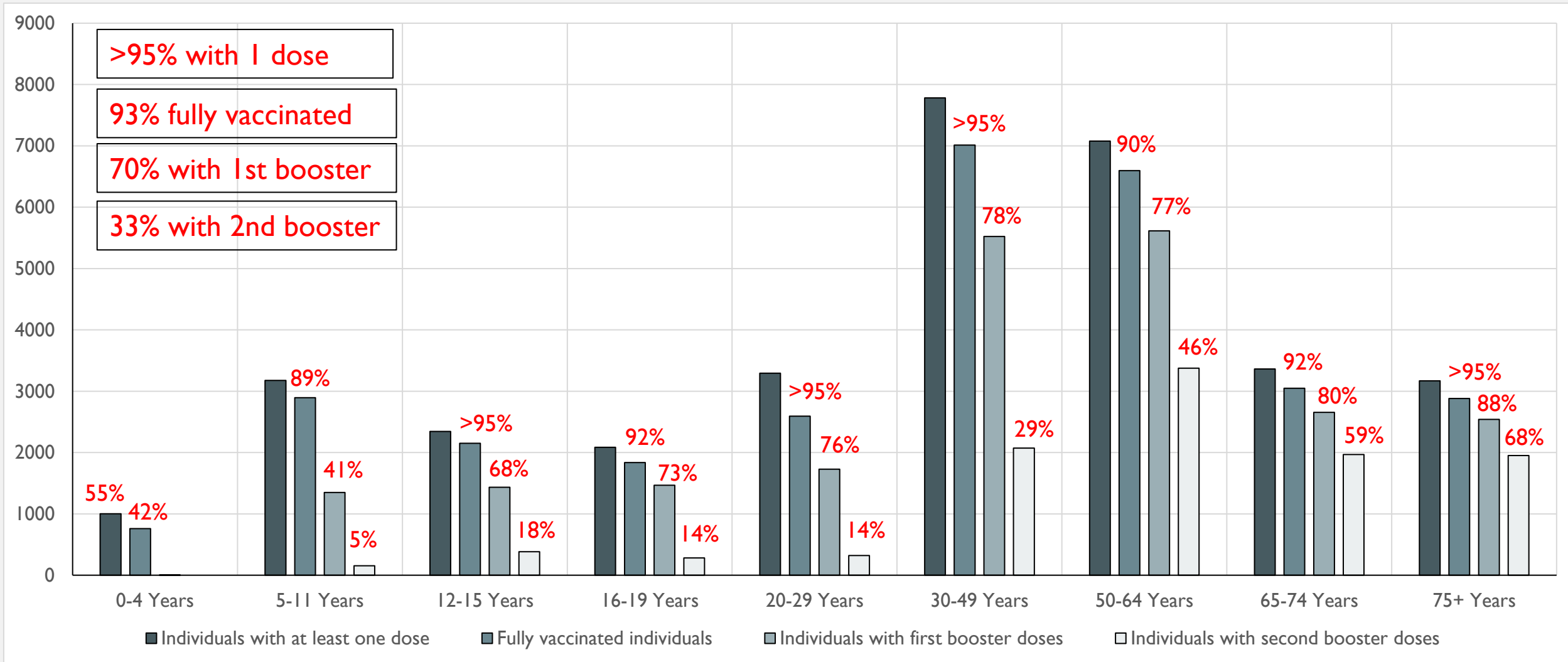
Middlesex County, MA



Suffolk County, MA

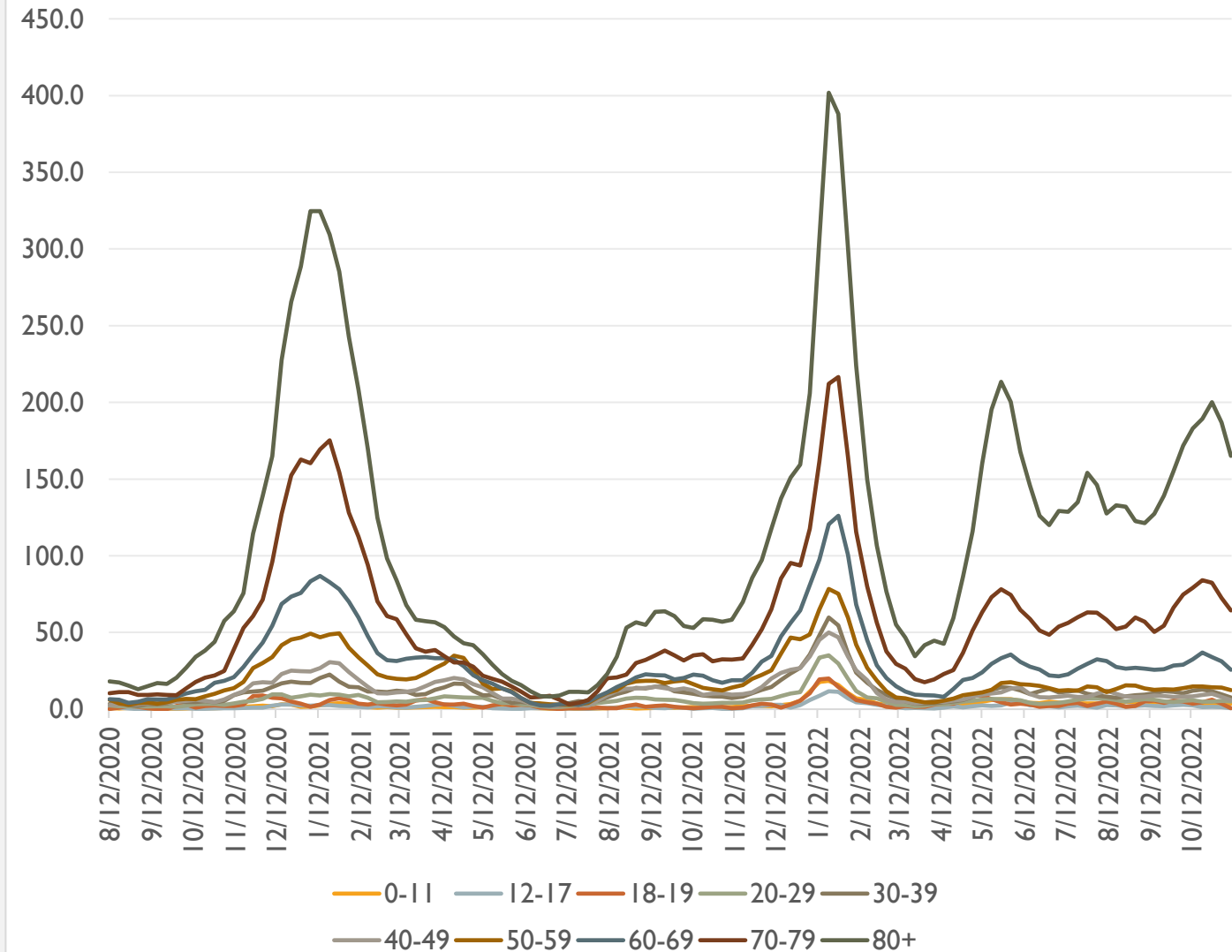


NEEDHAM VACCINATION AND BOOSTER RATE

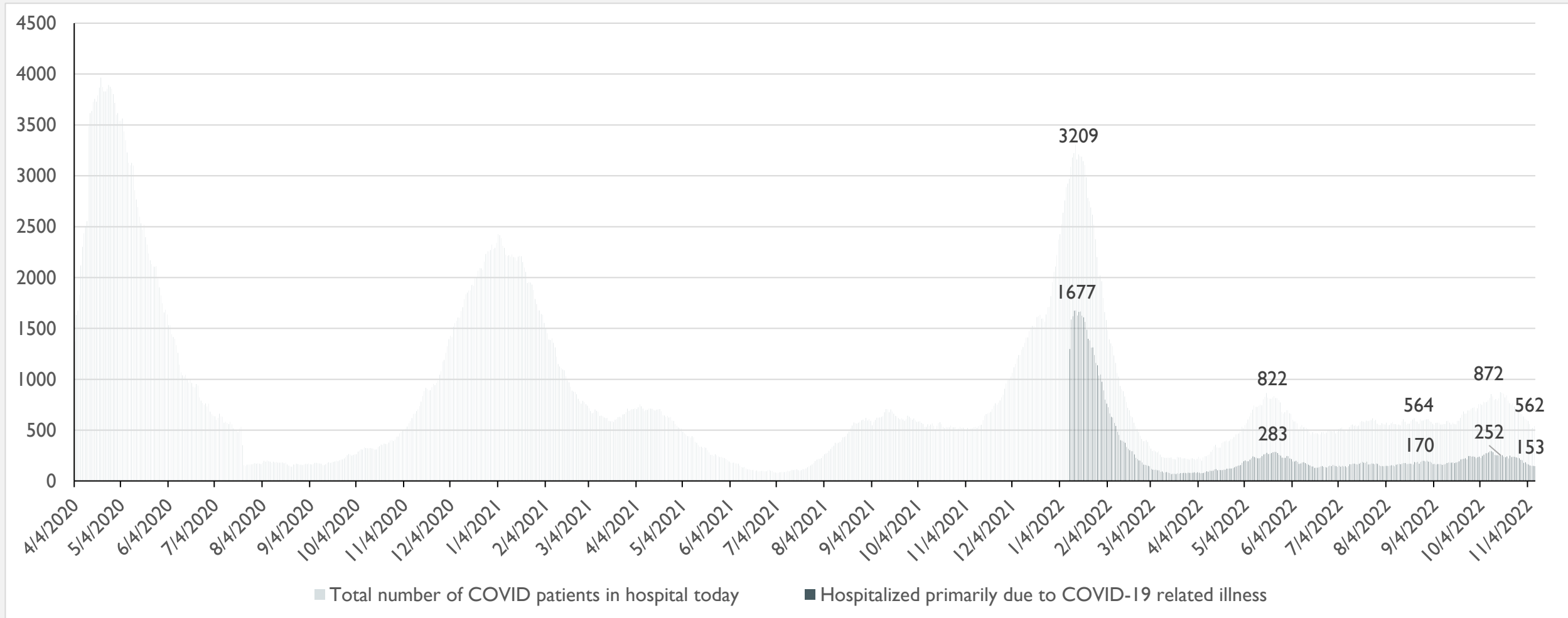


HOSPITALIZATION RATES (PER 100K)

Age Group	Hosp. rate <u>current</u> reporting period (10/23- 11/5/22)	Hosp. rate <u>previous</u> reporting period (10/16- 10/29/22)	Hosp. rate <u>1 year ago</u> (10/24- 11/6/21)
0-11	3.5	3.2	1.4
12-17	0.6	1.2	0.2
18-19	0.5	3.5	0.5
20-29	4.9	5.4	4.0
30-39	7.6	9.6	7.2
40-49	5.9	8.0	9.4
50-59	12.4	14.1	14.0
60-69	25.7	31.1	18.9
70-79	64.4	72.4	32.2
80+	165.1	186.9	58.3



TOTAL COVID PATIENTS IN HOSPITAL VS HOSPITALIZED PRIMARILY DUE TO COVID





NEEDHAM PUBLIC HEALTH DIVISION



Unit: Epidemiology

Date: October 2022

Staff member: Julie McCarthy

Activities and Accomplishments

Activity	Notes
COVID-19 Update	PowerPoint slides providing a brief update on COVID-19 in Needham and MA for October 2022
Accreditation	Community Health Assessment (CHA) data visualization and writing.
Metro West Adolescent Health Survey (MWAHS)	Analyzed data and prepared/assisted with presentations for SPAN Quarterly Meeting on 10/12/22 and to the Select Board on 10/25/22 with Karen Shannon
Other miscellaneous:	10/2/22: Harvest Fair (Healthy Needham table with Ally Littlefield) 10/6/22: MAPC Drawing a Line: From Redlining to Food Access Disparities in Greater Boston 10/14/22: Presentation to APHC students 10/19/22: 2021 MetroWest Adolescent Health Survey: October District Meeting 10/26-10/28/22: MHOA Annual Conference

Summary overview for the month:

The Community Health Assessment remained a priority in October, as a requirement of accreditation. In October, the focus was primarily on graphing census data and local data (from senior assessment, MWAHS, Community Survey) which fits into priority areas identified by BIDN in their CHA (equitable access to care, social determinants of health, mental health and substance use, complex and chronic conditions) and beginning to write a draft of the full CHA report.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Public Health Nursing

Month: October 2022

Staff member: Hanna Burnett, Mary Fountaine

Activities and Accomplishments

Activity	Notes
Communicable Disease investigation	Case notes in summary, below.
Community Outreach	BP clinics resumed at both housing authority complexes.
Vaccinations	Flu and Covid vaccine administered at clinics, homes, and in the office.

Summary overview for the month:

Hanna: Strong presence at annual Harvest Fair: CPR instruction, walk-in flu clinic, general information given. Continued attendance for domestic violence training through REACH. Presented on DVAC's work at MHOA annual conference. Attended the Society for Public Health Education Advocacy Summit in D.C focusing on youth health. Led the first (of two) coach training session for A Matter of Balance leaders. CPR training taught at CATH for seniors.

Mary: HGA (symptomatic, recovered) case had been hiking in Vermont. A second potential HGA case was deemed a past infection and revoked. Probable Hep B case was not acute nor in a pregnant female. Probable Hep C case from August was revoked, as was one of two October cases (other is still listed as probable). 2 Campy cases were unrelated; both were symptomatic and both recovered. The "other" case was a traveler returning from Uganda, which currently requires evaluation for potential E Bola exposure/risk. This case was followed by the state but will show up in our records as "Viral Hemorrhagic Fever."

There was a Needham resident Foodborne Illness complaint for restaurants outside of Needham. Another FBI complaint was received at the end of the month for a Needham resident at a Needham restaurant, and is in the process of being followed up on at this time.



NEEDHAM PUBLIC HEALTH DIVISION



Potential Food-Borne Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
Amebiasis													0	0	1
Calicivirus/Norovirus	1	1											2	4	1
Campylobacteriosis	3	2		2									7	6	15
Cryptosporidiosis													0	1	1
Enterovirus													0	0	0
Giardiasis													0	0	0
Listeriosis													0	1	0
Salmonellosis	1	1											2	3	3
Shigellosis													0	1	1
Vibrio spp			1										1	1	0
Arbovirus	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
Arbovirus (other)													0	0	0
Babesiosis	1												1	3	5
Borrelia miyamotoi													0	1	0
HGA/Anaplasmosis				1									1	2	3
Lyme Disease	7	13	7										27	51	38
West Nile Infection													0	0	0
Other Communicable Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
Group A streptococcus													0	0	0
Group B streptococcus	1												1	2	2
Haemophilus influenzae													0	1	1
Hepatitis A													0	0	0
Hepatitis B Confirmed/Probable				1									1	9	6
Hepatitis B Contact			1										1	0	2
Hepatitis C Confirmed													0	0	2
Hepatitis C Probable		0		1									1	4	2
Influenza		1		1									2	51	1
Legionellosis													0	2	0
Mumps													0	0	0
Novel Coronavirus Confirmed	169	117	107	102									495	4153	1416
Novel Coronavirus Probable	23	8	14	3									48	484	118
Pertussis (Bordetella spp.)													0	0	0
Streptococcus pneumoniae													0	1	0
TB Disease													0	0	0
Latent TB Infection (Confirmed)		3											3	24	21
Latent TB Infection (Suspected)	1			2									3	10	5
Varicella	2												2	4	1
Other (specify in narrative)				1									1	-	-
Totals	209	146	130	114	0	0	0	0	0	0	0	0	599	4819	1645
Reported Cases later Revoked		1		2											



NEEDHAM PUBLIC HEALTH DIVISION



Immunizations Injections	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
B12	1	1											2	14	13
Influenza			262	235									497	812	1225
TDap													0	3	0
Covid-19	5		167	82									254	3792	6963
VFC													0	4	0
Other													0	0	0
Total	6	1	429	317	0	0	0	0	0	0	0	0	753	4625	8201
Animal-to-Human Bites	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
Dog													0	4	8
Cat													0	0	1
Bat													0	1	7
Skunk													0	0	0
Raccoon													0	0	1
Other													0	0	2
Total Bites	0	0	0	0	0	0	0	0	0	0	0	0	0	5	18
Assistance Programs	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
Food Pantry													0	0	0
Friends													0	0	0
Gift of Warmth	5	5	9	5									24	23	-
GoW Amount	2120	1900	3559	1156									8735	13141	16956
Parks & Rec													0	0	1
Self Help													0	1	2
Fuel Assistance				2									2	-	-
Donations:	0														
Giftcards Distributed:	0														



NEEDHAM PUBLIC HEALTH DIVISION

October 2022



Assist. Health Director - Tara Gurge

Health Agents – Ally Littlefield, Monica Pancare and Thaleia Stampoulidou-Rocha

Student Intern – Ecom Lu

Unit: Environmental Health

Date: November 22, 2022

Staff members: Tara Gurge, Ally Littlefield, Monica Pancare, Thaleia Stampoulidou-Rocha and Ecom Lu

Activities and Accomplishments

Activity	Notes
Trainings & Conferences	Tara Gurge, Ally Littlefield and Monica Pancare attended at least one day of the 2022 MEHA Yankee Conference held in Plymouth, MA. Thaleia Stampoulidou-Rocha attended the conference as well and elected to complete the Lead-Determinator course offered by MEHA. In addition, Tara Gurge and Ally Littlefield attended the annual MHOA conference held in Falmouth and participated in the Foodborne Illness Investigation session to meet Standard 5 requirements. Ally Littlefield completed her Soil Evaluator Course and passed the written portion of the exam.
2023 FDA Grant Applications Submitted	Three grant applications were submitted for the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program: • Track 2 Development Base Grant: to help Needham finish Standards 6, 7, and 8 • Track 2 Option Add-on: to help fund travel and registration expenses for various conferences and trainings • Special Projects: to fund our Certificate of Excellence initiative We will hear back sometime in January or February on whether the applications are accepted.
Mandatory Food Safety Training Series	Two mandatory Food Safety Trainings were conducted for our permitted food establishments in October by Berger Food Safety consultants. These trainings allow us to continuously meet Standard 7 and provide free education of Needham restaurant owners and managers. Two more trainings will be completed in November, and one will be led by a Spanish speaking instructor. Recorded trainings will be available online and a link will be posted on our website. In addition, Berger Food Safety explained our proposed Food Code Enforcement Policy, and left time for questions and discussion. A survey will be sent out after the final training to evaluate the effectiveness of the training, and whether restaurant owners understand the Food Code Enforcement Policy. (We will share this feedback with the Board at our upcoming meeting, once all survey data has been collected at the conclusion of our November trainings.)
Annual Food Advisory Board Meeting	Our annual Food Advisory Board Meeting was held by intern Ecom Lu and Ally Littlefield. We discussed our proposed Food Code Enforcement Policy, food establishment grading/certificate of excellence project, and Needham-specific common food safety violations. Input from 8 participants was obtained through a half-hour virtual discussion, along with surveys that were included as well. The meeting was also placed on YouTube for participants who were not able to attend.
The Rice Barn	We have not received any updates from the owner of The Rice Barn. Their 3-month sustained Order of Permit Revocation ended at the end of the day on November 2 nd , and the owner and his lawyer were contacted shortly thereafter to remind them on the next steps they would need to take in order to apply for a new food establishment permit. We have not received a reply back to date.

