



Needham Board of Health



AGENDA

Friday March 17, 2023

8:00 a.m. to 10:00 a.m.

Rosemary Recreation Complex – Multi-Purpose Room

178 Rosemary Street, Needham MA 02494

& 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 **824 1109 0408** and passcode **391100** or click the link below to register:
<https://us02web.zoom.us/j/82411090408?pwd=bmRNRUF2czF5UGlBVUszNVdVeFY4QT09>

- **8:00 to 8:05 – Welcome & Public Comment Period**
- **8:05 to 8:15 – Review of Minutes (Dec. 16th, Jan. 17th, Feb. 16th)**
- **8:15 to 8:50 – Staff Reports & COVID Update**
- **8:50 to 9:00 – The Rice Barn Food Permit Discussion**
- **9:00 to 9:20 – Charles River Public Health District – Capacity Assessment ResourceToolkit (CART) Report & Public Health Excellence/Shared Services Working Group**
- **9:20 to 9:30 – Discuss Alcohol Compliance and Select Board Regulations**

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Board of Health Public Hearing

- **9:30 to 9:50 – Revise Article 11: Biosafety Regulations in Needham**

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- **9:50 to 10:00 – Brief Updates**
 - Accessory Dwelling Units
 - Claxton Field
 - Needham Housing Authority (NHA) Preservation and Redevelopment Initiatives
 - Opioid Trust Fund, Town Meeting Warrant Article
- **Other Items**
 - Public Health Division Staff Bios

- **Upcoming BOH meetings**

- April 14th from 9:00 – 11:00 a.m. at Public Services Administration Building (PSAB)
- May 12th from 9:00 – 11:00 a.m. at TBD
- June 9th from 9:00 – 11:00 a.m. at TBD

- **Adjournment**

(Please note that all times are approximate)



Needham Public Health Division



Board of Health Meeting Minutes DRAFT

Date: December 16, 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; Hannah Burnett; Lynn Schoeff; Ally Littlefield; Diana Acosta; Carol Read; Julie McCarthy; Taleb Abdelrahim; Michael Lethin; Rebecca Hall; Cindi Melanson; and Karen Mullen.

Welcome and 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 Karyn Polito, 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.

There was no public comment at this time.

Review of Minutes – November 22, 2022

Upon motion duly made by Dr. Brown and seconded by Dr. Partridge, it was voted to approve the minutes of November 22, 2022. Dr. Brown – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, Dr. Partridge – Y, and Dr. Gandhi-Y. Motion passed 5-0-0.

Staff Reports and COVID update



Needham Public Health Division



Traveling Meals Program – Rebecca Hall

Rebecca Hall stated that 785 meals were delivered to 48 clients in November. One new client from Springwell signed up for the program, and three clients cancelled the program. Ten COVID-19 testing kits were delivered to five clients. There were no 911 calls to report.

Accreditation – Lynn Schoeff

Lynn Schoeff stated that the team continues to work hard on the associated projects.

Environmental Health – Tara Gurge

Tara Gurge explained that Sira Naturals sent a revised 'Wicked' product label, which has been reworked again to take out the paint splatter background. The third-party marijuana infused product (MIP) labels also have a more prominent FDA warning, with a sticker added to those products which states, 'This product has not been analyzed or approved by the FDA. Not safe for Kids.'

Ally Littlefield stated that a follow-up housing inspection for a property on Gage Street was carried out to verify that all housing order letter items have been addressed. Permit renewals are approximately 7% complete at this time. Ms. Littlefield continues work on this item. Staff continues to work with Needham Housing Authority to close out a number of property concerns in Town.

Mr. McDonald asked the Board about the priority violations packet. He asked if the Board would like to see the total packet with all associated photos, or a more condensed amount of information. It was agreed that some egregious cases should be specially highlighted. The summary provided is appropriate to submit to the Board.

In response to a question from Dr. Brown, Ms. Gurge noted that there were four trainings previously completed regarding temperature violations. There are also more trainings available on YouTube. Mr. McDonald stated that staff needs to consider how to best reemphasize these trainings and associated information for restaurant owners. Temperature issues could be due to financial burdens.

Shared Services Grants – Diana Acosta

Diana Acosta explained that the team has been helping with the 2023 permit renewals and many types of inspections. The Baseline Capacity Assessment continued. Phase 2, the workforce survey, officially closed. Phase 3, the document request, for Needham was completed on November 4th. This request required various inspection reports of food establishments, housing, tobacco, pools and more to be uploaded to a website. Dover and Medfield are still in process of submitting their documents. The document request was due on December 9, 2022.



Needham Public Health Division



There was discussion regarding joint work with Medford and Dover.

Epidemiology – Julie McCarthy

Julie McCarthy stated that an increase in cases and hospitalizations is being seen at this time. Vaccination rates also continue to increase. She explained that there is a new interactive wastewater data dashboard and a new interactive influenza-like illness activity dashboard.

Public Health Nursing – Hanna Burnett

Hanna Burnett stated that a Lunch & Learn: Diabetes 101 program was held at the Center at the Heights. This was a productive program. One case of Salmonellosis was reported in early November and was put onto October's numbers due to timing of symptom onset.

Emergency Preparedness – Tiffany Zike & Taleb Abdelrahim

Mr. Abdelrahim explained that staff completed MRC Unit Leader Training provided by NACCHO regarding developing unit training plans and volunteer management. Staff reviewed and edited the Town Comprehensive Emergency Management Plan revision. Staff also reviewed an MRC Deployment Policy. Staff coordinated and assisted the nurse unit with vaccination clinic tasks. Also, MEMA provided Basic Shelter Training to volunteers.

Emergency Management – Michael Lethin

Michael Lethin stated that the draft of the Needham Comprehensive Emergency Management Plan was completed in November and sent out to key stakeholders for review and input. This should be finalized within the next couple of weeks.

Substance Use Prevention – Karen Mullen

Karen Mullen, reporting for Karen Shannon, stated that the Prevention Team hosted the third in-person TIPS training for 2022 on November 7th. 18 staff from Needham and Dedham were in attendance. On November 15th SPAN hosted a presentation of the 2022 Needham Parent Survey data. This data includes attitudes, beliefs, and perceptions of parents of grade 6 through 12 children around substance and wellness items. The data is used to complement the MetroWest Adolescent Health Survey data. The first mobile drug takeback day was hosted on November 29th. Unfortunately, no residents turned in medications during those visits. The Salsa Youth Prevention Advocates team attended the Norfolk County DA Peer Leadership Conference at the end of November.

Substance Use Prevention MassCALL3 grant Dedham, Needham, Walpole, Westwood – Carol Read

Carol Read stated that Medford continues to hold vaccination clinics. There will be further discussion regarding alcohol information and prevention in the future.



Needham Public Health Division



Review Progress on 2021 and 2022 BOH Goals – *The Board tabled discussion on this item to later in the meeting.*

Brainstorming 2023 and 2024 BOH Goals - *The Board tabled discussion on this item to later in the meeting.*

Updated Food Code Policy

Ally Littlefield stated that the Environmental Health Team conducted four mandatory food safety trainings via Zoom using Berger Food Safety Consulting. Participants were provided with the draft of the Food Code Enforcement Policy and were educated about it during the training period. There were approximately 130 participants including restaurant owners, managers, chefs, and food employees. There were 16 respondents to a post-training survey. In addition, a Food Advisory Board meeting was held, and the Food Code Enforcement Policy was reviewed with nine community stakeholders. There were no negative comments received on the policy.

Dr. Brown stated that there have been many suggestions and concerns raised regarding the Town's inspection process and policy. Ms. Littlefield stated that education was a key piece of these concerns. This can always be improved upon, especially during inspections and with additional communications with restaurants.

Upon motion duly made by Dr. Partridge and seconded by Dr. Gandhi, it was voted to approve the updated Food Code Enforcement Policy, as written. Dr. Brown – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, Dr. Partridge – Y, and Dr. Gandhi-Y. Motion passed 5-0-0.

Biosafety Regulations

Tiffany Zike presented a rough draft of the Biosafety Regulations. She asked if the Board would like three members of the community involved on the Biosafety Committee, in addition to the other proposed members. Dr. Cosgrove stated that he believes the biotech segment in Needham will likely continue to grow. He stated that he was in favor of three community representatives. The Board agreed that the Committee could include up-to three community representatives.

It was noted that these regulations will be reviewed by the Cambridge Biotechnology Officer, to seek additional comments or concerns. There will be a public hearing on the BSL-3 issue next month. The Board stated that it would be more comfortable moving forward with BSL-1 and BSL-2 at this time, and to continue to push the regulation forward. There may need to be a private Board discussion first as to whether BSL-3 will be allowed in Town at all. The Board agreed that it would like to seek feedback from the Economic Development Department. It agreed that it would like to allow for BSL-3 by variance. This could be pointed out during the public hearing in February.

FY 2022 Health and Human Services Department Annual Report



Needham Public Health Division



Mr. McDonald presented the annual report to the Board.

Standing Order for Emergency Contraception

Mr. McDonald explained that the Governor signed a law that expanded protection for reproductive and gender-affirming care. One element of that was a standing order from the Department of Public Health authorizing pharmacies to distribute contraception. A concern was received from a member of the public asking the Board to make pharmacists aware of this order.

Dr. Epstein stated that sending notice to pharmacies would be duplicative of the effort already undertaken by the MA Department of Public Health.

Dr. Partridge stated that this constituent is only asking the Board to reaffirm this order to pharmacists. This is in the realm of public health education and not a precedent setting message. Dr. Cosgrove and Dr. Brown agreed.

The Board agreed to allow the Public Health Division to send a reminder of this standing order as a piece of educational information.

Brief Updates

- **Claxton Field**

Mr. McDonald stated that the developer has agreed to install a barrier and additional fill on top of it. The status of long-term plans is still unclear at this time.

- **Regional Training Hub Grant**

Mr. McDonald stated that the Needham Public Health Division received a large grant from the State, \$549,700 a year for the next few years, to host a regional training hub. Staff will be hired for this program. Needham will be responsible for 5-6 Public Health Excellence Regions, including itself.

Other Items

None at this time.

Next BOH Meeting

The next regular Board meetings will be held on January 17, 2023, at 9am; February 16, 2023, at 6pm; at a date to be determined in March; and on April 14, 2023, at a time to be determined.

Review Progress on 2021 and 2022 BOH Goals – *The Board retook this item at this time*

The Board reviewed its progress on the 2021 and 2022 goals.

Brainstorming 2023 and 2024 BOH Goals - *The Board retook this item at this time*



Needham Public Health Division



Lynn Schoeff stated that the Board's goals are broad and do not fit neatly into specific programs. Each goal begins with a goal statement, followed by responsible parties, and an attempt to develop measures. The Board identified community health as a goal. As community health is so much of what the Board does, it seemed to make more sense to incorporate it into each goal as a subset.

Dr. Epstein stated that he reviewed this against the Annual Report. He stated that the Board has a goal of health promotion and wellness. The structure of the Division may be disallowing some of these goals to be accomplished, as it is being cross-referenced across subsections. The internal structure of the Division could be altered in order to attempt to reach some of these longstanding goals.

Ms. Schoeff stated that there are many ways to define community health. The Division could review its structure and consider assigning some of the goal work to existing units.

Dr. Cosgrove asked how progress will be measured on these proposed goals. It was stated that this will need to be looked at quantitatively next, to determine how best to measure progress.

Dr. Brown stated that she believes a couple of goals may be missing. Ms. Zike stated that these items were mentioned by the Board at a previous meeting. Additional goals can be added.

The Board mentioned that it would also like to have goals for each of the programs, as in the past. This would include the Board's core responsibilities.

It was noted that Dr. Gandhi previously exited the meeting.

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, and Dr. Partridge – Y. Motion passed 4-0.

The meeting was adjourned at 11:06 a.m.

Attachment:

December 16, 2022 meeting packet



Needham Public Health Division



Board of Health Meeting Minutes DRAFT

Date: January 17, 2023

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; 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; Hanna Burnett; Lynn Schoeff; Ally Littlefield; Diana Acosta; Carol Read; Julie McCarthy; Taleb Abdelrahim; Michael Lethin; Cindi Melanson; and Karen Mullen.

Welcome and 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, and Dr. Partridge – 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 Karyn Polito, 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.

There was no public comment at this time.

Review of Minutes – December 16, 2022

The Board agreed to table a motion on the December 16, 2022, minutes until its next meeting.

Staff Reports and COVID update

Emergency Management – Michael Lethin



Needham Public Health Division



Mr. Lethin stated that the Needham Comprehensive Emergency Management Plan was substantially revised. The updates were presented at the Local Emergency Planning Committee and the Plan was signed into effect. He noted that Needham was reimbursed \$277,260.12 in FEMA Public Assistance for costs incurred during the January 2022 blizzard. He explained that Massachusetts has become an OSHA designated state, meaning that municipalities are now required to comply with the Emergency Planning and Community Right-To-Know Act by reporting hazardous chemical inventory to the Local Emergency Planning Committee and Fire Department.

Emergency Preparedness – Tiffany Zike & Taleb Abdelrahim

Mr. Abdelrahim explained that the Medical Reserve Corps (MRC) drafted an evaluation survey to measure volunteer training interests. The group also began working to set up a training regarding operating pet shelters during emergency situations. The MRC participated in the NC-8 December MRC Advisory group meeting. The Emergency Preparedness Public Health Safety group began working on the COVID After Action Reports 1 & 2 (Improvement Plan portion). The group also reviewed what kind of Occupational Safety and Health Administration (OSHA) training labs should have.

Substance Use Prevention MassCALL3 grant Dedham, Needham, Walpole, Westwood – Carol Read

Ms. Read introduced Lydia Cunningham, as the new Substance Use Prevention Program Coordinator. Ms. Read explained that she works with the Massachusetts Alcohol Policy Coalition regarding alcohol policy and advocating at the state level. There is no current legislation, but the groups are working on an All Call status report for Massachusetts. This tool can be used for local prevention and public health. This report will be presented.

Substance Use Prevention – Karen Mullen

Ms. Mullen stated that at the SPAN Winter quarterly meeting, December 15th, speaker Karen Brisbois of Prevention Solutions presented, "Prevention Coalitions: Making an Impact". Twelve coalition members attended. She stated that, in December, 28 youth advocates contributed 52 hours of service in Needham.

Public Health Nursing – Hanna Burnett

Ms. Burnett stated that 110 confirmed cases of influenza have been reported, along with 23 suspected cases. There was one anaplasmosis case in December. Also of note was a case of Psittacosis. BP clinics have been held at both Needham Housing Authority locations and in the office. The Matter of Balance class has begun with a full class and continued interest, and three CPR classes have been held. A full-time nurse has been hired. This person has quite a bit of pediatric experience.



Needham Public Health Division



Dr. Epstein asked what happens during the BP clinics if someone presents with hypertension. Ms. Burnett stated that staff checks both arm BPs, asks about current medications, and suggests residents should call their primary care physicians. Residents are not referred to the Emergency Department (ED) in these cases.

Epidemiology – Julie McCarthy

Ms. McCarthy stated that the wastewater data for the State was increasingly high, but recently took a significant dip. She noted that the Needham vaccination rate data needs to be examined, as some of the age group reports are registering over 100%.

Dr. Epstein noted that hospitalization rates for the elderly seem to have spiked. He asked about encouraging nursing home populations to receive the bivalent vaccine. Ms. Zike stated that this would be reviewed.

Shared Services Grants – Diana Acosta

Ms. Acosta stated that she, Roland Abuntori, and Jessica Kent continued assisting Needham with the 2023 permit renewals on ViewPointCloud. She and Mr. Abuntori attended MHOA's Guide to Local Public Health Webinar online. She also attended the Office of Local and Regional Health's Performance Standards meeting. The Baseline Capacity Assessment was completed for the State. Results are to be released in March 2023. Regina Villa Associates (RVA) continued to work on stakeholder engagement and facilitation for the Charles River Public Health District. As part of these services, RVA will lay out an engagement plan, develop materials, conduct stakeholder interviews, facilitate working group meetings, and produce a final report with recommendations based on the work of the previous six-plus months of effort. The first phase will be conducting stakeholder interviews which will include discussions on current strengths, gaps, and how shared services could improve the current capacity.

Environmental Health – Tara Gurge

Ally Littlefield explained that two grants from the National Environmental Health Association (NEHA) and US Food & Drug Administration (FDA) have been accepted for the Environmental Health team. One grant includes a training optional add-on, which allots \$7,382.00 for conferences, trainings, and travel expenses. The other grant is a Track 2 Development Base, in the amount of \$4,929.00, which will allow for resources to complete and continue to maintain all 9 FDA Retail Program Standards. The group is working to draft an 'Alternative Kitchen Policy,' which incorporates these new types of food establishments, including pop-ups, unattended food establishments (a.k.a. micro markets) and ghost kitchens.

Ms. Littlefield reviewed a nuisance complaint brought by Mass DPH for Suite #151 on Kearney Road. A follow-up inspection found multiple violations, one including evidence of open needle packs. Results were brought to the State's attention. The acupuncturist was not permitted through the Town and was required to apply for a sharps permit within 24 hours. A reinspection was



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recently conducted, and no improvement was noticed. The State has brought this to the Committee on Acupuncture, Board of Registration in Medicines' attention, where a hearing will take place on February 9th to discuss the ongoing violations and possible disciplinary action. No sharps permit will be issued until the Town hears back from the State following this hearing. A follow-up has been sent to the acupuncturist that a third unannounced inspection will occur and failure to comply with previous violations will result in an administrative hearing.

Ms. Gurge updated the Board on 55 Linden Street. The court appointed a receiver for that vacant property. The receiver met with Erik Tardif, Assistant Building Commissioner, and Ms. Gurge at the site to do a full assessment of the property. The property has continued to deteriorate, and the receiver recommended to condemn the property. Dave Roach, Building Commissioner, wrote a letter of condemnation for this house and posted it. This house will be torn down. A demolition permit application will be submitted and hopefully expedited to ensure the property is safe. There are also pest control issues in the house that the receiver is aware of.

Mr. McDonald noted that there is a new housing code for the State which will impact how the staff works.

Traveling Meals Program – Rebecca Hall

Mr. McDonald (reporting for Ms. Hall) explained that the Town is still pursuing a vendor solution. He is also working toward renovating the kitchen at the Center at the Heights to accommodate meal preparation both for the Center and for the Traveling Meals Program. Mr. McDonald reported that he has requested \$40,000 for a new vendor.

Discuss alcohol compliance challenges and licensee education

Ms. Shannon explained that the Stop Act grant is focused on reducing under-age drinking. The compliance work for this item is not new but can be sustained as part of this grant. Thirty-one percent of Needham High School students have reported current use drinking, and nineteen percent reported binge drinking.

Three compliance checks were completed over the last twelve months, arranged around a number of TIPS trainings. The December 2022 compliance check reported ten failures of the twenty-five businesses checked. Thirty percent of the businesses who failed did not check IDs at all, seventy percent checked ID and still served, and fifty percent of those who failed were served by a manager. Of the ten failures in that compliance check, only two of the businesses had staff attend a TIPS training during the year. Six businesses had recurring sales-to-minor violations, within a five-year review period. Eight businesses passed all three compliance checks over the year.

Dr. Epstein stated that one possible conclusion from this data is that TIPS trainings are futile. That will likely be the conclusion of the Select Board. An experiment from the Select Board,



Needham Public Health Division



these compliance checks also do not seem to be doing anything. Dr. Epstein stated that he believes, under Chapter 111, the Board of Health should take this over from the Select Board.

Dr. Cosgrove said that the failure is that the Select Board has not given consequences to the repeat offenders. He said that the Board of Health should have a discussion with the Select Board.

Dr. Partridge stated that it appears the businesses are not concerned regarding failure at these compliance checks. He agreed with having a discussion with the Select Board.

In response to a question from Dr. Partridge regarding what type of ID was used, Ms. Shannon stated that a vertical, under-21, ID was used in many of the cases. Other cases involved out-of-state IDs.

Dr. Epstein stated that the Board of Health has previously addressed this with the Select Board and no changes were made. Dr. Cosgrove stated that it is the Board of Health's right to take this over under Chapter 111. This is a health issue.

Mr. McDonald stated that the Select Board is currently in the middle of meeting with each of the restaurant managers regarding the last failed compliance check. The Select members are also currently in the middle of overhauling their regulations. It might be prudent to address this issue as part of that overhaul.

Dr. Epstein noted that all employees need to be involved in TIPS trainings, instead of one from each establishment.

Mr. McDonald noted that the membership of the Select Board has changed over the years. The Board of Health could consider having a discussion with the current Select Board.

Ms. Shannon stated that she reviewed the fifty-three attendees of the TIPS trainings in 2022, and the people who attended TIPS are not the ones who committed the violations, with the exception of one person. With the high rate of managers who served the minors, she noted that the Needham regulations require managers, assistant managers, and bartenders to attend the TIPS trainings.

The Board agreed that it would like to have a discussion with the Board of Selectmen at a future meeting on this topic.

Discuss Shared Services Grant



Needham Public Health Division



Mr. McDonald noted that Sherborn is interested in joining the collaborative. The goal is to have towns agree to share services and work together or move on from spending much time and energy toward this item.

Review Progress on 2021 and 2022 BOH Goals

The Board agreed to table discussion on this item to a future meeting.

Continued Brainstorming 2023 and 2024 BOH Goals

Ms. Zike stated that she split the goals into Departmental Service Goals and Performance Management Goals. Dr. Cosgrove stated that he agrees with the goals presented and would like a way to quantify progress toward them.

Dr. Epstein stated that he believes three of these goals are administrative: Accreditation, Review Regulations, and Regional Collaboration. He stated that many of these items are reactive and respond to problems. He does not see many proactive items that were previously discussed, such as eating, fitness, movement, etc. These are items that the Board should be actively promoting.

Dr. Brown suggested exercise classes or others held in Town, to get people out of their houses and moving. Ms. Zike stated that additional funding would be needed for the Division to carry this out. However, the Aging Services and the Park and Recreation Department hold classes, and the Division would help to promote these.

Biosafety Regulations – Brief Update and Discussion

Ms. Zike stated that the Town has not yet heard back from Cambridge. Some changes have been made to the draft document. The Board discussed additional changes to be made, including that a Level 4 laboratory will not be permitted in Town and that a Level 3 will require a variance. The Board agreed to advertise this document for a public hearing in February.

Brief Updates

- **Claxton Field**

Mr. McDonald stated that the Department of Environmental Protection has asked the Town to consider sampling at Claxton Field, based on a resident's complaint. At a meeting next week, the Town will request additional information as to what testing is being requested. While the Town's main concern is the safety of the Field, there is also a hope to accommodate a sports plan, if possible.

- **Regional Training Hub Grant**

Mr. McDonald stated that the Public Health Division has received a large, multi-year grant. This could tie in nicely to the shared services grant program.

Other Items



Needham Public Health Division



None at this time.

Next BOH Meeting

The next regular Board meetings will be held on February 16, 2023, at 6pm; at a date to be determined in March; and on April 14, 2023, at 9am.

Adjournment

Upon motion duly made by Dr. Partridge and seconded by Dr. Brown, it was voted to adjourn. Dr. Brown – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, and Dr. Partridge – Y. Motion passed 4-0.

The meeting was adjourned at 10:45 a.m.

Attachment:

January 17, 2023 meeting packet



Needham Public Health Division



Board of Health Meeting Minutes DRAFT

Date: February 16, 2023

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; Robert A. Partridge, MD, MPH, Member; Tejal K. Gandhi, 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; Ginnie Chacon-Lopez; Diana Acosta; Carol Read; Julie McCarthy; Taleb Abdelrahim; Michael Lethin; Rebecca Hall; Lydia Cunningham; Cindi Melanson; and Karen Shannon.

Welcome and Public Comment Period

Dr. Cosgrove called the meeting to order at 6:00PM and initiated a roll call. Present were Dr. Brown – Y, Dr. Gandhi – Y, Dr. Cosgrove – Y, Dr. Epstein – Y, and Dr. Partridge – 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 Karyn Polito, 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.

There was no public comment at this time.

Review of Minutes – December 16, 2022 and January 17, 2023

The Board tabled review of the December 16, 2022, minutes until a future meeting.

Upon motion duly made by Dr. Partridge, and seconded by Dr. Brown, it was voted to approve the minutes of January 17, 2023, as amended. Dr. Brown – Y, Dr. Gandhi – Y, Dr. Cosgrove – Y, Dr. Epstein – Y, and Dr. Partridge – Y. Motion passed 5-0.



Needham Public Health Division



Tobacco Compliance Violation, Underage Sale of Tobacco Product

Dr. Cosgrove opened the tobacco compliance violation hearing.

Ms. Gurge stated that compliance checks were carried out at six establishments on January 31st, with the aid of an under-aged student. One sale was made at the Shell Gas Station.

Mr. Joey Mansour, owner of the Shell Gas Station, apologized to the Board. He noted that this is not a common occurrence at his business. He thanked the Board for conducting these checks, as they are a useful tool. He noted difficulty in finding employees lately. He stated that weekly training sessions will be held with that employee to be sure he understands the correct process.

Ms. Gurge noted that it has been nearly a decade since the last compliance check issue with this business.

Mr. McDonald stated that staff can work to translate some of the tobacco materials into different languages for vendors. The Board has previously defined the penalty for the first violation to be a sales permit suspension for one week and a fine of \$300. The Board, using its discretion, has chosen in the past to forgo the fine, but has imposed a weeklong sales suspension. The Board has generally allowed Ms. Gurge to work with the vendor to determine the most appropriate time for the suspension to occur.

Upon motion duly made by Dr. Epstein, and seconded by Dr. Gandhi, it was voted to waive the \$300 fine for this violation, due to the businesses' exemplary record to date, and to institute a seven-day sales suspension. Dr. Brown – Y, Dr. Gandhi – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, and Dr. Partridge – Y. Motion passed 5-0.

Staff Reports and COVID update

Traveling Meals Program – Rebecca Hall

Ms. Hall stated that the program had 28 volunteers in January. They delivered 835 to 47 clients, 40 of them Springwell clients and seven private pay consumers. The program had one new private client and one Springwell client canceled the program. There were no 911 calls initiated during the month.

Emergency Management – Michael Lethin

Mr. Lethin stated that the materials have been solidified for the active shooter joint exercise with Babson College to take place on May 25, 2023. Police and Fire are also considering internal drills during April vacation. An application has been submitted for the Hazardous Materials Emergency Preparedness Grant. This is a \$5,000 competitive grant that would be used to provide Hazmat Awareness training to staff. Requests for quotes were drafted for a contractor to write an



Needham Public Health Division



emergency sheltering plan with the Emergency Management Performance Grant funds. No quotes were received by the due date, and this will be followed up.

Emergency Preparedness – Tiffany Zike & Taleb Abdelrahim

Mr. Abdelrahim stated that the Improving Trainings Program was initiated after sending out an evaluation survey to measure volunteer training interests. He met with a trainer who works through the State of Massachusetts Animal Response Team to facilitate trainings regarding pet first aid and pet shelters during emergency situations. Trainings on this will be held in the spring. Mr. Abdelrahim stated that he is attending online and in-person courses hosted by FEMA and MEMA to further his emergency preparedness management skills. He is continuing to work on the Phase 1 & 2 improvement plan portion of the COVID After-Action Reports. Mr. Abdelrahim also reported continuing work on accreditation.