Sira Natural Proposed Labels	Sira Naturals sent us an email with a proposed label change for their Wicked Fruit Bites edible medical marijuana products. The label needed to be revised as not to attract kids. UPDATE – A revised ‘Wicked’ product label has been drafted, see attached, which will be discussed at our upcoming meeting. Sira also received approval through their Special Permit to be allowed to start selling third-party marijuana infused products (MIPs) at their Needham site. We have also included those labels for your review. (TO DISCUSS.)
Ghost Kitchen Plan Review Addition	In response to the growing amount of Ghost Kitchens in Needham, we have added a question on our annual online Food Establishment Permit Renewals to indicate whether the establishment uses ghost kitchen. Ally has created a two-page plan review packet for establishments to fill out which is triggered when they answer “YES” to having Ghost Kitchen Operations.
Needham Farmers Market Food Vendor last day, Sun. 10/30	The Needham Farmers Market season with food vendors wrapped up on Sunday, October 30 th . The market will continue to be open throughout November to allow customers to buy fresh seasonal fruits and veggies from the local farm vendors up until Sunday, Nov. 20 th .

Other Public Health Division activities this month: (See report below.)

Activities

<i>Activity</i>	<i>Notes</i>
Demo Reviews/ Approvals	5 - Demolition signoffs: -#108 Bradford St. -#38 Colonial Rd. -#284 Webster St. -#1019 Central Ave. -#1039 Greendale Ave.
Disposal of Sharps Permits	0 – Disposal of Sharps Permits issued.
Farmers Market	15 – Farmers Market Inspections completed - Ecom Lu, our student intern, continued to inspect the vendors weekly each Sunday. (The Farmers Market food vendors last day was on 10/30.) Local Farms will continue to vend their seasonal fresh fruit and veggies until the Sunday before Thanksgiving.
Food - Plan reviews	7 – Food Permit Plan Reviews conducted for: - <u>North Hill Bistro</u> – Change in kitchen layout. Plans approved. Pre-operation inspection still needed. - <u>Zdorovie</u> – Will be changing locations (35 Highland Circle). A new layout with additional equipment has been submitted. Second plan revisions have been submitted by the Public Health Division. - <u>Frescos</u> - Online permit application completed. A pre-operation inspection was conducted, but a prep sink needs to be installed. A follow-up inspection is scheduled. - <u>Micro-market Cafe</u> – Plan review submitted. Plan revisions have been provided. - <u>Bakers Best</u> – A new owner triggered a plan review to ensure operations are the same. The 2023 food establishment permit with the new owner has been issued, and a “pre-operation” inspection was conducted. - <u>Temple Beth Shalom Day Care</u> – Food Permit plan review and inspection completed. - <u>Carter Memorial Methodist Church</u> – Operations have ceased since 2020, food permit plan review has been submitted. A grease trap needs to be installed, and limitation of what to be cooked due to inadequate hood.
Online Annual Permit Renewal requests sent out to all permit holders	Online annual permit renewal requests sent out for all annual permits. This includes renewals for the following permits: – Food (retail/food service) – Tobacco – Septic Installers (w/ exam renewal reminders)

	– Septic/Medical Waste/Grease Haulers – Hotels – Indoor Swimming Pools – Disposal of Sharps – Biotechnology – Bodywork (Establishment and Practitioner)	
Food – Permits issued - Temp. Event Permits, etc.	34 - Food permits issued to: -Shark Ninja -Needham Public Schools (8 permits) -Latina Kitchen and Bar -Needham Pool and Racquet Club -Saint Joseph School -Panera Bread -Restaurant Depo -Jordan Brothers Seafood -Café Fresh Bagel -Cookies By Design -Gari - BIGGSteps Toward Cancer Prevention 5K (Temporary) -Broadmeadow Pasta Diner (Temporary)	-COOK Needham -Great Plain Ave Gas Inc -Mandarin Cuisine -St. Sebastian’s School Rink -Needham Community Council -Abbott’s Frozen Custard -FOODA -Briarwood Rehab Center -Sweet Basil -Domino’s -Bakers Best -The James -Mighty Subs -Starbucks
Food – Complaints/Follow-ups	2/2 – Food Establishment Complaints received for: - Restaurant Depot (1/1) – A restaurant owner who shops at Restaurant Depot informed the Health Department that he received a package of meat which appeared to have holes in the plastic from mice. After contacting the owner, we reviewed all pest reports, which indicated a large spike in mice activity. Pictures of all open conditions were sent to us to verify adequate repairs, and the owner will continue to send us pest control reports to monitor the situation. A mass-trap pest treatment has been scheduled to eliminate the colony. (Ongoing.) - Dragon Chef (1/1) - A resident called to complain that they suspect arsenic is being added to food at Dragon Chef. Thaleia followed-up with the complaint the same day and did not find anything that would indicate claim during the inspection. Food safety violations were found, and a re-inspection was conducted.	
Housing Complaints/Follow-ups	0/7– New Housing Complaints/Follow-ups conducted at: – Gage St. (0/1) – An Emergency call came into the Public Health Division from Needham Police asking for assistance with a housing hoarding case. Housing Order letter sent. Owner took a leave from work and has been working with professional trash and cleaning/disinfection companies. Making progress. Continuing to receive weekly check-ins from CATH social worker. House was cleaned and disinfected. Meeting to be conducted with homeowner to review next steps that are required in order to close this housing case, including setting up a follow-up inspection. Homeowner had requested a meeting with Tim. UPDATE - Tara and Tim conducted a Zoom meeting call with the owner. We encouraged the owner to work with us on setting up the final housing inspection. Additional attempts were made to set up the housing inspection, with no reply. An Administrative Hearing order letter was sent to the owner, with a mandatory date and time. Owner ended up getting a lawyer to help coordinate this process. The lawyer contacted Tara, and it was agreed that in lieu of a hearing, the owner can set up a confirmed date and time for the housing inspection. A date and time for an inspection was subsequently agreed to, however, it was postponed. A second date was set up and agreed to, and that date was also postponed due to illness. We are now looking at conducting this housing inspection on Dec. 1st, the week after the holiday. – Seabeds Way (0/1) - An occupant living at Seabeds Way, reported excess moisture and mold, which they believe to be negatively impacting their health. Chronic dampness was observed upon inspection in the bathroom molding, and an order letter was sent out to Needham Housing Authority on May 11th. J. Brian Day was hired to investigate and found minimal and trace amounts of mold in the unit. Discussed case with NHA at recent	

	meeting. NHA making the necessary repairs to the unit. UPDATE – Ally Littlefield conducted a follow-up inspection with the occupant, social worker Jess Moss, and Nayda Sanchez from the NHA. Inadequacies of the apartment were added to a work order by Nayda Sanchez. The Health Division believes all requirements to address health concerns of the unit have been adequately completed by the NHA, and we can sign-off. – <u>Linden St. (0/1)</u> - Received a concern from a NHA occupant's physician about a concern about excessive moisture/mold in her unit. The Dr. called us to advocate for his patient, due to her on-going asthma issues that are reportedly directly related to her moldy living environment. Discussed case with NHA at recent meeting. NHA stated the new tub insert is scheduled to be installed in the coming weeks. UPDATE – A follow-up inspection was conducted on October 11th by Ally Littlefield with the presence of Nayda Sanchez. The bathroom tub has been replaced and no other indications of excessive moisture were found. – <u>22 Mark Lee Rd. (0/1)</u> - An occupant complained about a variety of issues that were not being addressed in their unit, these issues included broken washer and dryer, plumbing issues, and a broken AC unit. Tara Gurge and Ally Littlefield conducted the inspection, observing these issues, as well as excess flies, and flooring in disrepair. An order letter was sent out to address the issues, however, it has taken multiple extensions to have items addressed. UPDATE - On October 20th, a joint inspection was conducted with Tara Gurge, Ally Littlefield, and Fire Inspector Ronnie Gavel. All appliances and plumbing inadequacies were fixed. The floor of concern was replaced, and two smoke detectors were replaced to bring the apartment up to code. Two garbage bins were observed on Friday, October 21st which was the final item that needed to be addressed. Follow-up housing letter sent to owner to close the case. – <u>Charles River Landing (0/3)</u> – Received several complaints about Charles River Landing, including issues with trash, pests, and an elevator being consistently in disrepair. Inspector Ally Littlefield observed all three elevators in working order upon inspection, however, excess furniture and appliances were being stored in the parking garage. Rat burrows were observed on the exterior of the building, and trash and dumpsters were not being maintained appropriately. Pest control was bumped up to once a week. Management will continue to send us pest reports. UPDATE – Roland has been conducting weekly site visits to ensure appropriate progress. The clutter has been removed, and pest control provided necessary treatments for the exterior rat issue. New dumpsters still need to be verified by Roland in a final inspection.
Nuisance – Complaints/ Follow-ups	(1/4) – New Nuisance Complaints/Follow-ups - <u>Forklift Catering (0/1)</u> – Received a message from NW Pest Control about concerns with multiplying rat burrows behind the fence of Forklift Catering. The rat infestation is localized on the side of the highway, which is state land. We have reached out to Michael McQueen, District 6 Highway Director, to involve the state in eliminating the pest issue. Weeds and trash behind the highway have been cleared out by the state to allow for treatment. State highway director has mentioned they will not pay for the treatment. Another avenue for payment will have to be explored. UPDATE – Eco Systems Pest Control, the Towns' pest control service, was able to treat the rat burrows with CO gas. The state has agreed to keep that area on their radar, as not to have the trash build up to promote any risk of future pest harborage. - <u>7-Eleven (0/1)</u> - It was brought to our attention by a resident that he has seen increased rodent activity at 7-Eleven. After investigating, Tara and Ally found a lot of rat burrows and excess harborage near the dumpster and behind the abutting fence along the train tracks. Exterior spent items have been removed by store owner. Owner increased his pest control to a weekly service schedule and put additional traps out by his dumpster areas. We collaborated with Keolis/MBTA on CO burrow treatments in areas along the train tracks. MBTA/Keolis have coordinated a team to remove the vegetation to allow for sufficient treatment of the burrows. Will be conducting this vegetation removal and CO treatment to follow, in the next week or two. UPDATE – A1 Pest Control, coordinated through Keolis and the abutting retail food establishment, was able to treat the rat burrows with CO gas. The area will be monitored to ensure that the existing trash disposal area remains clean and

	sanitary. We will require the owner to continue to have a routine pest control service, which includes exterior pest bait traps. - <u>Highland Ave. (Area along tracks behind Sudbury Farms, Hungry Coyote, Subway and Dunkin Donuts) (0/1)</u> - Hungry Coyote reported increase in pests along tracks. Pest harborage areas were identified after a site visit was conducted by Tara and Ally, along with a rep from MBTA/Keolis. The rep. agreed to work on having their pest control company treat the identified rat burrows with CO gas in the areas abutting the tracks, and the food establishments have agreed to work together to cover the shared cost of the pest control service to treat the areas on the restaurant/retail store side of the fence, and other grassy areas. An increase in exterior baited traps were placed all along the track areas to get on top of this increase in pest population in this area. Hungry Coyotes' trash and recycling pick up schedules have been placed on a more frequent schedule. Working with rep from Keolis/MBTA to schedule upcoming date(s) to treat the pest burrows with CO, in collaboration with surrounding food establishments. Working with property owner's landscaper to ensure that areas are cleaned up and overgrowth is cut back to ensure sufficient treatment. UPDATE – A1 Pest Control, coordinated through Keolis and the abutting food establishments, was able to treat the rat burrows with CO gas. The area will continue to have exterior pest bait traps maintained to keep pests at bay and will be monitored to ensure that the shared trash areas remain clean and sanitary. - <u>Chambers St. (NHA) (1/1)</u> - Report received from occupant about smoking which is allowed to take place on abutting unit porches and in the apts. of Chambers Street. Smoke is reportedly migrating into complainants' unit due to other occupants smoking right under her unit windows, and not the required 20 feet away from any window or entrance/exit doors, or any air intake vents, etc. She has reported this ongoing issue to NHA staff, which she reports that no action is being taken to speak to the occupants who are in violation, even though it is stated in their lease agreement not to cause a public health nuisance. The complainant reported that six out of ten porches on Chambers St. have consistent smokers, and NHA does not enforce the lease requirements. Ally spoke to NHA about concerns. No action has been made to date to enforce the lease requirements by NHA staff to not allow nuisance cigarette smoke to migrate. Next steps may be for the Health Division to document the smoking violation (once notified that violation is taking place) and show proof of the violation, if observed, to NHA staff. (Ongoing.)
Planning Board Special Permit amendment reviews/Off-Street Drainage Bond Release Requests	3 – Planning Board reviews conducted for: - <u>#140 Kendrick St.</u> - <u>#920 South St.</u> - <u>Hutter Ridge Rd. (1135 Webster St.) Subdivision</u> – Request was made by builder to release the off-street drainage bonds for all seven lots. (TO DISCUSS.)
Septic Certificate of Compliance (COC)	2 – Septic Certificate of Compliance final sign-offs approvals issued for: - <u>#185 Charles River St.</u> - <u>#1607 Central Ave.</u>
Septic – Construction permits	0 – Septic Construction Permits issued.
Septic Installation inspections	0 – Septic installation inspections conducted.
Septic Installer Permits/Exams issued	0 – Septic installer permits/exams issued.
Septic Addition/Reno. to a Home on a Septic reviews	0 – Addition/Reno. to a Home on a Septic reviews conducted.

Septic Plan Reviews/Approvals	5 – Septic Plan reviews conducted/approval letters issued for: - #185 Charles River St. - Reviewed final septic as-built plan. Approved. - #1607 Central Ave. - Reviewed final septic as-built plan. Approved. - #299 Charles River St. - Received initial proposed septic plans for review. (Comment letter sent.) - #1230 South St. - Received proposed septic plans for review. Asked septic designer for additional clarifications on plan. (Plan review still in process.) - #311 Charles River St. – Received revised plans. Plan review conducted. Septic design plan approval letter sent.
Septic – Soil/Perc Tests	0 – Septic Soil/Perc Tests conducted.
Septic Trench permits	0 – Septic Trench permits issued.
Septic – Abandonment Forms received	0 – Received septic abandonment/connection to sewer forms.
Well Permit Application online plan reviews/ Approval to Drill	0 – Well permit application plan reviews/approval to drill letters issued.
Zoning Board of Appeals plan reviews	3 – Zoning Board of Appeals plan reviews conducted for: - #164 Broadmeadow Rd. - #84 Fair Oaks Park - #150 Gould Street – Gordon's Fine Wines of Needham, Inc.

FY 22 Priority FBI Risk Violations Chart (By Date)

Dunkin; Highland Ave	10/1	7-204.11 Sanitizers COS <i>Code: Chemical sanitizers, including chemical sanitizing solutions generated on-site, and other chemical antimicrobials applied to food-contact surfaces shall meet the requirements specified in 40 CFR 180.940. Tolerance exemptions for active and inert ingredients for use in antimicrobial formulations (Foodcontact surface sanitizing solutions), or (B) Meet the requirements as specified in 40 CFR 180.2020 Pesticide Chemicals Not Requiring a Tolerance or Exemption from Toleranc eNonfood determinations.</i>	Kitchen- Quat was less than 200ppm
Dragon Chef	10/7	3-202.11 (A)(C)(D) Temperature <i>Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above.</i>	Kitchen - Chicken held without a Time as Public Health Control Plan.