Shared Services Grants – Diana Acosta

Ms. Acosta stated that Roland Abuntori and Jessica Kent continue their training. The Town of Sherborn has submitted a letter of commitment to join the Charles River Public Health District. Ms. Acosta stated that she has continued to meet with Regan Checchio of Regina Villa Associates to discuss the strategic planning project for the Shared Services Arrangement. Phase 3 of the Baseline Capacity Assessment was shared from Needham, Dover, and Medfield. Interview questions and the invitation letter for stakeholders to continue the strategic planning project were finalized. Interviews are to be scheduled in February and March with board of health members, town administrators and managers, select board chairs, and public health staff. Interviews will include a discussion of current strengths, gaps, and how a shared services approach could improve the current capacity. Participants will also be asked for recommendations for representatives to a strategic planning working group, which will discuss strategies to allow the Public Health Excellence group to meet its goal of improving capacity within the region.

Mr. McDonald explained that the working group will likely be made up of members of the board of health from each municipality and potentially a member of a select board. Needham currently has the most capacity and the hope is to create stronger public health in neighboring communities, allowing them to flourish on their own.

Accreditation Team - Cindi Melanson

Ms. Melanson stated that the team is finalizing the Senior Assessment Report and will soon be able to share the results. The Steering Committee has met a few times since the last report. In the fall, Ms. Melanson presented information specific to Needham regarding the National Public Health Workforce Interest and Needs survey. The goal was to understand workforce training needs. Staff scored positively in most categories. A deeper dive will be done into some of the less positive areas to get more feedback. Accreditation standards require measuring and addressing employee satisfaction and the follow-up survey should satisfy those requirements. The follow-up survey contained ideas related to rewards for creativity and innovation, and



Needham Public Health Division



respect for employee backgrounds. The Accreditation Steering Committee generated ideas about opportunities for increased communication, information sharing among the division, facilitating more in-house trainings related to technology, and convening a work group to discuss ideas to further community building. The group has also been working to hire a consultant to work on the Needham Public Health brand strategy. Lynn Schoeff has been working on a broad array of policies to determine if there are gaps to be filled.

Public Health Nursing – Ginnie Chacon-Lopez

Ms. Chacon-Lopez stated that there were a couple of cases of foodborne illnesses last month, including one salmonella. There was also an individual case with both Legionnaires' and COVID-19. The blood pressure clinics at the Housing Authority developments have been going well. The Matter of Balance classes have also continued. The influenza count is approximately 19 confirmed cases and six suspected cases.

In response to a question from Dr. Epstein, Ms. Chacon-Lopez stated that the Legionnaires' case was a person living in their own house.

Epidemiology – Julie McCarthy

Ms. McCarthy has created a rough draft of the Community Health Assessment which is ready for the Accreditation Steering Committee to review, using the structure of other local assessments as a guide and the priority areas from the Beth Israel Deaconess 2022 Community Health Needs Assessment. COVID testing is still being done, and requests have increased since the beginning of year. Daily cases of COVID-19 are starting to decrease again. There has not been a lot of movement in vaccination percentages. Hospitalization rates due to COVID-19 have decreased since the last period but are still higher than they were a year ago. There is approximately a 44% flu vaccination rate in the State.

Substance Use Prevention MassCALL3 grant Dedham, Needham, Walpole, Westwood – Carol Read and Lydia Cunningham

Ms. Read reported on the quarterly Community Crisis Intervention Team meeting. A psychiatrist and two social workers are available through Riverside and a recovery coach is providing support to residents. The office of Local and Regional Health launched a behavioral health road map overview yesterday. Community behavioral health centers are opening across the Commonwealth, primarily for people that have Mass Health insurance.

Dr. Epstein asked if the behavioral health centers are available for those who are uninsured. He noted that the public health emergency will likely end in May, and many may lose Mass Health coverage. Ms. Read stated that she will check on this item. Ms. Chacon-Lopez stated that the helpline can be used by those uninsured.



Needham Public Health Division



Dr. Epstein suggested that staff could assess how many people in Needham might lose Mass Health at end of the public health emergency and how best to help them reapply. Ms. Read noted that Quincy Family Services also helps get people back on insurance.

Ms. Cunningham explained that the group held a three session webinar series, called Equity in Action. Approximately 10-12 people attended each session. The sessions were recorded and posted to the YouTube channel and sent to many local people.

Substance Use Prevention – Karen Shannon

Ms. Shannon stated that the Positive Community Norms poster campaign has begun. The campaign is designed to reduce the misconceptions about Needham youth substance use and to promote that most high school students do not use substances. An educational event will be held at Needham High on May 2nd for Needham parents regarding the MA social host law and liability. Karen Mullen recently took ten SALSA students to attend the 84 Movement's Youth Power Summit, joining youth prevention advocates across Massachusetts. The Needham-Natick coalition team for Project ECHO presented a case study about developing prevention at the January cohort meeting.

Dr. Epstein noted that he believes recent data may show that cannabis use is increasing. When staff looks to create future messaging, it should consider keeping abreast of new developments.

Ms. Chacon-Lopez stated that she researched the community behavioral health centers, and these will take people, regardless of their insurance coverage. There are 29 of these so far that will take uninsured people, with the closest in Norwood.

Environmental Health – Tara Gurge

Ms. Gurge noted that Ally Littlefield has taken a wonderful opportunity with Harvard University.

Environmental Health staff sent the revised Food Code enforcement policy and a summary letter to all permitted food service and retail food establishments. A link to the document was placed on the Public Health Division webpage. Staff is looking at having the document translated into other languages and links to those documents will be posted once developed. Staff plans on conducting virtual trainings with food establishment owners and managers on these policy updates. Food inspectors will bring hardcopies of the policy to routine inspections so they can educate food establishment staff. Ms. Gurge has continued to work with Lynn Schoeff to review and update all Health Division policies. Ms. Gurge also continues to work on documents for accreditation.

Ms. Gurge reviewed several housing complaints being pursued for a property on High Street.



Needham Public Health Division



Mr. McDonald noted that the Town may want to consider proactive housing inspections before units are rented. This would be a significant undertaking but may remove complicated situations by catching them early.

Dr. Epstein asked how many rental units there are in Town and how many have significant issues. Mr. McDonald stated that, out of hundreds of rentals, likely less than 10% have serious issues. Dr. Epstein stated that there could be equity issues regarding which units are inspected. Mr. McDonald agreed that all would need to be inspected. Most of the complicated complaints arise from single, smaller units. Housing and hoarding cases are increasing. Issues of these types require dozens of person hours from many staff members.

Dr. Gandhi asked if landlords are required to participate in training of any type. Ms. Gurge stated that the State offers training and the Town offer guidelines for landlords and tenants.

Mr. McDonald noted that preoccupancy checks would take months of discussion by the Board but may be worthwhile overall. Other towns have preoccupancy permits and he will examine those.

Dr. Gandhi suggested that research be done as to whether a preoccupancy permit would prevent many of these cases. Dr. Epstein suggested that random spot checks may be more useful.

BOARD OF HEALTH PUBLIC HEARING:

Revise Article 11: Biosafety Regulations in Needham

Dr. Cosgrove opened the hearing on the Biosafety Regulations.

Dr. Brown stated that she will be recusing herself from this item. She recently learned that the consultant for this project works for her company as a subcontractor. There is no conflict of interest, but it is likely appropriate for her to recuse herself.

Mr. McDonald stated that one set of public comments has been received and was placed in the Board's packet. Dr. Cosgrove asked for additional public comment at this time.

Mr. Stephen Brecher, 54 Border Road, stated that he spoke with someone in Natick regarding the biosafety laws in that town. He would like to know what will be done in Needham for these regulations. He would like to make sure new businesses are considered from a safety standpoint.

Ms. Betsy Gilman Duane stated that she is representing Environmental Health and Engineering of Newton. She submitted information that she hopes is practical. She called the Board's



Needham Public Health Division



attention to one item that may not be practical and could drive business away from Needham. In Section 11.5.1., it states that a developer needs to obtain a registration before constructing a new building or renovating a building into a life science lab. If a tenant has not yet been identified, a landlord may not know what materials the tenant may be working with.

Mr. McDonald stated that some feedback received tonight will likely be incorporated into the draft, through discussion with the Board. He stated that feedback was received from Town Counsel regarding what information could be redacted from a Right to Know request if submitted as part of a lab's submission to the Town. There are some categories that can and some that cannot.

Dr. Epstein asked if Ms. Gilman Duane has any conflicts of interest. Ms. Gilman Duane stated that she is representing the Bulfinch Group, which is developing the Muzzey property. Environmental Health & Engineering has been retained to assist in this project.

Dr. Cosgrove stated that he believes Section 11.5.1. was included to describe what type of life science lab might be moving into Town, but not necessarily specifics regarding the materials to be used.

Ms. Gilman Duane stated that biosafety level 3 labs are few and far between. They are expensive to develop, build, and operate. These are generally for pathogens more suited to an academic environment than a life science lab. Dr. Epstein noted that there are many academic environments around Needham, which is why this is specified in the regulations.

Dr. Cosgrove stated that Ms. Gilman Duane's feedback would be reviewed and considered. Mr. McDonald suggested the Board leave this item open, incorporate feedback received, and review a revised draft next month. The Board could then choose to vote on the regulations in March or April. He stated that he will reach out to people who previously submitted emails to staff to ask if they have any feedback to include.

Discuss Alcohol Compliance Challenges and Licensee Education

Ms. Shannon shared changes to the alcohol compliance chart based on 2017 and 2019 data. Several TIPS trainings were conducted during that time period and several compliance checks also occurred. It is hard to tell if there is pattern with the compliance checks. Ms. McCarthy noted that there were many changes in the process historically, but staff is working to make sure that this process is ironed out. The data will be better going forward.

Dr. Gandhi asked if there is data regarding manager training versus staff. Ms. Shannon stated that this is now part of the data and trackable.



Needham Public Health Division



Ms. Shannon stated that there are typically two underage operators, recruited through the local college. These operators are generally 19-20 years of age, with some being in-state and some out-of-state. These operators present their own identification when proof of age is requested.

In 2022, 48 Needham alcohol licensee staff attended in-person TIPS trainings. Most of these employees did not sell to an underage operative during subsequent compliance checks.

Dr. Gandhi asked if it is clear if those same 48 staff members were the ones present during the compliance checks. Ms. Shannon stated that this data is not currently collected but could be considered in the future. Collecting names of staff members could put the compliance check at risk.

Dr. Epstein stated that it is unclear if the 48 employees who actually attended the TIPS trainings were the ones to then not sell to underage operatives. It may be more powerful to state that only one staff member who attended the TIPS trainings sold to an underage operative during a compliance check.

Ms. Shannon stated that data from an official TIPS survey found that 91% of respondents believe that alcohol server training should be required by law. 64% also noted that the largest alcohol-related concern was underage drinking.

Ms. McCarthy noted that additional data is being considered in order to best understand why failures are happening and how to best support businesses.

Dr. Brown noted that underage consumers appear to be getting alcohol from many other sources at this time. She asked if there is any way to track these other sources. Ms. Shannon noted that some vendors deliver, and this could be a potential policy item. There is data from surrounding towns on how few delivery vendors check for IDs.

Ms. Shannon shared a comparison of the penalties in Town to a number of other nearby communities. Dr. Epstein stated that he would like to see information on the actual penalties which have been handed down in Town. Ms. Gandhi stated that she believes every restaurant that failed had a meeting with members of the Select Board. Dr. Epstein stated that he is unaware of any penalty beyond a one-day suspension.

Dr. Partridge asked if the other communities shown on the penalty chart are under the jurisdiction of a select board or through a different organization, such as the Board of Health. Ms. Shannon stated that she would look into this.

Mr. McDonald noted that the Select Board plans to open its alcohol regulation for public comment on February 28th. The Select Board intends to specifically ask for feedback from the



Needham Public Health Division



Board of Health, himself, and the Police Chief. The regulation will remain open for public comment until March 14th, and the Select Board will vote on the proposed amendments (and any additional amendments based on public comment) to the regulation on March 28th. Part of these proposed amendments will require each establishment to purchase an ID scanner, it will mandate reporting of TIPS trainings for all new hires within 6 months, and will include new language regarding training.

Dr. Cosgrove stated that he believes the Select Board's alcohol regulation has been ineffective thus far because the penalties have been too minor or unenforced. Dr. Gandhi noted that the Board of Health has directly relevant experience with this topic. Dr. Epstein stated his belief that the Board of Health could still take this over under Chapter 111. He also indicated that he felt the cost to conduct compliance checks should be paid for by the Select Board's budget if the Board of Health does not have jurisdiction. If compliance checks are going to be run by the Board of Health, then it should enforce it as well. If the Select Board is going to enforce it, it should be funding the process.

Mr. McDonald stated that he will try to schedule a meeting the first week of March for the Board of Health to discuss the proposed changes to the regulation. The Board can then ask to meet with representatives from the Select Board to discuss proposed changes.

Ms. Shannon explained that she checked into the communities on the penalty chart and boards of health do not oversee the alcohol licenses in those towns. Mr. McDonald noted that Newton has a Commissioner of Health and Human Services who does the licensing.

Board of Health Agent Re-designation and Board of Health Directive to Director and Staff re: Educating and Informing Community about Health Implications of Policies and Programs

Upon motion duly made by Dr. Gandhi, and seconded by Dr. Partridge, it was voted to support the agent designation as outlined in the presented letter, sign such letter, and ask that the letter be filed with the Town Clerk. Dr. Brown – Y, Dr. Gandhi – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, and Dr. Partridge – Y. Motion passed 5-0.

Upon motion duly made by Dr. Gandhi, and seconded by Dr. Partridge, it was voted that the Board of Health charge the Needham Public Health Division to educate and inform the community about the public health impact of policies and programs. Dr. Gandhi proposed that the Board make the charge as outlined in the presented letter, sign such letter, and ask that the letter be filed with the Town Clerk. Dr. Brown – Y, Dr. Gandhi – Y, Dr. Cosgrove - Y, Dr. Epstein – Y, and Dr. Partridge – Y. Motion passed 5-0.

Brief Updates



Needham Public Health Division



- **Claxton Field**

Mr. McDonald stated that the MA Department of Environmental Protection (DEP) has asked for more testing and information regarding Claxton Field. A series of test borings to draw soil samples were completed today (2/16/23), and it will take several weeks to get results back. Mr. McDonald was surprised that there were no health-related inquiries at the community information session; the super majority of attendees were focused upon access to, and playing time on, ball fields at Claxton and at other locations in the community.

There are a number of scenarios that are possible in response to the tests results. There could be nothing found in the twelve-inches of topsoil, though this is unlikely. Alternatively, contamination could be found in the subsurface and this could be expected, with additional fill and a geotextile membrane to be installed, as was the Town's plan before MA DEP became involved. Other scenarios where a significant amount of chemicals and substances are found would include capping and bringing in more fill needed, or even more challenging chemicals could be at play that could lead to remediation over years. The cost of testing has increased with each new request from DEP, although Mr. McDonald expects to absorb the full costs within the Scientific Expertise warrant article and the Public Health Division's operating budget.

Dr. Epstein asked if this project should be put out to bid. Mr. McDonald explained that there is a state-wide master service agreement, and Weston & Sampson is already under contract for the work. Dr. Epstein asked if this should be put out to bid due to the extended scope of the project. Mr. McDonald stated that he is unclear if this can be done, due to the existing contract with Weston & Sampson.

Mr. McDonald noted that, per Town Counsel, some of the negotiations have been compartmentalized to ensure that the consultant was not setting the scope. He noted that there will likely be another community information session at a future date when the test results from the soil samples become available.

- **Regional Training Hub Grant**

Mr. McDonald stated that multiple positions are being posted through this grant, including a new Environmental Health Agent.

Other Items

None at this time.

Next BOH Meeting

The next regular Board meetings will be held on March 17, 2023, at 8:00AM, and April 14, 2023, at 9AM. Both locations TBD.

Adjournment



Needham Public Health Division



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

The meeting was adjourned at 7:58PM.

Attachment:

February 16, 2023 meeting packet

DRAFT



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Management

Date: February 2023

Staff member: Michael Lethin

Activities and Accomplishments

Activity	Notes
Active Shooter Preparedness	The invitation was sent out to all identified participants for the tabletop exercise that will include players from the Towns of Needham and Wellesley and Babson and Olin Colleges.
Grants	Request for Quotes drafted for a contractor to lead the development of a sheltering plan using Emergency Management Performance Grant funds.
EOC Training	Request for Quotes drafted for a Functional Exercise of the Town's Emergency Operations Center.
Extreme Cold Response	The Town's response to the extreme cold weather event the first weekend of February was generally good. Pipes burst in seven Town buildings, mainly schools, but impacts to students were minimal. The Town provided assistance to three individuals seeking shelter over the course of the weekend. Lessons learned have been captured in an After Action Report.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Preparedness

Month: February 2023

Staff members: Taleb Abdelrahim

Activities and Accomplishments:

Activity	Notes
Medical Reserve Corps	Reviewed training survey results and drafted training plan/calendar that reflects the priorities of the survey results & MRC Core Competencies: NACCHO (National Association of County and City Health Officials) has developed 2021 a Deployment Readiness Guide for MRCs.
Warming and Cooling Center Plan	Reviewed the plan to update and add some changes.
Accreditation	Delivered Domain 2 - Standard 2.2 Documentation for review.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Public Health Nursing

Month: February 2023

Staff members: Hanna Burnett and Ginnie Chacon-Lopez

Activities and Accomplishments

Activity	Notes
Communicable Disease investigation	Case notes in summary, below.
Community Outreach	BP Clinics at both NHA. Matter of Balance classes continued. 2 CPR classes held. Covid testing continued for residents, demand is low.
Education	TB Across the Spectrum and Partnerships in Care (by MA DPH) Fighting for Public Health: How Do We Strengthen Public Health Advocacy at Local, State, and National Levels? (by NPHLaw) What the End of the COVID Public Health Emergency means for the Region (by MetroWest Health Foundation)
DVAC	Domestic Abuse Conversations at Community Council. Bylaws updated. Multiple DVAC members attended Take Back the Night event at Town Hall.
Other	

Summary overview for the month:

Assisted several residents with finding resources for heating / utilities. 1 SelfHelp application filled and mailed forward. BP clinics at NHA, declined interest. 2 CPR classes held: 1 for parks & forestry staff and 1 for residents. One Matter of Balance class ended with 11 participants graduating from the program. Feedback received was very positive. DVAC presented a Lunch & Learn on Domestic Abuse at the Community Council, 11 people attended. Boston College student continued with Hanna.

Influenza case count is the sum of 6 confirmed cases and 1 suspected case. Antigen test results are classified as "suspected" and PCR/culture test results are classified as "confirmed."

Notable cases from February: Two unrelated Norovirus cases that both ate ready-to-eat meals from two different grocery stores. One case of pertussis, but unsuccessful in reaching them despite multiple attempts and different methods.



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	4	1
Campylobacteriosis	3	2		2			1						8	6	15
Cryptosporidiosis													0	1	1
Enterovirus													0	0	0
Giardiasis													0	0	0
Listeriosis													0	1	0
Salmonellosis	1	1		1			1						4	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	2	3
Lyme Disease	7	13	7		7	4	3	1					42	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								2	9	6
Hepatitis B Contact			1				1						2	0	2
Hepatitis C Confirmed													0	0	2
Hepatitis C Probable		0		0				1					1	4	2
Influenza		1		1	22	133	25	6					188	51	1
Legionellosis							1						1	2	0
Mumps													0	0	0
Novel Coronavirus Confirmed	169	117	107	102	76	154	105	63					893	4153	1416
Novel Coronavirus Probable	23	8	14	3	23	20	33	34					158	484	118
Pertussis (Bordetella spp.)								1					1	0	0
Streptococcus pneumoniae													0	1	0
TB Disease													0	0	0
Latent TB Infection (Confirmed)	1	3		1	2	3	3	1					14	24	21
Latent TB Infection (Suspected)	1			2	3	1	1	2					10	10	5
Varicella	2					1							3	4	1
Other (specify in narrative)				1		1							2	-	-
Totals	210	146	130	115	134	318	174	111	0	0	0	0	1338	4819	1645
Reported Cases later Revoked		1		2			3	0							



NEEDHAM PUBLIC HEALTH DIVISION



Immunizations Injections	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
B12	1	1						1					3	14	13
Influenza			262	235	219			1					717	812	1225
TDap													0	3	0
Covid-19	5		167	82	181								435	3792	6963
VFC													0	4	0
Other													0	0	0
Total	6	1	429	317	400	0	0	2	0	0	0	0	1155	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					2	1		1					4	0	0
Friends													0	0	0
Gift of Warmth	5	5	9	7	4	3	4	3					40	23	-
GoW Amount	2120	1900	3559	1156	1576	###	###	###					14904	13141	16956
Parks & Rec													0	0	1
Self Help				1			2	1					4	1	2

Education	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
CPR Education			~75 @Harvest Fair		4	15	25	9					128	53	
Matter of Balance Graduates								11					11	10	
Narcan			2			1	4	6					13		