Walgreens	10/7	3-101.11 Safe/Unadulterated/Honestly Presented <i>Food shall be safe, unadulterated, and, honestly presented.</i>	Retail - Expired yogurt still inside refrigerator for customers to purchase
Sudbury Farms	10/15	3-304.11 Food Contact with Soiled Items <i>Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.</i>	Kitchen - Product discarded Mice face noted All products discarded. Clean bakery bins more frequently
Masala Art	10/22	3-304.11 Food Contact with Soiled Items <i>Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new Consumer.</i>	Basement - Soiled gloves on top of catering equipment and sanitized equipment storage shelf.
		3-304.11 Food Contact with Soiled Items <i>Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new Consumer.</i>	Basement - Ice machine is soiled with appearance of mold residue
		7-207.11 (B) Restriction and Storage <i>Code: Medicines that are in a food establishment for the employees use shall be labeled and located to prevent the contamination of food, equipment, utensils, linens, and single-service and single-use articles.</i>	Basement - Bandages and other supplies stored in food equipment area.
		7-206.12 Rodent Bait Stations <i>Rodent bait be contained in a covered, tamper-resistant bait station.</i>	FOH - Open snap traps noted in Buffett prep area.
Servente	10/29	3-202.11 (A)(C)(D) Temperature <i>Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above</i>	FOH- Bakery case of desserts had the temp of 47. Continuous opening of case door causing case to increase temp. Case was advised to be set at a lower temp

Bakers Best	10/24	3-304.11 Food Contact with Soiled Items COS <i>Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.</i>	Ice machine must be professionally cleaned
		3-202.11 (A)(C)(D) Temperature COS x2 <i>Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above</i>	Feta at 45 degrees, put in unit 1hour ago. Put in different cold holding unit to reduce temperatures
		7-201.11 Storage Separation <i>Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single use articles by: (A) Separating the poisonous or toxic materials by spacing or partitioning; and (B) Locating the poisonous or toxic materials in an area that is not above food, equipment, utensils, linens, and single-service or single-use articles.</i>	Goat cheese 51 degrees, discarded
			Keep sanitizers and chemicals stored separately from food equipment and food
Sheraton Hotel	10/23	3-202.11 (A)(C)(D) Temperature x2 <i>Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above</i>	Cut tomatoes 52 degrees
			Cooked chicken at 53 degrees
Bread of Life Carter Church	10/18	7-204.11 Sanitizers COS <i>Code: Chemical sanitizers, including chemical sanitizing solutions generated on-site, and other chemical antimicrobials applied to food-contact surfaces shall meet the requirements specified in 40 CFR 180.940. Tolerance exemptions for active and inert ingredients for use in antimicrobial formulations (Foodcontact surface sanitizing solutions), or (B) Meet the requirements as specified in 40 CFR 180.2020 Pesticide Chemicals Not Requiring a Tolerance or Exemption from Tolerance Nonfood determinations.</i>	improper storage of dishwasher chemicals, disposed of onsite.

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Biotech registrations/Plan rev./Insp.	1	0	0	0	0	0	0	0	0	0	0	0	1	3	0	1	1	1
Bodywork Estab. Insp.	0	0	0	0	0	0	0	0	0	0	0	0	0	5	6	7	14	11
Bodywork Estab. Permits	1	0	0	0	0	0	0	0	0	0	0	0	1	5	13	9	9	6
Bodywork Pract. Permits	0	0	0	0	0	0	0	0	0	0	0	0	0	8	12	23	21	22
COVID 19 Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	3	123	0	0	0
COVID 19 Follow Ups	0	0	0	0	0	0	0	0	0	0	0	0	0	3	122	0	0	0
Demo reviews	6	6	4	5	0	0	0	0	0	0	0	0	21	89	76	73	104	105
Domestic Animal permits	4	0	0	0	0	0	0	0	0	0	0	0	4	15	29	1	21	19
Domestic Animal Inspections	0	0	0	0	0	0	0	0	0	0	0	0	0	10	8	3	22	3
Food Service Routine insp.	12	11	10	15	0	0	0	0	0	0	0	0	48	194	134	149	200	225
Food Service Pre-oper. Insp.	0	1	1	3	0	0	0	0	0	0	0	0	5	22	16	48	12	32
Retail Food Routine insp. Or 6 month check in	0	1	2	2	0	0	0	0	0	0	0	0	5	11	12	33	46	60
Residential Kitchen Routine insp.	0	3	1	0	0	0	0	0	0	0	0	0	4	5	5	3	6	8
Mobile Routine insp.	0	0	0	0	0	0	0	0	0	0	0	0	0	10	10	4	17	13
Food Service Re-insp.	6	4	0	2	0	0	0	0	0	0	0	0	12	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	0	0	1	32	0	0	0	0	0	0	0	0	33	138	134	155	140	171
Temp. food permits	4	4	4	2	0	0	0	0	0	0	0	0	14	37	9	67	134	163
Temp. food inspections	3	2	2	0	0	0	0	0	0	0	0	0	7	9	3	10	37	29
Farmers Market permits	1	0	2	0	0	0	0	0	0	0	0	0	3	16	15	14	14	14
Farmers Market insp.	11	11	18	15	0	0	0	0	0	0	0	0	55	149	124	158	229	127
Food Complaints	1	0	2	2	0	0	0	0	0	0	0	0	5	13	7	49	18	20
Follow-up food complaints	2	0	2	2	0	0	0	0	0	0	0	0	6	15	8	48	21	21
Food Service Plan Reviews	4	5	2	7	0	0	0	0	0	0	0	0	18	13	12	14	20	42
Food Service Admin. Hearings	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3	0	0
Grease/ Septage Hauler Permits	1	0	0	0	0	0	0	0	0	0	0	0	1	22	13	20	21	24
Housing (Chap II Housing) Annual routine inspection	0	1	0	8	0	0	0	0	0	0	0	0	9	10	7	7	0	14
Housing Follow-up insp.	1	0	6	5	0	0	0	0	0	0	0	0	12	3	2	0	0	5
Housing New Complaint	2	2	2	0	0	0	0	0	0	0	0	0	6	41	40	41	22	22
Housing Follow-ups	6	7	11	7	0	0	0	0	0	0	0	0	31	65	63	56	28	24
Hotel Annual inspection	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3	3	3
Hotel Follow-ups	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	15	0	0
Nuisance Complaints	2	1	1	1	0	0	0	0	0	0	0	0	5	35	45	34	55	42
Nuisance Follow-ups	5	4	4	4	0	0	0	0	0	0	0	0	17	41	60	55	69	42
Pool inspections	0	0	0	0	0	0	0	0	0	0	0	0	0	15	15	13	20	12
Pool Follow up inspections	0	0	0	0	0	0	0	0	0	0	0	0	0	4	5	3	12	7
Pool permits	0	0	0	0	0	0	0	0	0	0	0	0	0	15	17	11	19	12
Pool plan reviews	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	3	44
Pool variances	0	0	0	0	0	0	0	0	0	0	0	0	0	6	5	6	5	7
Septic Abandonment	1	1	0	0	0	0	0	0	0	0	0	0	2	9	17	21	9	5
Addition to a home on a septic plan rev/approval	0	0	0	0	0	0	0	0	0	0	0	0	0	15	5	5	2	2
Septic Install. Insp.	2	0	1	0	0	0	0	0	0	0	0	0	3	19	11	13	21	28
Septic COC for repairs	1	0	0	0	0	0	0	0	0	0	0	0	1	3	2	5	3	1
Septic COC for complete septic system	0	0	0	2	0	0	0	0	0	0	0	0	2	4	1	3	4	3
Septic Info. requests	6	5	6	7	0	0	0	0	0	0	0	0	24	64	86	61	62	51
Septic Soil/Perc Test.	0	1	0	0	0	0	0	0	0	0	0	0	1	5	8	1	1	2
Septic Const. permits	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	6	6	5
Septic Installer permits	0	0	0	0	0	0	0	0	0	0	0	0	0	11	8	6	8	9
Septic Installer Tests	0	0	0	0	0	0	0	0	0	0	0	0	0	4	3	2	5	3
Septic Deed Restrict.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	1	1	3
Septic Plan reviews	2	3	3	5	0	0	0	0	0	0	0	0	13	21	14	8	9	23
Septic Trench permits	0	0	0	0	0	0	0	0	0	0	0	0	0	12				
Disposal of Sharps permits	0	1	0	0	0	0	0	0	0	0	0	0	1	7	8	7	7	9

Disposal of Sharps Inspections	0	1	0	0	0	0	0	0	0	0	0	0	0	1	8	8	7	7	7
Planning Board Subdivision Sp Permit Plan reviews/Insp. of lots	1	2	2	3	0	0	0	0	0	0	0	0	0	8	21	20	4	1	1
Subdivision Bond Releases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
Special Permit/Zoning	2	0	2	3	0	0	0	0	0	0	0	0	0	7	21	18	17	34	15
Tobacco permits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	7	10	10	11
Tobacco Routine insp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	7	8	14	18
Tobacco Follow-up insp.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	8	3	3
Tobacco Compliance checks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	30	30	41
Tobacco complaints	1	0	0	2	0	0	0	0	0	0	0	0	0	3	0	0	2	3	4
Tobacco Compl. follow-ups	1	0	0	2	0	0	0	0	0	0	0	0	0	3	0	0	1	3	4
Trash Hauler permits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	16	15	17	14
Medical Waste Hauler permits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	2	1
Well - Plan Reviews, Permission to drill letters, Insp.	2	4	1	0	0	0	0	0	0	0	0	0	0	7	10	11	2	6	2
Well Permits	1	0	0	0	0	0	0	0	0	0	0	0	0	1	4	1	1	1	0



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Dunkin Donuts
1201 Highland Ave.
Needham, MA 02494

Inspection Number	Date	Time In/Out	Inspection Type	Client Type	Inspector
24CCE	10/1/22	1:09 PM 1:53 PM	Routine	Food Service	M.Pancare
Permit Number	Risk	Variance	Priority	Pf	Core Repeat
	2		1	0	1

Violation Summary:

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☒	☐	☐	☐	☐
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	Time/Temperature Control for Safety	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☒	☐	☐	☐	☐
Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	24. Time as a Public Health Control; procedures & records	☒	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	Consumer Advisory	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	☒	☐	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
12. Food received at proper temperature	☒	☐	☐	☐	☐	Food/Color Additives and Toxic Substances	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	☒	☐	☐	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	1	☒	☐	☐	☒
Repeat Violations Highlighted in Yellow	IN	OUT	NA	NO	COS	Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	☒	☐	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
Food Temperature Control	IN	OUT	NA	NO	COS	46. Gloves used properly	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	Utensils, Equipment and Vending	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	☐	☐	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☐	☐	☐	☐
Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	☐	☐	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
Prevention of Food Contamination	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	1	☒	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	☐	☐	☐	☐	☐	55. Physical facilities installed, maintained & clean	☐	☐	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

M. Pancare

Ronildo - Expires
Certificate #:

Follow Up Required: ☐ Y Follow Up Date: _____

FOOD SAFETY INSPECTION REPORT

Page Number

2

Dunkin Donuts
1201 Highland Ave.
Needham, MA 02494

Inspection Number
24CCE

Date
10/1/22

Time In/Out
1:09 PM
1:53 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Food/Color Additives and Toxic Substances

Toxic substances properly identified, stored & used

28 **7-204.11 Sanitizers - Store -**

COS Pr Quat was less than 200ppm
Corrected on site Code: Chemical sanitizers, including chemical sanitizing solutions generated on-site, and other chemical antimicrobials applied to food-contact surfaces shall meet the requirements specified in 40 CFR 180.940. Tolerance exemptions for active and inert ingredients for use in antimicrobial formulations (Food contact surface sanitizing solutions), or (B) Meet the requirements as specified in 40 CFR 180.2020 Pesticide Chemicals Not Requiring a Tolerance or Exemption from Tolerance Non food determinations.

Prevention of Food Contamination

Insect, rodents & animals not present

38 **6-202.15 (A) Outer Openings, Protected - Kitchen -**

C Open holes under 3 comp sink
Repair within 30 days or less Code: Outer openings of a food establishment shall be protected against the entry of insects and rodents by: filling or closing holes and other gaps along floors, walls, and ceilings; closed, tight-fitting windows; and solid, self-closing, tight fitting doors.



Sushi #29

IN= In Compliance

OUT = Out of Compliance

NA = Not Applicable

NO= Not Observed

Permit. up to date and posted?

IN

Pest control record available?

IN

Written Menus /signs present (allergen)?

IN

Allergen Certificate Posted?

IN

Certified Food Protection Managers Certificate posted?

IN

FOOD SAFETY INSPECTION REPORT

Page Number

3

Dunkin Donuts
1201 Highland Ave.
Needham, MA 02494

Inspection Number
24CCE

Date
10/1/22

Time In/Out
1:09 PM
1:53 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Food allergy awareness poster visible for employees?	IN
Staff trained in choke-save for every shift.	NA
Ventilation Hood Inspections stickers up to date?	NA
Consumer Advisory Present if needed?	IN
Grease log up to date?	IN
Food Employee Reporting Agreement available?	IN
Procedures outlines for vomit/diarrhea event?	IN
No trans fat?	NA
"Most recent food inspection" sign posted?	OUT

Temperatures

Area	Equipment	Product	Notes	Temps
Store	Drink cooler	Ambient		39°F
Store	Drawer Unit	Ambient		38°F
Walk in freezer	Milk unit.	Ambient		35°F
Walk in freezer		Ambient		38°F
Store	Drawer Unit	Cooked egg patty cold	Holding	30°F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

Notes

Handsink stocked
Date marking noted
Food stored properly
Store is very clean
Ice machine is clean
Johns Drains 6/21/22 Greasetrapp
Suggest training all employees on the testing of Quat sanitizer.
The sign is required that "the most recent food inspection report is available for review" please post within five days

FOOD SAFETY INSPECTION REPORT

Page Number

4

Dunkin Donuts
1201 Highland Ave.
Needham, MA 02494

Inspection Number

24CCE

Date

10/1/22

Time In/Out

1:09 PM

1:53 PM

Inspector

M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number	Date	Time In/Out	Inspection Type	Client Type	Inspector	
3EE70	10/7/22	4:07 PM 4:57 PM	General	Food Service	T.Rocha	
Permit Number	Risk	Variance	Priority	Pf	Core	Repeat
	2		2	2	15	6

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☐	☒	☐	☐	☐
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	Time/Temperature Control for Safety	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☒	☐	☐	☐	☐
Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	24. Time as a Public Health Control; procedures & records	☒	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	Consumer Advisory	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	1	☒	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
12. Food received at proper temperature	2	☒	☐	☐	☐	Food/Color Additives and Toxic Substances	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	☒	☐	☐	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	☒	☐	☐	☐	☐
Repeat Violations Highlighted in Yellow						Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	1	☒	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
Food Temperature Control	IN	OUT	NA	NO	COS	46. Gloves used properly	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	Utensils, Equipment and Vending	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	1	☒	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☐	☐	☐	☐
Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	8	☒	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
Prevention of Food Contamination	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	☐	☐	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	1	☒	☐	☐	☐	55. Physical facilities installed, maintained & clean	☐	☐	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

T.Rocha

T.Rocha

Ryan - Expires

Certificate #:

Follow Up Required: ☒ Y

Follow Up Date: 10/14/2022

FOOD SAFETY INSPECTION REPORT

Page Number

2

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Preventing Contamination by Hands

Adequate handwashing sinks properly supplied and accessible

10 5-205.11 Using a Handwashing Sink - Kitchen -

- Pf** Hand wash sink blocked for employee hand washing.
Code: A handwashing facility shall be maintained so that it is accessible at all times for employee use and may not be used for purposes other than handwashing. An automatic handwashing facility shall be used in accordance with manufacturer's instructions.



Approved Source

Food Received at Proper Temperatures

12 3-202.11 (A)(C)(D) Temperature - Kitchen -

- Pr** Chicken held without a HACCP plan. *Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above.*



FOOD SAFETY INSPECTION REPORT

Page Number

3

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

12

3-202.11 (A)(C)(D) Temperature - Kitchen -

- Pr** Dumplings held without a HACCP plan. Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above.



Protection From Contamination

Food Separated and protected

15

3-302.11 (A)(4) Packaged and/or wrapped foods - Kitchen -

- C** Cannot use a rag to cover food inside refrigerator must use plastic wrap or a cover that goes with the container. Code: Food shall be protected from contamination by storing the food in packages, covered containers, or wrappings. This does not apply to (1) Whole, uncut, raw fruits and vegetables and nuts in the shell, that require peeling or hulling before consumption; (2) primal cuts, quarters, or sides of raw meat or slab bacon that are hung on clean, sanitized hooks or placed on clean, sanitized racks; (3) Whole, uncut, processed meats such as country hams, and smoked or cured sausages that are placed on clean, sanitized racks; (4) FOOD being cooled as specified under Subparagraph 3-501.15(B)(2); or shellstock.