Donations:	0
Giftcards Distributed:	0

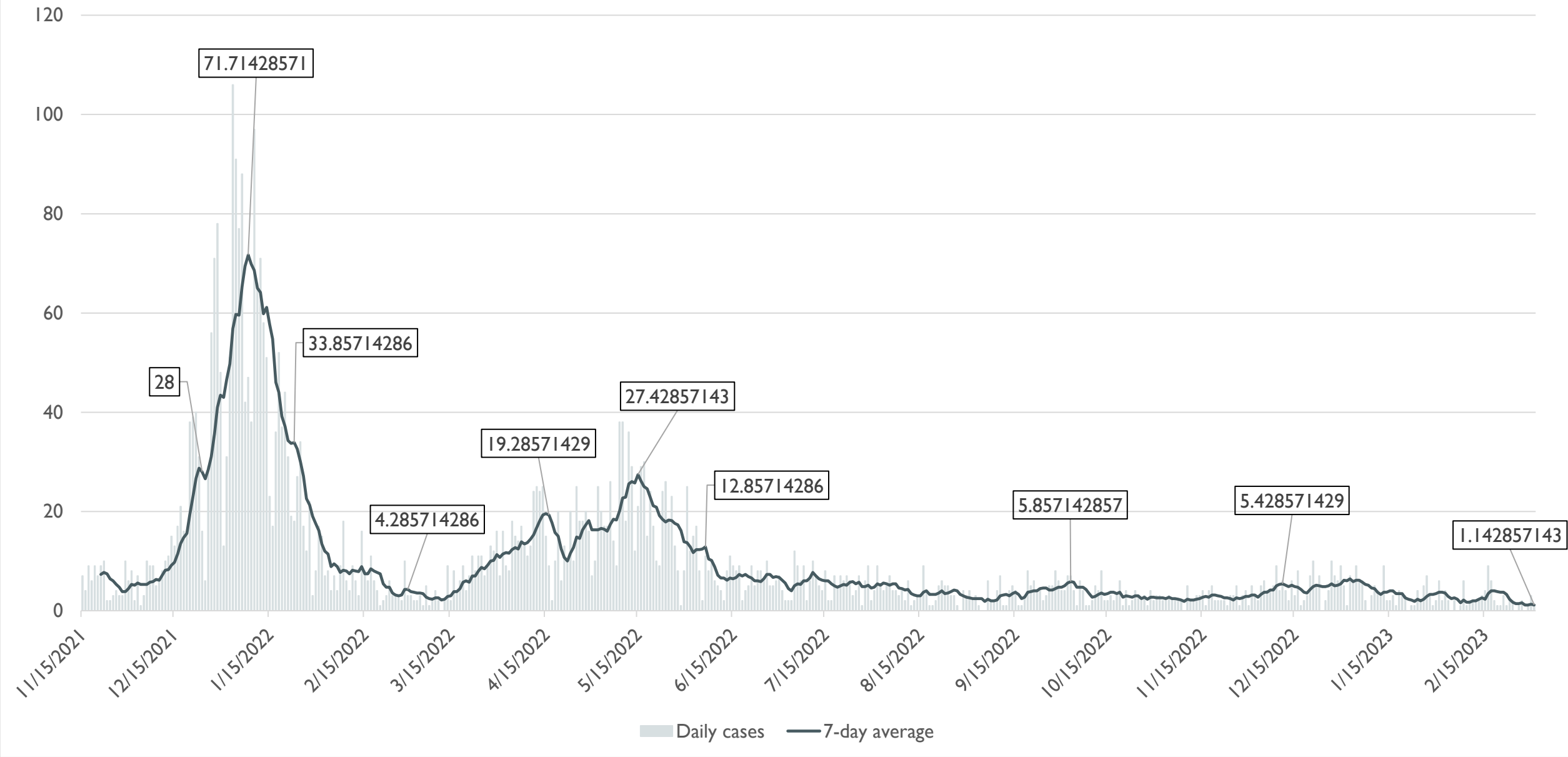


COVID-19 UPDATE

March 17th, 2023

Julie McCarthy

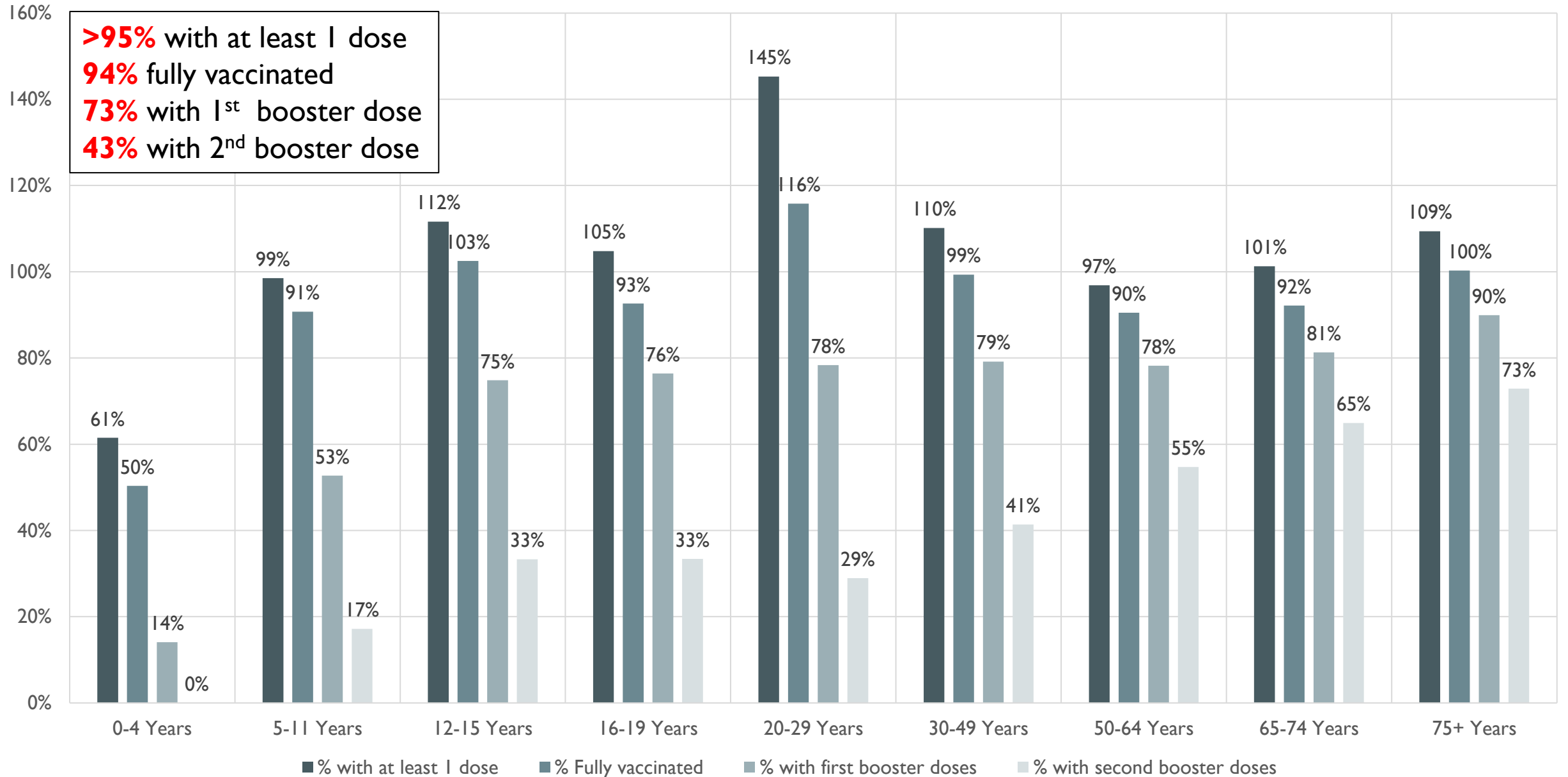
Needham Daily Cases 11/15/21-3/3/23



• NOTE: Does NOT include at-home tests

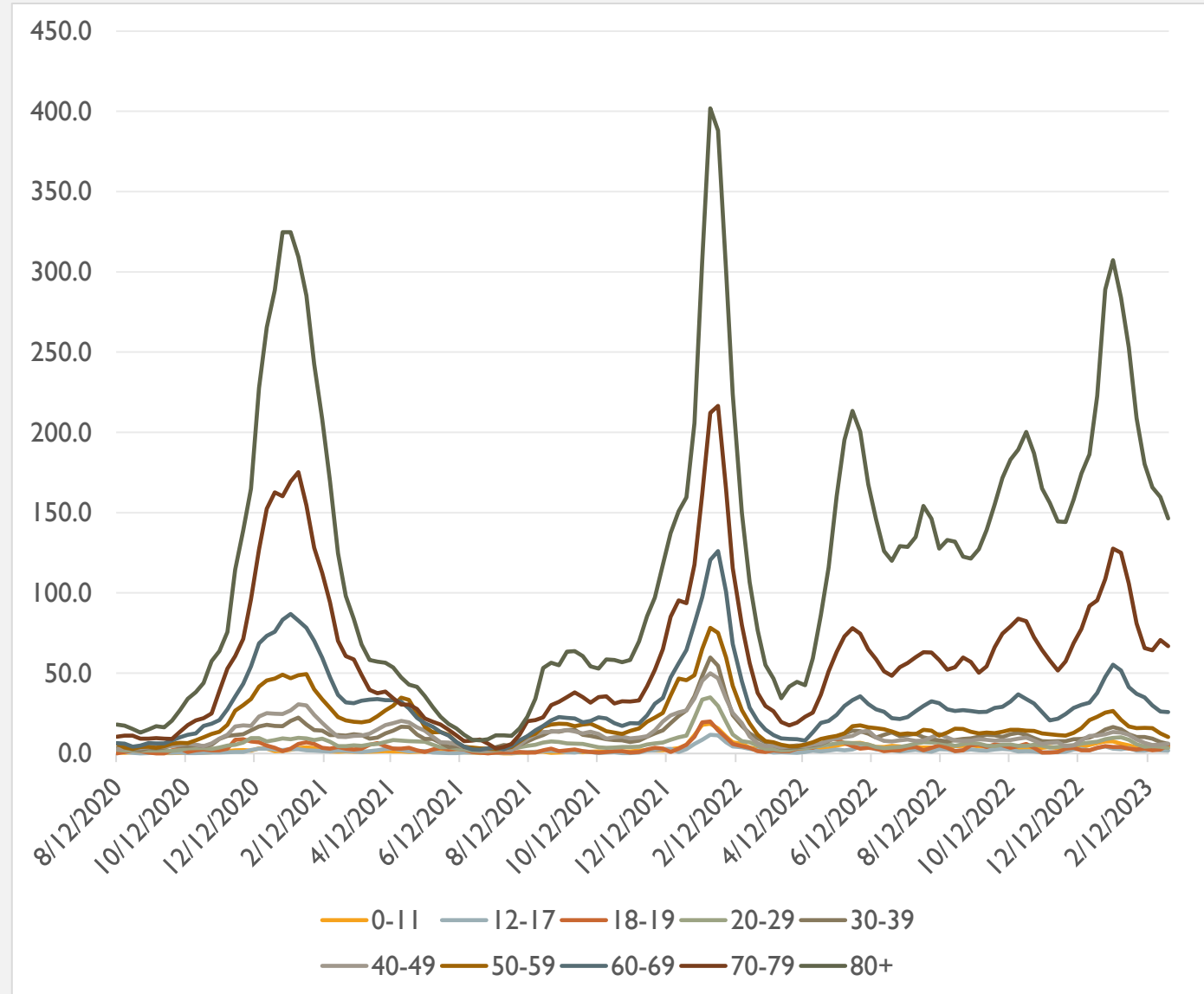
Needham Vaccination Rates

>95% with at least 1 dose
94% fully vaccinated
73% with 1st booster dose
43% with 2nd booster dose

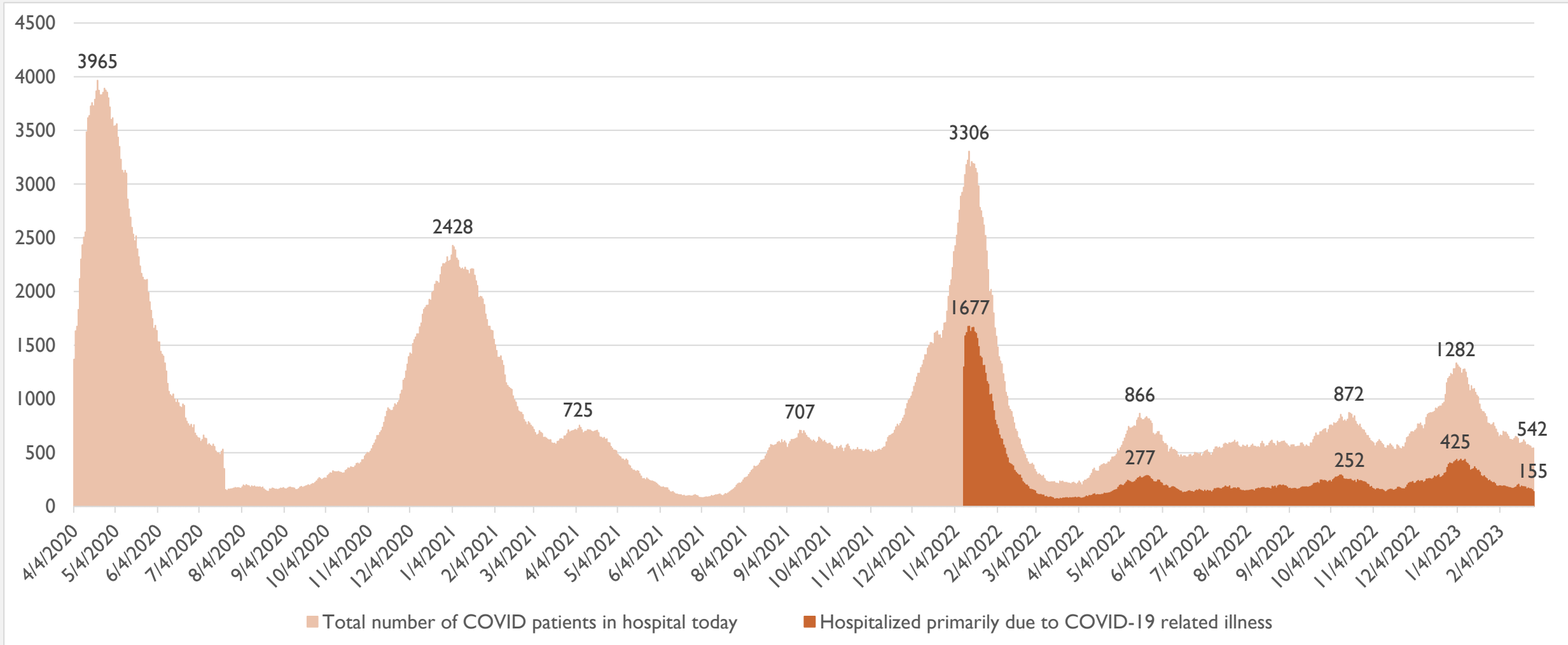


HOSPITALIZATION RATES (PER 100K) BY AGE

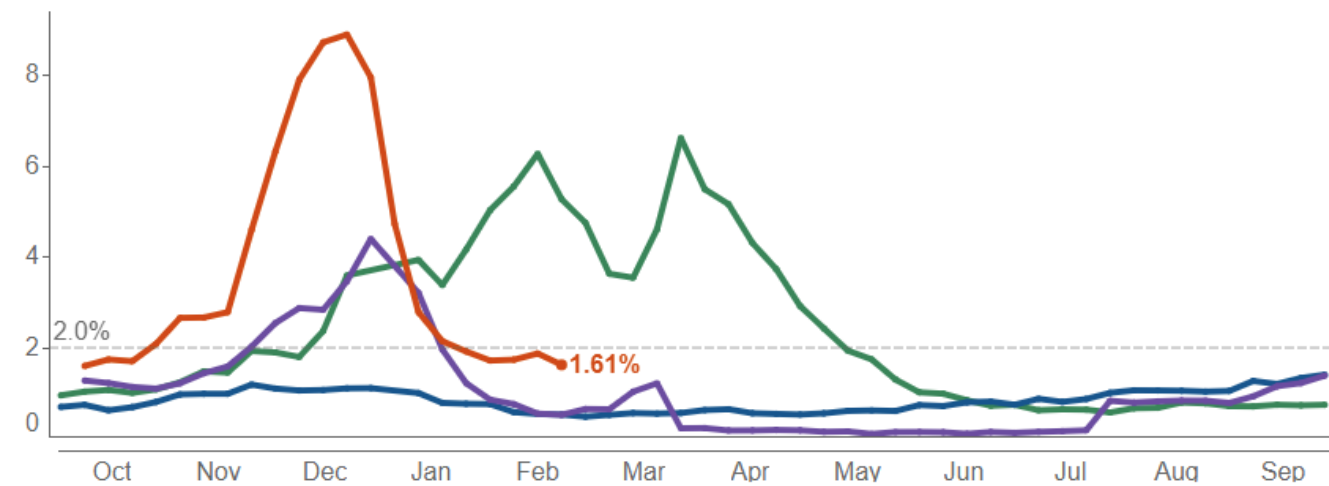
Age Group	Hosp. rate <u>current</u> reporting period (2/12-2/25/23)	Hosp. rate <u>previous</u> reporting period (2/5-2/18/23)	Hosp. rate <u>1 year ago</u> (2/13-2/26/22)
0-11	4.0	5.6	2.7
12-17	1.8	2.0	2.2
18-19	5.0	2.5	1.5
20-29	3.3	4.2	4.9
30-39	6.0	7.2	9.3
40-49	6.1	5.6	6.2
50-59	10.2	12.4	11.7
60-69	25.7	26.2	20.2
70-79	66.9	70.6	37.7
80+	146.5	159.8	76.7



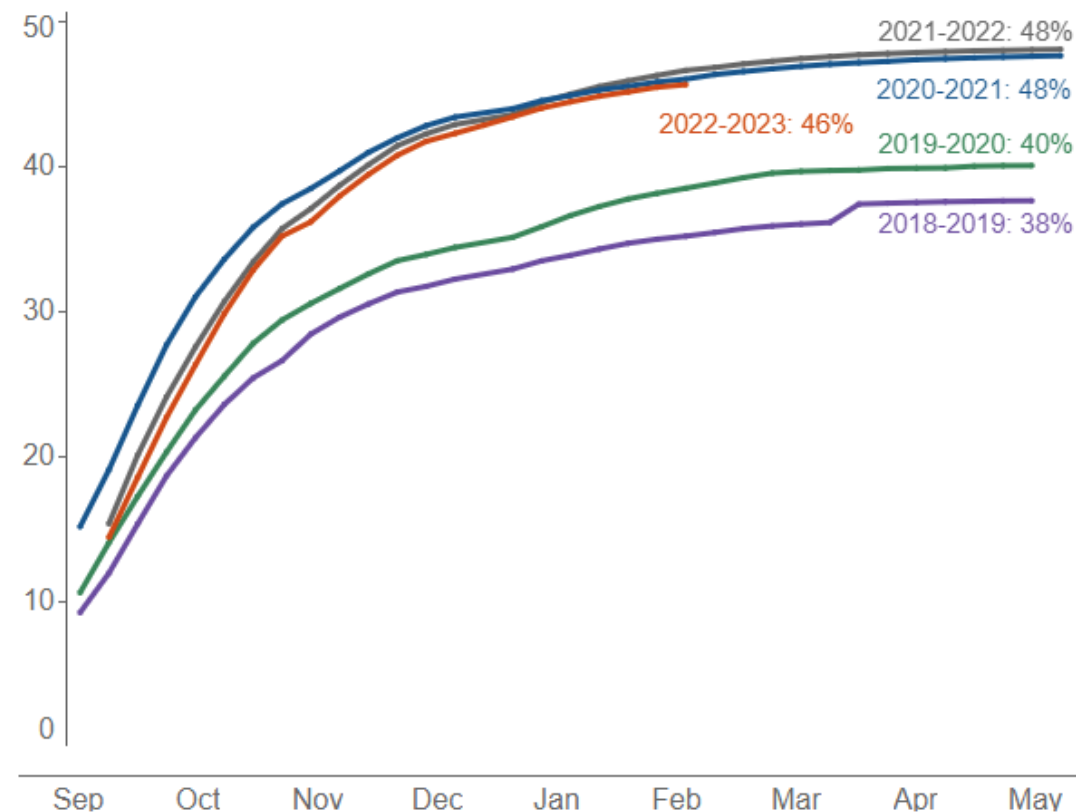
TOTAL COVID PATIENTS IN HOSPITAL VS HOSPITALIZED PRIMARILY DUE TO COVID



Percent of visits for influenza-like illness (ILI) reported by sentinel provider sites in Massachusetts



Estimated percent of MA residents who have received an influenza vaccine so far this season compared with previous seasons



MDPH INFLUENZA-LIKE ILLNESS DATA DASHBOARD



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Epidemiology

Date: February 2023

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 February 2023. Includes update from Influenza Like Illness interactive dashboard.
Accreditation	Draft of Community Health sent to Accreditation Steering Committee for review. Data in the draft includes (but not limited to): • Demographics • Health insurance • Education • Income • Employment • Individuals living below poverty line • Transportation • Housing/housing costs • Food access • Youth mental health, self-injury behaviors • Youth substance use • Safety and bullying • Hospitalization rates due to chronic conditions • Infant health (premature, low birth weight births) • Premature deaths Data sources include American Community Survey (US Census Bureau), MetroWest Adolescent Health Survey, Healthy Aging in Needham Survey, National Community Survey, MA Department of Public Health, CDC
Misc.	Attended quarterly CCIT Meeting 2/16/23 Interview with Needham Channel on Norovirus/uptick of cases in MA and US Continuing to manage COVID-19 testing calendar, but demand has dramatically decreased since beginning of the year. Current schedule is Tues/Thus 9-11am and 3-5pm (with nurse availability). Discussion with Diana Acosta re: finding new ways to advertise for COVID-19 testing and possibly expanding testing to Dover/Medfield/Sherborn

Summary overview for the month:



Needham Public Health Division

February 2023



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

Date: 3/17/2023

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

Activities and Accomplishments

Activity	Notes
Environmental Health Work and Training	Diana and Roland attended the MHOA Housing Code training which focused on updates in the housing code set to take effect in April 2023. Roland completed: • Charles River Landing smoking nuisance complaint investigation • Avita of Needham food establishment inspection • Sudbury Farms - Yummi Sushi food establishment inspection • McDonald's Food Establishment inspection • Trade Joe's #504 food establishment inspection • Food establishment plan review and check in with Diana to review McDonald's renovation • Brothers Pizza food establishment inspection • CART meeting
Shared Services Work	Interviews were conducted by Regina Villa Associates with various Board of Health members, Town Administrators/Managers, and public health staff. Interviews continue through the first week of March. The Working Group will begin to meet in March. The Office of Local and Regional Health held a meeting to discuss the Capacity Assessment Results Toolkit (CART). This toolkit used data collected from the Capacity Assessment. This document was developed to assist Shared Service Arrangements in using this data to inform the development of their workplans. Engagement with racial equity training is a requirement of the Public Health Excellence Grant. OLRH is offering a training titled: <i>Racial Equity 101: Building Foundational Knowledge and Skills to Advance Racial Equity</i>. The training is 3 hours long and will be offered throughout March and April. Here is the link to register: https://calendly.com/olrhrcialequity/101training?month=2023-03. Members from each municipality are highly encouraged to participate!
Contact Tracing	Michaela Bucca is continuing contact tracing in Medfield and Dover.



NEEDHAM **PUBLIC HEALTH DIVISION**



Unit: Substance Use Prevention

Date: February 2023

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

Activities and Accomplishments

Activity	Notes
SPAN Projects/Events	- SPAN committee meetings included Youth and Community Action Teams, and the Mental Health Task Force. SPAN T.A.L.K. campaign continued this month on SPAN social media pages. "Talking About Life with your Kids" is a Parent Action Team initiative to support parents to start early to build open, honest communication with their children. When more challenging conversations are needed as their child reaches adolescence the trust and openness between parent and child can help families navigate their child away from risky behaviors including substance use.
STOP Act grant	SAMHSA grant: STOPing Underage Access and Use of Alcohol: Codifying Youth, Parent and Retailer Education and Compliance in Needham, MA: - The grant administration team: - Prepared and submitted the annual progress report to SAMSHA for Year 2 of the grant. Submitted 2/23. - Prepared alcohol compliance data for presentation to the Board of Health at their February meeting.
SALSA	In January, 21 Youth Advocates contributed 122 hours of service in Needham. 6 SALSA Leaders and 8 new SALSA Advisory Committee members participated in advanced leadership and advocacy training conducted by Prevention Solutions/Hazelden. The training also emphasized diversity, equity and inclusion encouraging leaders and emerging leaders to incorporate DEI into their prevention work. 2 members participated in the SPAN Youth Action Team meeting (2/23)
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.



NEEDHAM PUBLIC HEALTH DIVISION



Presentation to MGH Psychology Interns	On 2/16 , Angi presented to Psychology Interns at Mass General Hospital at the invitation of Dr. Jonathan Jenkins, Psy.D. CMPC, Asst. Director of Psychology Training for the Department of Psychiatry. Angi joined Deb Schmill of the Becca Schmill Foundation, co-presenting on trauma-informed care for women and girls who have been victims of sexual assault while receiving substance use treatment in co-ed environments.
Training	Opioid Prevention in the Home and in the Community hosted by Operation Parent, 2/7, Angi attended Using Logic Models in Prevention Part 1: What Are Logic Models? PTTC, 2/21, Angi attended Advancing Community Prevention Efforts in an Era of Scientific Distrust, 2/23, Angi attended Preventing Underage Cannabis Use, PTTC with Gisela Rots facilitating, 2/24, Karen S. attended
Meetings	• MassCall3 BSAS site visit, 2/6, Monica and Karen S. attended • Substance Use in MA: Regional Paths to Prevention & Recovery MAPC (Metropolitan Area Planning Council) Session #2 out of 3 with focus on creating regional solutions in prevention and recovery in MA, 2/8, 148 attendees, Monica and Karen S. attended • SAMHSA Grant Project Officer meeting with Jacqueline Beale, 2/16, Monica, Jazmine and Karen S. attended • Project ECHO Cannabis Prevention Cohort meeting, 2/16, K. Shannon, Angi attended. • Coffee with the Norfolk Sheriff, a community stop in Needham, 2/24, Karen S. attended • Norfolk County Sheriff's Youth Substance Use Task Force, 2/27, Karen S. attended. • Online Safety Coalition (formerly Social Media Task Force) mtg, 2/27, Karen S. attended • Norfolk County District Attorney Coalition Leaders meeting, 1/30, Karen S. attended.

Summary for Month of February 2023: Focus this month included preparation and submission of the annual progress report for the SAMHSA Stop Act Grant, preparatin of additional alcohol compliance check data for the Board of Health, and planning for a social host law community education event for parents.



NEEDHAM PUBLIC HEALTH DIVISION



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

Date: February 2023

Staff members: Carol Read, Med., CAGS, CPS Lydia Cunningham, MPH, CHES

Activities and Accomplishments- Meetings and trainings attended through virtual platforms

TEAMS- Zoom- FaceTime unless otherwise noted

Activity	Notes
BSAS Site Visit- MassCALL3 grant program- 2/6 Fernando Perfas, Assistant Director of Prevention, Andy Robinson, Lead Program Coordinator, Scott Formica PhD, SSRE- BSAS prevention programs evaluator. Gisela Rots-Ben Spooner, Technical Assistance, CSPA and Jessica Goldberg, MPH Evaluation- Strategic Planning consultant Prevention Solutions@EDC	MASSCALL3 Prevention Partners Leadership Team: Dedham- Needham- Walpole- Westwood Strategic Planning Status Presentation. Information on: data collection, capacity, needs, and strategies for moving forward with strategic plan. Members from Dedham, Walpole, and Westwood invited, 16 attendees. MassCALL3 Prevention Partners Leadership Team discussion/question segment. Timothy McDonald, Director Needham Health and Human Services, Dedham and Walpole Health Directors, Public Health and Prevention specialist Dedham and Needham. Next steps: Submit Strategic Plan parts 1 and 2 for BSAS and CSPA review. FY24 budget pending April.
MassCALL3 Evaluation & Strategic Planning- 2/6, 2/21, 2/22, Prevention Solutions @ EDC Jessica Goldberg, MPH, Evaluation and Strategic Planning consultant.	Discussion: Strategies for structuring regional strategic planning meetings, data review (quantitative- qualitative) planning for collaboration between PS@EDC RA and Nicole Augustine of RIZE for incorporation of equity-informed practices in data analysis and displays for upcoming strategic planning meetings.
OLRH Public Health Excellence (PHE) Grant Program- State Action for Public Health Excellence (SAPHE) Needham Shared Services grants- 2/7	Stakeholder interview: Perceptions and experiences local public health, capacity and boards of health processes. Shared Services grants program Charles River region: Needham- Dover- Medfield – Sherborn Andrew Henson, Regina Villa Associates Consultants
Metropolitan Area Planning Council (MAPC)- Substance Use in Massachusetts: Regional Paths to Prevention & Recovery Webinar- 2/8 Webinar 2 of 3, next session 3/8	“Shared Challenges and Best Practices” Moderator: Penny Funairole, Prevention Director, Medford Health Department Panelists: Dan Cortez, Community Engagement Specialist, Chelsea Police Department, Gladys Agneta, Program Director, Chelsea Policy Department, Keith Wales, Director of Homeless and Outreach Programs, Eliot Community Health Services, Amy Bositis, Clinical Services Director, Greater Lawrence Family Health Center.



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Nicole Augustine, MPH, RIZE Consultants- 2/8, 2/28 MassCALL3 Diversity, Equity, and Inclusion (DEI) consulting meetings. Allison Brill, MPH, RIZE LLC consultant.	Review of January's Equity in Action webinar series. Planning for equitable data collection and data presentation. Discussion and planning for upcoming strategic planning meetings- goals set for identifying gaps among participants and taking steps to engage under-represented stakeholder groups. Plans for RIZE consultants to review strategic planning meeting materials, collaborate on data display strategies, and share strategies for welcoming and engaging participants during meetings.
Alcohol, Health and Safety in Massachusetts: A Status Report, Legislative Briefing- 2/9 David Jernigan, PhD, Boston University School of Public Health and Elizabeth Parsons, MPH CDC Center for Advancing Alcohol Science to Practice	Statehouse Nurse's Hall presentations: Dr. David Jernigan "Alcohol, Health and Safety in Massachusetts Report" Hosts: Sen. Jo Comerford, Rep. Marjorie Decker Speakers: David Jernigan, Sen. Jason Lewis, Rep. Kay Khan, Leah Randolph, Massachusetts Organization for Addiction Recovery (MOAR), Dr. Sharon Levy- Director, Adolescent Substance Use Addiction Program, Boston Children's Hospital, Anthony Chui- Director Health and Human Services, Melrose, Wakefield, and Stoneham,
Dedham DOSA Strategic Planning Retreat- 2/9 Amanda Decker, Bright Solutions, LLC	Strategic planning retreat: Dedham Public Health – DOSA prevention coalition Drug Free Communities (DFC) grant application preparation (years 6-10). Data review, discussion of risks/root causes, strategy options to address identified risks. Kylee Sullivan, MPH, Dedham Public Health Director with Jessica Tracy, MSN and Kristina King, MPH Monica DeWinter, MPH DOSA Co-Chair, Mark Carney, Director Dedham Health Education- DOSA members. Application due April 12, 2023
MassCALL3 Prevention Coordinator Onboarding processes- In person. TEAMS meetings alternative days. Lydia Cunningham, MPH, CHES start date January 9 th Full time position.	Continuation of comprehensive overview of protocols, responsibilities and requirements related to Town of Needham Public Health (fiscal agent) DPH-BSAS (funder) and Communities MassCALL3 grant mission, strategic planning processes and cluster town coalition activities. Integration to local and state community stakeholder meetings including: Norfolk County Sheriff Prevention, MAPC Substance Prevention, DPH- OLRH and cluster coalition meetings.
Needham Local Emergency Planning Council (LEPC) 2/13 Thomas Conroy, Chief, Needham Fire Department, and Timothy McDonald, Director of Health & Human Services	Agenda: MEMA Update: <i>Heather Smith, MEMA Local Coordinator</i> Needham Police Department Overview – Scope and Services <i>John McGrath, Lieutenant, Needham Police Department</i> Emergency Management Update <i>Michael Lethin, Emergency Management Administrator</i> Questions- Resources. Next Meeting: Monday, March 13th at the Public Safety Building and over Zoom.



NEEDHAM PUBLIC HEALTH DIVISION



Needham Public Health Division (NPHD) Staff Meeting- 2/14 Assistant Public Health Director Tara Gurge, MPH, Diana Acosta, MPH, Manager Shared Services program: Dover and Medfield and Sherborn.	Staff program sharing- project and program progress: Policy updates, Accreditation, Traveling Meals, Emergency Preparedness, Environmental Health, Epidemiology, PH nursing and Substance Use Prevention. Review BOH goals FY23 goals. Flu, COVID-19 case data- vaccination data. Staff review and discussion of NPHD and HHS policies, facilitated by Lynn Schoeff, Accreditation Coordinator.
MA Department of Public Health (MDPH) OLRH Interagency monthly webinar 2/14 2/28 Dr. Sam Wong, Rachel Cain, Erica Piedade, Amy Berube-Rivera Office of Local Regional Health Dr. Catherine Brown, Glynnis LaRosa, Laurie Courtney, Bureau of Infectious Disease & Laboratory Sciences Donna Quinn, Office of Preparedness Emergency Management Anne Stronach, Anne Gilligan, Dept of Elementary Secondary Education Cheryl Sbarra, JD MAHB – Rich Mucci, JD	2/14 and 2/28 Q&A Session Dr. C Brown Flu- COVID-19 Vaccine Update- 2/14 Bureau of Infectious Disease and Lab Health Internship Program Behavioral Health Roadmap programs (MBHP) Mio Tamanha- Two components (1) Community Behavioral Health Centers (2) MA Behavioral Health Help Line* Launch “All residents 24/7 call, text or chat to access treatment counselors psychiatrists also warm handoff to CBHC’s community partners and other providers including 911 if necessary” 2/28 Spotlight Presentation: Opioid Settlement Funds overview Deirdre Calvert, Director Sarah Ruiz, Bureau of Substance Addiction Services, DPH- Sandra Wolitzky, MA Attorney General Office Field Training Hub Office Hours Performance Standards Office Hours. Next webinar: March 14 *masshelpline.com 888-773-2445 (BHHL)
Needham Town Accountant Budget Meeting FY23 MassCALL3 Grant- 2/15 Lisa McDonough, Assistant Accountant	EIM Virtual Gateway: Reimbursement January expenses. Review FY23 year to date spending and encumbrances, UFR line amendment options, discussion of availability on unspent funds.
Needham CCIT Community Partners Meeting quarterly - 2/16 Deputy Chief Chris Baker, Needham Police Department- Sargent Catherine McCullough	Agenda: Welcome and introductions, information sharing (de-identified statistical data, trends, etc.), homelessness update, update from Community Outreach, update from Riverside- Emily Turnbull, final thoughts (add groups including BIDN Chief Nursing Officer and BIDN ES Social workers, Riverside Emergency Services- Elizabeth Crew, LICSW, Director, Quincy Family Resources-Candice Kunigenas, LMHC, Newton Wellesley Hospital, Lauren Lele, MPA.
Needham Board of Health – 2/16 <i>In person</i>	Agenda: Welcome and Public Comment Period, Review of Minutes Dec 16 th and Jan 17 th , Public Hearing- Tobacco Compliance Violation, Underage Sale of



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Tim McDonald, Director Health & Human Services, Tara Gurge, MPH, Assistant Public Health Director. Diana Acosta, MPH, Shared Services Manager (Needham- Dover-Medfield) Next meeting: March 17 th In person Rosemary Recreation Center.	Tobacco Product, Staff Reports and COVID-19 Update, Public Hearing- Revise Article 11: Biosafety Regulations in Needham, Discuss Alcohol Compliance Challenges and Licensee Education, Board of Health Agent Re-designation and Board of Health Directive to Director and Staff re: Educating and Informing Community about Health Implications of Policies -Programs, Brief Updates- Claxton Field, Regional Field Training Hub Grant, Other Items, Next BOH meetings: 3/17: 8:00-10:00am, 4/14: 9:00-11:00am.
BSAS Learning Lab – Helping Communities Attain Wellness by Exploring Evidence-Based and Evidence-Informed Practices- 2/17	Objectives: Support community’s shared decision-making process for prioritizing intervening variables and exploring strategy identification, explore implications of evidence-informed and evidence-based approaches, build confidence engaging in a dialog with community partners about the potential of evidence-informed/evidence-based approaches, consider options that are responsive to the diverse cultural and contextual needs identified as part of the strategic planning process
CPR/AED Certification- 2/21 Lydia Cunningham	In-person CPR certification course at Rosemary Recreation Complex taught by Hanna Burnett, Public Health Nurse. Covering adult, child, and infant CPR/AED, choking, Narcan, epinephrine auto injector.
Key Stakeholder Interview- 2/22 Lydia Cunningham	In person interview with local business owner and member of Needham Unite Against Racism Initiative (NUARI). Interview was conducted following MassCALL3 interview guide.
MassCALL3 Strategic Planning 2/23	Meeting with Ben Spooner (TA Provider), Gabby Boloker, Jessica Goldberg (EDC). Discussion: Structuring regional strategic planning meetings, strategizing, developing timeline and format of meetings. Discussion targeting DEI lens to data analysis and presentations.
Norfolk County Sheriff’s Office Youth Substance Use and Mental Health Task Force 2/27 Next meeting: March 13th	Agenda: Welcome, Updates, Introductions Guest Speaker- Officer Gregory Taylor, Cohasset School Resource Officer, Speaking on youth drug misuse trends in Cohasset and the surrounding area. Guest Speaker- Detective Julie McDonnell and Detective Sergeant Cheryl Molloy, Brookline Police Dept., Speaking on youth drug misuse trends in Brookline and the surrounding area. Breakout discussions
Walpole Coalition for Alcohol and Drug Awareness Meeting	Agenda: Introductions, Resilience Behavioral Health- New Facility in Walpole- Co Founder Colin Navarro, Update on MassCALL3 Substance Grant- Carol Read,



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2/28

Next meeting March 28th

Mental Health- Interface, Upcoming Guest Speaker Ideas,
Exploring Funding Opportunities

Holiday: February 20, President's Day

* NPHD January Report- Monthly activities (NPHD- MassCALL3)

* Town of Needham Alcohol Regulations- Alcohol Compliance- Historic data gathering
SAPC regional grant, collaboration with Karen Shannon, CPS, SPAN Director and Julie
McCarthy, Epidemiologist.

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NEEDHAM PUBLIC HEALTH DIVISION



Unit: Traveling Meals Program

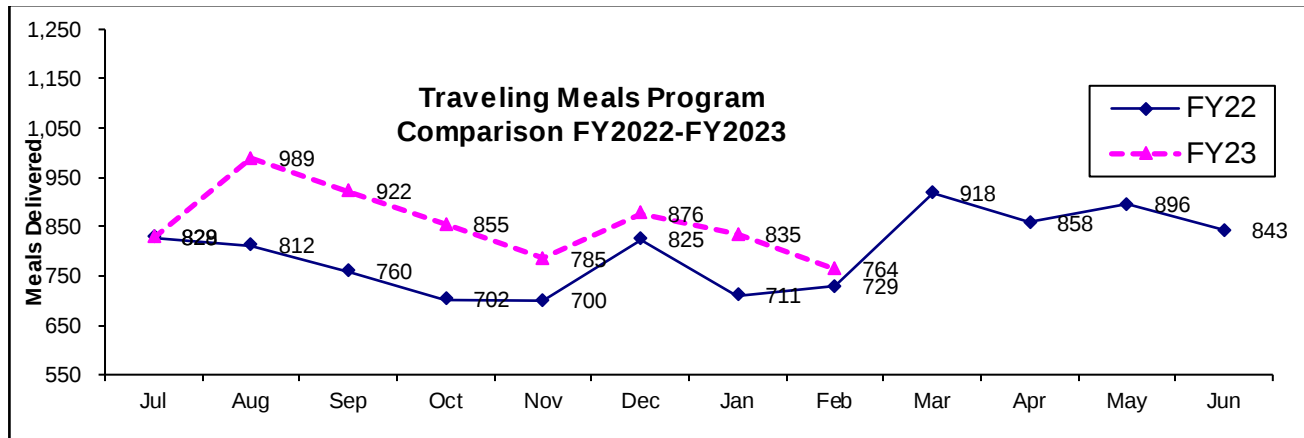
Monthly Report for February 2023

Staff member: *Rebecca Hall, Program Coordinator*

Activities

Activity	Notes
<i>COVID 19 –precautions continue by volunteers as they deliver meals to homebound Needham residents in need of food.</i>	<i>Covid precaution in place Meal deliveries completed by 28 Volunteers</i>
<i>764 Meals delivered in February 2023 46 Clients at month end 39 Springwell Consumers 7 Private Pay Consumers 5 New clients (4 Springwell; 1 Private) 6 Canceled Program (5 Springwell; 1 Private)</i>	<i>No 911 calls initiated</i>
<i>FRIENDS included boxed chocolates with a Valentine's Day message for each client.</i>	<i>Sugar-free chocolate for diabetic clients</i>

Summary overview for the month: **Graph of Meal Deliveries for the month February 2023**





Needham Public Health Division



February 2023

Assist. Health Director - Tara Gurge
Part-time Health Agent – Monica Pancare
Student Intern – Ecom Lu

Unit: Environmental Health

Date: March 17, 2023

Staff members: Tara Gurge, Monica Pancare and Ecom Lu

Activities and Accomplishments

Activity	Notes
Public Health Inspector Team staffing updates	Ally has accepted a full-time food/pool inspector position at Harvard University, so we are in the process of hiring another full-time Environmental Health Agent. First round interviews were recently conducted. We hope to have a second round of interviews in the coming week. Thaleia has been out on unpaid medical leave. We are looking to also hire a part-time Environmental Health Agent, in order to continue to conduct inspections in her absence. That part-time 10-hour position was recently posted.
The Rice Barn	We received an online food establishment plan review permit application which was applied for by the owner of the Rice Barn, Mr. Charles Intha. (See agenda item with attached documents to review.)
Env. Team Policy Development and Reviews	Continued to work with Ecom Lu on reviewing and developing Env. Health team policies, including a Nuisance complaint policy and a revised Pool inspection policy. We are also currently drafting an Outdoor Seating policy for food establishments. Ecom has also drafted a Certificate of Excellence food establishment grading document which we are currently working with Lynn Schoeff to review and edit. We aim to present this document to the board at our April meeting, just in time for the wrap up of Ecom's Public Health master's degree capstone project the end of April.
Tobacco Compliance Check Sale -Follow-up suspension order issued	Tobacco compliance checks were completed on January 31 st with Tara Gurge, Ally Littlefield, Officer Schlittler, and our underage volunteer. Out of the 6 tobacco compliance checks, the Needham Shell Gas Station at 875 Highland Ave. sold to a minor. UPDATE – A hearing was held, and a seven consecutive business day suspension of the establishments' tobacco permit was issued by the board. The establishment owner has agreed to stop selling tobacco products the week of Monday, March 13th – Monday, March 20th . The Public Health Division will stop by the morning of the scheduled start of the suspension to verify that all tobacco products are removed from sale, and will provide signage to be posted during the duration of the suspension. Spot checks will be conducted throughout the week to verify compliance.

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

Activities

Activity	Notes
Demo Reviews/ Approvals	4 - Demolition signoffs: -#303 Brookline St. -#20 Ridgeway Ave. -#12 Mason Rd. -#25 Curtis Rd.
Disposal of Sharps Permits	0 – Disposal of Sharps Permits issued.
Emergency Police/Fire Call	1 – Received an emergency call for a frozen pipe that burst at a residential property: - Valley Road – Emergency call from Police/Fire Dept. received re: a pipe burst in a residential house. The Health Division was able to secure a hotel room to allow the resident to have a place to stay while the issue was being resolved. Worked with a social worker at the Aging Services Division to communicate with the owner, to ensure they had long-term housing. (Still ongoing.)
Septage/Grease Waste Hauler Permits Issued	0 – Septage/Grease Waste Hauler Permits Issued.
Trash/Recycling Waste Hauler Permits issued	1- Trash and Recycling Waste Hauler Permits issued to: - J.P. Comella
Medical Waste Hauler Permit Issued	0 – Medical Waste Hauler Permits Issued.
Food - Plan reviews/Follow-ups	8 – Food Permit Plan Reviews/Follow-ups conducted for: - North Hill Bistro – Change in kitchen layout from previous approved plans. A few items still need to be confirmed prior to re-approval. Pre-operation inspection needed when available. UPDATE: Final inspection still pending once new equipment is installed. (Pending.) - 140 Kendrick (New coffee retail store) – Proposal came through to install a new coffee retail store at the existing permitted site. UPDATE: Permit application received. (Plan review still in process.) - Zdorovie (35 Highland Circle) - Plan review completed and approved. Owner will schedule a pre-operation inspection in the coming week. Once approved, permit will be Issued. - Temple Aliyah – Food permit application received. Plan review in process. (On-going.) - Carter Memorial Methodist Church (Bread of Life Program) – Pre-operation inspection still pending. Scheduled to be conducted in the next week. - McDonald's – Plan review application received for food establishment renovations. Plan review in process. Building and Health Depts. will be requiring the establishment to shut down while renovations are being conducted. (Building Permit Plan review sign-off still pending.) - The Rice Barn – Online permit application received to re-open establishment by owner, Mr. Intha. Plan review still in process. Conducted a walk-through to check current status of establishment. Need to set up a joint walkthrough inspection with the Building Dept. and also the Fire Dept. (Pending.) - Cappellas – Received report of a burst pipe. Restaurant closed down voluntarily and hired a licensed plumber to fix the broken pipe. A follow-up pre-operation inspection was conducted prior to establishment reopening to the public.
Food – Temporary Event Permits issued	2 – Temporary Food event permits issued to: - Sunita Williams School - Community Council

Food Complaints/Follow-ups	2/2 – New Food Complaints/Follow-ups conducted at: - <u>Roche Bros. (1/1)</u> – Report of Norovirus received. Resident stated that they ate a ready-to-eat meal of pasta and Italian sausage and marinara sauce. Reached out to manager. Roche Bros. recently closed the store due to pending renovations. - <u>Trader Joe's (1/1)</u> - Report of Norovirus received. Resident was admitted into hospital and reported that they got ill after eating a chicken pot pie that her son heated up for dinner, however, son did not get ill. A routine food establishment inspection was conducted the same day the complaint was received, and the only violation noted was that the hand wash sink was not reaching the proper hot water temperature. Spoke to store manager and also the Corp. Trader Joe's Food Safety Team, and they have been proactively investigating this concern. Hand sink hot water temperature was adjusted shortly after our inspection.
Housing Complaints/Follow-ups	2/4 - New Housing Complaints/Follow-ups conducted at: – <u>High St. (0/2)</u> - A housing order letter was sent to the landlord with timelines stated in the letter for addressing the items in both units on High St. UPDATE – Follow-up inspection was conducted to check on status of items. Updated letter sent. Will continue to work with Needham Building Commissioner in coordinating follow-up site visits to check on status of items and coordinate with occupant and landlord in addressing the items in a timely manner. (Ongoing.) – <u>St. Mary's St. (1/1)</u> - Report received from family friend re: housing health and sanitation concerns. Working with a social worker from Aging Services Division to provide additional resources. We have also contacted Springwell Elder Services to assist. (Ongoing.) – <u>Valley Rd. (1/1)</u> - Received a call from Fire regarding a burst pipe. Worked with a social worker at the Aging Services Division to communicate with the owner, to ensure they had long-term housing. In the process of working with the Building Commissioner re: receiving updates on the status of the home, and the next steps. (Still ongoing.)
Nuisance complaints/Follow-ups	(2/2) – New Nuisance Complaints/Follow-ups - <u>Highland Circle (1/1)</u> – This is a commercial property that an occupant contacted us re: concerns with excess moisture and mold/mildew odors, water staining, and other issues observed that her landlord is not addressing in a timely manner. There are also reports of heating issues due to improperly installed wiring/heat zones in the building and other Building Code issues. A site visit is scheduled to be conducted with the Building Commissioner and Health, along with the occupant, to investigate these reported issues on February 9th. UPDATE - A joint inspection was conducted with the Building Commissioner. No Health Code violations were observed at the time of our inspection. Building Code violations were observed, and the Building Commissioner issued a letter to the landlord. - <u>Charles River Landing (1/1)</u> - Concerns received from occupant who reported residents smoking marijuana on her floor and in the garage area. (Occupant wanted to remain anonymous, and no floor unit number was left on the voicemail, and no follow-up phone number was left.) A follow-up inspection was conducted by Roland. He spoke to the property manager about the complaint. They stated that they have strict policies on smoking. No evidence of smoking observed in the garage areas, from the first to fourth floors, however, on the fifth floor, outside the garage area, a strong smoke odor was observed. That odor location was reported back to the property manager, who in turn, took immediate action to continue following up on that investigation.
Planning Board Special Permit amendment reviews	3 – Planning Board reviews conducted for: - <u>French Press Bakery</u> – RE: Outdoor seating extension. Comments sent on outdoor seating health requirements. - <u>Masala Art</u> – RE: Outdoor seating extension. Comments sent on outdoor seating health requirements. - <u>Wingate</u> – Special permit project amendment review. Comments sent.
Septic Certificate of Compliance (COC)	1 – Septic Certificate of Compliance final sign-off approval issued for: - <u>#18 Starr Ridge Rd.</u> - Signed off and issued final Certificate of Compliance.

Septic– Construction permits issued	0 – Septic Construction Permits issued.
Septic Installation inspections	0 – Septic installation inspections conducted.
Septic Installer Permits Issued	2 - Septic System Installer Permits issued to: - Bob Vey - Kerry Malone
Septic Addition/Reno. to a Home on a Septic reviews	0 – Addition/Reno. to a Home on a Septic reviews conducted.
Septic Plan Review	1 – Septic Plan review conducted for: - #18 Brookside Rd. - Revised septic plans received. Plan review conducted. Additional comments sent. (Revised plan still pending.)
Septic– Soil/Perc Tests	0 – Septic Soil/Perc Tests conducted.
Septic Trench permits issued	3 – Septic Trench permits issued to: - David Atkinson, Jr. - Kerry Malone - Bob Vey
Septic– Abandonment Forms received	0 – Received septic abandonment/connection to sewer forms.
Tobacco	1 – Tobacco Hearing conducted due to sale of tobacco products to a minor for: - Needham Heights Shell Gas Station – Board of Health agreed to suspend tobacco permit for seven consecutive business days. This suspension was agreed with owner to take place from the morning of March 13 – March 20 th .
Well Permit online plan reviews/ Approval to Drill letters sent	4 – Well permit online plan reviews/approval to drill letters for: - #11 Ingleside Rd. - For 3 proposed closed-loop geothermal wells. (Plan review in process.) - #62 Heather Ln. - For 6 proposed closed-loop geothermal wells. Comments sent. Revised plan pending. (Plan review in process.) - #31 Gage St. - For 3 proposed closed-loop geothermal wells. Comments sent. Revised plan pending. (Plan review in process.) - #41 Wildwood Dr. - Approval to drill letter sent for proposed closed loop geothermal wells.
Zoning Board of Appeals plan reviews	0 – Zoning Board of Appeals plan reviews conducted.

FY 23 Priority FBI Risk Violations of Interest

Establishment	Date	Inspection Type	Violation(s)	Corrective Action/Follow-up
Mandarin Cuisine	2/4	Routine	<i>Proper cooling methods used; adequate equipment for temp. control.</i> <i>33 4-301.11 Cooling/Heating/Holding Capacities - Kitchen –Walk-in Cooler was at 50°F upon arrival. TCS foods from night before were 47-52°F. Ownership voluntarily discarded all TCS proteins including raw chicken, beef skewers, pork, tofu.</i> <i>Code: Equipment for cooling and heating food, and holding cold and hot food, shall be sufficient in number and capacity to provide food temperatures as specified under Chapter 3.</i>	Voluntarily discarded all TCS foods that were out of correct cold-holding temperature range. Walk-in unit was serviced.
Trader Joe's	2/24	Routine	<i>10 5-202.12 (A)(B) Handwashing Sink, Installation - Kitchen -Hand washing sink running water temperature did not read 100°F. PIC reported she will inform maintenance for immediate repair Code: A handwashing lavatory shall be equipped to provide water at a temperature of at least 100°F through a mixing valve or combination faucet. A steam mixing valve may not be used at a handwashing sink.</i>	Maintenace came in to service sink and adjust the hot water temperature to meet code requirements.
Fuji Steakhouse	2/26	Routine	<i>15 3-302.11 (A)(1) Raw Animal Foods Separated from RTE - Sushi bar -Raw fish stored above RTE avocado. Store raw food on the lowest shelf possible Code: Food shall be protected from cross-contamination by: (1) Separating raw animal foods during storage preparation, holding and display from: (a) Raw RTE food including other raw animal food such as fish for sushi or molluscan shellfish or other raw RTE food such as fruits and vegetables, and (b) cooked RTE food.</i>	PIC relocated fish to bottom shelf.
			<i>Time as a Public Health Control</i> <i>MA 590.003 (D) FC 3-501.19 (A) Time as a Public Health Control - Written Procedures - Kitchen - A pan of cooked TCS rice was found hidden inside a bin containing raw rice for storage. The Rice was 59°F in the danger zone of 40-135°F. Product discarded. Hold all TCS food properly. Code: If time without temperature control is used as the public health control for a working supply of TCS food before cooking, or for RTE TCS food that is displayed or held for sale or service, written procedures shall be prepared in advance, submitted to the RA for review, maintained in the food establishment and made available to the RA upon request.</i>	Rice was voluntarily discarded.
			<i>Conformance with variance/specialized process/HACCP. 29 8-103.12 (B) Confirmation with Approved Procedures/HACCP - Sushi bar -</i>	HACCP plan reviewed with owner. This inspector is requesting a new training take

			<i>Review of Sushi logs was not compliant. Verification process was incomplete. Seafood verification letters outdated Code: If the RA grants a variance as specified in section 8-103.10, or a HACCP plan is otherwise required as specified under section 8-201.13, the permit holder shall maintain and provide to the RA, upon request, records specified under section 8-201.14 (D) and (E)(3) that demonstrate that the following are routinely employed: (1) Procedures for monitoring the CCP's, (2) Monitoring of the CCP's, (3) Verification of the effectiveness of the operation or process, and (4) Necessary corrective actions if there is failure at a CCP.</i>	place with staff and keep that training record with the rest of the HACCP plan materials. Provide a copy to LBOH. The first batch of sushi rice was in excess of 4.2 after numerous attempts with Sushi meter and proper calibration, and with this inspector. Rice was made at 12:15 pm. Product discarded. The second batch tested was compliant.
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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	1	1	0	0	0	0	0	0	3	3	0	1	1	1
Bodywork Estab. Insp.	0	0	0	0	0	5	0	0	0	0	0	0	5	5	6	7	14	11
Bodywork Estab. Permits	1	0	0	0	0	5	0	0	0	0	0	0	6	5	13	9	9	6
Bodywork Pract. Permits	0	0	0	0	0	5	0	0	0	0	0	0	5	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	3	5	2	4	0	0	0	0	35	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	1	0	0	0	0	0	0	0	1	10	8	3	22	3
Food Service Routine insp.	12	11	10	15	26	27	19	13	0	0	0	0	133	194	134	149	200	225
Food Service Pre-oper. Insp.	0	1	1	3	1	2	3	0	0	0	0	0	11	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	2	1	0	0	0	0	0	0	3	10	10	4	17	13
Food Service Re-insp.	6	4	0	2	9	5	4	0	0	0	0	0	30	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	0	0	1	32	23	66	5	0	0	0	0	0	127	138	134	155	140	171
Temp. food permits	4	4	4	2	0	1	1	2	0	0	0	0	18	37	9	67	134	163
Temp. food inspections	3	2	2	0	0	0	0	1	0	0	0	0	8	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	1	1	0	2	0	0	0	0	9	13	7	49	18	20
Follow-up food complaints	2	0	2	2	1	1	0	2	0	0	0	0	10	15	8	48	21	21
Food Service Plan Reviews	4	5	2	7	7	10	6	8	0	0	0	0	49	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	7	19	1	0	0	0	0	0	28	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	1	0	0	0	0	0	0	0	13	3	2	0	0	5
Housing New Complaint	2	2	2	0	3	4	6	2	0	0	0	0	21	41	40	41	22	22
Housing Follow-ups	6	7	11	7	5	9	9	4	0	0	0	0	58	65	63	56	28	24
Hotel Annual inspection	0	0	0	0	1	2	0	0	0	0	0	0	3	3	3	3	3	3
Hotel Follow-ups	0	1	0	0	0	1	0	0	0	0	0	0	2	0	1	15	0	0
Nuisance Complaints	2	1	1	1	1	2	4	2	0	0	0	0	14	35	45	34	55	42
Nuisance Follow-ups	5	4	4	4	2	5	6	2	0	0	0	0	32	41	60	55	69	42
Pool inspections	0	0	0	0	0	7	0	0	0	0	0	0	7	15	15	13	20	12
Pool Follow up inspections	0	0	0	0	0	2	2	0	0	0	0	0	4	4	5	3	12	7
Pool permits	0	0	0	0	0	6	2	0	0	0	0	0	8	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	4	2	0	0	0	0	0	6	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	1	6	0	0	0	0	0	0	10	19	11	13	21	28
Septic COC for repairs	1	0	0	0	1	0	0	0	0	0	0	0	2	3	2	5	3	1
Septic COC for complete septic system	0	0	0	2	0	0	0	1	0	0	0	0	3	4	1	3	4	3
Septic Info. requests	6	5	6	7	6	4	5	6	0	0	0	0	45	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	1	1	0	0	0	0	0	0	2	6	6	6	6	5
Septic Installer permits	0	0	0	0	2	6	0	2	0	0	0	0	10	11	8	6	8	9
Septic Installer Tests	0	0	0	0	0	0	0	1	0	0	0	0	1	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	2	2	2	1	0	0	0	0	20	21	14	8	9	23
Septic Trench permits	0	0	0	0	0	1	0	3	0	0	0	0	4	12				
Disposal of Sharps permits	0	1	0	0	1	7	1	0	0	0	0	0	10	7	8	7	7	9

Disposal of Sharps Inspections	0	1	0	0	1	9	1	0	0	0	0	0	0	12	8	8	7	7	7
Planning Board Subdivision Sp Permit Plan reviews/Insp. of lots	1	2	2	3	2	0	0	3	0	0	0	0	0	13	21	20	4	1	1
Subdivision Bond Releases	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	1	0
Special Permit/Zoning	2	0	2	3	2	1	2	0	0	0	0	0	0	12	21	18	17	34	15
Tobacco permits	0	0	0	0	2	3	1	0	0	0	0	0	0	6	6	7	10	10	11
Tobacco Routine insp	0	0	0	0	0	0	6	0	0	0	0	0	0	6	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	6	0	0	0	0	0	0	6	6	6	30	30	41
Tobacco complaints	1	0	0	2	1	0	0	1	0	0	0	0	0	5	0	0	2	3	4
Tobacco Compl. follow-ups	1	0	0	2	1	0	0	1	0	0	0	0	0	5	0	0	1	3	4
Trash Hauler permits	0	0	0	0	1	1	1	1	0	0	0	0	0	4	23	16	15	17	14
Medical Waste Hauler permits	0	0	0	0	1	4	1	0	0	0	0	0	0	6	2	2	2	2	1
Well - Plan Reviews, Permission to drill letters, Insp.	2	4	1	0	0	0	0	4	0	0	0	0	0	11	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



**Board of Health
TOWN OF NEEDHAM
AGENDA FACT SHEET**



MEETING DATE: 3/17/2023

Agenda Item	The Rice Barn Food Permit Discussion
Presenter(s)	Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Discussion on re-opening of The Rice Barn food establishment. - The owner of the Rice Barn has recently started the online food permit plan review application process to re-open his restaurant. An initial walk-through site visit was conducted by Tara and Monica to check the current status of the restaurant. (A copy of that report is enclosed for your reference.) - The Public Health Division conducted a joint inspection with representatives from the Needham Building Dept. The Building Dept. reps that were present were: Jim Grover-Building insp.; Larry DiBona- Plumbing insp.; and Scott Chisholm- Electrical insp. Also, Charles, the Rice Barn owner, and three associates of the landlord were also present during this joint inspection. The Rice Barn is required to pass a state inspection conducted by the Building Dept. as part of this establishment re-opening process. (See copy of joint Building inspector report attached for your reference.)
2.	VOTE REQUIRED BY BOARD OF HEALTH
	No vote is required, nor is one requested.
3.	BACK UP INFORMATION:
	- Copy of initial walk-through report conducted by the Public Health Division. - Copy of summary of violations observed by the Needham Building Dept. inspectors, from our joint inspection.