FOOD SAFETY INSPECTION REPORT

Page Number

4

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

15

3-302.11 (A)(4) Packaged and/or wrapped foods - Kitchen -

- C Must cover and label peanuts Code: Food shall be protected from contamination by storing the food in packages, covered containers, or wrappings. This does not apply to (1) Whole, uncut, raw fruits and vegetables and nuts in the shell, that require peeling or hulling before consumption; (2) primal cuts, quarters, or sides of raw meat or slab bacon that are hung on clean, sanitized hooks or placed on clean, sanitized racks; (3) Whole, uncut, processed meats such as country hams, and smoked or cured sausages that are placed on clean, sanitized racks; (4) FOOD being cooled as specified under Subparagraph 3-501.15(B)(2); or shellstock.



15

3-302.11 (A)(4) Packaged and/or wrapped foods - Kitchen -

- C Chopped bokchoy cannot be stored inside a plastic bag. Must be stored in a container with lid or plastic wrap covering and stored inside refrigeration. Code: Food shall be protected from contamination by storing the food in packages, covered containers, or wrappings. This does not apply to (1) Whole, uncut, raw fruits and vegetables and nuts in the shell, that require peeling or hulling before consumption; (2) primal cuts, quarters, or sides of raw meat or slab bacon that are hung on clean, sanitized hooks or placed on clean, sanitized racks; (3) Whole, uncut, processed meats such as country hams, and smoked or cured sausages that are placed on clean, sanitized racks; (4) FOOD being cooled as specified under Subparagraph 3-501.15(B)(2); or shellstock.



FOOD SAFETY INSPECTION REPORT

Page Number

5

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

15

3-302.11 (A)(4) Packaged and/or wrapped foods - Kitchen -

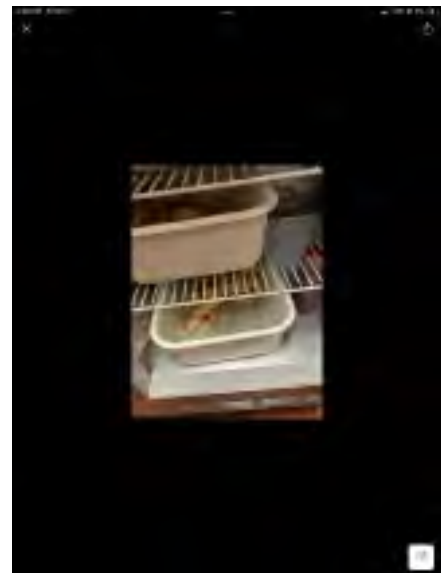
- C Broccoli must be stored inside of refrigeration, with labeling on container, and with a lid cover or plastic wrap. Code: Food shall be protected from contamination by storing the food in packages, covered containers, or wrappings. This does not apply to (1) Whole, uncut, raw fruits and vegetables and nuts in the shell, that require peeling or hulling before consumption; (2) primal cuts, quarters, or sides of raw meat or slab bacon that are hung on clean, sanitized hooks or placed on clean, sanitized racks; (3) Whole, uncut, processed meats such as country hams, and smoked or cured sausages that are placed on clean, sanitized racks; (4) FOOD being cooled as specified under Subparagraph 3-501.15(B)(2); or shellstock.



15

3-302.11 (A)(4) Packaged and/or wrapped foods - Kitchen -

- C Undereath counter refrigerator. Code: Food shall be protected from contamination by storing the food in packages, covered containers, or wrappings. This does not apply to (1) Whole, uncut, raw fruits and vegetables and nuts in the shell, that require peeling or hulling before consumption; (2) primal cuts, quarters, or sides of raw meat or slab bacon that are hung on clean, sanitized hooks or placed on clean, sanitized racks; (3) Whole, uncut, processed meats such as country hams, and smoked or cured sausages that are placed on clean, sanitized racks; (4) FOOD being cooled as specified under Subparagraph 3-501.15(B)(2); or shellstock.



Safe Food and Water

FOOD SAFETY INSPECTION REPORT

Page Number

6

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Variance obtained for specialized processing

32 8-103.11 Documentation of Proposed Variance and Justification - Kitchen -

Pf Half cooking procedures require HACCP plan. No HACCP plan was received at time of inspection. *Code: Before a variance from a requirement of this Code is approved, the information that shall be provided by the person requesting the variance and retained in the RA's file on the food establishments includes: a statement of the proposed variance of the Code requirement citing relevant Code section numbers; an analysis of the rationale for how the potential public health hazards and nuisances addressed by the relevant Code sections will be alternatively addressed by the proposal; and a HACCP plan if required as specified that includes the information specified under 8-201.14 as it is relevant to the variance requested.*



Food Identification

Food properly labeled; original container

37 3-602.11 (B)(1)-(4) Food Labels - Kitchen -

C Raw stored chicken requires labeling. Any food inside a refrigerator or freezer requires a label of the food product and the day it was prepared. *Code: All Food packaged in the food establishment shall be labeled. The label information shall include: 1. the common name of the food, or absent a common name, an adequate descriptive identity statement; 2. if made with two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight including a declaration of artificial colors, artificial flavors and chemical preservatives if contained in the food; 3. an accurate declaration of the net quantity of contents; 4. the name and place of business of the manufacturer, packer, or distributor; and 5. the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient. (Use 3-602.11(B)(5) for Pf designation).*



FOOD SAFETY INSPECTION REPORT

Page Number

7

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

37 3-602.11 (B)(1)-(4) Food Labels - Kitchen -

- C** Freezer meats require label, and date put inside freezer. Code: All Food packaged in the food establishment shall be labeled. The label information shall include: 1. the common name of the food, or absent a common name, an adequate descriptive identity statement; 2. if made with two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight including a declaration of artificial colors, artificial flavors and chemical preservatives if contained in the food; 3. an accurate declaration of the net quantity of contents; 4. the name and place of business of the manufacturer, packer, or distributor; and 5. the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient. (Use 3-602.11(B)(5) for Pf designation).



37 3-602.11 (B)(1)-(4) Food Labels - Kitchen -

- C** Refrigerated food requires food label and use by or date prepared stickers. Code: All Food packaged in the food establishment shall be labeled. The label information shall include: 1. the common name of the food, or absent a common name, an adequate descriptive identity statement; 2. if made with two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight including a declaration of artificial colors, artificial flavors and chemical preservatives if contained in the food; 3. an accurate declaration of the net quantity of contents; 4. the name and place of business of the manufacturer, packer, or distributor; and 5. the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient. (Use 3-602.11(B)(5) for Pf designation).



FOOD SAFETY INSPECTION REPORT

Page Number

8

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

37 3-602.11 (B)(1)-(4) Food Labels - Kitchen -

- C Must label peanuts Code: All Food packaged in the food establishment shall be labeled. The label information shall include: 1. the common name of the food, or absent a common name, an adequate descriptive identity statement; 2. if made with two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight including a declaration of artificial colors, artificial flavors and chemical preservatives if contained in the food; 3. an accurate declaration of the net quantity of contents; 4. the name and place of business of the manufacturer, packer, or distributor; and 5. the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient. (Use 3-602.11(B)(5) for Pf designation).



37 3-602.11 (B)(1)-(4) Food Labels - Kitchen -

- C Requires food labeling. Code: All Food packaged in the food establishment shall be labeled. The label information shall include: 1. the common name of the food, or absent a common name, an adequate descriptive identity statement; 2. if made with two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight including a declaration of artificial colors, artificial flavors and chemical preservatives if contained in the food; 3. an accurate declaration of the net quantity of contents; 4. the name and place of business of the manufacturer, packer, or distributor; and 5. the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient. (Use 3-602.11(B)(5) for Pf designation).



FOOD SAFETY INSPECTION REPORT

Page Number

9

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

37 3-602.11 (B)(1)-(4) Food Labels - Kitchen -

- C** Requires food labeling. Code: All Food packaged in the food establishment shall be labeled. The label information shall include: 1. the common name of the food, or absent a common name, an adequate descriptive identity statement; 2. if made with two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight including a declaration of artificial colors, artificial flavors and chemical preservatives if contained in the food; 3. an accurate declaration of the net quantity of contents; 4. the name and place of business of the manufacturer, packer, or distributor; and 5. the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient. (Use 3-602.11(B)(5) for Pf designation).



37 3-602.11 (B)(1)-(4) Food Labels - Kitchen -

- C** Requires food labeling. Code: All Food packaged in the food establishment shall be labeled. The label information shall include: 1. the common name of the food, or absent a common name, an adequate descriptive identity statement; 2. if made with two or more ingredients, a list of ingredients and sub-ingredients in descending order of predominance by weight including a declaration of artificial colors, artificial flavors and chemical preservatives if contained in the food; 3. an accurate declaration of the net quantity of contents; 4. the name and place of business of the manufacturer, packer, or distributor; and 5. the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient. (Use 3-602.11(B)(5) for Pf designation).



FOOD SAFETY INSPECTION REPORT

Page Number

10

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

37

3-602.11 (C) Food Labels - Kitchen -

- C Requires labeling on bulk foods. Code: Bulk food that is available for consumer self dispensing shall be prominently labeled with the following information in plain view of the consumer: (1) The manufacturer's or processor's label that was provided with the food; or (2) A card, sign, or other method of notification that includes the information specified under Subparagraphs (B)(1), (2), and (6) of this section.



Prevention of Food Contamination

Wiping cloths: properly used & stored

41

4-901.12 Wiping Cloths, Air-Drying Locations - Kitchen -

- C Wiping cloth rag must be kept inside bucket of sanitizer or bleach solution, or must be hung up to dry in a location for drying. Code: Wiping cloths laundered in a food establishment that does not have a mechanical clothes dryer shall be air-dried in a location and in a manner that prevents contamination of food, equipment, utensils, linens, and single service and single-use articles and wiping cloths.



Utensils, Equipment and Vending

FOOD SAFETY INSPECTION REPORT

Page Number

11

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Warewashing facilities: installed, maintained & used; test strips

48 4-301.12 (C)(D) Warewashing, Sink Requirements - Kitchen -

- C** As labeled, the warewash sink must be used in this order. The third compartment is the sanitizer. This is where sanitation is required for the dishwashing. Code: *Alternative manual warewashing equipment may be used when there are special cleaning needs or constraints and its use is approved. This may include: high-pressure detergent sprayers; low-or line-pressure spray detergent foamers; other task-specific cleaning equipment; brushes or other implements; 2-compartment sinks (if approved) with limited use using batch operations for equipment contact raw meat and RTE foods. Before a 2 compartment sink is used: (1) The permit holder shall have its use approved; and (2) The permit holder shall limit the number of kitchenware items cleaned and sanitized in the 2-compartment sink, and shall limit warewashing to batch operations for cleaning kitchenware such as between cutting one type of raw meat and another or cleanup at the end of a shift, and shall: (a) Make up the cleaning and sanitizing solutions immediately before use and drain them*



Notes

Notes

88 Notes - Kitchen -

- N** Bleach with rag - General Notes



FOOD SAFETY INSPECTION REPORT

Page Number

12

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - Kitchen -

N 200 ppm for bleach water. - General Notes



88

Notes - Kitchen -

N Pest control records - General Notes.



FOOD SAFETY INSPECTION REPORT

Page Number

13

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - Kitchen -

- N Grease trap records self cleaning by establishment .. must keep records in a better location , hard to read and can be misplaced. - General Notes



88

Notes - Kitchen -

- N Hood inspection sticker - General Notes



Sushi #29

IN= In Compliance

OUT = Out of Compliance

NA = Not Applicable

NO= Not Observed

Permit. up to date and posted?

IN

FOOD SAFETY INSPECTION REPORT

Page Number

14

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number
3EE70

Date
10/7/22

Time In/Out
4:07 PM
4:57 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Pest control record available?	IN
Written Menus /signs present (allergen)?	IN
Allergen Certificate Posted?	IN
Certified Food Protection Managers Certificate posted?	IN
Food allergy awareness poster visible for employees?	IN
Staff trained in choke-save for every shift.	NA
Ventilation Hood Inspections stickers up to date?	IN
Consumer Advisory Present if needed?	NA
Grease log up to date?	IN
Food Employee Reporting Agreement available?	OUT
Procedures outlines for vomit/diarrhea event?	OUT
No trans fat?	IN
"Most recent food inspection" sign posted?	OUT

Temperatures

Area	Equipment	Product	Notes	Temps
Kitchen	Reach-In Cooler	Raw chicken	Holding	37°F
Kitchen	Under counter cooler	Chicken in containers	Holding	34°F
Kitchen	On counter top	Boc choy chopped	Holding	79°F
Kitchen	Large freezer chest	Frozen dumplings	Holding	-15°F
Kitchen	Reach-In Cooler	Veggies	Holding	36°F
Kitchen	Walk-in Cooler	Chicken	Holding	32°F
Kitchen	Rice cooker	Fried pork rice	Holding	160°F
Kitchen	Reach-in Freezer - 2	Frozen foods	Holding	-7°F
Kitchen	On counter top	Dumplings	Holding	72°F
Kitchen	Reach-in Freezer - 1	Frozen beef meats	Holding	-1°F

FOOD SAFETY INSPECTION REPORT

Page Number

15

Dragon Chef Restaurant
332 Chestnut Street
Needham, MA 02492

Inspection Number

3EE70

Date

10/7/22

Time In/Out

4:07 PM

4:57 PM

Inspector

T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Kitchen	Under counter cooler	Crab ragoon	Holding	32°F
Kitchen	Rice cooker	Rice	Holding	161°F
Kitchen	Reach-In Cooler	Beef	Holding	38.9°F
Kitchen	Walk-in Cooler	Cut veggies	Holding	32°F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

Notes

Today's inspection was based on a general food complaint on a dish ordered by a customer around 1230 noon.

A full routine inspection was conducted at today's general food complaint.

Haccp plan or time temperature control as Public Health will be required. Establishment requesting assistance for these plans.



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Walgreens #01852
1478 Highland Ave.
Needham, MA 02492

Inspection Number	Date	Time In/Out	Inspection Type	Client Type	Inspector
38B93	10/7/22	3:11 PM 3:43 PM	Routine	Retail	T.Rocha
Permit Number	Risk	Variance	Priority	Pf	Core Repeat
			1	0	1

Violation Summary:

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☒	☐	☐	☐	☐
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	Time/Temperature Control for Safety	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☒	☐	☐	☐	☐
Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	24. Time as a Public Health Control; procedures & records	☒	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	Consumer Advisory	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	☒	☐	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
12. Food received at proper temperature	☒	☐	☐	☐	☐	Food/Color Additives and Toxic Substances	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	☒	☐	☒	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	☒	☐	☐	☐	☐
Repeat Violations Highlighted in Yellow						Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	☒	☐	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
Food Temperature Control	IN	OUT	NA	NO	COS	46. Gloves used properly	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	Utensils, Equipment and Vending	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	☐	☐	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☐	☐	☐	☐
Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	☐	☐	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
Prevention of Food Contamination	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	☐	☐	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☒	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	☐	☐	☐	☐	☐	55. Physical facilities installed, maintained & clean	☐	☐	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

T.Rocha

Mariot moise - Expires
Certificate #:

Follow Up Required: ☐ Y Follow Up Date: _____

FOOD SAFETY INSPECTION REPORT

Page Number

2

Walgreens #01852
1478 Highland Ave.
Needham, MA 02492

Inspection Number
38B93

Date
10/7/22

Time In/Out
3:11 PM
3:43 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Approved Source

Food in good condition, safe & unadulterated

13 3-101.11 Safe/Unadulterated/Honestly Presented - Store -

Pr Expired yogurt still inside refrigerator for customers to purchase. Code: Food shall be safe, unadulterated, and, honestly presented.

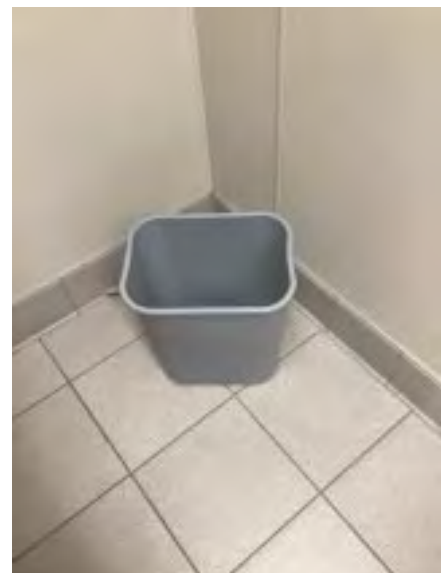


Physical Facilities

Toilet facilities: properly constructed; supplies & cleaned

53 5-501.17 Toilet Room Receptacle Covered - Store -

C Women's trash can needs to be covered. Code: A toilet room used by females shall be provided with a covered receptacle for sanitary napkins.



FOOD SAFETY INSPECTION REPORT

Page Number

3

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1478 Highland Ave.
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Time In/Out
3:11 PM
3:43 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

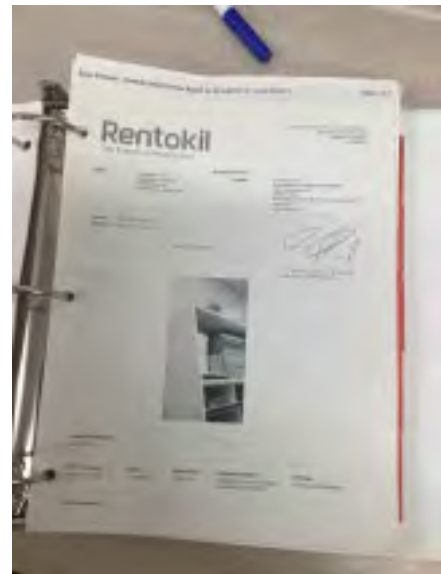
Notes

Notes

88

Notes - Store -

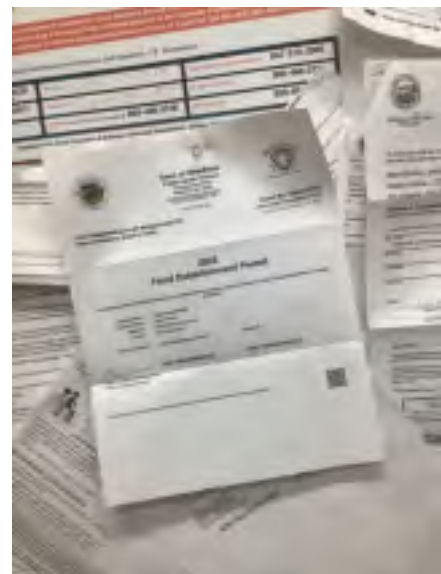
N Pest control records - General Notes.



88

Notes - Store -

N Permit posted - General Notes



Sushi #29

IN= In Compliance **OUT** = Out of Compliance NA = Not Applicable NO= Not Observed

Needham Public Health Division - 178 Rosemary Street, Needham MA 02494 - (781) 455-7940 ext. 504

FOOD SAFETY INSPECTION REPORT

Page Number

4

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Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Permit. up to date and posted?	IN
Pest control record available?	IN
Written Menus /signs present (allergen)?	NA
Allergen Certificate Posted?	NA
Certified Food Protection Managers Certificate posted?	NA
Food allergy awareness poster visible for employees?	NA
Ventilation Hood Inspections stickers up to date?	NA
Consumer Advisory Present if needed?	NA
Grease log up to date?	NA
Food Employee Reporting Agreement available?	NA
Procedures outlines for vomit/diarrhea event?	IN
No trans fat?	IN
"Most recent food inspection" sign posted?	NA

Temperatures

Area	Equipment	Product	Notes	Temps
Store	Walk-in Freezer	Frozen meals	Holding	14 °F
Store	Walk-in Cooler - 1	Soda	Holding	35 °F
Store	Walk-in Freezer	Frozen pizza	Holding	-4.5 °F
				°F
Store	Walk-in Freezer	Ice cream	Holding	-30 °F
Store	Walk-in Cooler - 1	Milk	Holding	35 °F
Store	Walk-in Cooler - 1	Juices	Holding	35 °F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

FOOD SAFETY INSPECTION REPORT

Page Number

5

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1478 Highland Ave.
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38B93

Date

10/7/22

Time In/Out

3:11 PM

3:43 PM

Inspector

T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Sudbury Farms
1177 Highland Ave.
Needham, MA 02492

<u>Inspection Number</u>	<u>Date</u>	<u>Time In/Out</u>	<u>Inspection Type</u>	<u>Client Type</u>	<u>Inspector</u>
95BE3	10/15/22	12:20 PM 3:09 PM	Routine	Retail/Caterer	M.Pancare
<u>Permit Number</u>	<u>Risk</u>	<u>Variance</u>	<u>Violation Summary</u>	<u>Priority</u>	<u>Pf</u>
				1	4
					9
					6

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

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Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
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4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
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Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
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Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
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10. Adequate handwashing sinks supplied and accessible	2	☒	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
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14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	1	☒	☐	☐	☐
Repeat Violations Highlighted in Yellow						Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

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Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
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39. Contamination prevented in prep, storage & display	2	☒	☐	☒	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	☐	☐	☐	☐	☐	55. Physical facilities installed, maintained & clean	1	☒	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	2	☒	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

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M.Pancare

Kate Gildawie - Expires
Certificate #:

Follow Up Required: ☐ Y Follow Up Date: _____

FOOD SAFETY INSPECTION REPORT

Page Number

2

Sudbury Farms
1177 Highland Ave.
Needham, MA 02492

Inspection Number
95BE3

Date
10/15/22

Time In/Out
12:20 PM
3:09 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

- -

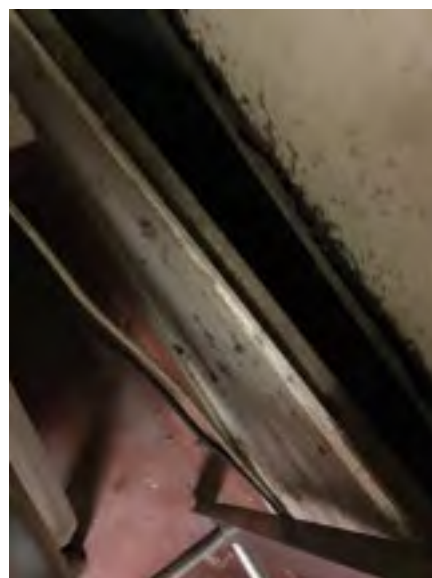
See #56 Repair or replace all non working lights bulbs in retail meat case and any other area where bulbs are burned out. Code:



88

- -

Top of open filter w dust/ debris -



FOOD SAFETY INSPECTION REPORT

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3

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M. Pancare

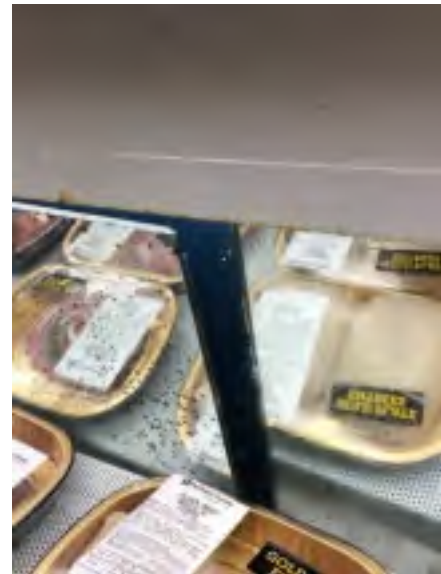
Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

See 47 above Exposed chipped Glass mirrors without protective frame was noted in meat case.
Mirror removed to prevent further chipping and prevent contamination -



Preventing Contamination by Hands

Adequate handwashing sinks properly supplied and accessible

10

6-301.12 Hand Drying Provision - Meat -

- Pf** No paper towels in meat cutting room in basement.
Code: Each handwashing lavatory or groups of adjacent lavatories shall be provided with: individual, disposable towels; a continuous towel system that supplies the user with a clean towel or a hand drying device that employs an air-knife system that delivers high velocity, pressurized air at ambient temperatures.



FOOD SAFETY INSPECTION REPORT

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4

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Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

10 6-301.12 Hand Drying Provision - Prepared Foods -

- Pf** No paper towel in the basement Code: Each handwashing lavatory or groups of adjacent lavatories shall be provided with: individual, disposable towels; a continuous towel system that supplies the user with a clean towel or a hand drying device that employs an air-knife system that delivers high velocity, pressurized air at ambient temperatures.



Protection From Contamination

Food separated and protected

15 3-304.11 Food Contact with Soiled Items - Bakery -

- COS Pr** Product discarded
Mice face noted
All products discarded. Clean bakery bins more frequently
Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.



FOOD SAFETY INSPECTION REPORT

Page Number

5

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Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

16 4-601.11 (A) Equip, Food-Contact Surfaces - Meat -

- Pf** Digi meat wrap machine not clean
Code: Equipment food-contact surfaces and utensils shall be clean to sight and touch.



16 4-602.12 Cooking and Baking Equipment - Bakery -

- C** Underside of mixer in bakery has debris *Code: The food contact surfaces of cooking and baking equipment shall be cleaned at least every 24 hours. The cavities and door seals of microwave ovens shall be cleaned at least every 24 hours by using the manufacturer's recommended cleaning procedure.*



Food/Color Additives and Toxic Substances

FOOD SAFETY INSPECTION REPORT

Page Number

6

Sudbury Farms
1177 Highland Ave.
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Inspection Number
95BE3

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10/15/22

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12:20 PM
3:09 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Toxic substances properly identified, stored & used

28 7-209.11 Storage (Personal Care Items) - Prepared Foods -

- COS** **C** Used Aprons and personal belongings stored with single use disposable unprotected food trays
Trays discarded Code: *Employees shall store their personal care items (medications, first aid supplies, cosmetics and toiletries such as toothpaste and mouthwash) in lockers or other suitable facilities away from food and equipment.*



Prevention of Food Contamination

Cont. prevented during food prep., storage & display

39 6-404.11 Distressed Merchandise. Segregation and Location - Meat -

- COS** **Pf** Expired Products not segregated in walk-in cooler retail meat. Repeat offense Code: *Products that are held by the permit holder for credit, redemption, or return to the distributor, such as damaged, spoiled, or recalled products, shall be segregated and held in designated areas that are separated from food, equipment, utensils, linens, and single-service and single-use articles.*



FOOD SAFETY INSPECTION REPORT

Page Number

7

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12:20 PM
3:09 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

39

3-305.11 Food Storage - Produce -

COS

- C Open case of Tomatoes were stored below rusted spray gun holder.
Store food away from sprayer.
Replace spray holder with PVC or other material to prevent physical contamination to products. Code: *Food shall be protected from contamination by storing food: in a clean dry location; where it is not exposed to splash, dust, or other contamination; and at least 6 inches off the floor.*



Proper Use of Utensils

In-use utensils; properly stored

43

3-304.12 In-Use Utensils/Between-Use Storage - Basement bakery -

- C Improper storage of in use utensils. Code: *During pauses in food preparation or dispensing, food preparation and dispensing utensils shall be stored: in the food with their handles above the top of the food and the container; in food that is not TCS food with their handles above the top of the food within containers or equipment that can be closed, such as bins of sugar, flour, or cinnamon; on a clean portion of the food preparation table or cooking equipment only if the in-use utensil and the food-contact surface of the food preparation table or cooking equipment are cleaned and sanitized every 4 hours; in running water of sufficient velocity to flush particulates to the drain, if used with moist food such as ice cream or mashed potatoes, in a clean, protected location if the utensils, such as ice scoops, are used only with a food that is not TCS food; or in a container of water if the water is maintained at a temperature of at least 135°F and the container is cleaned at least every 24 hours.*



Utensils, Equipment and Vending

FOOD SAFETY INSPECTION REPORT

Page Number

8

Sudbury Farms
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95BE3

Date
10/15/22

Time In/Out
12:20 PM
3:09 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

All contact surfaces cleanable, properly designed, constructed & used

47

4-101.19 Nonfood-Contact Surfaces - Basement bakery -

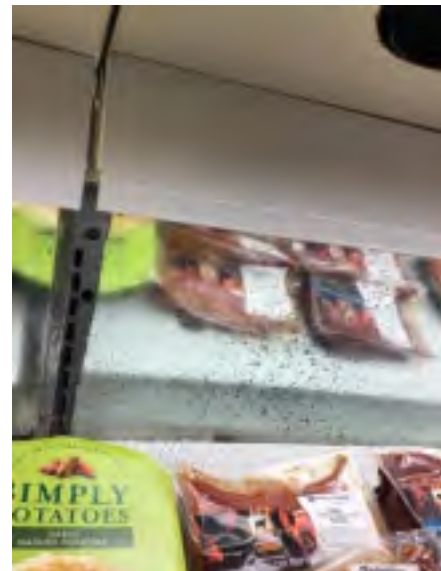
- C Walls soiled in bakery
Clean frequently Code: *Nonfood-contact surfaces of equipment that are exposed to splash, spillage, or other food soiling or that require frequent cleaning shall be constructed of a corrosion-resistant, nonabsorbent, and smooth material.*



47

4-501.11 Good Repair and Proper Adjustment - Meat -

- C Glass decorative mirrors in meat and produce display case are chipped, flaking, and missing components. Mirror was removed. Provide adequate and safe replacement in compliance with the FDA 2013 food code.
Code: *Equipment shall be maintained in a state of repair and condition that meets FDA requirements. Equipment components such as doors, seals, hinges, fasteners, and kick plates shall be kept intact, tight, and adjusted in accordance with manufacturers specifications. Cutting or piercing parts of can openers shall be kept sharp to minimize the creation of metal fragments that can contaminate food when the container is opened.*



Physical Facilities

FOOD SAFETY INSPECTION REPORT

Page Number

9

Sudbury Farms
1177 Highland Ave.
Needham, MA 02492

Inspection Number
95BE3

Date
10/15/22

Time In/Out
12:20 PM
3:09 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Physical Facilities installed, maintained & cleaned

55 6-501.114 Unnecessary Items and Litter - Bakery -

- C Litter and debris on floor in bakery area.
Clean frequently to prevent pests Code: *The premises shall be free of items that are unnecessary to the operation or maintenance of the establishment that is nonfunctional or no longer used and litter.*



56 4-202.18 Ventilation Hood Systems, Filters - Basement bakery -

- C Vent behind table in bakery severely soiled.
Vent filter is not flush to wall. Replace. Seal. Clean Code: *Filters or other grease extracting equipment shall be designed to be readily removable for cleaning and replacement if not designed to be cleaned in place.*



FOOD SAFETY INSPECTION REPORT

Page Number

10

Sudbury Farms
1177 Highland Ave.
Needham, MA 02492

Inspection Number
95BE3

Date
10/15/22

Time In/Out
12:20 PM
3:09 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

56

6-303.11 Lighting. Intensity - Produce -

- C** Replace broken light and produce area Code: *The light intensity shall be at least 10 foot candles in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning; at least 20 foot candles at a surface where food is provided for consumer self-service or packaged foods are sold or offered for consumption, inside equipment such as reach-in and under-counter refrigerators, and in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms; and at least 50 foot candles at a surface where a food employee is working with food or working with utensil or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.*



Sushi #29

IN= In Compliance

OUT = Out of Compliance

NA = Not Applicable

NO= Not Observed

Permit. up to date and posted?

IN

Pest control record available?

IN

Written Menus /signs present (allergen)?

IN

Allergen Certificate Posted?

IN

Certified Food Protection Managers Certificate posted?

IN

Food allergy awareness poster visible for employees?

IN

Staff trained in choke-save for every shift.

IN

Ventilation Hood Inspections stickers up to date?

IN

Consumer Advisory Present if needed?

IN

Grease log up to date?

IN

Food Employee Reporting Agreement available?

NO

Procedures outlines for vomit/diarrhea event?

IN

No trans fat?

NO

"Most recent food inspection" sign posted?

IN

FOOD SAFETY INSPECTION REPORT

Page Number

11

Sudbury Farms
1177 Highland Ave.
Needham, MA 02492

Inspection Number
95BE3

Date
10/15/22

Time In/Out
12:20 PM
3:09 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Temperatures

Area	Equipment	Product	Notes	Temps
Basement prepared	Walk-in Freezer	Ambient shared freezer		10 °F
Store	Open air cheese unit	Ambient		20 °F
		Ambient egg floral		33 °F
Meat	Walk in meat cooler	Ambient		32 °F
Basement		Ambient ice cream		-02 °F
Meat	Walk in meat cooler	Ambient		33 °F
Store	Deli unit meats	Ambient		31 °F
Store	Dairy Cooler	Ambient		38 °F
Basement		Ambient deli walk-in		33 °F
Produce		Produce		33 °F
Meat	Open air meat unit			35 °F
Store		Milk retail ambient		36 °F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

Notes

Train employees to make sure that all Handsinks are properly stocked to prevent people from getting sick.

Retail seafood area hand sinks stocked very clean

Meat room Quat 300 ppm

Prepared foods basement 300 ppm

No paper towels at Handsinks in prepared foods and in meat cutting room

Hood sticker August 2022 Omni Pro.

Bakery areas in basement need improvement.

90 days of shellstock tags verified- nice work.

Grease trap 9/20/22 All Clear Plumbing

Moderne Pest Control current.

Food stored properly- no expired products noted.

FOOD SAFETY INSPECTION REPORT

Page Number

12

Sudbury Farms
1177 Highland Ave.
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Inspection Number

95BE3

Date

10/15/22

Time In/Out

12:20 PM
3:09 PM

Inspector

M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Temperatures of refrigeration and food storage compliant



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number	Date	Time In/Out	Inspection Type	Client Type	Inspector	
07F90	10/22/22	1:31 PM 4:39 PM	Routine	Food	M.Pancare	
Permit Number	Risk	Variance	Priority	Pf	Core	Repeat
	3		4	2	7	

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☐	☒	☐	☐	☒
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☒	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	23. Proper date marking and disposition	☐	☒	☐	☐	☐
10. Adequate handwashing sinks supplied and accessible	1	☒	☐	☐	☒	24. Time as a Public Health Control; procedures & records	☒	☐	☐	☐	☐
11. Food obtained from approved source	☒	☐	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
12. Food received at proper temperature	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
13. Food in good condition, safe & unadulterated	☒	☐	☐	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	☐	☒	☐	☐	☐
15. Adequate handwashing sinks supplied and accessible	1	☒	☐	☐	☒	29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Repeat Violations Highlighted in Yellow

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	☒	☐	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	46. Gloves used properly	☐	☐	☐	☐	☐
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	☐	☐	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☒	☐	☐	☐
37. Food properly labeled; original container	☐	☐	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	2	☒	☐	☐	☒	51. Plumbing installed; proper backflow devices	☐	☒	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	1	☒	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☒	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	55. Physical facilities installed, maintained & clean	☐	☐	☐	☐	☐
						56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

M.Pancare

Follow Up Required: ☐ Y Follow Up Date:

FOOD SAFETY INSPECTION REPORT

Page Number

2

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

Food prepared for use in blast chiller in basement -



88

- -

See Datemarking -



FOOD SAFETY INSPECTION REPORT

Page Number

3

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

Discussion w PIC for storage of cheesecloth used to drain yogurt curds.