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

FOOD SAFETY INSPECTION REPORT

R-9

The Rice Barn
1037 Great Plain 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>
D3AA	2/24/23	4:35 PM	Pre-Opening	Food Service	M.Pancare
<u>Permit Number</u>	<u>Risk</u>	<u>Variance</u>	<u>Priority</u>	<u>Pf</u>	<u>Core</u> <u>Repeat</u>

Violation Summary:

Summary of Violations

Priority	Priority f	Core	Total
----------	------------	------	-------

Priority "P" violations not marked "COS" must be corrected within 72 hours.
Priority foundation "Pf" violations not marked "COS" must be corrected within 10 days.
Core "C" violations not marked "COS" must be corrected within 90 days.

M.Pancare

Chalermopol Intha - Expires
Certificate #:

Notes

Pest Control Burgess last week 2/14/23
Grease trap needs permit plumbing.Charles will provide
3 bay sink in basement has been removed.
Plan review he is working on and will submit when
Ice machine in use.Needs to be emptied and sanitized/cleaned before use. Remove all ice.
Clean inside refrigerator in kitchen
Grease on floor under wok in kitchen
Seal cracks holes in basement and other areas
Discard expired products
Possible borers In basement noted
LBOH to review with Building Department.

The Rice Barn
1037 Great Plain Ave
Needham, MA 02492

Inspection Number
D3AA

Date
2/24/23

Time In/Out
4:35 PM

Inspector
M.Pancare

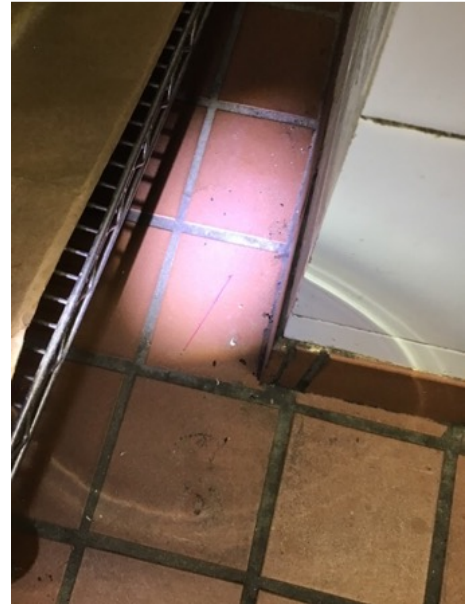
Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

Mice feces on floor -

**88**

- -

Food in freezer.
Some show freezer burn -



The Rice Barn
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Needham, MA 02492

Inspection Number
D3AA

Date
2/24/23

Time In/Out
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Inspector
M.Pancare

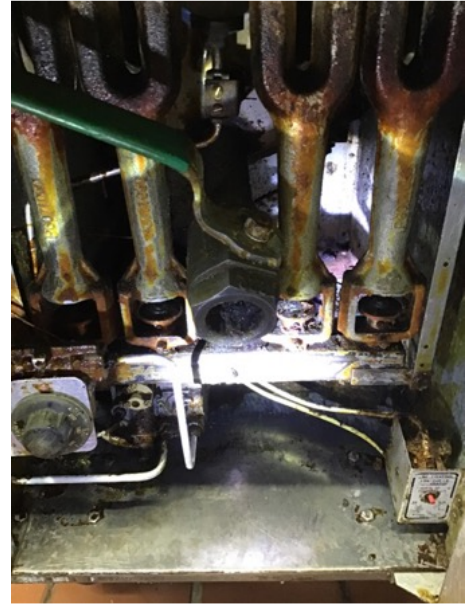
Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

Grease buildup inside fryer -

**88**

- -

Kitchen view.
Very organized -



The Rice Barn
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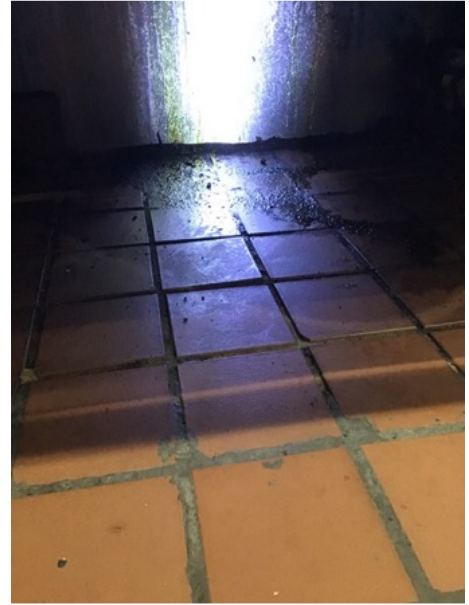
Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

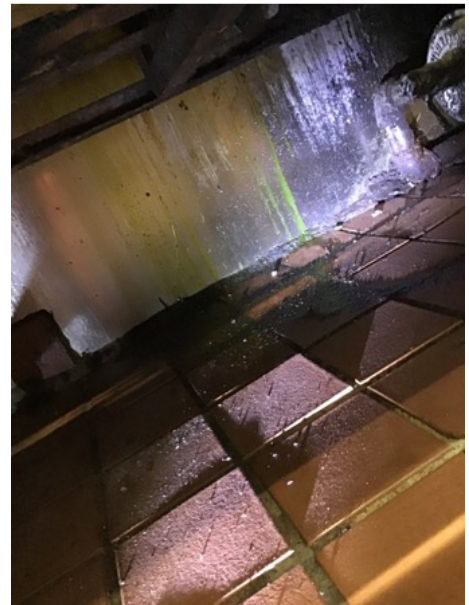
- -

Grease buildup on floor under wok -

**88**

- -

Grease under wok area -



The Rice Barn
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D3AA

Date
2/24/23

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4:35 PM

Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

Debris in strainer on wok line.
Remove and clean -

**88**

- -

Basement wall crevices. -



The Rice Barn
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Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

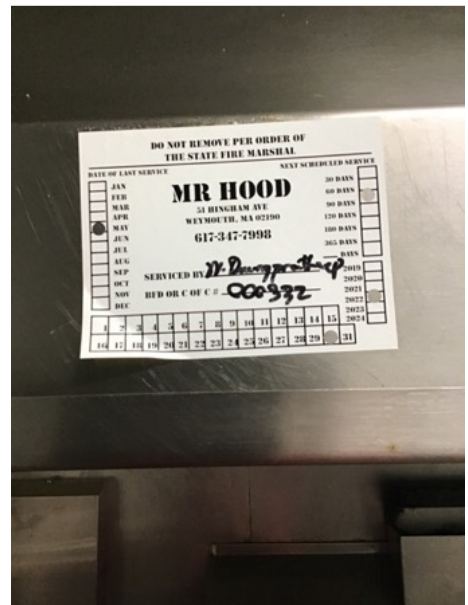
Debris inside the refrigerator in kitchen
Clean and sanitize all of the interior before using -



88

- -

Hood sticker -



The Rice Barn
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Inspection Number
D3AA

Date
2/24/23

Time In/Out
4:35 PM

Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

Debris on floor -

**88**

- -

Soda BIB boxes expired in basement -



The Rice Barn
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Date
2/24/23

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Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

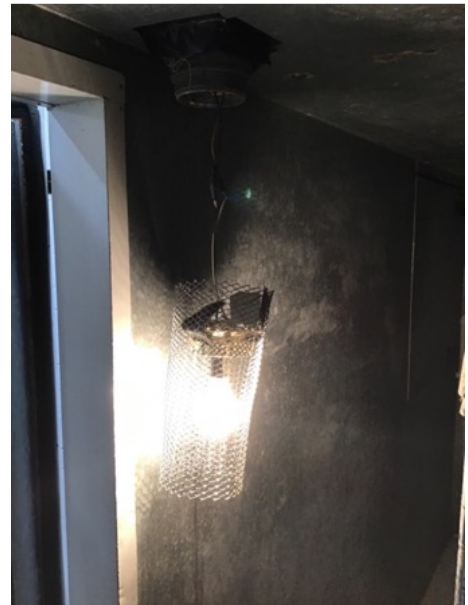
- -

Basement ceiling holes near walk in -

**88**

- -

Electrical fixture inside walk in is not compliant.
Contact electrician -



The Rice Barn
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2/24/23

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Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

Open holes -

**88**

- -

Debris in basement area.
Clean all locations -



The Rice Barn
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Inspection Number
D3AA

Date
2/24/23

Time In/Out
4:35 PM

Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

Possible insect or borer in basement back room area.
Contact pest control for review -

**88**

- -

Possible borer as noted -



The Rice Barn
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Inspection Number
D3AA

Date
2/24/23

Time In/Out
4:35 PM

Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

- -

Ceiling damage in basement. -

**88**

- -

Possible water damage or mold to drywall in basement.
May need remediation. LBOH to review -



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Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

88

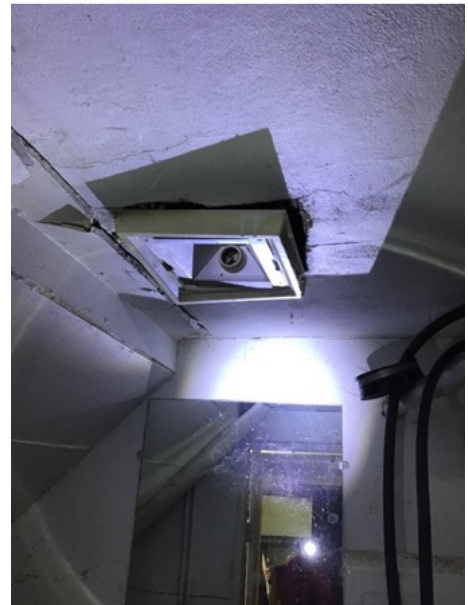
- -

Open holes in basement laundry area former bathroom.
Floor may need more work. Review with building dept. -

**88**

- -

Electrical fixture in ceiling has open holes gaps -



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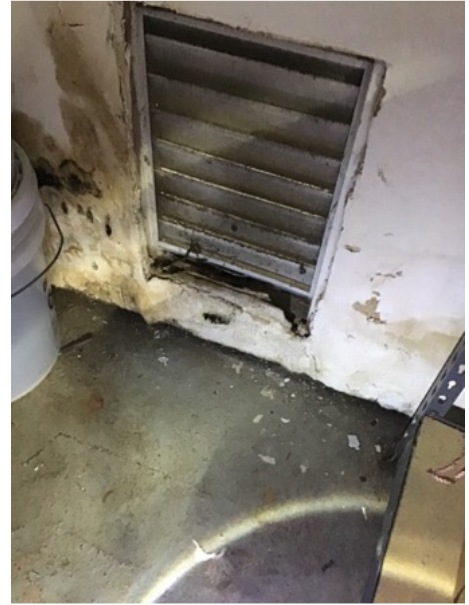
Inspection Report (continued)

Repeat Violations Highlighted in Yellow

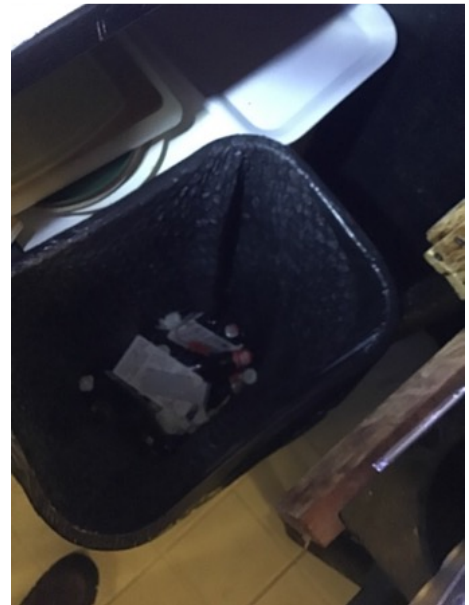
88

- -

Drywall In basement needs repair -

**88**

- -

Beer bottles and trash in service bar
Remove -

FOOD SAFETY INSPECTION REPORT

The Rice Barn
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D3AA

Date
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4:35 PM

Inspector
M.Pancare

Inspection Report (continued)

Repeat Violations Highlighted in Yellow

Temperatures

Area	Equipment	Product	Notes	Temps
------	-----------	---------	-------	-------

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

On March 6, 2023, a meeting was held at 1037 Great Plain Avenue (Rice Barn restaurant). Attending that meeting were three Inspectors from the Building Department: Jim Grover- Building; Larry DiBona- Plumbing; and Scott Chisholm- Electrical. Also attending was Tara Gurge- Board of Health, the Rice Barn owner and three associates of the landlord.

The purpose of the meeting was to determine what needs to be repaired, replaced or added, to make it possible for the Rice Barn to re-open.

The following is a list of the items that the Building Department found unsafe:

Electrical= Needs a licensed electrician and an electrical permit to perform work on the following items:

- 1 – All lighted exit signs in basement must be hardwired. Most are illegally plugged in
- 2 – Electric panels must maintain a 3' clearance at front
- 3 – Lights in front of electric panels cannot be controlled by time switches
- 4 – All light bulbs above food preparation areas must have protection over the bulbs
- 5 – Outlets in food preparation areas must be GFI
- 6 – Outlets and switches in kitchen must be waterproof type
- 7 – Eliminate extension cords
- 8 – Install covers on all uncovered fixtures
- 9 – Repair exterior front light
- 10 – All NMC cable must not be exposed

Plumbing= Needs a licensed plumber with a plumbing permit along with a gas permit to perform work on the following items:

- 1 – Cap off branch gas vent at “y” fitting in basement
- 2 – Hard cap all waste pipe and water pipes in demolished basement bathrooms
- 3 – Re-pipe illegally installed kitchen grease trap

Building=

- 1 – Plywood flooring must be removed in basement to allow for the inspection of capping off of existing sewer lines

Note; The Needham Building Department feels that a lot of the plumbing and electrical work that was done at the Rice Barn was done by unlicensed contractors. We also state that a lot of the existing work is not up to code and is not installed correctly.



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



MEETING DATE: 3/17/2023

Agenda Item	Capacity Assessment Resource Toolkit (CART)
Presenter(s)	Diana Acosta, Shared Public Health Services Project Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Ms. Acosta will present the Capacity Assessment Toolkit created by the Office of Local and Regional Health with BME Strategies
2.	VOTE REQUIRED BY BOARD OF HEALTH
	No vote expected.
3.	BACK UP INFORMATION:
	The Capacity Assessment Resource Toolkit document.

CAPACITY ASSESSMENT RESULTS TOOLKIT (CART)

Diana Acosta, REHS/RS, MPH



OVERVIEW

- Report created by BME Strategies
- The Capacity Assessment Results & Recommendations Toolkit (CART) was developed to assist Shared Service Arrangements in utilizing data from the Capacity Assessment to inform the development of their workplans
- To develop the workplan, SSAs may use the recommendations or develop alternative approaches based on the data found in the Summary Results & Recommendations section of the CART and Tableau Data Dashboard.

DATA TO ACTION

- Timeline and Next Steps
 - Capacity Assessment
 - Completed by Needham, Dover, and Medfield
 - SSA CART Data Review Meeting
 - Occurred on 2/28/2023
 - Funding
 - Mechanism being developed to allocate additional funding
 - Existing funding will not change, can only increase
 - SSA Workplan & Budget Due
 - Due April 2023

HIGHLIGHTS

BCA RESPONSES BY SUBJECT AREA

Response Categories	BCA Responses	Administration (n=14)	Community Sanitation (n=47)	Disease Control & Prevention (n=13)	Environmental Protection (n=19)	Food Protection (n=20)	Housing (n=10)	Tobacco Use Prevention (n=11)
Meets	Meets Performance Standards	87% (76%)	88% (80%)	85% (71%)	72% (76%)	100% (82%)	86% (83%)	63% (82%)
Does Not Meet (Capacity)	Need Funding	0% (0%)	0% (1%)	0% (2%)	0% (1%)	0% (0%)	0% (1%)	0% (1%)
	Need Staffing	4% (6%)	2% (6%)	0% (8%)	8% (6%)	0% (7%)	14% (7%)	33% (7%)
Does Not Meet (Proficiency)	Need Training	4% (5%)	3% (4%)	0% (3%)	0% (3%)	0% (3%)	0% (7%)	0% (3%)
	Unaware	4% (13%)	7% (9%)	15% (17%)	21% (14%)	0% (7%)	0% (3%)	4% (7%)

n = the number of Baseline Capacity Assessment survey questions in the subject area

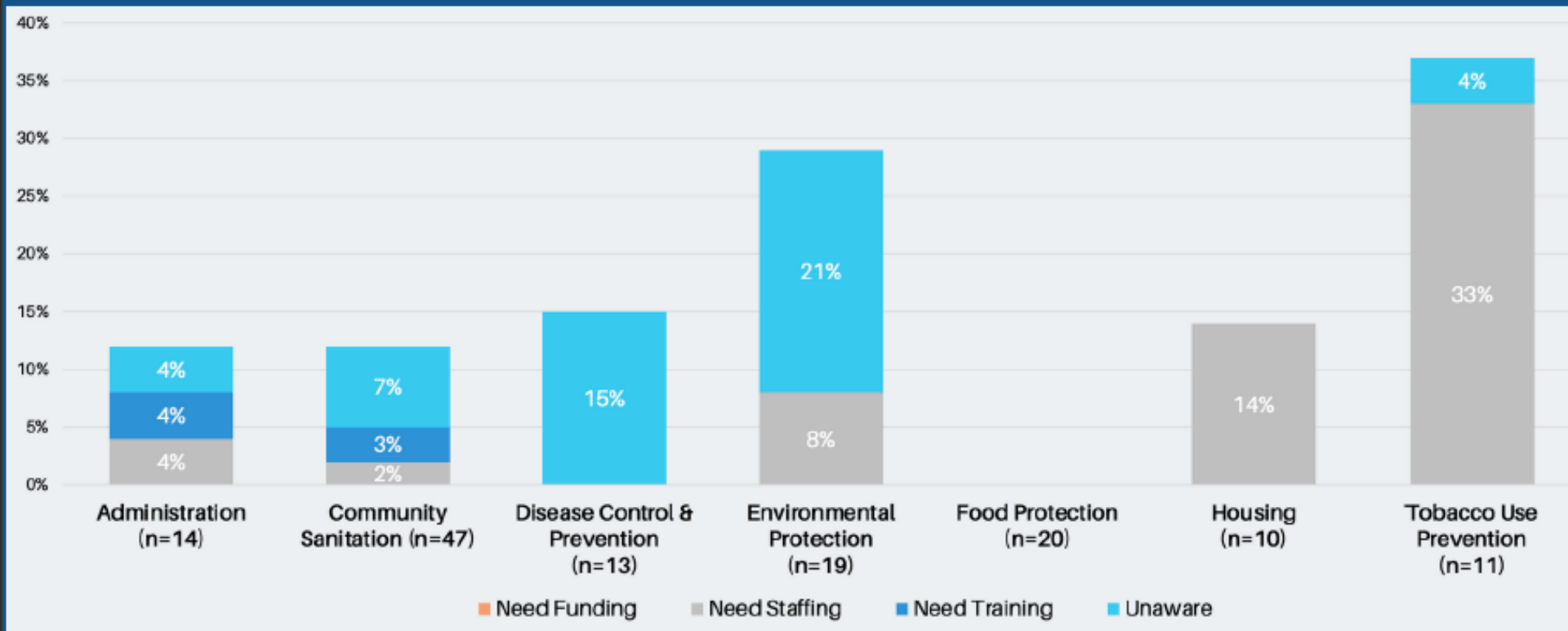
The green and red colors highlight the subject areas that met (green) or did not meet (red) a 75% threshold

The percentages within the parentheses illustrate the statewide SSA average

The table displays the frequency of Performance Standards municipalities indicated they were meeting (*Meets Performance Standards*) or not meeting (*Need Funding, Staffing, Training, or Unaware of Standards*) within the seven core subject areas. Each percentage represents the frequency of responses across all Performance Standards within the associated subject area. For example, of the Performance Standards that are applicable in the *Housing* subject area, the municipalities in your SSA are meeting 86% of the Standards (subject area made up of 10 Standards). The response categories of *Capacity* and *Proficiency* illustrate the reasons your SSA selected for not meeting the Performance Standards. For example, of the Performance Standards that are applicable in the *Housing* subject area, the municipalities in your SSA are not meeting 14% of the Standards because they *Need Staffing*. Please note that the Performance Standards municipalities selected in the BCA as *Not Applicable* are not included in this table.

REASONS FOR NOT MEETING STANDARDS BY SUBJECT AREA

This chart illustrates your SSA's self-reported reasons for not meeting the Performance Standards broken out into seven subject areas based on BCA survey questions.



n = the number of Baseline Capacity Assessment survey questions in the subject area

SSA FTE BY POSITION & TYPE OF EMPLOYEE

Position	Municipal FTE		Shared FTE		Total
	Municipal	Contractor	Municipal	Contractor	
Management	3				3
Management/Agent			1.04		1.04
Inspector/Sanitarian	1.5	0.75			2.25
Public Health Nurse	2.75	0.25			3
Clerical Staff	3.5	0.75			4.25
Community Public Health Specialist					0
Behavioral Health Specialist	2.75				2.75
Community Resource Specialist					0
Public Health Program Specialist	1				1
Epidemiologist	1				1
Community Health Worker					0
Social Worker					0
Emergency Preparedness	0.5				0.5
Public Information Officer					0
Mass in Motion Coordinator					0
Food Access Coordinator	0.75				0.75
Tobacco Control Coordinator					0
Drug Free Communities Coordinator					0
Grant Coordinator					0
Other					0
Shared Services Coordinator			0.5		0.5
Total	16.75	1.75	1.54	0	20.04

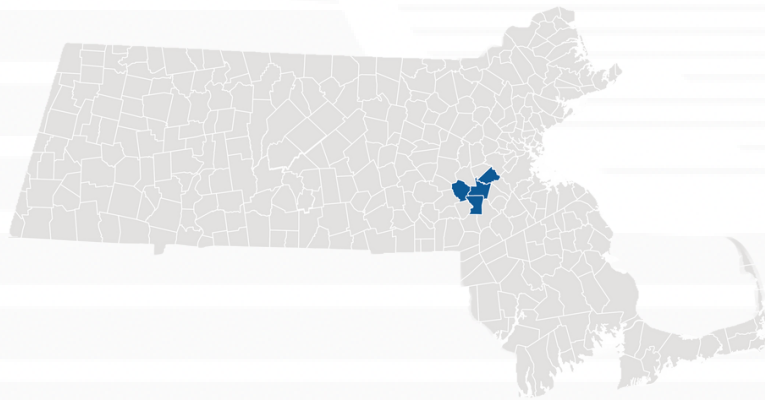
*Unknown FTE

NEXT STEPS

- Utilize data in our Working Group
- Submit corrections as needed
- Create and finalize workplan

2022 - 2023

MA PUBLIC HEALTH EXCELLENCE GRANT PROGRAM CAPACITY ASSESSMENT RESULTS TOOLKIT (CART)



**Charles River Public
Health District**

**Dover
Medfield
Needham
Sherborn**

Report by:
BME Strategies

Funded by:
Massachusetts Department of Public Health,
Office of Local and Regional Health



2022 - 2023 CART

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EXECUTIVE SUMMARY

Background

To understand the existing capacity and capability of the local regional public health (LRPH) system in Massachusetts, a three-phase Capacity Assessment was conducted among the municipalities participating in the Massachusetts Public Health Excellence (PHE) Grant Program in the fall of 2022.

Data Analysis

Data from the three phases provided critical insight into both strengths and opportunities for improvement across the 98% of local public health departments in the PHE Grant Program that completed the Baseline Capacity Assessment (Phase 1). This information will be used to inform the investments and areas of opportunity for each Shared Service Arrangement (SSA) so that critical quality improvements can be made to meet the Performance Standards.

Results

Collectively, the municipalities in the Charles River Public Health District reported they are meeting 83% of the Standards across the seven core response categories [i.e., Administration, Community Sanitation, Environmental Protection, Disease Control & Prevention, Housing, Food Protection, and Tobacco Control]. **The SSA's strongest ability in meeting the Performance Standards is in Food Protection**, and the area most needing support is Tobacco Use Prevention. The full data summary is contained in the subsequent sections of this report. After careful analysis, the following recommendations were shared for the Charles River Public Health District:

1

Shared Staffing: In the next fiscal year, consider sharing existing or hiring shared staff to expand your SSA's ability to meet more Standards in the Tobacco Use Prevention, Housing, and Environmental Protection categories. Consider hiring personnel that are reflective of your SSA's demographics.

2

Training - Environmental Protection: In the next fiscal year, consider investing in training for staff related to Environmental Protection.

3

Backup Documentation: In the next fiscal year, conduct an internal review of the quality of all Food Protection & Housing-related backup documentation requested (ex. Inspection Reports, Corrective Orders, Condemnation Orders, HACCP/Food/School/Frozen Dessert Inspections and Food Plan/Variance Reviews) as there is an opportunity to improve the quality of these documents.

4

Tobacco Control Coalition: Consider applying to or joining a Tobacco Control Coalition to expand your SSA's ability to meet more Standards in the Tobacco Use Prevention category.

5

Existing Contractual Requirements - IMA: In the next six months, finalize your SSA's IMA.

6

Existing Contractual Requirements - Shared Services Coordinator: In the next fiscal year, consider utilizing your Shared Services Coordinator full-time to promote communication between municipalities, identify opportunities for cost savings, promote more integrated shared services, etc.

7

Existing Contractual Requirements - Shared Services: In the next fiscal year, integrate shared services more to achieve the Performance Standards.

Conclusion

We hope this CART, accompanying data, and recommendations will support your SSA to identify and strengthen areas of existing high performance and of greatest need to ensure services are provided equitably, efficiently, and effectively. We are deeply grateful for all of your past and continued support in this crucial effort.

CAPACITY ASSESSMENT BACKGROUND

In 2019, the Special Commission on Local and Regional Public Health released the [Blueprint for Public Health Excellence \(Blueprint\)](#) to recommend approaches for strengthening Massachusetts' local public health system. The recommendations from the Blueprint center around the Public Health Standards, Cross-Jurisdictional Sharing, Data Reporting and Analysis, Workforce Credentials, Providing Adequate Resources, and Engagement. In order to implement the recommendations of the Blueprint, it was necessary first to understand the existing capacity and capability of the LRPH system in Massachusetts. Thus, in the fall of 2022, a statewide Capacity Assessment was conducted among the 309 municipalities that were participating in the Massachusetts Public Health Excellence Grant Program. The Capacity Assessment consisted of three distinct phases:

PHASE 1

Baseline Capacity Assessment (BCA)

A self-report survey evaluating LRPH's ability to meet the Performance Standards.