Recommend storage and sanitization in hot water above 165F. A electric soup well may resolve this with water -



88

- -

Overflow pipe leaking water behind the ice machine in basement

Repair and remove water containers to prevent pests from breeding/ harboring

Small leak noted in dry goods area in basement where HVAC ductwork is located.

Also clean the ductwork to prevent mold issues. -



Preventing Contamination by Hands

FOOD SAFETY INSPECTION REPORT

Page Number

4

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Adequate handwashing sinks properly supplied and accessible

10 5-205.11 Using a Handwashing Sink - FOH -

- COS Pf** Handsink in the food service Buffett area was blocked by buckets upon arrival Code: *A handwashing facility shall be maintained so that it is accessible at all times for employee use and may not be used for purposes other than handwashing. An automatic handwashing facility shall be used in accordance with manufacturer's instructions.*



Protection From Contamination

Food separated and protected

15 3-304.11 Food Contact with Soiled Items - Basement -

- Pr** Soiled gloves on top of catering equipment and sanitized equipment storage shelf.
Clean all areas, and train employees to dispose of soiled gloves properly Code: *Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.*



FOOD SAFETY INSPECTION REPORT

Page Number

5

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

15 3-304.11 Food Contact with Soiled Items - Basement -

Pr Ice machine is soiled with appearance of mold residue
Clean and sanitize the entire machine within 24-48 hours
Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.



15 3-302.11 (A)(4) Packaged and/or wrapped foods - Basement -

COS C Several products were not covered properly in the refrigeration units on service line and basement *Code: Food shall be protected from contamination by storing the food in packages, covered containers, or wrappings. This does not apply to (1) Whole, uncut, raw fruits and vegetables and nuts in the shell, that require peeling or hulling before consumption; (2) primal cuts, quarters, or sides of raw meat or slab bacon that are hung on clean, sanitized hooks or placed on clean, sanitized racks; (3) Whole, uncut, processed meats such as country hams, and smoked or cured sausages that are placed on clean, sanitized racks; (4) FOOD being cooled as specified under Subparagraph 3-501.15(B)(2); or shellstock.*

Time / Temperature Control for Safety

FOOD SAFETY INSPECTION REPORT

Page Number

6

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Date marking and disposition

23 3-501.17 (A)(C) Date Marking RTE Foods - On Premises Prep - Basement -

Pf Datemarking required.

Datemarking policy is not being followed

Code: Refrigerated, RTE/TCS food prepared and held refrigerated for more than 24 hours in a food establishment shall be clearly marked at the time of preparation to indicate the date by which the food shall be consumed, sold or discarded when held at a temperature of 41°F or less for a maximum of 7 days. The day of preparation shall be counted as Day 1. A refrigerated, RTE/TCS food ingredient or a portion of a refrigerated, RTE/TCS food that is subsequently combined with additional ingredients or portions of food shall retain the date marking of the earliest-prepared or first-prepared ingredient.



Food/Color Additives and Toxic Substances

Toxic substances properly identified, stored & used

28 7-207.11 (B) Restriction and Storage - Basement -

Pr Bandages and other supplies stored in food equipment area.

Store separate and segregated *Code: Medicines that are in a food establishment for the employees use shall be labeled and located to prevent the contamination of food, equipment, utensils, linens, and single-service and single-use articles.*



FOOD SAFETY INSPECTION REPORT

Page Number

7

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

28 7-206.12 Rodent Bait Stations - FOH -

Pr Open snap traps noted in Buffett prep area.

Please discuss with Pest Control provider Code: Rodent bait shall be contained in a covered, tamper-resistant bait station.

Prevention of Food Contamination

Insect, rodents & animals not present

38 6-202.15 (D) Outer Openings. Protected - Establishment -

COS C Upon arrival the rear door was propped open. Keep closed at all times Code: If the windows or doors of a food establishment, or of a larger structure within which a food establishment is located, are kept open for ventilation or other purposes or a temporary food establishment is not provided with windows and doors as specified under paragraph (A) of this section, the openings shall be protected against the entry of insects and rodents by: (1) 16 mesh to 25.4 mm (16 mesh to 1 inch) screens; (2) Properly designed and installed air curtains to control flying insects; or (3) Other effective means.



FOOD SAFETY INSPECTION REPORT

Page Number

8

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

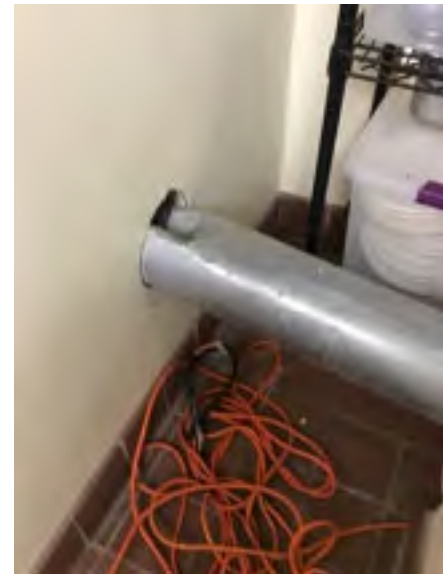
Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

38 6-202.15 (D) Outer Openings. Protected - Establishment -

- C Repair holes near basement ice machine, and repair broken tiles and drywall at corner of machine to prevent pests
Please clean old feces under stairwell. Code: *If the windows or doors of a food establishment, or of a larger structure within which a food establishment is located, are kept open for ventilation or other purposes or a temporary food establishment is not provided with windows and doors as specified under paragraph (A) of this section, the openings shall be protected against the entry of insects and rodents by: (1) 16 mesh to 25.4 mm (16 mesh to 1 inch) screens; (2) Properly designed and installed air curtains to control flying insects; or (3) Other effective means.*



41 3-304.14 (A)-(E) Wiping Cloths, Use Limitation - Basement -

- C Wiping cloths stored improperly in basement Code: *Cloths in-use for wiping food spills from tableware and carry-out containers that occur as food is being served shall be maintained dry and used for no other purpose. Cloths in-use for wiping counters and other equipment surfaces shall be held between uses in a chemical sanitizer solution and laundered daily. Cloths in-use for wiping surfaces in contact with raw animal foods shall be kept separate from cloths used for other purposes. Dry wiping cloths and the chemical sanitizing solutions in which wet wiping cloths are held between uses shall be free of food debris and visible soil. Containers of chemical sanitizing solutions shall be stored off the floor and used in a manner that prevents contamination of food, equipment, utensils, linens, single-service, or single-use articles.*



Utensils, Equipment and Vending

FOOD SAFETY INSPECTION REPORT

Page Number

9

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Nonfood contact surfaces clean

49 4-601.11 (C) Non- Food Contact Surfaces and Utensils Clean - Basement -

- C** Blast. Chiller needs cleaning inside. In addition clean all work surfaces, and interior of refrigerators on service line, Handsinks, and work surfaces as discussed Code: *Nonfood contact surfaces of equipment shall be kept free of an accumulation of dust, dirt, food residue, and other debris.*



Physical Facilities

Plumbing installed; proper backflow devices

51 5-205.15 (B) System Maintained/Repair - Basement -

- C** Plumbing inside employee changing area is leaking. Repair or replace within 10 days
Code: *A plumbing system shall be maintained in good repair.*



FOOD SAFETY INSPECTION REPORT

Page Number

10

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number
07F90

Date
10/22/22

Time In/Out
1:31 PM
4:39 PM

Inspector
M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

54 5-501.113 Covering Receptacles - Establishment -

- C** Receptacles dumpster units outside have boxes and debris outside.
Clean dumpster and store properly to prevent pest harborage *Code: Receptacles and waste handling units for refuse, recyclables, and returnables shall be kept covered when they contain food residue and are not in continuous use or after they are filled. If kept outside, they shall have tight-fitting lids or doors.*

Sushi #29

IN= In Compliance OUT = Out of Compliance NA = Not Applicable NO= Not Observed

	Permit. up to date and posted?	IN
	Pest control record available?	IN
	Written Menus /signs present (allergen)?	IN
	Allergen Certificate Posted?	IN
	Certified Food Protection Managers Certificate posted?	IN
	Food allergy awareness poster visible for employees?	IN
	Staff trained in choke-save for every shift.	NO
	Ventilation Hood Inspections stickers up to date?	IN
	Consumer Advisory Present if needed?	IN
	Grease log up to date?	IN
	Food Employee Reporting Agreement available?	NO
	Procedures outlines for vomit/diarrhea event?	IN
	No trans fat?	NO
	"Most recent food inspection" sign posted?	IN

Temperatures

Area	Equipment	Product	Notes	Temps
FOH	Reach-In Cooler	Ambient tandoori		40°F
Establishment		Sauce Yellow w		39°F
Basement	Walk-in Cooler - 2	Ambient		33°F

FOOD SAFETY INSPECTION REPORT

Page Number

11

Masala Art Restaurant
990 Great Plain Avenue
Needham, MA 02492

Inspection Number

07F90

Date

10/22/22

Time In/Out

1:31 PM

4:39 PM

Inspector

M. Pancare

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Establishment		Cooked chicken		159 °F
FOH	Flip Top	Spice bar		36 °F
FOH	Reach-In Cooler	Ambient entree		40 °F
Establishment	Reach-In Cooler - 3	Tomato Sauce		38 °F
FOH		Condiment cooler		40 °F
Establishment	Reach-In Cooler	Cooler waitstaff		39 °F
Basement	Walk-in Cooler - 1	Ambient		36 °F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

Notes

Handsinks stocked
TCS food stored properly
NW Pest Control 10/12/22 open snap traps noted behind the prep area of Buffett bar- (Keith Parrish).
Discussion with PIC on frequency and cleaning of equipment.
Continue to focus on organization of equipment that is not in use to protect it properly.
Hood sticker compliant July 2022
Label the PREP sink in kitchen
Suggest that you label bulk containers such as rice lentils ect.
Quat 400pm.



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Servente
1032 Great Plain Ve
Needham, MA 02492

Inspection Number	Date	Time In/Out	Inspection Type	Client Type	Inspector
62E73	10/29/22	1:57 PM 2:44 PM	Routine	Restaurant	T.Rocha
Permit Number	Risk	Variance	Priority	Pf	Core Repeat
			1	0	1

Violation Summary:

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☒	☐	☐	☐	☐
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	Time/Temperature Control for Safety	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☒	☐	☐	☐	☐
Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	24. Time as a Public Health Control; procedures & records	☒	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	Consumer Advisory	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	☒	☐	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
12. Food received at proper temperature	☒	☒	☐	☐	☒	Food/Color Additives and Toxic Substances	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	☒	☐	☐	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	☒	☐	☐	☐	☐
Repeat Violations Highlighted in Yellow						Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	☒	☐	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
Food Temperature Control	IN	OUT	NA	NO	COS	46. Gloves used properly	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	Utensils, Equipment and Vending	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	☐	☐	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☐	☐	☐	☐
Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	☐	☐	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
Prevention of Food Contamination	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	☐	☐	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	☒	☒	☐	☐	☐	55. Physical facilities installed, maintained & clean	☐	☐	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

T.Rocha

Christie - Expires
Certificate #:

Follow Up Required: ☐ Y Follow Up Date:

FOOD SAFETY INSPECTION REPORT

Page Number

2

Servente
1032 Great Plain Ve
Needham, MA 02492

Inspection Number
62E73

Date
10/29/22

Time In/Out
1:57 PM
2:44 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Approved Source

Food Received at Proper Temperatures

12 3-202.11 (A)(C)(D) Temperature - Front of House -

COS **Pr** Bakery case of dessertshad the temp of 47. Continuous opening of case door causing case to increase temp. Case wasadvised to be set at a lower temp Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above.



Prevention of Food Contamination

Wiping cloths: properly used & stored

41 4-901.12 Wiping Cloths, Air-Drying Locations - Kitchen -

C A wiping cloth must be in the bucket of sanitizer solution. Code: Wiping cloths laundered in a food establishment that does not have a mechanical clothes dryer shall be air-dried in a location and in a manner that prevents contamination of food, equipment, utensils, linens, and single service and single-use articles and wiping cloths.



FOOD SAFETY INSPECTION REPORT

Page Number

3

Servente
1032 Great Plain Ve
Needham, MA 02492

Inspection Number
62E73

Date
10/29/22

Time In/Out
1:57 PM
2:44 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Notes

Notes

88

Notes - Kitchen -

N Grease trap every 3 months- General Notes.



88

Notes - Kitchen -

N Pest control 10/10/22 - General Notes



FOOD SAFETY INSPECTION REPORT

Page Number

4

Servente
1032 Great Plain Ve
Needham, MA 02492

Inspection Number
62E73

Date
10/29/22

Time In/Out
1:57 PM
2:44 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - Kitchen -

- N Sanitizer test strip taken of the 3 bay sanitizer section water - General Notes.



88

Notes - Kitchen -

- N New compressor is needed in this refrigerator. Currently have a work order placed. - General Notes.



FOOD SAFETY INSPECTION REPORT

Page Number

5

Servente
1032 Great Plain Ve
Needham, MA 02492

Inspection Number
62E73

Date
10/29/22

Time In/Out
1:57 PM
2:44 PM

Inspector
T.Rocha

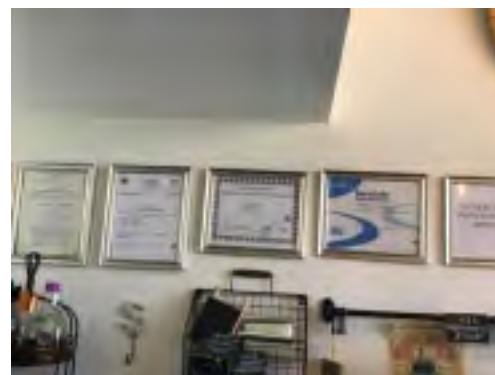
Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - Kitchen -

N - General Notes.



Positive Notes

Proper Food Safety Practices

98

98 Proper Food Safety Practices - Bathroom -

N Mop sink correctly stored - Excellent.



FOOD SAFETY INSPECTION REPORT

Page Number

6

Servente
1032 Great Plain Ve
Needham, MA 02492

Inspection Number
62E73

Date
10/29/22

Time In/Out
1:57 PM
2:44 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

98 98 Proper Food Safety Practices - Outside establishment -

N Dumpster maintained -Excellent.



Sushi #29

IN= In Compliance

OUT = Out of Compliance

NA = Not Applicable

NO= Not Observed

Permit. up to date and posted?

IN

Pest control record available?

IN

Written Menus /signs present (allergen)?

IN

Allergen Certificate Posted?

IN

Certified Food Protection Managers Certificate posted?

IN

Food allergy awareness poster visible for employees?

IN

Staff trained in choke-save for every shift.

NA

Ventilation Hood Inspections stickers up to date?

NA

Consumer Advisory Present if needed?

NA

Grease log up to date?

IN

Food Employee Reporting Agreement available?

IN

Procedures outlines for vomit/diarrhea event?

IN

No trans fat?

IN

"Most recent food inspection" sign posted?

IN

FOOD SAFETY INSPECTION REPORT

Page Number

7

Servente
1032 Great Plain Ve
Needham, MA 02492

Inspection Number
62E73

Date
10/29/22

Time In/Out
1:57 PM
2:44 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Temperatures

Area	Equipment	Product	Notes	Temps
Kitchen	True freezer	Bakery bars	Holding	-6.3 °F
Kitchen	True freezer	Bread	Holding	-6.3 °F
Kitchen	Underneath	Deli meat	Holding	41.8 °F
Kitchen	Milk cooler under	Milk	Holding	37 °F
Kitchen	Sandwich roll top	Lettuce	Holding	40.8 °F
Kitchen	True reach in cooler	Milk	Holding	38 °F
Kitchen	True reach in cooler	Squash	Holding	38 °F
Kitchen	Bakery case	Bakerydessert	Holding	47 °F
Kitchen	Victory reach in	Chopped lettuce	Holding	38 °F
Kitchen	Sandwich roll top	Cheese sliced	Holding	41.2 °F
Kitchen	Underneath	Spreads for sandwich	Holding	41 °F
Kitchen	Sandwich roll top	Bread stuffing with	Holding	40.9 °F
Kitchen	True reach in cooler	Cheese	Holding	38 °F
Kitchen	True freezer	Coffee cold brew ice	Holding	-6.3 °F
Kitchen	Sandwich roll top	Cut tomatoes	Holding	40.8 °F
Kitchen	True reach in cooler	Eggs raw	Holding	38 °F
Kitchen	True freezer	Pork stuffing for pie	Holding	-6.3 °F
Kitchen	Underneath	Tuna fish	Holding	41.8 °F
Kitchen	True reach in cooler	Sauces	Holding	38 °F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

Notes

FOOD SAFETY INSPECTION REPORT

Page Number

8

Servente

1032 Great Plain Ve
Needham, MA 02492

Inspection Number

62E73

Date

10/29/22

Time In/Out

1:57 PM

2:44 PM

Inspector

T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

The bakery case went from 47 degrees to 35 after 5 min of keeping the case closed. Expressed importance to manager to keep refrigeration temp low when a busyrush is on as the case is opened very frequently.