PHASE 2

Workforce Assessment Survey

A self-report survey evaluating the public health workforce in relation to Workforce Standards defined in the Blueprint.

PHASE 3

Backup Documentation Submission

Document request based on municipalities' responses to the BCA for a qualitative look at the existing practices of LRPH in delivering health services.

The Baseline Capacity Assessment was designed and developed by a team of local and state public health Subject Matter Experts (SMEs), each with at least 25 years of experience working in local public health. The Workforce Assessment was developed directly from the Workforce Standards outlined in the Blueprint. The type of backup documentation requested was determined by the same panel of SMEs based on the Performance Standards.

2022 - 2023 CART

PUTTING THE CART INTO ACTION

CART Overview

The Capacity Assessment Results & Recommendations Toolkit (CART) was developed to assist Shared Service Arrangements in utilizing data from the Capacity Assessment to inform the development of their workplans. Tools in the CART include:

- Capacity Assessment Summary Results & Recommendations
- Tableau Data Dashboard Information
- Timeline and Next Steps
- Prioritization Matrix
- Racial Equity Data Road Map & Reframing Questions
- Additional Resources

CART Summary Results & Recommendations

The Summary Results & Recommendations section of the CART is designed to illustrate the results of your Shared Service Arrangement's Baseline Capacity Assessment, Workforce Assessment, and Backup Documentation submission. The Summary Results & Recommendations document is organized into the following sections:

- BCA Responses by Subject Area
- Reasons for Not Meeting the Performance Standards by Subject Area
- Workforce Assessment Results
- SSA Budget & Grant Information
- SSA Backup Documentation Scoring
- Workplan Data Informed Recommendations

CART into Action

Each Shared Service Arrangement is encouraged to use the Capacity Assessment results as well as the data informed recommendations and discuss amongst themselves the best way forward in developing their SSA's workplan. To develop their workplans, SSAs may use the recommendations or develop alternative approaches based on the data found in the Summary Results & Recommendations section of the CART and Tableau Data Dashboard.



83%

Performance Standards Met

4% points above statewide SSA average



\$42.07

**SSA-Specific Per Capita
Spending on Health
(Municipal Budget & Grants)**

\$17.28 above statewide SSA per capita



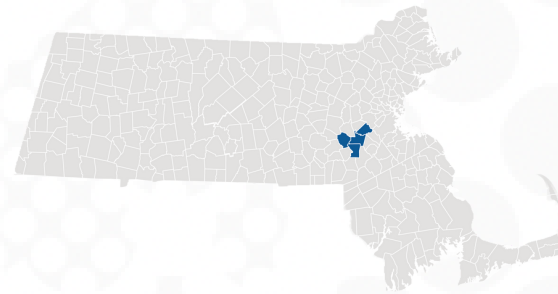
Unware of Standard: 8%

**Greatest Area of Improvement
by Response Category**

2% points below statewide SSA average

2022 - 2023 Baseline Capacity Assessment & Workforce Assessment

Summary Results and Recommendations



Charles River Public Health District

Dover
Medfield
Needham
Sherborn*



*Municipality was not part of the PHE Grant Program during the first round of the Capacity Assessment; their data is not included in the following slides.

BCA RESPONSES BY SUBJECT AREA

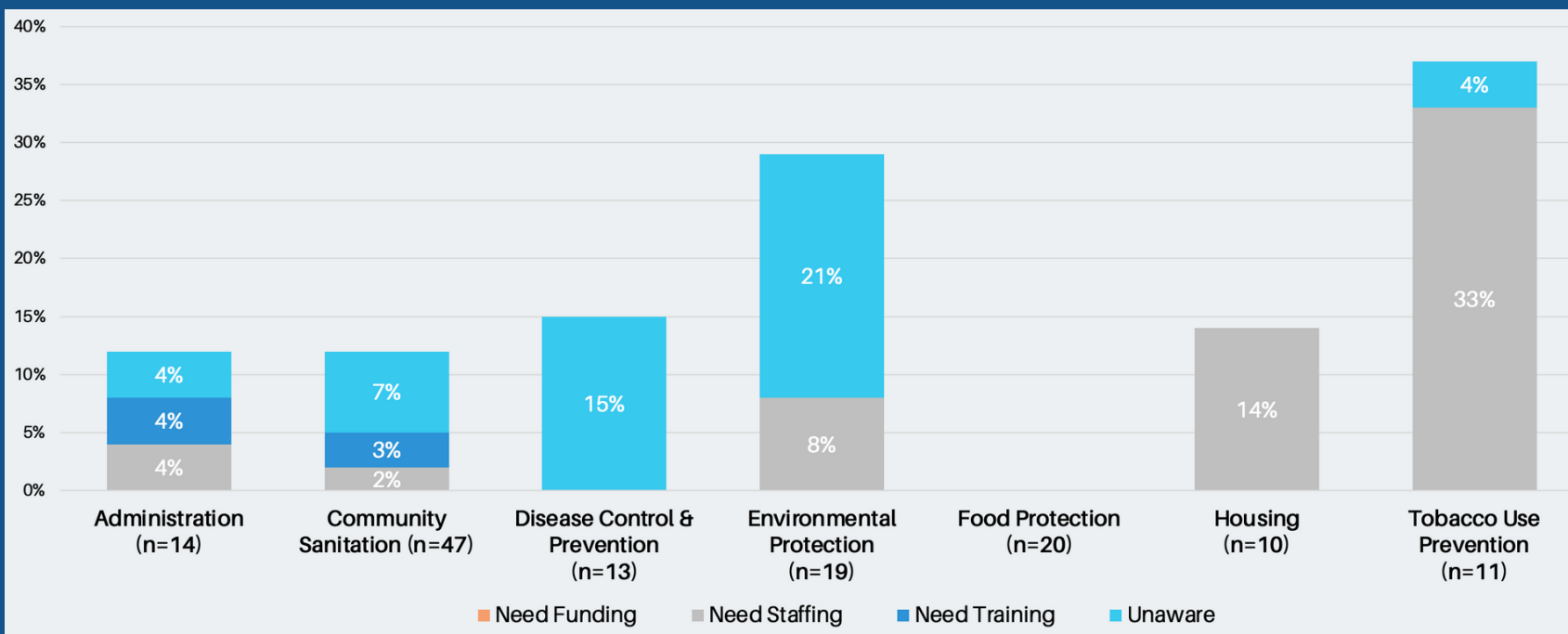
Response Categories	BCA Responses	Administration (n=14)	Community Sanitation (n=47)	Disease Control & Prevention (n=13)	Environmental Protection (n=19)	Food Protection (n=20)	Housing (n=10)	Tobacco Use Prevention (n=11)
Meets	Meets Performance Standards	87% (76%)	88% (80%)	85% (71%)	72% (76%)	100% (82%)	86% (83%)	63% (82%)
Does Not Meet (Capacity)	Need Funding	0% (0%)	0% (1%)	0% (2%)	0% (1%)	0% (0%)	0% (1%)	0% (1%)
	Need Staffing	4% (6%)	2% (6%)	0% (8%)	8% (6%)	0% (7%)	14% (7%)	33% (7%)
Does Not Meet (Proficiency)	Need Training	4% (5%)	3% (4%)	0% (3%)	0% (3%)	0% (3%)	0% (7%)	0% (3%)
	Unaware	4% (13%)	7% (9%)	15% (17%)	21% (14%)	0% (7%)	0% (3%)	4% (7%)

n = the number of Baseline Capacity Assessment survey questions in the subject area
 The green and red colors highlight the subject areas that met (green) or did not meet (red) a 75% threshold
 The percentages within the parentheses illustrate the statewide SSA average

The table displays the frequency of Performance Standards municipalities indicated they were meeting (*Meets Performance Standards*) or not meeting (*Need Funding, Staffing, Training, or Unaware of Standards*) within the seven core subject areas. Each percentage represents the frequency of responses across all Performance Standards within the associated subject area. For example, of the Performance Standards that are applicable in the *Housing* subject area, the municipalities in your SSA are meeting 86% of the Standards (subject area made up of 10 Standards). The response categories of *Capacity* and *Proficiency* illustrate the reasons your SSA selected for not meeting the Performance Standards. For example, of the Performance Standards that are applicable in the *Housing* subject area, the municipalities in your SSA are not meeting 14% of the Standards because they *Need Staffing*. Please note that the Performance Standards municipalities selected in the BCA as *Not Applicable* are not included in this table.

REASONS FOR NOT MEETING STANDARDS BY SUBJECT AREA

This chart illustrates your SSA's self-reported reasons for not meeting the Performance Standards broken out into seven subject areas based on BCA survey questions.



n = the number of Baseline Capacity Assessment survey questions in the subject area

SSA FTE BY POSITION & TYPE OF EMPLOYEE

Position	Municipal FTE		Shared FTE		Total
	Municipal	Contractor	Municipal	Contractor	
Management	3				3
Management/Agent			1.04		1.04
Inspector/Sanitarian	1.5	0.75			2.25
Public Health Nurse	2.75	0.25			3
Clerical Staff	3.5	0.75			4.25
Community Public Health Specialist					0
Behavioral Health Specialist	2.75				2.75
Community Resource Specialist					0
Public Health Program Specialist	1				1
Epidemiologist	1				1
Community Health Worker					0
Social Worker					0
Emergency Preparedness	0.5				0.5
Public Information Officer					0
Mass in Motion Coordinator					0
Food Access Coordinator	0.75				0.75
Tobacco Control Coordinator					0
Drug Free Communities Coordinator					0
Grant Coordinator					0
Other					0
Shared Services Coordinator			0.5		0.5
Total	16.75	1.75	1.54	0	20.04

*Unknown FTE

STATEWIDE WORKFORCE ASSESSMENT EDUCATION, TRAINING, & CREDENTIALING

This table illustrates what proportion of **all Workforce Assessment respondents across Massachusetts** met the educational, training, and credentialing criteria outlined in the Workforce Standards ([Blueprint for Public Health Excellence](#)) for "Required At Hire" and "Required After Hire."

Position	Criteria	Required at Hire	Required After Hire (without field component for training/certification criteria)
Management		45% (n=131)	4% (n=110)
	1 RS or equivalent eligible*	50%	
	2 Master's or BA/BS with 5 years of relevant experience	73%	
	3 RS or equivalent within a year		56%
	4 Foundations course since hire		39%
	5 CHO within 3 years of hire		10%
	6 Complete Master's within 5 years		48%
Management/Agent		36% (n=146)	< 1% (n=114)
	1 RS or equivalent eligible	36%	
	2 RS within 18 months of hire		48%
	3 Foundations since hire		52%
	Criteria 2 & 3		25%
	4 All required training/certifications for inspections performed		12%
Inspector/Sanitarian		100% (n=183)	6% (n=134)
	1 High School Diploma or equivalent	100%	
	2 RS within 6 years of hire		34%
	3 Foundations course since hire		44%
	Criteria 2 & 3		16%
	4 All required training/certifications for inspections performed		18%
Public Health Nurse		75% (n=138)	45% (n=122)
	1 Bachelor of Science in Nursing (BSN)	75%	
	2 Registered Nurse (RN), current MA license	98%	
	3 MAVEN trained within 6 months		83%
	4 Foundations course since hire		46%
Clerical Staff		95% (n=126)	-
	1 Microsoft Office (or similar) applications	95%	
BOH Member (only those that conduct inspections)		97% (n=34)	0% (n=33)
	1 High School Diploma or equivalent	97%	
	2 RS within 6 years of hire		6%
	3 Foundations course since hire		18%
	Criteria 2 & 3		0%
	4 All required training/certifications for inspections performed		18%

*The health department has a management position and a separate fulltime environmental health director; the environmental health director has an RS, oversees the inspectors, and reports directly to the management position

*n = the number of individuals who responded to the Workforce Assessment for each position

STATEWIDE CERTIFICATIONS & TRAININGS BY INSPECTION TYPE

This table illustrates the proportion of all statewide Workforce Assessment respondents that indicated their position as "Management/Agent" or "Inspector/Sanitarian" and the proportion of those individuals that have completed the relevant inspection-related trainings and certifications as outlined in the Workforce Standards.

Category	Description	Management/Agent (n=146)	Inspector/Sanitarian (n=183)
Food Protection (Agent: n=112) (Inspector: n=143)	1 ServSafe or similar (required)	90%	88%
	2 MA PHIT Food Inspection Class (required)	27%	37%
	3 Food Protection Field Component (required)	10%	13%
Housing (Agent: n=121) (Inspector: n=136)	1 MA PHIT Housing Class (required)	49%	54%
	2 Housing Court Training (required)	26%	24%
	3 Lead Determinator (required)	40%	38%
	4 Housing Field Component (required)	13%	19%
	5 Relevant LPHI Modules (recommended)	40%	37%
Title 5 (Agent: n=99) (Inspector: n=97)	1 Soil Evaluator (required)	72%	64%
	2 System Inspector (required)	62%	57%
	3 MA PHIT Wastewater (required)	10%	10%
	4 Title 5 Field Component (required)	25%	22%
	5 Relevant LPHI Modules (recommended)	32%	24%
Pools (Agent: n=97) (Inspector: n=119)	1 Certified Pool Operator or Certified Pool Inspector (required)	77%	75%
	2 Relevant LPHI Modules (recommended)	34%	25%
Recreational Camps (Agent: n=104) (Inspector: n=105)	1 Relevant LPHI Modules (recommended)	50%	50%
Tanning/Body Art (Agent: n=80) (Inspector: n=91)	1 Relevant LPHI Modules (recommended)	46%	47%
Nuisances (Agent: n=146) (Inspector: n=135)	1 Relevant LPHI Modules (recommended)	38%	42%

n = the number of individuals who responded to the Workforce Assessment for each position; the number of individuals who selected they conduct inspections for a specific category (ex. Food Protection) in the Workforce Assessment

The certifications and trainings in bold are those that are currently available

STATEWIDE WORKFORCE ASSESSMENT RESPONDENTS' ABILITY TO MEET ICS/NIMS REQUIREMENTS

Position	Requirement	Proportion of Respondents Who Meet All Requirements
Management (n= 131)		50%
	1 ICS 100	69%
	2 ICS 200	60%
	3 NIMS 700	56%
Management/Agent (n=146)		51%
	1 ICS 100	74%
	2 ICS 200	62%
	3 NIMS 700	58%
Inspector/Sanitarian (n= 183)		42%
	1 ICS 100	55%
	2 NIMS 700	42%
Public Health Nurse (n= 138)		35%
	1 ICS 100	52%
	2 NIMS 700	36%
Clerical Staff (n= 126)		23%
	1 ICS 100	42%
	2 NIMS 700	24%
BOH Member (n=242)		21%
	1 ICS 100	31%
	2 NIMS 700	24%

n = the number of individuals who responded to the Workforce Assessment for each position

Demographic	SSA Constituency (Census)	Field Training Hub Constituency (Census)	Field Training Hub (Data from self-report Workforce Assessment)
White alone	83%	75%	82%
Black or African American alone	1%	4%	2%
American Indian and Alaska Native alone	0%	0%	0%
Asian alone	8%	8%	3%
Native Hawaiian and Other Pacific Islander alone	0%	0%	0%
Other Race alone	1%	4%	0%
Two or More Races	6%	8%	1%
Prefer not to answer	-	-	13%
Hispanic or Latino	4%	7%	7%
Female	51%	51%	72%
Male	49%	49%	22%
Non-Binary and/or Transgender	-	-	1%
Prefer not to answer	-	-	5%
English Only	85%	80%	92%
Language other than English	15%	20%	6%
Prefer not to answer	-	-	2%
Spanish	2%	5%	5%
Asian and Pacific Island languages	4%	4%	0%
Other Indo-European languages	6%	10%	0%
Other languages	2%	1%	1%

Percentages were rounded to the nearest whole percent and thus may not equal 100% (Field Training Hub - Workforce Assessment)

Sample size was too small to report demographic information on the SSA level

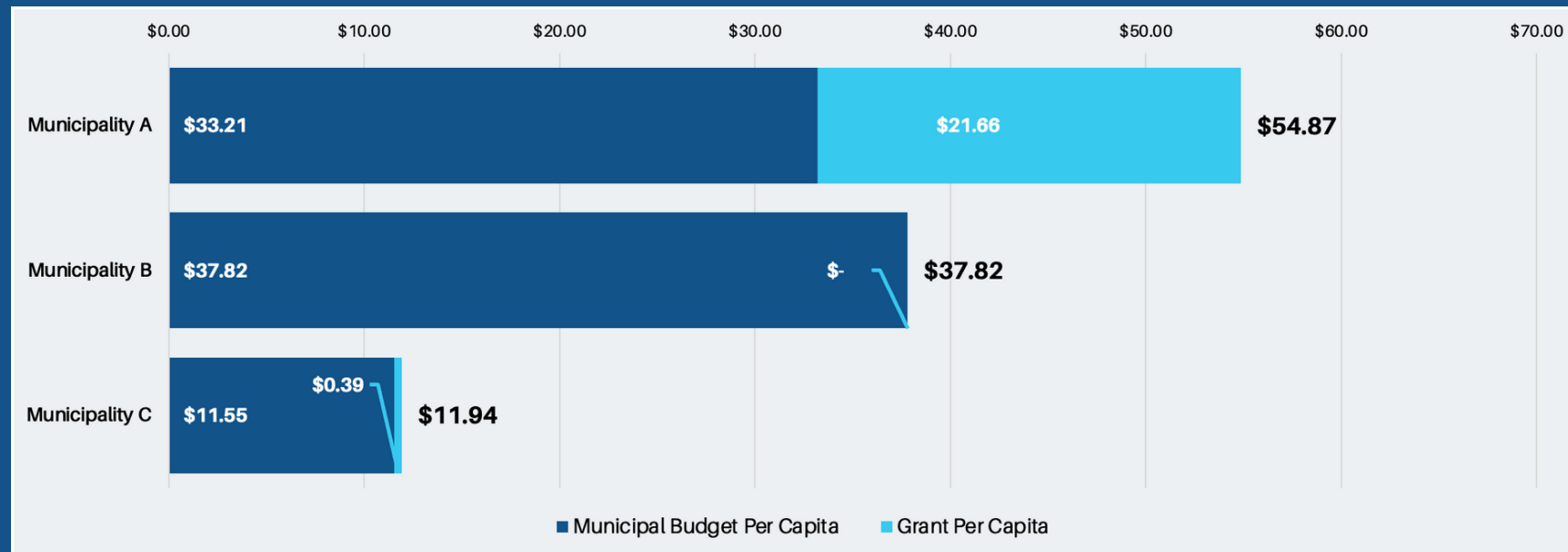
Field Training Hubs are the 10 groupings that will provide in-field training for those municipalities that are part of the PHE Grant Program. See Appendix D for more information.

[Four Group Classification of Language - U.S. Census](#)

DEMOGRAPHIC INFORMATION

SSA MUNICIPAL BUDGET & GRANT PER CAPITA

This graph illustrates, for each municipality in your SSA, the amount of money spent per person based on the self-reported budget and grant amounts in the BCA. The amount per person (per capita) is based on each municipality's population as reported by the U.S. Census.



If "\$-" is displayed, no data was provided
Grant budget amounts may contain cross-jurisdictional program areas

SSA TOTAL MUNICIPAL & GRANT FUNDING PER CAPITA

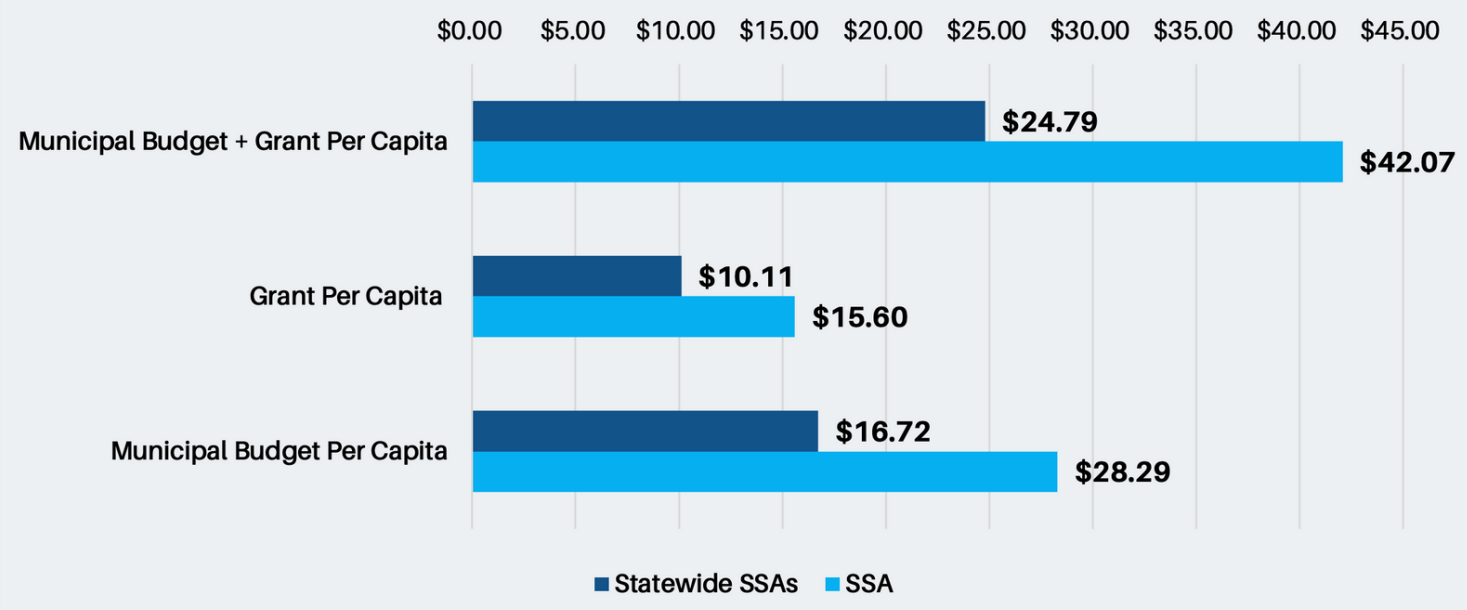
This graph outlines your SSA's budget and grant per capita compared to the statewide SSA average.

SSA Total Muni. & Grant Budget

\$2,137,664.00

SSA PHE Budget

\$150,000.00



Budget data provided by 286/300 (95%) municipalities
 Grant data provided by 186/300 (62%) municipalities

SSA CONTRACTED SERVICES BY SUBJECT AREA

Municipality	Administration Services		Environmental Health Services		Disease Control & Prevention Services		Tobacco Use Prevention Services	
Municipality A	\$	-	\$	89,000	\$	12,000	\$	-
Municipality B	\$	-	\$	-	\$	-	\$	-
Municipality C	\$	-	\$	2,000	\$	-	\$	-
Total	\$	-	\$	91,000	\$	12,000	\$	-

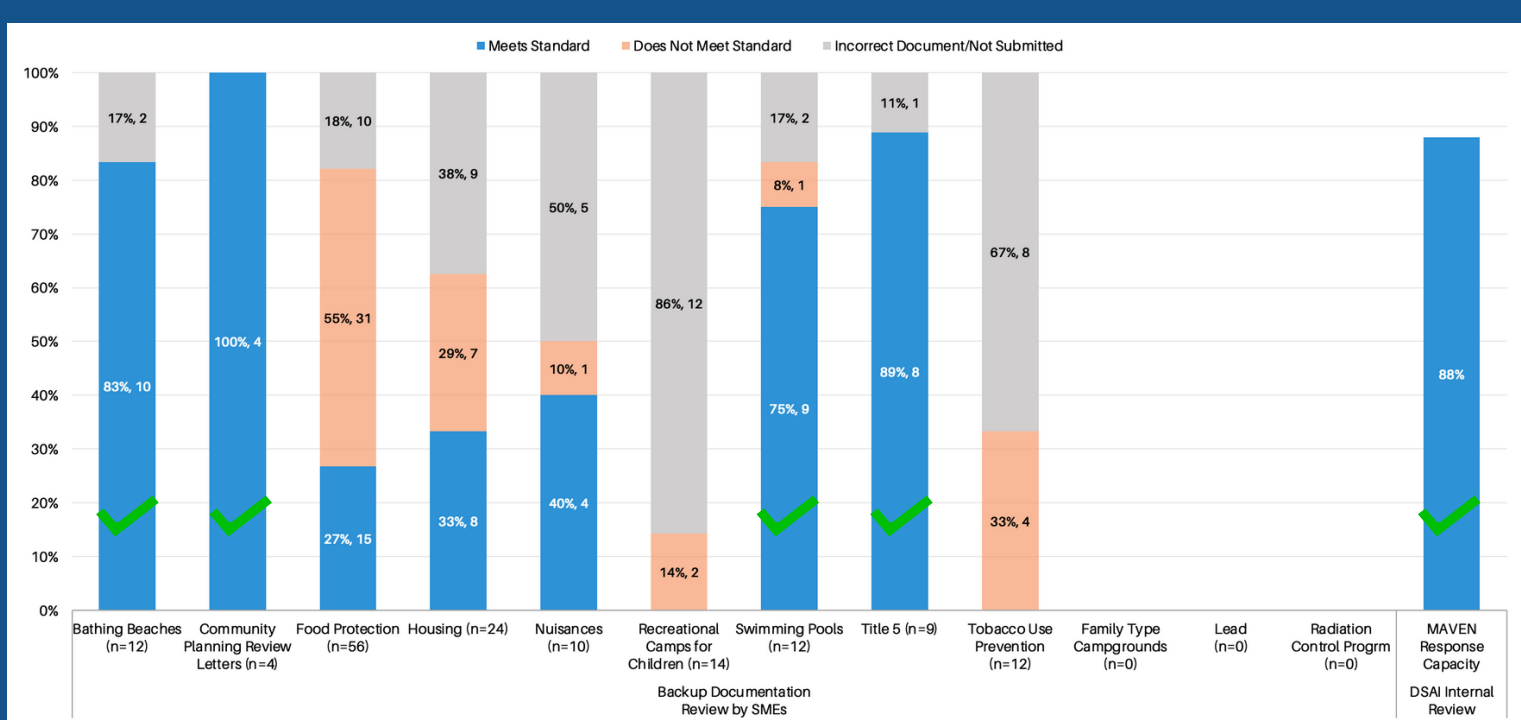
If blank, no data was provided



A green check mark indicates that the documents scored in a particular subject area met a 75% threshold. If no Standards were met for document review in a subject area, a green check mark will not be visible in the chart.

SSA BACKUP DOCUMENTATION SCORING

This graph illustrates the number and proportion of documents that were reviewed by Subject Matter Experts (SMEs) for each subject area and how those documents were scored: *Meets Standard*, *Does Not Meet Standard*, or *Incorrect Document/Not Submitted*. For example, under the category "Food Protection," of the 56 documents requested, 27% (n=15) of those documents were scored as *Meets Standard*.



n = the number of documents requested by the SSA. If n = 0, no documents were requested for Standards that were reported as not met in the Baseline Capacity Assessment.

Only correct documents (ex. if a Housing Corrective Order was requested, that is the documentation that was submitted) were scored as "Meets Standard" or "Does Not Meet Standard."

Maven Response Capacity = evaluation of MAVEN immediate and routine infectious disease response times for 2019 and 2021.

Food Protection: Reasons for "Does Not Meet" Score

- 1 2 inspections per year were not submitted when required
- 2 Reinspection not completed or documented
- 3 Follow-up action not completed or documented
- 4 Appropriate HACCP Plan was not included for at least 1 of the 3 years requested

Housing: Reasons for "Does Not Meet" Score

- 1 Incomplete/missing Order to Correct
- 2 Follow up action not completed or documented
- 3 Reinspection not completed or documented

Nuisances: Reasons for "Does Not Meet" Score

- 1 Missing or insufficient follow-up action

Swimming Pools : Reasons for "Does Not Meet" Score

- 1 Issue that may contribute to illness or hazardous conditions not properly addressed
- 2 Follow-up action not completed or documented
- 3 Reinspection not completed or documented

Tobacco Use Prevention: Reasons for "Does Not Meet" Score

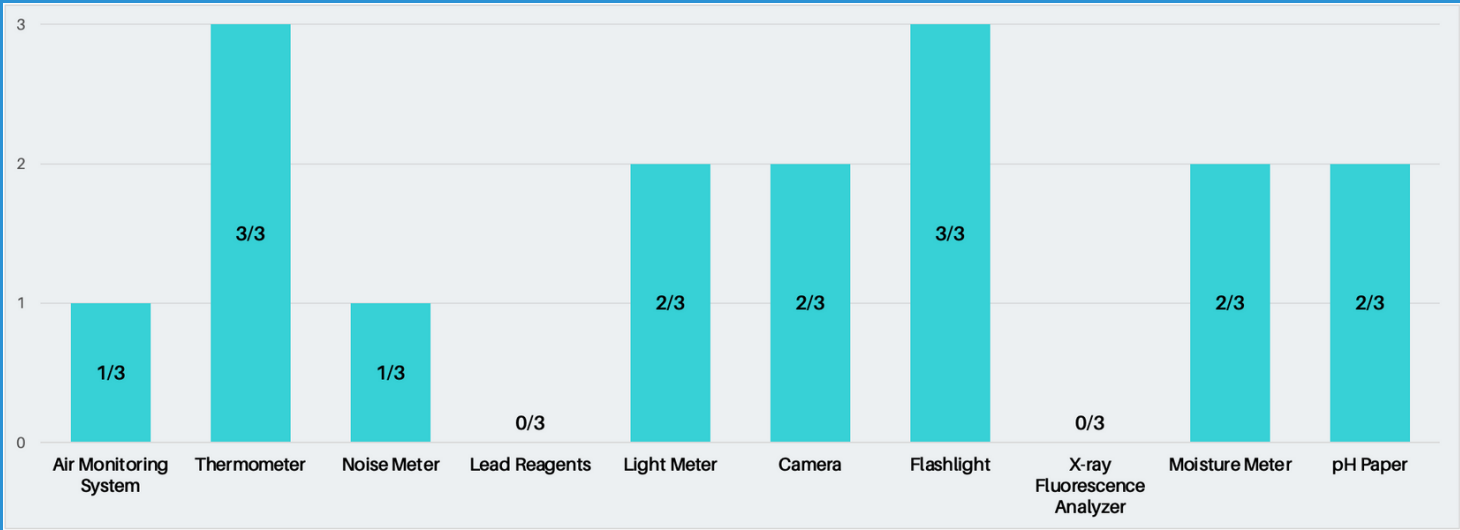
- 1 Follow up action not completed or documented
- 2 Violations identified but without documented follow up action
- 3 Critical fields not completed

SSA BACKUP DOCUMENTATION SCORING QUALITATIVE DETERMINATIONS

These tables provide more insight into why the SMEs scored your SSA's documents as "*Does Not Meet Standard*" for various subject areas. Please note that the reasons are ordered by frequency from greatest to least.

SSA INSPECTIONAL TOOLS AVAILABLE

This graph outlines the inspectional tools that municipalities in your SSA indicated they currently have access to. The fractions represent how many communities in your SSA indicated they have access to a specific tool.



The fractions in the chart represent the number of municipalities in your SSA that have the above mentioned tools

STATEWIDE MUNICIPALITY ADDITIONAL PROGRAMS & SERVICES

This chart outlines the programs that municipalities shared beyond what is required in the Performance Standards. **This represents all responses across the state.** The sizes of the boxes correspond with the frequency of programs and services provided. These are the types of programs and services that will be provided in the future as part of subsequent Performance Standards as we move towards the Foundational Public Health Services (FPHS).



WORK PLAN DATA INFORMED RECOMMENDATIONS

1	Shared Staffing - Tobacco Use Prevention, Housing, Environmental Protection	In the next fiscal year, consider sharing existing or hiring shared staff to expand your SSA's ability to meet more Standards in the Tobacco Use Prevention, Housing, and Environmental Protection categories. Consider hiring personnel that are reflective of your SSA's demographics.
2	Training - Environmental Protection	In the next fiscal year, consider investing in training for staff related to Environmental Protection.
3	Backup Documentation	In the next fiscal year, conduct an internal review of the quality of all Food Protection & Housing-related backup documentation requested (ex. Inspection Reports, Corrective Orders, Condemnation Orders, HACCP/Food/School/Frozen Dessert Inspections and Food Plan/Variance Reviews) as there is an opportunity to improve the quality of these documents.
4	Tobacco Control Coalition	Consider applying to or joining a Tobacco Control Coalition to expand your SSA's ability to meet more Standards in the Tobacco Use Prevention category.
Existing Contractual Requirements		
5	IMA	In the next six months, finalize your SSA's IMA.
6	Shared Services Coordinator	In the next fiscal year, consider utilizing your Shared Services Coordinator full-time to promote communication between municipalities, identify opportunities for cost savings, promote more integrated shared services, etc.
7	Shared Services	In the next fiscal year, integrate shared services more to achieve the Performance Standards.

DATA TO ACTION

TABLEAU DATA DASHBOARD

In addition to the data summary provided in the previous section, the full dataset from the Baseline Capacity Assessment will be uploaded to Tableau (a data visualization software). This Tableau data dashboard will be provided to all Shared Service Arrangements so that you may further query or analyze your SSA's data in an ongoing manner to inform future public health decisions in your communities and Shared Service Arrangements. In addition, you will be able to compare your SSA's results to the statewide SSA averages. If you are unfamiliar with accessing and querying data in Tableau, please feel free to review Tableau links and videos that are provided on this page. An online training webinar for the SSA-specific dashboard will be held in Spring 2023 and a recording will be available for all to access and view. Please note that SSAs will be provided with more information about this training at a later date. Additionally, should you have any questions or concerns after the Tableau training webinar, please reach out to Alyson Speshock (alyson.speshock@mass.gov) for assistance.

The data from this Capacity Assessment is only as accurate as the information provided by each municipality in the your Shared Service Arrangement. Therefore, there may be inaccuracies in the data that you wish to correct. To support this desire, municipalities can complete the "*Capacity Assessment Data Correction Form*" by filling out the form linked on this page. Your SSA will be contacted by the Capacity Assessment team if additional information is required.

Resources

SSA Tableau Data Dashboard Training Spring 2023

Tableau Overview

<https://www.tableau.com/products>

OLRH Contact Information for Tableau Assistance

Alyson Speshock

alyson.speshock@mass.gov

Tableau Dashboard Examples

<https://www.tableau.com/dashboard-examples>

Capacity Assessment Data Correction Form

<https://forms.gle/dNEfMQ7X2TsGGdpL7>

DATA TO ACTION TIMELINE & NEXT STEPS

1. CAPACITY ASSESSMENT

- Comprised of three phases:
 - *Phase 1:* Baseline Capacity Assessment Survey
 - *Phase 2:* Workforce Assessment Survey
 - *Phase 3:* Backup Documentation Submission

3. FUNDING

- In an effort to allocate additional funding to SSAs in a transparent and equitable manner, a funding mechanism is currently being developed. Please note that existing funding will not change and this formula will only lead to increased funding. Information will be shared in the spring before your SSA budgets are due.

5. TABLEAU DATA DASHBOARD TRAINING

- A webinar training will be hosted to orient local public health to the SSA Tableau Data Dashboard. This training will provide an overview of how to query your SSA's data and utilize the Tableau dashboard. This training will be recorded and available/sent to all Shared Service Arrangements.

2. SSA CART DATA REVIEW MEETINGS

- BME Strategies and OLRH will provide Shared Service Arrangements with an overview of the the Capacity Assessment data and Capacity Assessment Results Toolkit (CART) designed to help support ongoing use of the data.

4. SSA WORKPLAN & BUDGET DUE

- OLRH's Shared Services Unit will be facilitating a roll out of the FY24 workplans and budget templates this spring. Please reach out to your Program Coordinator with any questions.

LIST OF APPENDICES

Appendix A: **List of Acronyms**

Appendix B: **Prioritization Matrix**

Appendix C: **Racial Equity Data Road Map & Reframing Tool**

Appendix D: **Additional Resources**

Baseline Capacity Assessment - Survey Questions

Performance Standards (Draft) & Workforce Standards

Subject Matter Expert Support

SSA Workplan Template

SSA Budget Information

Field Training Hub Map

Local Public Health Institute (LPHI)

Roadmap to Developing Sharing Initiatives in Public Health

LIST OF ACRONYMS

BCA	Baseline Capacity Assessment
BOH	Board of Health
Blueprint	Blueprint for Public Health Excellence
CART	Capacity Assessment and Results Toolkit
CHO	Certified Health Officer
FPHS	Foundational Public Health Services
ICS	Incident Command System
IMA	Intermunicipal Agreement
LRPH	Local Regional Public Health
LPHI	Local Public Health Institute
MA PHIT	Massachusetts Public Health Inspector Training
MDPH	Massachusetts Department of Public Health
MHOA	Massachusetts Health Officers Association
NIMS	National Incident Command System
OLRH	Massachusetts Office of Local and Regional Health
PHE	Public Health Excellence Grant Program
REHS	Registered Environmental Health Specialist
RS	Registered Sanitarian
SME	Subject Matter Expert
SSA	Shared Service Arrangement

PRIORITIZATION MATRIX

Development of Data Informed Recommendations

A panel of six local public health subject matter experts were convened to complete a prioritization matrix that informed the development and selection of the SSA data-informed recommendations. All BCA survey questions were organized into categories (ex. Food Protection - Inspections) and scored by the SMEs based on the criteria listed below.

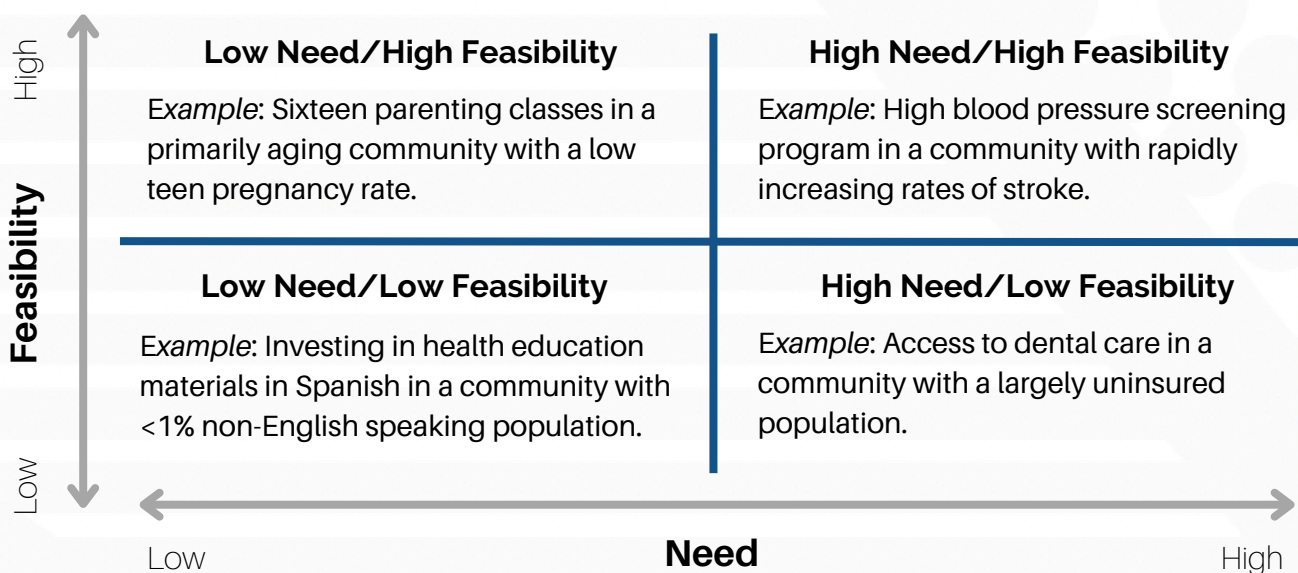
Criteria

- *Impact*: Potential to harm individuals
- *Scope*: Number of individuals Impacted
- *Ease of Implementation*: Resources available to effect change
- *Social Determinants of Health*: Impact on health equity

At the end of the process, each category was assigned a priority score. These priority scores were then ranked accordingly. The higher the category's priority score, the more likely recommendations were developed for that category - only if that category was identified as an area for improvement based on a review of the SSA's Capacity Assessment data.

Prioritizing SSA Recommendations

The Prioritization Matrix below is designed to help Shared Service Arrangements identify areas of the Performance Standards and/or Workforce Standards to allocate resources to based on their Capacity Assessment data. Although the Summary Results and Recommendations will highlight areas of need based on the Capacity Assessment data, SSAs are encouraged throughout the prioritization process to discuss additional factors that may deviate from the data and data-informed recommendations when developing their workplans.



RACIAL EQUITY DATA ROAD MAP & REFRAMING QUESTIONS

Racial Equity Data Road Map

<https://www.mass.gov/doc/racial-equity-data-road-map-pdf/download>

Racial Equity Data Road Map

The Racial Equity Data Road Map was developed by MDPH to provide guidance on how to develop public health programs that address racial inequities in service delivery and health outcomes. The Road Map is a collection of prompts to help identify opportunities in public health programming to close the gap of racial inequities in health. The Road Map should be referenced when developing your SSA's workplan.

Racial Equity Reframing Questions

Utilizing the Racial Equity Reframing Questions is one way to explicitly describe traditional approaches and then challenge their underlying assumptions and expectations. Reframing how program design views health outcomes can help understand how and why the existing disparities are unfair, unjust, and preventable.

Framing Element	Traditional Approach	Racial Equity Approach
1. What is the problem?	This is often the problem as defined long ago and reinforced by education and access campaigns over years of programming and funding cycles.	Where is the injustice? Are subgroups affected differently? Are specific groups bearing a greater burden? What is the inequity of interest?
2. What is the cause? <i>What/who is responsible?</i>	Individual behaviors/actions are often identified as the root cause of the problem.	Think through the Social Determinants of Health (SDoH—built environment, social environment, employment, education, housing and violence) as they pertain to the problem defined above. What are the root causes? Think bigger and more broadly about policies, and opportunities within the healthcare or social service systems. Think about the individual level, interpersonal level, organizational level, community level, and public policy levels. This may need to be done collaboratively with stakeholders.
3. What is the solution?	When the cause of the problem is deemed a result of individual action, the solutions developed are likely to be individual-level interventions.	How do you address the root causes identified above? What can be done about internal policies (e.g., program and agency policies)? What is the link between SDoH and larger policies (e.g., government, health system)? This can and should be multifaceted.
4. What action is needed?	Traditional approaches often center on individual-level education or clinical intervention and likely guide you to engage only the same stakeholders, use the same language, and/or analyze the same data as you have previously.	Now that you have solutions, what gets you there? Consider creative strategies. Where do you fit in this? Are you engaging partners from other agencies? Are you engaging the right partners? The community? Are you using racial justice language in your approach to partners? What processes are needed for engaging those partners?
5. What values are highlighted?	Given the problem and solution, what do you know to be true? Traditional approaches often highlight personal responsibility, individual choice, etc.	Given the newly defined problem and solutions, what is now known to be true? The Racial Equity Approach often highlights equity, fairness, shared responsibility, etc.

Source: Racial Equity Data Roadmap

ADDITIONAL RESOURCES

BASELINE CAPACITY ASSESSMENT - SURVEY QUESTIONS & GROUPINGS

- shorturl.at/oHPV8

The BCA includes question skip logic, and as a result, not all survey questions may apply depending on how municipalities responded to the BCA. For example, if a municipality indicated they do not have any Bathing Beaches in their community, those questions did not appear when completing the survey. A document providing the categories in which the BCA questions were grouped can be accessed in the same folder.

PERFORMANCE STANDARDS (DRAFT) & WORKFORCE STANDARDS

- shorturl.at/iGNV8

A draft of the Performance Standards can be accessed using the link to the left. The Performance Standards were released to local public health in the winter of 2022. LRPH provided feedback on the Performance Standards ranging from statutes and regulations that are no longer applicable and relevant to how Standards were categorized. It is important to note that the Workforce Standards content cannot be adjusted or amended.

SUBJECT MATTER EXPERT SUPPORT

If your SSA could benefit from support in determining how to integrate more services, MHOA has Subject Matter Experts that are available for support (on-site or virtual). To request this assistance, please reach out to smeassistance@mhoa.com. This will be funded by PHE grant money and if you do not have any money left in your budget, please contact your Program Coordinator.

WORKPLAN TEMPLATE

- shorturl.at/zKPT5

The workplan template for the next fiscal year can be accessed and downloaded using the link to the left. Should you have any questions about how to complete the workplan, please reach out to your SSA's Program Coordinator.

ADDITIONAL RESOURCES

BUDGET INFORMATION

The budget template will be provided after the CART Data Review meeting. Following this meeting, your SSA's assigned Program Coordinator will reach out to provide the budget template.

FIELD TRAINING HUB MAP

- shorturl.at/fHIX

The Field Training Hub Map can be accessed and using the link to the left. Field Training Hubs are the 10 groupings that will provide in-field training for those municipalities that are part of the PHE Grant Program.

LOCAL PUBLIC HEALTH INSTITUTE (LPHI)

- <https://sites.bu.edu/masslocalinstitute/>

The Local Public Health Institute (LPHI) of Massachusetts is a comprehensive, convenient resource for public health trainings that help build and maintain a skilled local public health workforce.

ROADMAP TO DEVELOP SHARING INITIATIVES IN PUBLIC HEALTH

- shorturl.at/fgnO7

The Center for Sharing Public Health Services developed a Roadmap to Develop Sharing Initiatives in Public Health. This document highlights the Spectrum of Sharing Arrangements, ranging from As-Needed Assistance (looser integration) to Regionalization/Consolidation (tighter integration).

2022 - 2023 CART

ACKNOWLEDGMENTS

PREPARED FOR

Shared Service Arrangements of Massachusetts

PREPARED BY

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2022 - 2023 CART

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**Board of Health
TOWN OF NEEDHAM
AGENDA FACT SHEET**



MEETING DATE: 03/17/2023

Agenda Item	Brief Updates: Alcohol Compliance and Select Board Regulations
Presenter(s)	Timothy McDonald, Director of Health & Human Services Karen Shannon, Substance Use Prevention Program Coordinator Carol Read, Substance Use Prevention Program Coordinator Lydia Cunningham, Substance Use Prevention Program Coordinator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mr. McDonald, Ms. Shannon, Ms. Read, and Ms. Cunningham will review with the Board of Health the letter submitted to the Select Board about its alcohol regulations, discuss the testimony provided in the public hearing by Drs. Epstein and Brown, and review possible next steps.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	No vote is required at this time
3.	BACK UP INFORMATION:
	- Needham BOH Letter to Select Board re: alcohol compliance - Public Health Division Presentation to BOH on Alcohol Compliance from February 16, 2023 BOH Meeting



NEEDHAM BOARD OF HEALTH



March 14, 2023

Dear Chair Marianne Cooley, Vice Chair Marcus Nelson, and Needham Select Board Members,

The Needham Board of Health is charged by the Massachusetts General Court to protect the public's health under its authority to make reasonable health regulations^[1] and to "examine all nuisances, sources of filth and causes of sickness."^[2] Although the Board of Health does not issue alcohol licenses as we do with tobacco, we appreciate the opportunity to provide feedback on the proposed revisions to the Town of Needham alcohol regulations.

Research shows that reducing access and availability to tobacco and alcohol has resulted in significantly reduced underage use and excessive adult use, which enhances health and safety. The Board of Health and Public Health Division staff members have implemented a multi-faceted approach to underage tobacco prevention. The Board of Health's multi-faceted approach to underage tobacco use prevention was grounded in a regulation change to raise the minimum purchase age to 21 and limit tobacco permits. In addition, strategies included retailer license training, quarterly compliance checks, and clear and defined penalties for tobacco sales to minor violations. Taken together, this comprehensive program had a well-documented effect of reducing tobacco use among Needham youth and adults.^[3]

There is evidence that the harmful use of alcohol is a causal factor in more than 200 disease and injury conditions.^[4] Additionally, fatal crashes involving drinking drivers are more common in Massachusetts than nationwide: in 2020, 32.4% of fatal crashes compared to 28% of crashes nationwide.^[5]

"The Community Preventive Services Task Force, working under the auspices of the CDC, similarly recommends as effective, evidence-based approaches availability strategies that include regulating the number and concentration of alcohol retailers in an area and maintaining limits on days and hours when alcohol may be sold. Complementary strategies include licensee trainings and compliance checks."^[5]

^[1] M.G.L. Ch. 111, s.31, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31>

^[2] M.G.L. Ch. 111, s.122, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122>

^[3] Kessel Schneider, S., Buka, S. L., Dash, K., Winickoff, J. P., & O'Donnell, L. (2016). Community reductions in youth smoking after raising the minimum tobacco sales age to 21. *Tobacco control*, 25(3), 355–359. <https://doi.org/10.1136/tobaccocontrol-2014-052207>

^[4] WHO. Global Status Report on Alcohol and Health 2018. Geneva, Switzerland: WHO Press, 2018, p.

vii. <https://apps.who.int/iris/bitstream/handle/10665/274603/9789241565639-e....> Accessed December 8, 2020.

^[5] Jernigan, D. H., & Zhou, X. (2022). Alcohol, Health and Safety in Massachusetts. *Boston University School of Public Health Department of Health Law, Policy, and Management*.



NEEDHAM BOARD OF HEALTH



The 2021 Needham MetroWest Adolescent Health Survey (MWAHS) results for Needham High School students show:

- 1) 19% report binge drinking in the past month, compared to 15% of their peers in the MetroWest region (26 cities and towns surveyed since 2006);
- 2) 16% of Needham 9th grade students and 48% of Needham 12th grade students used alcohol in the past 30 days;
- 3) 61% of Needham 11th graders and 69% of Needham 12th graders have used alcohol at least once

Our hope is to enlist the Select Board as a partner to build a similar, comprehensive program around alcohol access in Needham; implemented thoughtfully, such a program would enhance the health and safety of residents of all ages.

There are several areas in the proposed alcohol regulations that are of concern to the Board of Health:

1. Violations Sections 10.1 – 10.3

The Board of Health recognizes there are multiple conditions that constitute a violation of the License. As such, we recommend this section lists the violations as defined by the terms and conditions of the License and that a specific penalty be defined for each violation type.

The penalties should mandate a set response (e.g. 3-day suspension) and as such limit penalty variability and leniency. All suspensions should be imposed consecutively, rather than a five-day suspension spread across multiple weeks, for example. The Board of Health also urges the Select Board to switch the defaults. Rather than allowing the Select Board to mitigate a penalty or impose a stiffer penalty, we urge you to establish a specific penalty and afford the Select Board the ability to mitigate that penalty by taking action to lessen the terms. By making the default outcome the established penalty, it makes clear that only in extraordinary circumstances will the Select Board take action to lessen the penalty.

The Board of Health has identified the defined penalties of nearby communities and learned that most communities impose more stringent penalties than those indicated in the proposed alcohol regulations. This information can be found on page 6 below.

We believe stricter penalties will incentivize Licensee compliance and thereby reduce the likelihood of health and safety harms to Needham residents.

We request that the Select Board change the word “may” to “shall” in the sentence under Section 10.1, Violations.



NEEDHAM BOARD OF HEALTH



Training Section 10.4

Employees who commit a sales-to-minor violation during a compliance check should not be allowed to serve or sell alcohol until they have repeated an approved, ***in-person***, training course.

2. Expanded availability Section 3.1

There is a very large body of public health research documenting that the more available alcohol is, the more people will drink, and the more there will be problems connected with their drinking. Policies that govern where, when and how alcohol is available – including the number, placement and density of alcohol outlets, the days and times of sale - affect the extent and severity of alcohol problems a population will experience.³

While the Board of Health is committed to working collaboratively with the Select Board on ensuring Town regulations that serve the best interests of the residents and community, the Board of Health is unable to support the expanded availability of alcohol. At this time, the Select Board should not expand the hours at which alcohol is served or for sale in the community, nor should the Select Board issue additional alcohol licenses until the regular and reliable compliance of existing licensees is assured.¹

Needham data from 2018 to 2022 related to alcohol compliance check violations, listed below, calls attention to the chronic rate of sales to minor violations. Detailed information on the Needham alcohol compliance data can be found in the attached document.

¹ And ideally demonstrated over the course of multiple compliance checks.

^[3] Kessel Schneider, S., Buka, S. L., Dash, K., Winickoff, J. P., & O'Donnell, L. (2016). Community reductions in youth smoking after raising the minimum tobacco sales age to 21. *Tobacco control*, 25(3), 355–359. <https://doi.org/10.1136/tobaccocontrol-2014-052207>



NEEDHAM BOARD OF HEALTH



Alcohol Compliance Checks

Compliance check	Sales to minor violations	Businesses checked	% of sales violations
November 2018	8	26	30.7%
June 2019	7	26	26.9%
October 2019	1	28	3.6%
December 2021	11	26	42.3%
April 2022	5	26	19.2%
December 2022	10	28	35.7%

Checks were conducted on a week day, between 4:30 – 8:00pm.

Needham Public Health Division, 2/16/2023

The Board of Health appreciates your review of this letter and looks forward to discussing the positions outlined above.

The Board of Health is pleased to be of assistance in this matter and offers its services to the Town in future hearings or public discussions to help residents understand the health impacts of the proposed changes to the Needham Alcohol Regulations.

Thank you for your support and advocacy on behalf of all Needham residents.