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

<u>Inspection Number</u>	<u>Date</u>	<u>Time In/Out</u>	<u>Inspection Type</u>	<u>Client Type</u>	<u>Inspector</u>
FD951	10/24/22	1:11 PM 3:13 PM	Pre-Opening	Caterer	A. Littlefield
<u>Permit Number</u>	<u>Risk</u>	<u>Variance</u>	<u>Priority</u>	<u>Pf</u>	<u>Core</u> <u>Repeat</u>
	3		4	1	0

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☐	☒	☐	☐	☐
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	Time/Temperature Control for Safety	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☐	☒	☐	☐	☒
Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	24. Time as a Public Health Control; procedures & records	☒	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	Consumer Advisory	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	☒	☐	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
12. Food received at proper temperature	☒	☐	☐	☐	☐	Food/Color Additives and Toxic Substances	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	☒	☐	☐	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	☐	☒	☐	☐	☐
Repeat Violations Highlighted in Yellow						Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	☒	☐	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
Food Temperature Control	IN	OUT	NA	NO	COS	46. Gloves used properly	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	Utensils, Equipment and Vending	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	☐	☒	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☐	☐	☐	☐
Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	☐	☐	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
Prevention of Food Contamination	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	☐	☐	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	☐	☐	☐	☐	☐	55. Physical facilities installed, maintained & clean	☐	☐	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

A. Littlefield

Jim Drost - Expires
Certificate #:

Follow Up Required: ☐ Y Follow Up Date:

FOOD SAFETY INSPECTION REPORT

Page Number

2

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

- -

No trans fat Code:



Protection From Contamination

Food separated and protected

15 3-304.11 Food Contact with Soiled Items - -

Pr Ice machine must be professionally cleaned Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.



FOOD SAFETY INSPECTION REPORT

Page Number

3

Bakers Best, Inc.
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3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Time / Temperature Control for Safety

Cold Holding Temperature

22 **3-501.16 (A)(2) (B) Proper Cold Holding Temps. - -**

COS **Pr** Feta at 45 degrees, put in unit 1 hour ago. Put in different cold holding unit to reduce temperatures Code: *Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained at 41°F or less. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less.*



22 **3-501.16 (A)(2) (B) Proper Cold Holding Temps. - -**

COS **Pr** Goat cheese 51 degrees, discarded Code: *Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained at 41°F or less. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less.*



Food/Color Additives and Toxic Substances

FOOD SAFETY INSPECTION REPORT

Page Number

4

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

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Date
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1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Toxic substances properly identified, stored & used

28

7-201.11 Storage Separation - -

Pr Keep sanitizers and chemicals stored separately from food equipment and food. Code: *Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles by: (A) Separating the poisonous or toxic materials by spacing or partitioning; and (B) Locating the poisonous or toxic materials in an area that is not above food, equipment, utensils, linens, and single-service or single-use articles.*



Utensils, Equipment and Vending

Warewashing facilities: installed, maintained & used; test strips

48

4-501.110 Warewasher Wash Sol. Temperature - -

Pf Wash must reach 150, must be adjusted. Code: *The temperature of the wash solution in spray type warewashers that use hot water to sanitize may not be less than: 165°F for a stationary rack, single temperature machine; 150°F for stationary rack, dual temperature machine; 160°F for a single tank, conveyor, dual temperature machine, or 150°F for a multitank, conveyor, multitemperature machine. The temperature of the wash solution in spray-type warewashers that use chemicals to sanitize may not be less than 120°F.*



Notes

FOOD SAFETY INSPECTION REPORT

Page Number

5

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Notes

88

Notes - -

N Dry storage - General Notes.



88

Notes - -

N Dry storage of single use packaging - General Notes.



FOOD SAFETY INSPECTION REPORT

Page Number

6

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - -

N Dry food storage - General Notes.



88

Notes - -

N Mop sink

- General Notes.



FOOD SAFETY INSPECTION REPORT

Page Number

7

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - -

N Air gap on prep sinks- General Notes.



88

Notes - -

N Dressings just prepped in two-door which is non-compliant, move to another unit - General Notes



FOOD SAFETY INSPECTION REPORT

Page Number

8

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - -

N Both hoods serviced August 2022 - General Notes



88

Notes - -

N Prep sinks need to be labeled - General Notes.



FOOD SAFETY INSPECTION REPORT

Page Number

9

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - -

- N Three bay sink used for pre soak and scrub before mechanical ware washing - General Notes



88

Notes - -

- N Overall dish temp good - General Notes



FOOD SAFETY INSPECTION REPORT

Page Number

10

Bakers Best, Inc.
150 Gould St.
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Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - -

N Eliminate harborage behind trash - General Notes



88

Notes - -

N Storage of cooking grease - General Notes.



FOOD SAFETY INSPECTION REPORT

Page Number

11

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - -

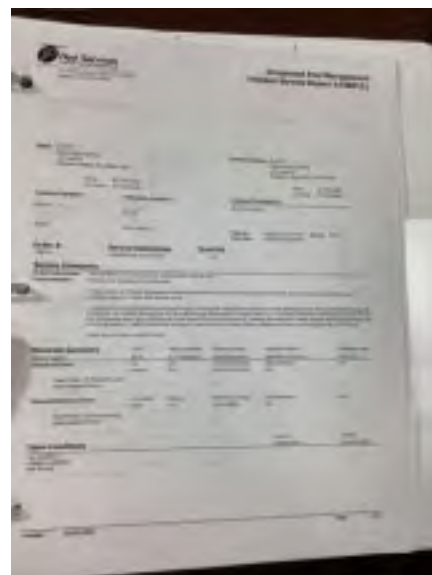
- N Compacted cardboard picked up every other Friday -
General Notes



88

Notes - -

- N Pest control 10/20/22 - General Notes



FOOD SAFETY INSPECTION REPORT

Page Number

12

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150 Gould St.
Needham, MA 02494

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Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

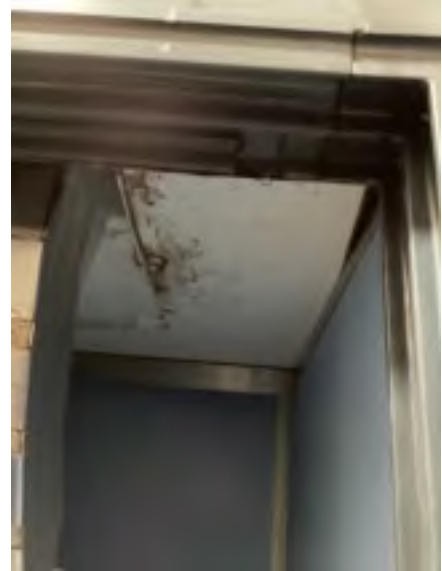
Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - -

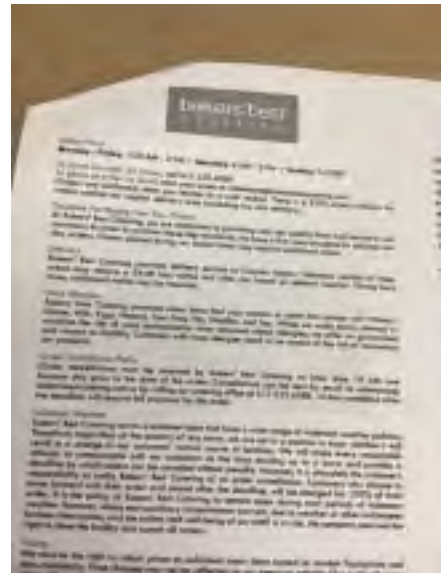
- N Mold-like substance/debris in ice machine noted -
General Notes



88

Notes - -

- N Allergen statement - General Notes



Positive Notes

FOOD SAFETY INSPECTION REPORT

Page Number

13

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Proper Food Safety Practices

98

98 Proper Food Safety Practices - -

N Maintaining composting, excellent - Excellent.



98

98 Proper Food Safety Practices - -

N Separate chemicals, excellent - Excellent.



FOOD SAFETY INSPECTION REPORT

Page Number

14

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number
FD951

Date
10/24/22

Time In/Out
1:11 PM
3:13 PM

Inspector
A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

98

98 Proper Food Safety Practices - -

- N** Open condition repaired per pest control recommendation
- Excellent



Sushi #29

IN= In Compliance

OUT = Out of Compliance

NA = Not Applicable

NO= Not Observed

Permit. up to date and posted?

IN

Pest control record available?

IN

Written Menus /signs present (allergen)?

IN

Allergen Certificate Posted?

IN

Certified Food Protection Managers Certificate posted?

IN

Food allergy awareness poster visible for employees?

IN

Staff trained in choke-save for every shift.

NA

Ventilation Hood Inspections stickers up to date?

IN

Consumer Advisory Present if needed?

NA

Grease log up to date?

IN

Food Employee Reporting Agreement available?

IN

Procedures outlines for vomit/diarrhea event?

OUT

No trans fat?

IN

"Most recent food inspection" sign posted?

IN

FOOD SAFETY INSPECTION REPORT

Page Number

15

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number

FD951

Date

10/24/22

Time In/Out

1:11 PM
3:13 PM

Inspector

A.Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Temperatures

Area	Equipment	Product	Notes	Temps
Kitchen	Walk-in Cooler -	Ambient		40 °F
Kitchen	Walk-in Cooler Dairy	Ambient		35 °F
Kitchen	Walk-in Cold Prep	Ambient		40 °F
Kitchen	- True two-door near	Cooked chicken -		50 °F
Prep	- Roll top #1	Ambient		40 °F
Kitchen	Refrigerator 2 door -	Ambient		38 °F
Prep	- Roll-top #2	Ambient - no food		45 °F
Kitchen	Walk-in Freezer	Ambient		2 °F
Kitchen	- Expo Walk-in	Ambient		35 °F
Kitchen	- True 2 door freezer	Ambient		4 °F
Kitchen	- True two-door near	Ambient		45 °F
Kitchen	Walk-in Cooler cold	Ambient		35 °F
Kitchen	Blast Cooler	Blast cooler		35 °F
Kitchen	True 2 door	Ambient		35 °F
Kitchen	- True two-door near	Feta- just placed in unit		45 °F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.

Notes

Cold holding units are serviced twice per year. All in compliance.
Baker commodity, grease trap last serviced 10/18/2022

Issues with the far right two door true cooler. All items prepared this morning to be moved. Items not in temp discarded. Chicken cooked at 8am, 30 remaining minutes to get below 41- blast cooler used

FOOD SAFETY INSPECTION REPORT

Page Number

16

Bakers Best, Inc.
150 Gould St.
Needham, MA 02494

Inspection Number

FD951

Date

10/24/22

Time In/Out

1:11 PM

3:13 PM

Inspector

A. Littlefield

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Please send confirmation of repair/fixed cold holding unit as well as prep sinks labeled. Send service receipt when dishwasher pressure gauge is fixed and temp. are correct. In addition, send service receipt of ice machine cleaning.

Menu to stay the same, equipment to stay the same. Change of ownership to Gordon company. Other pertinent information on permit application.



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number	Date	Time In/Out	Inspection Type	Client Type	Inspector
6F64C	10/23/22	6:02 PM 6:47 PM	Routine	Food Service	T.Rocha
Permit Number	Risk	Variance	Priority	Pf	Core
			2	2	0
Violation Summary			Repeat		
				1	

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☒	☐	☐	☐	☐
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	Time/Temperature Control for Safety	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☒	☐	☐	☐	☐
Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	24. Time as a Public Health Control; procedures & records	☒	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	Consumer Advisory	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	☒	☐	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
12. Food received at proper temperature	☒	☐	☐	☐	☐	Food/Color Additives and Toxic Substances	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	☒	☐	☐	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	☒	☐	☐	☐	☐
Repeat Violations Highlighted in Yellow	IN	OUT	NA	NO	COS	Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	☒	☐	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
Food Temperature Control	IN	OUT	NA	NO	COS	46. Gloves used properly	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	Utensils, Equipment and Vending	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	☐	☐	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☐	☐	☐	☐
Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	☐	☐	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
Prevention of Food Contamination	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	☐	☐	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	☐	☐	☐	☐	☐	55. Physical facilities installed, maintained & clean	☐	☐	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

T.Rocha

Oji scully - Expires
Certificate #:Follow Up Required: ☐ Y Follow Up Date: _____

FOOD SAFETY INSPECTION REPORT

Page Number

2

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number
6F64C

Date
10/23/22

Time In/Out
6:02 PM
6:47 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Preventing Contamination by Hands

Adequate handwashing sinks properly supplied and accessible

10 5-205.11 Using a Handwashing Sink - Kitchen -

Pf Only used for hand washing Code: A handwashing facility shall be maintained so that it is accessible at all times for employee use and may not be used for purposes other than handwashing. An automatic handwashing facility shall be used in accordance with manufacturer's instructions.



Approved Source

Food Received at Proper Temperatures

12 3-202.11 (A)(C)(D) Temperature - Kitchen -

Pr Cut tomatoes 52 degrees Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above.



FOOD SAFETY INSPECTION REPORT

Page Number

3

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number
6F64C

Date
10/23/22

Time In/Out
6:02 PM
6:47 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

12

3-202.11 (A)(C)(D) Temperature - Kitchen -

Pr 53 degrees Code: TCS food shall be at a temperature of 41°F or below when received. Raw eggs shall be received in refrigerated equipment that maintains an ambient air temperature of 45°F or less. TCS food that is cooked to a proper temperature and received hot shall be at a temperature of 135°F or above.



Time / Temperature Control for Safety

Date marking and disposition

23

3-501.17 (A)(C) Date Marking RTE Foods - On Premises Prep - Kitchen -

Pf Needs date use by or prepared on Code: Refrigerated, RTE/TCS food prepared and held refrigerated for more than 24 hours in a food establishment shall be clearly marked at the time of preparation to indicate the date by which the food shall be consumed, sold or discarded when held at a temperature of 41°F or less for a maximum of 7 days. The day of preparation shall be counted as Day 1. A refrigerated, RTE/TCS food ingredient or a portion of a refrigerated, RTE/TCS food that is subsequently combined with additional ingredients or portions of food shall retain the date marking of the earliest-prepared or first-prepared ingredient.



Notes

FOOD SAFETY INSPECTION REPORT

Page Number

4

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number
6F64C

Date
10/23/22

Time In/Out
6:02 PM
6:47 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Notes

88

Notes - Kitchen -

N Grease trap - General Notes.



88

Notes - Kitchen -

N Certificates-General Notes



FOOD SAFETY INSPECTION REPORT

Page Number

5

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number
6F64C

Date
10/23/22

Time In/Out
6:02 PM
6:47 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - Kitchen -

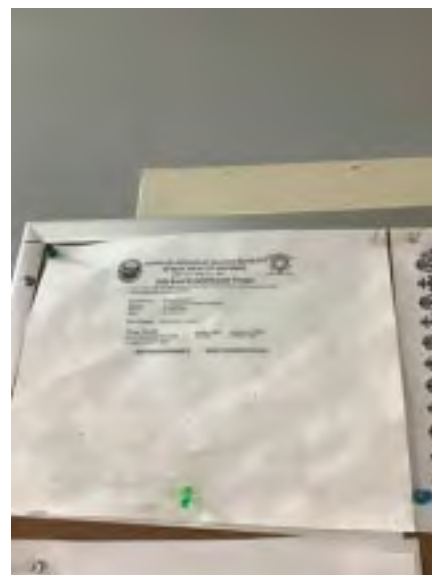
N Certificates-General Notes



88

Notes - Kitchen -

N Permit - General Notes



FOOD SAFETY INSPECTION REPORT

Page Number

6

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number
6F64C

Date
10/23/22

Time In/Out
6:02 PM
6:47 PM

Inspector
T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - Kitchen -

N Hood sticker - General Notes.



88

Notes - Kitchen -

N Pest control - General Notes.



FOOD SAFETY INSPECTION REPORT

Page Number

7

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number
6F64C

Date
10/23/22

Time In/Out
6:02 PM
6:47 PM

Inspector
T.Rocha

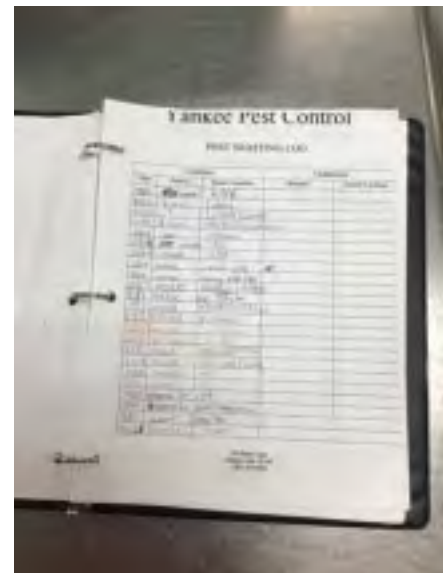
Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

Notes - Kitchen -

N Pest control - General Notes.



Sushi #29

IN= In Compliance

OUT = Out of Compliance

NA = Not Applicable

NO= Not Observed

Permit. up to date and posted?

IN

Written Menus /signs present (allergen)?

IN

Allergen Certificate Posted?

IN

Certified Food Protection Managers Certificate posted?

IN

Food allergy awareness poster visible for employees?

IN

Staff trained in choke-save for every shift.

IN

Ventilation Hood Inspections stickers up to date?

IN

Consumer Advisory Present if needed?

NA

Grease log up to date?

IN

Food Employee Reporting Agreement available?

IN

Procedures outlines for vomit/diarrheal event?

IN

No trans fat?

IN

"Most recent food inspection" sign posted?

NO

FOOD SAFETY INSPECTION REPORT

Page Number

8

Sheraton Needham Hotel
100 Cabot Street
Needham, MA 02494

Inspection Number

6F64C

Date

10/23/22

Time In/Out

6:02 PM

6:47 PM

Inspector

T.Rocha

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

Temperatures

Area	Equipment	Product	Notes	Temps
Kitchen	Walk in cooler	Pasta	Holding	32 °F
Kitchen	True 4 door	Juice	Holding	40 °F
Banquet/catering	True 2 door - 1	Milk	Holding	30 °F
Kitchen	Deli top and drawer	Bacon	Holding	40 °F
Kitchen	Continental deli top	Chicken cooked	Holding	52 °F
Kitchen	True 4 door	Milk	Holding	40 °F
Bar	Beverage air under	Milk	Holding	35 °F
Kitchen	Continental drawer	Fries	Holding	-18 °F
Kitchen	Walk in cooler	Salad	Holding	32 °F
Retail area	- Soda	Soda	Holding	39 °F
Kitchen	Walk-in Freezer	Meat	Holding	-26 °F
Kitchen	Walk-in Freezer	Frozen bread	Holding	-26 °F
Kitchen	Continental deli top	Tomatoes	Holding	52 °F
Kitchen	2 door Mongolia	Raw meat	Holding	40 °F

Temperatures in **RED** identify items in the temperature danger zone. See the report notes for specific details.



FOOD ESTABLISHMENT INSPECTION REPORT

R-10

Bread of Life/Carter Church
800 Highland Ave.
Needham, MA 02492

Inspection Number	Date	Time In/Out	Inspection Type	Client Type	Inspector
681B2	10/18/22	2:27 PM 3:20 PM	Routine	Food Service	J.Kent
Permit Number	Risk	Variance	Priority	Pf	Core Repeat
	1		1	0	1

Foodborne Illness Risk Factors and Public Health Interventions

IN = in compliance OUT = out of compliance N/O = not observed N/A = not applicable COS = corrected on-site during inspection

Repeat Violations Highlighted in Yellow

Supervisor	IN	OUT	NA	NO	COS	Protection from Contamination (Cont'd)	IN	OUT	NA	NO	COS
1. PIC present, demonstrates knowledge, and performs duties	☒	☐	☐	☐	☐	15. Food separated and protected	☒	☐	☐	☐	☐
2. Certified Food Protection Manager	☒	☐	☐	☐	☐	16. Food-contact surfaces; cleaned & sanitized	☒	☐	☐	☐	☐
Employee Health	IN	OUT	NA	NO	COS	17. Proper disposition of returned, previously served, reconditioned & unsafe foods	☒	☐	☐	☐	☐
3. Management, food employee and conditional employee knowledge, responsibilities and reporting	☒	☐	☐	☐	☐	Time/Temperature Control for Safety	IN	OUT	NA	NO	COS
4. Proper use of restriction and exclusion	☒	☐	☐	☐	☐	18. Proper cooking time & temperatures	☒	☐	☐	☐	☐
5. Procedures for responding to vomiting and diarrheal events	☒	☐	☐	☐	☐	19. Proper reheating procedures for hot holding	☒	☐	☐	☐	☐
Good Hygienic Practices	IN	OUT	NA	NO	COS	20. Proper cooling time and temperature	☒	☐	☐	☐	☐
6. Proper eating, tasting, drinking, or tobacco use	☒	☐	☐	☐	☐	21. Proper hot holding temperatures	☒	☐	☐	☐	☐
7. No discharge from eyes, nose, and mouth	☒	☐	☐	☐	☐	22. Proper cold holding temperatures	☒	☐	☐	☐	☐
Preventing Contamination by Hands	IN	OUT	NA	NO	COS	23. Proper date marking and disposition	☒	☐	☐	☐	☐
8. Hands clean & properly washed	☒	☐	☐	☐	☐	24. Time as a Public Health Control; procedures & records	☐	☐	☐	☐	☐
9. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed	☒	☐	☐	☐	☐	Consumer Advisory	IN	OUT	NA	NO	COS
10. Adequate handwashing sinks supplied and accessible	☒	☐	☐	☐	☐	25. Consumer advisory provided for raw/undercooked food	☒	☐	☐	☐	☐
Approved Source	IN	OUT	NA	NO	COS	Highly Susceptible Populations	IN	OUT	NA	NO	COS
11. Food obtained from approved source	☒	☐	☐	☐	☐	26. Pasteurized foods used; prohibited foods not offered	☒	☐	☐	☐	☐
12. Food received at proper temperature	☒	☐	☐	☐	☐	Food/Color Additives and Toxic Substances	IN	OUT	NA	NO	COS
13. Food in good condition, safe & unadulterated	☒	☐	☐	☐	☐	27. Food additives: approved & properly used	☒	☐	☐	☐	☐
14. Required records available: shellstock tags, parasite destruction	☒	☐	☐	☐	☐	28. Toxic substances properly identified, stored & used	1	☒	☐	☐	☒
Repeat Violations Highlighted in Yellow	IN	OUT	NA	NO	COS	Conformance with Approved Procedures	IN	OUT	NA	NO	COS
						29. Compliance with variance/specialized process/HACCP	☒	☐	☐	☐	☐

Good Retail Practices

Safe Food and Water	IN	OUT	NA	NO	COS	Proper Use of Utensils	IN	OUT	NA	NO	COS
30. Pasteurized eggs used where required	☒	☐	☐	☐	☐	43. In-use utensils: properly stored	☐	☐	☐	☐	☐
31. Water & ice from approved source	☐	☐	☐	☐	☐	44. Utensils, equip. & linens: properly stored, dried & handled	☐	☐	☐	☐	☐
32. Variance obtained for specialized processing methods	☒	☐	☐	☐	☐	45. Single-use/single-service articles: properly stored & used	☐	☐	☐	☐	☐
Food Temperature Control	IN	OUT	NA	NO	COS	46. Gloves used properly	☐	☐	☐	☐	☐
33. Proper cooling methods used; adequate equip. for temp. control	☒	☐	☐	☐	☐	Utensils, Equipment and Vending	IN	OUT	NA	NO	COS
34. Plant food properly cooked for hot holding	☐	☐	☐	☐	☐	47. All contact surfaces cleanable, properly designed, constructed, & used	☐	☐	☐	☐	☐
35. Approved thawing methods used	☐	☐	☐	☐	☐	48. Warewashing facilities: installed, maintained & used; test strips	☐	☐	☐	☐	☐
36. Thermometers provided & accurate	☐	☐	☐	☐	☐	49. Non-food contact surfaces clean	☐	☐	☐	☐	☐
Food Identification	IN	OUT	NA	NO	COS	Physical Facilities	IN	OUT	NA	NO	COS
37. Food properly labeled; original container	☐	☐	☐	☐	☐	50. Hot & cold water available; adequate pressure	☐	☐	☐	☐	☐
Prevention of Food Contamination	IN	OUT	NA	NO	COS	51. Plumbing installed; proper backflow devices	☐	☐	☐	☐	☐
38. Insects, rodents & animals not present	☐	☐	☐	☐	☐	52. Sewage & waste water properly disposed	☐	☐	☐	☐	☐
39. Contamination prevented in prep, storage & display	☐	☐	☐	☐	☐	53. Toilet facilities: properly constructed, supplied, & cleaned	☐	☐	☐	☐	☐
40. Personal cleanliness	☐	☐	☐	☐	☐	54. Garbage & refuse properly disposed; facilities maintained	☐	☐	☐	☐	☐
41. Wiping cloths; properly used & stored	☐	☐	☐	☐	☐	55. Physical facilities installed, maintained & clean	1	☒	☐	☐	☐
42. Washing fruits & vegetables	☐	☐	☐	☐	☐	56. Adequate ventilation & lighting; designated areas use	☐	☐	☐	☐	☐
						60. 105 CMR 590 violations / local regulations	☒	☐	☐	☐	☐

Official Order for Correction: Based on an inspection today, the items marked "OUT" indicated violations of 105 CMR 590.000 and applicable sections of the 2013 FDA Food Code. This report, when signed below by a Board of Health member or its agent constitutes an order of the Board of Health. Failure to correct violations cited in this report may result in suspension or revocation of the food establishment permit and cessation of food establishment operations. If you are subject to a notice of suspension, revocation, or nonrenewal pursuant to 105 CMR 590.000 you may request a hearing before the board of health in accordance with 105 CMR 590.015(B).

J.Kent

Beth Henrich/Laura Damon - Expires
Certificate #:Follow Up Required: ☐ Y Follow Up Date: _____

FOOD SAFETY INSPECTION REPORT

Page Number

2

Bread of Life / Carter Church
800 Highland Ave.
Needham, MA 02492

Inspection Number
681B2

Date
10/18/22

Time In/Out
2:27 PM
3:20 PM

Inspector
J. Kent

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

Will need to renew annual food permit by November 2022

-



88

- -

first aid kit, fire extinguisher posted by exit. -



FOOD SAFETY INSPECTION REPORT

Page Number

3

Bread of Life/Carter Church
800 Highland Ave.
Needham, MA 02492

Inspection Number
681B2

Date
10/18/22

Time In/Out
2:27 PM
3:20 PM

Inspector
J. Kent

Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

Storage cabinets of kitchenware neat and tidy. -



88

- -

Handwashing sink exceeded 100 degrees. -



FOOD SAFETY INSPECTION REPORT

Page Number

4

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Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

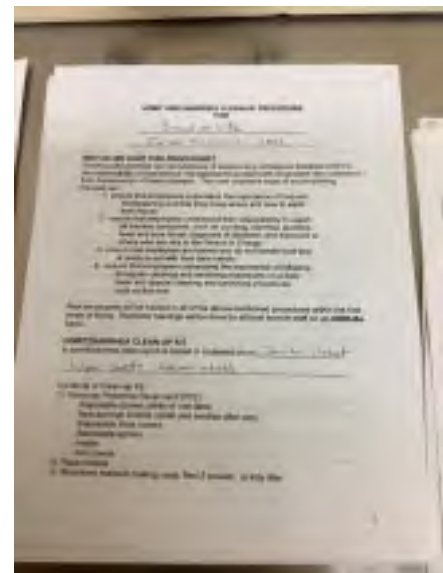
allergen awareness certification verified. -



88

- -

Vomit and diarrhea procedure available. -



FOOD SAFETY INSPECTION REPORT

Page Number

5

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10/18/22

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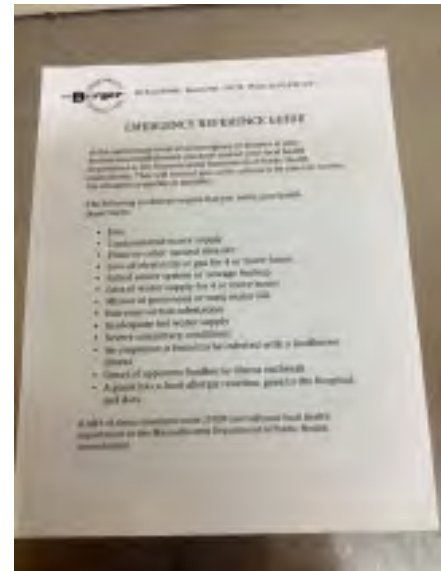
Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

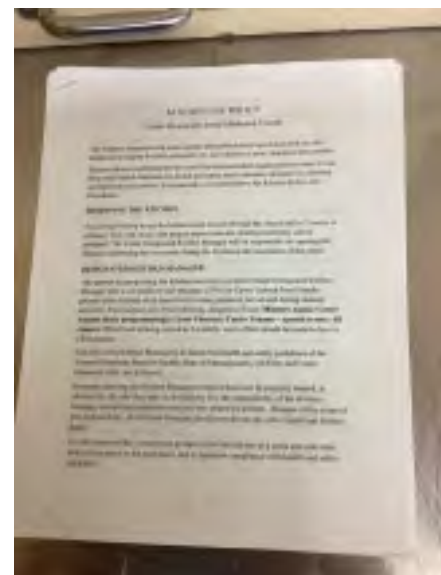
Emergency procedure documented and available. -



88

- -

Kitchen use policy for facility documented and available. -



FOOD SAFETY INSPECTION REPORT

Page Number

6

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Inspection Report (Continued)

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- -

fridge unit at 40 degrees -



88

- -

Inspectors will review hood compliance. Full meals with grease containing foods are proposed to be prepared -



FOOD SAFETY INSPECTION REPORT

Page Number

7

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10/18/22

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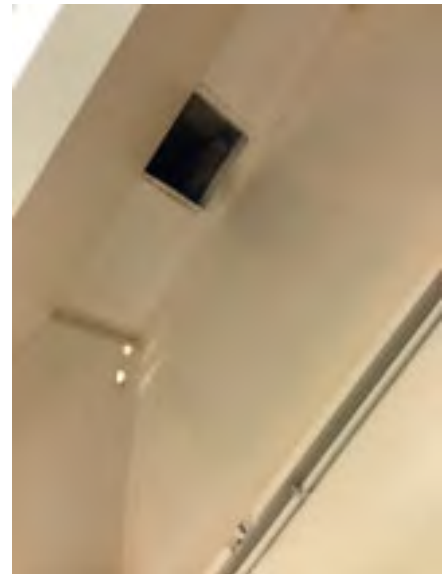
Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

88

- -

See note above regarding hood compliance. -



88

- -

Label all stored dry goods. -



FOOD SAFETY INSPECTION REPORT

Page Number

8

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88

- -

Dishwasher temp exceeded 150 degrees -



88

- -

reach in freezer ambient temp 16 degrees -



FOOD SAFETY INSPECTION REPORT

Page Number

9

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88

- -

Proper labeling is required to distinguish food prep sink from hand washing sink. -



98

- -

Excellent display of all required signage. -



FOOD SAFETY INSPECTION REPORT

Page Number

10

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Inspection Report (Continued)

Repeat Violations Highlighted in Yellow

98

- -

Updated and current servsafe certification of PIC
available. -



98

- -

Kitchen surfaces clean to sight and touch. -



Food/Color Additives and Toxic Substances

FOOD SAFETY INSPECTION REPORT

Page Number

11

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Inspection Report (Continued)

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Toxic substances properly identified, stored & used

28 7-204.11 Sanitizers - Kitchen -

- COS** **Pr** improper storage of dishwasher chemicals, disposed of on site. Code: Chemical sanitizers, including chemical sanitizing solutions generated on-site, and other chemical antimicrobials applied to food-contact surfaces shall meet the requirements specified in 40 CFR 180.940. Tolerance exemptions for active and inert ingredients for use in antimicrobial formulations (Foodcontact surface sanitizing solutions), or (B) Meet the requirements as specified in 40 CFR 180.2020 Pesticide Chemicals Not Requiring a Tolerance or Exemption from Tolerance Non food determinations.



Physical Facilities

Physical Facilities installed, maintained & cleaned

55 6-201.11 Floors, walls and ceilings - Kitchen -

- C** Improper storage of miscellaneous cleaning items
Exposed concrete floor - all surfaces must be easily cleanable. Code: Except as specified under section 6-201.14 and except for antislip floor coverings or applications that may be used for safety reasons, floors, floor coverings, walls, wall coverings, and ceilings shall be designed, constructed, and installed so they are smooth and easily cleanable.



FOOD SAFETY INSPECTION REPORT

Page Number

12

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10/18/22

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Inspection Report (Continued)

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Sushi #29

IN= In Compliance

OUT = Out of Compliance

NA = Not Applicable

NO= Not Observed

Permit. up to date and posted?	OUT
Pest control record available?	NO
Written Menus /signs present (allergen)?	IN
Allergen Certificate Posted?	IN
Certified Food Protection Managers Certificate posted?	IN
Food allergy awareness poster visible for employees?	IN
Staff trained in choke-save for every shift.	NA
Ventilation Hood Inspections stickers up to date?	NO
Consumer Advisory Present if needed?	NA
Grease log up to date?	NA
Food Employee Reporting Agreement available?	NA
Procedures outlines for vomit/diarrhea event?	IN
No trans fat?	NA
"Most recent food inspection" sign posted?	NO

Temperatures

Area	Equipment	Product	Notes	Temps
Kitchen	Reach-in Freezer	Ambient		41.6°F
Kitchen	Reach-in Freezer	Ambient		16°F

Temperatures in RED identify items in the temperature danger zone. See the report notes for specific details.

Notes

Will need to renew food permit for 2022 (expired 2021).
Exposed floor - Beth will need to contact church trustees to see about correcting this.
Contact vendors (dishwasher ECOLAB) for clarification on sanitizing agents and chemicals associated with use.
Inspectors will need to follow up and also confirm hood compliance, grease trap.

FOOD SAFETY INSPECTION REPORT

Page Number

13

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Repeat Violations Highlighted in Yellow

Post Allergen notification for customers.

Completed by Ally Littlefield and Jessica Kent