Sincerely,
The Needham Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

Tejal Gandhi, MD, MPH

Robert Partridge, MD, MPH

CC: Timothy McDonald, Director of Health & Human Services, Town of Needham
Page 6: 2 charts - Alcohol Compliance: Comparing Defined Penalties



NEEDHAM BOARD OF HEALTH



References:

1. M.G.L. ch. 111, s.31, available at:
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31>
2. M.G.L. ch. 111, s.122, available at:
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3. Kessel Schneider, S., Buka, S. L., Dash, K., Winickoff, J. P., & O'Donnell, L. (2016). Community reductions in youth smoking after raising the minimum tobacco sales age to 21. *Tobacco control*, 25(3), 355–359. <https://doi.org/10.1136/tobaccocontrol-2014-052207>
4. WHO. Global Status Report on Alcohol and Health 2018. Geneva, Switzerland: WHO Press, 2018, p.
vii. <https://apps.who.int/iris/bitstream/handle/10665/274603/9789241565639-e....>
5. Jernigan, D. H., & Zhou, X. (2022). Alcohol, Health and Safety in Massachusetts. *Boston University School of Public Health Department of Health Law, Policy, and Management*.

Page 6: 2 charts **below** - *Alcohol Compliance: Comparing Defined Penalties*. These charts can also be viewed in the *Alcohol Compliance* document, dated 2/16/23, provided under separate cover.



NEEDHAM BOARD OF HEALTH



Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Needham	Written warning or 1 day suspension	1-3 day suspension	3-5 day suspension, public hearing required.	5-10 day suspension, public hearing required. Licensee required to provide the Board with satisfactory written plan, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license, to assure that a further offense will not occur.	10 day min. suspension, public hearing required. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, compulsory initiation by the licensee of transfer of ownership to a responsible party to be approved by the Board, non-renewal, or revocation of the license.	
Natick	Currently, these are not clearly defined in any documents. The Select Board is currently updating alcohol policies including penalties. Maybe done early 2023					
Dedham	Written warning to 3 day suspension	3-6 day suspension	7-10 day suspension	10 day suspension to revocation	10 day suspension to revocation	
Walpole	Warning up to a 2 day suspension	Warning up to a 3 day suspension	Warning up to a (7) day suspension	Warning up to a 2 week suspension or Revocation		
Medway	Written warning	1 day suspension	3 day suspension	6 day suspension		
Frammingham	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 day to 1 year suspension or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond
Ashland	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 days to 1 year suspension, or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond

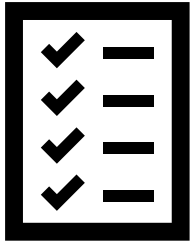
Needham Public Health Division, 2/16/2023

Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Braintree	From warning up to a 1-3 day suspension, served on consecutive days	from warning up to a 4-7 day suspension, served on consecutive days	30-day suspension to be served on 30 consecutive days	Show Cause hearing to revoke license		
Stoughton	1 day suspension	5 day suspension	7 day suspension	revocation of license		
Franklin	3-5 day suspension, 1-3 days to be served, with balance held in abeyance for 2 years	5-7 day suspension, 3-5 days to be served, with balance held in abeyance for 3 years	7-10 day suspension, 5-7 days to be served, with balance held in abeyance for 5 years			
Wellesley	1-3 day suspension	3-7 day suspension	7-12 day suspension	revocation of license		
Foxboro	Letter of reprimand and/or suspension up 3 days or both	3-10 days suspension	10 to 30 day suspension	Revocation of license		
Medford	1-3 day suspension. Roll back in hours: Warning to 7 days	3-14 day suspension. Roll back in hours: 7 days to 21 days	14-30 day suspension Roll back in hours: 21 days to 35 days	30 days to revocation. Roll back in hours: 35 days to permanent		
Melrose	Warning to 2 consecutive day suspension	3-7 consecutive day suspension	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	
Wakefield	Warning to two consecutive days' suspension of license.	3-7 consecutive days' suspension of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	

Needham Public Health Division, 2/16/2023

Alcohol Compliance



Alcohol Compliance
Checks



Training and
Intervention Procedures
(TIPS)



Alcohol Compliance Summary | 2017 - 2022

business	license type	May2017 TIPS	Nov2017 TIPS	Nov2018 cc	June2019 cc	Oct2019 cc	dec2021 cc	jan2022 TIPS	april2022 cc	june2022 TIPS	nov2022 TIPS	dec2022 cc
3 Squares (now closed)					Fail		NA	NA	NA	NA	NA	NA
Bertucci's	On-premise				Fail		Pass	0	Pass	0	0	Fail
Bin Ends	Off-premise	1					Fail	6	Pass	0	0	Pass
Blue on Highland	On-premise	2					Pass	0	Pass	0	0	Pass
Cappella	On-premise						Fail	0	Pass	0	0	Fail
The Center Cafe (now closed)		2										
Cook Needham	On-premise						Fail	4	Pass	0	0	Fail
French Press Bakery	On-premise						Not open	0	Pass	0	0	Fail
Fuji Steakhouse	On-premise	2					Fail	1	Pass	0	0	Pass
Gari	On-premise	2					Pass	0	Pass	0	0	Pass
Gordons Fine Wines	Off-premise						Not open for business yet		Not open for business yet	0	0	Not open for business yet
Hearth Pizzeria	On-premise						Fail	2	Pass	0	0	Pass
Hungry Coyote	On-premise						Fail	1	Suspended license	0	3	Suspended license
Latina Kitchen and Bar	On-premise						Pass	0	Fail	0	0	Pass
Little Spoon	On-premise						Not open for business yet		Pass	0	1	Fail
Mandarin Cuisine	On-premise	1			Fail		Pass	0	Pass	1	0	Pass
Masala Art	On-premise						Pass	0	Pass	0	0	Pass
Needham Fine Wines	Off-premise						Pass	0	Fail	0	0	Fail
Needham Golf Club	On-premise						Not open	0	Pass	0	0	Not accessible

Alcohol Compliance Summary | 2017 - 2022

business	license type	May2017 TIPS	Nov2017 TIPS	Nov2018 cc	June2019 cc	Oct2019 cc	dec2021 cc	jan2022 TIPS	april2022 cc	june2022 TIPS	nov2022 TIPS	dec2022 cc
Needham Wine & Spirits	Off-premise						Pass	0	Pass	0	1	Pass
Ray's New Garden	On-premise				Fail		Fail	2	Fail	0	1	Pass
Pancho's Taqueria	On-premise						Fail	0	Pass	0	0	Fail
Residence Inn	On-premise				Fail	Fail	Fail	0	Not open	0	0	Pass
Reveler Beverage	Off-premise						Pass	2	Fail	1	0	Fail
Rice Barn	On-premise	1	1				Fail	2	Pass	0	0	Not open
Sheraton Needham	On-premise				Fail		Not open	0	Not open	0	0	Fail
Spiga	On-premise						Pass	0	Pass	0	0	Pass
The Farmhouse	On-premise						Pass	0	Pass	0	5	Pass
Homewood Suites	On-premise				Fail		Not open	0	Not open	0	0	Not open
The James	On-premise						Fail	2	Pass	0	0	Pass
The Needham General Store	Off-premise						Pass	0	Fail	2	0	Pass
V.F.W.	On-premise	3					Not open	2	Not open	2	2	Pass
Village Club	On-premise						Not accessible	1	Not accessible	0	0	Not open
Vinodivino	Off-premise				Pass		Pass	0	Pass	0	0	Fail
Volante Farms	On-premise						Pass	1	Pass	3	0	Pass
Totals		May2017 TIPS	Nov2017 TIPS	Nov2018 cc	June2019 cc	Oct2019 cc	dec2021 cc	jan2022 TIPS	april2022 cc	june2022 TIPS	nov2022 TIPS	dec2022 cc
		13 attendees	1 attendee	8 failures	7 failures	1 failure	11 failures	26 attendees (2sessions)	5 failures	9 attendees	13 attendees	10 failures

Alcohol Compliance Checks

Compliance check	Sales to minor violations	Businesses checked	% of sales violations
November 2018	8	26	30.7%
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December 2021	11	26	42.3%
April 2022	5	26	19.2%
December 2022	10	28	35.7%

Checks were conducted on a weekday, between 4:30 – 8:00pm.

Alcohol Compliance Checks: Underage Operatives

- Two underage operatives recruited per check*
- 19 – 20 years of age
- In-state and out-of-state residents (2021-22)
- Presented their own I.D. when proof of age requested*

* With the exception of first check conducted in 2018

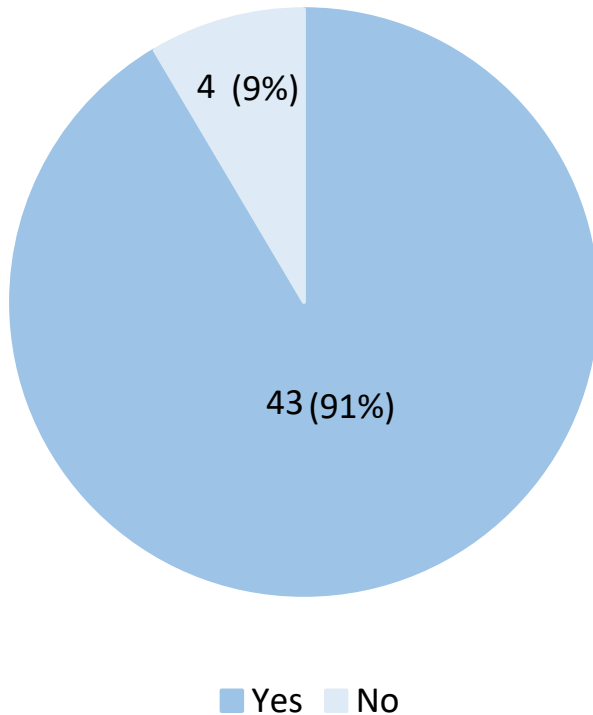
Training and Intervention Procedures for Servers (TIPS)

- In 2022, 48 Needham alcohol licensee staff attended in-person TIPS.
- Overall, employees who attended TIPS did not sell to an underage operative in a subsequent compliance check.*

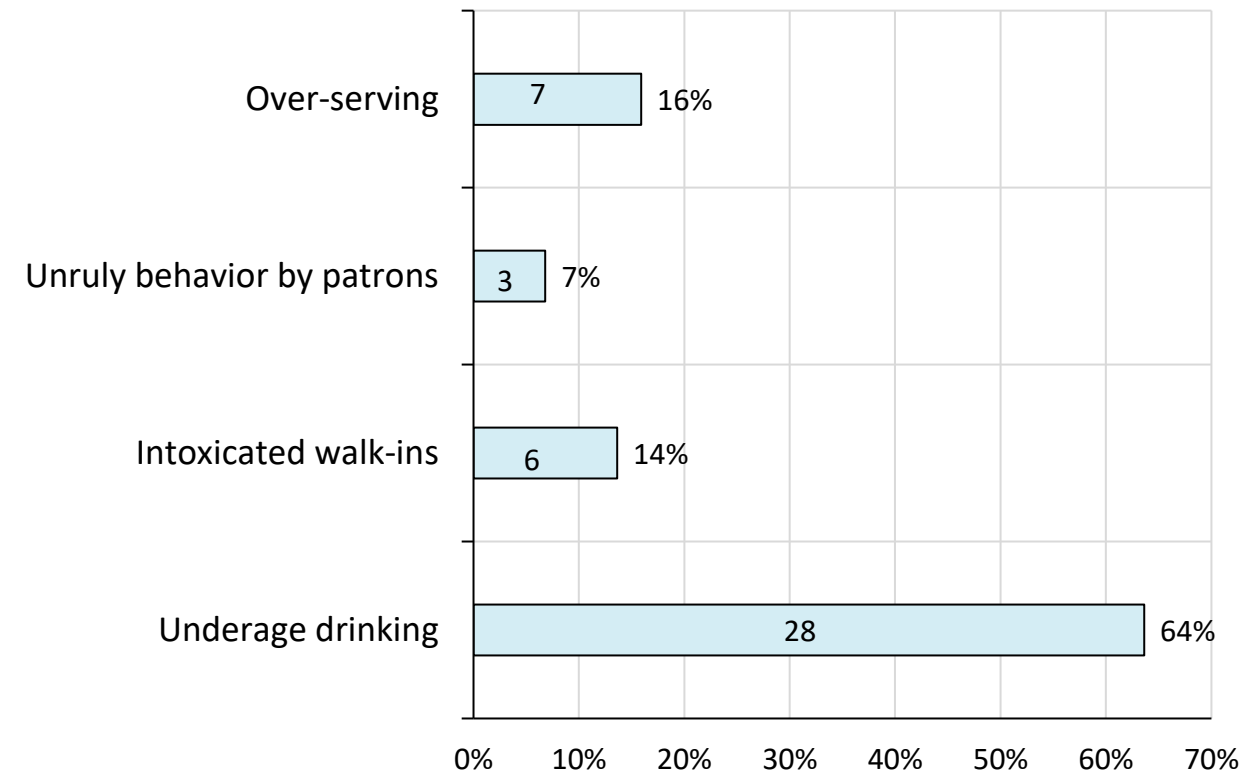
*One person who attended TIPS in 2022 was identified as selling to an operative in a subsequent compliance check reports.

Official TIPS Survey results: 2022 Trainings*

Do you believe alcohol server training should be required by law?



At your organization, the biggest alcohol-related concern is:



*Data includes participants from Dedham

Tracking the Data

- ❖ Our process is evolving
- ❖ There were variations in the process and data collection from 2017-2022
 - ❖ Difficult to compare recent & historical data
- ❖ Moving forward:
 - Consistent process + expansion of data collection =
 - Ability to identify trends over time



Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Needham	Written warning or 1 day suspension	1-3 day suspension	3-5 day suspension, public hearing required.	5-10 day suspension, public hearing required. Licensee required to provide the Board with satisfactory written plan, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license, to assure that a further offense will not occur.	10 day min. suspension, public hearing required. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, compulsory initiation by the licensee of transfer of ownership to a responsible party to be approved by the Board, non-renewal, or revocation of the license.	
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Walpole	Warning up to a 2 day suspension	Warning up to a 3 day suspension	Warning up to a (7) day suspension	Warning up to a 2 week suspension or Revocation		
Medway	Written warning	1 day suspension	3 day suspension	6 day suspension		
Framingham	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 day to 1 year suspension or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond
Ashland	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 days to 1 year suspension, or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond

Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Braintree	From warning up to a 1-3 day suspension, served on consecutive days	from warning up to a 4-7 day suspension, served on consecutive days	30-day suspension to be served on 30 consecutive days	Show Cause hearing to revoke license		
Stoughton	1 day suspension	5 day suspension	7 day suspension	revocation of license		
Franklin	3-5 day suspension, 1-3 days to be served, with balance held in abeyance for 2 years	5-7 day suspension, 3-5 days to be served, with balance held in abeyance for 3 years	7-10 day suspension, 5-7 days to be served, with balance held in abeyance for 5 years			
Wellesley	1-3 day suspension	3-7 day suspension	7-12 day suspension	revocation of license		
Foxboro	Letter of reprimand and/or suspension up 3 days or both	3 -10 days suspension	10 to 30 day suspension	Revocation of license		
Medford	1-3 day suspension. Roll back in hours: Warning to 7 days	3-14 day suspension. Roll back in hours: 7 days to 21 days	14-30 day suspension Roll back in hours: 21 days to 35 days	30 days to revocation. Roll back in hours: 35 days to permanent		
Melrose	Warning to 2 consecutive day suspension	3-7 consecutive day suspension	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	
Wakefield	Warning to two consecutive days' suspension of license.	3-7 consecutive days' suspension of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	

Town	Link to alcohol regulations
Needham	http://ma-needham.civicplus.com/DocumentCenter/View/845/BOS Alcohol Regs 08182020?bidId=
Natick	https://www.natickma.gov/DocumentCenter/View/7887/General-On-Premises-Rules-and-Regs#:~:text=
Dedham	Regulations obtained from Asst. Town Manager; not yet available on town website.
Walpole	https://www.walpole-ma.gov/sites/g/files/vyhlf1381/f/uploads/2021_policies_procedures_manual.pdf
Medway	https://www.townofmedway.org/sites/g/files/vyhlf8006/f/uploads/liquor_policy-final amended 11-3-14.pdf
Framingham	https://www.framinghamma.gov/DocumentCenter/View/44254/FINAL-Amended-and-Restated-Rev-8-Framingham-Rules-Regulations-Governing-Alcoholic-Beverages-Board-Approved-121321?bidId=
Ashland	https://www.ashlandmass.com/DocumentCenter/View/1650/Board-of-Selectmen-Alcohol-Policy-
Braintree	https://braintreema.gov/DocumentCenter/View/372/Policies-and-Regulations-Governing-Liquor-Licenses-Rev-Jun-2011-PDF
Stoughton	https://ecode360.com/12491273
Franklin	https://ecode360.com/10433492
Wellesley	https://www.wellesleyma.gov/DocumentCenter/View/26439/Proposed-Modifications-to-Alcohol-Regulations-Clean-Copy---Updated-11222021-PDF
Foxboro	https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_15207780/File/Boards%20and%20Committees/Board%20of%20Selectmen/Alcohol%20Regulations.pdf
Medford	https://www.medfordma.org/boards-commissions/license-commission/liquor-licenses
Melrose	https://www.cityofmelrose.org/sites/g/files/vyhlf3451/f/uploads/melrose_liquor_licensing_rules_regulations_amended_3-30-15.pdf
Wakefield	https://ecode360.com/28531896?highlight=revocable&searchId=35249188818407725#28531896



**Board of Health
TOWN OF NEEDHAM
AGENDA FACT SHEET**



MEETING DATE: 03/17/2023

Agenda Item	Proposed changes to Article 11: Biosafety Regulation
Presenter(s)	Timothy McDonald, Director of Health & Human Services Julie McCarthy, Epidemiologist/Data Analyst

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The proposed amendments and major revisions to Article 11 provide authorization and a framework for which to regulate biological laboratories in the Town of Needham, the different biosafety levels, what biosafety levels will be permitted by right or by variance in Needham, the paperwork requirements for permit registration, and the establishment of a biosafety committee that will oversee any such laboratories, and other items.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Vote is required.	
3.	BACK UP INFORMATION:
- ARTICLE 11- Biotechnology Registration_Draft_revisions_3.9.23 - Biosafety Regulation FAQ (provided on NPHD website for public hearing) - Biosafety Research presented to BOH in October 2022 - Public Comment, Emails and attached letters, from Ms. Elizabeth Gilman Duane, dated 2/14/23 & 3/14/23 - Email from Town Council regarding information protected from disclosure under the Public Records Law, dated 2/16/23	



Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

Tejal K. Gandhi, MD, MPH Robert Partridge, MD, MPH

ARTICLE 11 **BIOSAFETY 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**

In order to safeguard the health and welfare of the residents on Needham, the Needham Board of Health hereby promulgates this regulation governing the use of all biological agents within the Town. The use of biological agents requiring Biosafety Laboratory 3 containment shall not be permitted within the Town without a variance from the Needham Board of Health and the Biosafety Committee. Biosafety Laboratory 4 containment shall not be permitted in Needham.

Commented [JM1]: Regulation will apply to hospital and medical facility clinical laboratories, high school and college laboratories where biological agents may be present. Reduce scope to exempt medical facilities not conducting research and school science laboratories where work is conducted at BSL-1?

SECTION 11.3 **DEFINITIONS**

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

Biological Agents: any microorganism (including, but not limited to, bacteria, viruses, fungi, rickettsia or protozoa) or infectious substance, or any naturally occurring, bioengineered or synthesized component of any such microorganism or infectious substance or:

any defined risk group as defined by the National Institutes of Health (NIH) Guidelines (as defined below)

or

requires a BSL 3 containment as determined by an Institutional Biosafety Committee (as defined below); or is identified by the United States Department of Health and Human Services ("DHHS") or the United States Department of Agriculture ("USDA") as a "Select Agent" (as defined below).

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.

Needham Biosafety Committee (the Committee): The Needham Biosafety Committee shall be composed of the Chairman of the Board of Health or his/her designee, the Director of Health and Human Services or his/her designee, and a up to three other members to be by the Board of Health. Members are selected through an application process.

Director: The Director of Public Health.

Guidelines:

- (1) National Institutes of Health (NIH) Guidelines for Research involving Recombinant DNA molecules which are adopted by the NIH.
- (2) Biosafety in Microbiology and Biomedical Laboratories (BMBL), newest edition as provided by the [Centers for Disease Control and Prevention \(CDC\)](#).
- (3) Any amendments, revisions or substitutions enacted subsequent to the above-referenced guidelines.
- (4) In the event that there is a conflict between the NIH Guidelines and the BMBL, the Biosafety Committee will review and help determine what is appropriate.

Institution: An individual person or a group of persons, and/or a corporation, firm, partnership, association, executor, administrator, guardian, trustee, agent, organization, and any other group acting as a unit responsible for compliance with the requirements set forth in this regulation..

Institutional Biosafety Committee (IBC): A committee established in accordance with Subsection IV-B-2 (institutional biosafety committee or IBC) of the NIH Guidelines and any applicable requirements of this regulation. The IBC shall be the final arbiter within an institution with regard to the implementation of this regulation, with oversight by the Board of Health as described herein.

Select Agent: shall mean any microbial and toxic agents listed at 42 CFR §73.3, 42 CFR § 73.4, 42 CFR § 73.5, 42 CFR § 73.6, 7 CFR § 331.3 and 9 CFR §121.4, and the rulings made by the CDC and the USDA relative thereto, as such regulations and rulings may be amended from time to time. However, Select Agent shall not include any de minimus amount of agents or toxins which are excluded from 42 CFR 73.00 et seq.

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 NEEDHAM BIOSAFETY COMMITTEE

11.4.1 The Needham Biosafety Committee shall establish policies, procedures, and criteria to aid in the implementation of this regulation.

11.4.2 Reviewing reports, applications, and recommendations by the IBC and approving them where appropriate. This includes reviewing of all paperwork required in this regulation and any special determinations as the committee deems necessary.

SECTION 11.5 LABORATORY REGISTRATION REQUIREMENTS

11.5.1 All institutions proposing any use biotechnology or 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 biotechnology or rDNA activity, including construction or renovation of facilities for those use(s).

Commented [JM2]: Revise language to remove including construction or renovation of facilities? when tenants are identified, it will be the tenant's responsibility to register with Needham prior to conducting work with biological agents?

11.5.2 The institution shall:

- (1) Initial registration must be submitted to Needham Public Health before engaging in any activity that requires a biosafety level.
- (2) Renew and update the registration annually by May 30th of each calendar year.
 - A. The Needham Biosafety Committee will have 60 days to review all documentation and requirements as laid out in this regulation and submit approval or denial to Needham Public Health.
- (3) Submit all the following documentation:
 - A. Names and emergency contact information for site-based personnel who may be contacted in the event of a facility emergency ~~institution officers authorized to sign the application~~
 - B. Name and emergency contact information for the institution's designated official site-based personnel who are familiar with the work involving recombinant DNA and biological agents and the institution's biosafety program responsible for compliance with this regulation, which may be the designated biosafety officer, as defined by the NIH Guidelines
 - C. Plot plan showing the proposed location of the facility and floor plan showing internal layout
 - D. A listing of all organisms, containment levels, and decontamination procedures to be employed
 - E. The screening process to ensure the purity of the strain of host organisms used in the experiments and to test organisms resulting from such experiments for their resistance to commonly used therapeutic antibiotics. Host organisms obtained from independent laboratories shall undergo the same screening process
 - F. A plan for systematic monitoring of waste to assure that viable rDNA organisms will not be released into the environment
 - G. A description of the training program of safeguards and procedures for personnel using rDNA and a copy of the training manual
 - H. A plan for systematic pest control management in laboratories, contiguous facilities and food service establishments in the same building
 - I. A plan for systematic security of the premises
 - J. A plan for orienting representatives of the Needham health, fire, and police departments to the physical plant and to procedures to be utilized in the event of an emergency
 - K. The institution's health monitoring, health surveillance and safety manuals, together with the plan for an appropriate medical surveillance program as determined by the IBC and in accordance with NIH guidelines for all persons engaged in the use of rDNA. This includes:
 - a. Immediate reporting of any employee exposure of illness, facility spill, release or explosion that could potentially be related to the use of rDNA or biological agents or chemicals used on site from an approved IBC protocol.
 - b. A description of the training program of safeguards and procedures for personnel using rDNA and biological agents, and a copy of the training manual
 - L. Institutional Biosafety Committee (IBC):
 - a. List of members with titles, including at least one community representative from the Town of Needham
 - b. All minutes of the IBC meetings must be forwarded to the Needham Biosafety Committee
 - c. A description of each protocol approved by the IBC, including all organisms and the containment to be used, and a statement certifying the experiments conform with the Guidelines ~~all applicable regulations~~, shall be filed with the Needham Biosafety Committee
 - M. Evidence of certification, as necessary, from the Massachusetts Department of Environmental Protection and the Massachusetts Department of Public Health
 - N. An annual report summarizing the work performed over the past year and addressing any ongoing work, as well as a current list of IBC members, copies of the previous year's IBC

Commented [JM3]: Revise language to remove requirement to report chemical-related incidents and reference to explosions?

Commented [JM4]: Remove?

minutes, and a summary of the changes in research in the past year.

O. If applicable, sharps permit as required by Needham Public Health.

(4) Allow inspections, at reasonable times, of both the institution's facilities and records, as related to these regulations.

(5) Any major modifications to the plans including; building modifications, changes in work that would require a new registration with the institutions IBC ~~or with the NIH~~, or changes in any of the above plans would require an updated registration with Needham Public Health. All new paperwork would need to be submitted and reviewed by the Needham Biosafety Committee 60 days before modifications or changes are made.

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

11.5.4 Fees:

(1) Registration and renewal fees are \$500.00

(2) Modification to plans and reinspection fees are \$250.00

SECTION 11.6 CONFIDENTIALITY

11.6.1 Confidentiality of proprietary information will be redacted unless it has health and safety implications. This information will be disclosed to Needham Public Health and the Biosafety Committee but will be noted to be redacted if distributed publicly.

SECTION 11.7 ANIMALS

All research institutions planning to conduct experiments on animals must first obtain an animal permit. All activities must comply with federal and state ordinances, including:

- a. Public Health Service Policy "Guide for Care and Use of Laboratory Animals"
- b. Public Health Service "US Government Principals for the Utilization and Care of Vertebrate Animals used in Testing Research and Training"
- c. Public Health Service "Animal Welfare Regulations"
- d. Public Health Service "AVMA Guidelines on Euthanasia"
- e. Public Health Service "Program on Animal Care and Use"
- f. The Health Research Extension Act of 1985

Each institution that performs research, experiments, or biotechnical procedures using animals shall maintain or establish an Animal Care and Use Committee, which, according to federal and state ordinances, shall have a member who is not and has not been affiliated with the institution. In addition to previously listed Biosafety Permit Requirements, institutions using animals for research are required to submit:

- A. Name and contact information of a person in the organization familiar with the animals to be housed on the property and the experiments performed
- B. Names and contact information of members of Animal Care and Use Committee and dates of meetings of the Animal Care and Use Committee held the previous year
- C. The results of all federal and state inspections concerning animal care and use in the previous year

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 11.8.1 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 VARIANCE

The Board of Health may take requests for varying the application of any provision of these regulations with respect to any particular case when, in its opinion, the enforcement thereof would do manifest injustice, provided that the decision of the Board of Health is not in conflict with the spirit of these standards. Any variance, including a change of ~~BSL standards~~biosafety level, will be made available for public comment/hearing before it is granted by the Board of Health. Any variance granted by the Board of Health must be in writing with a copy available to the public at all reasonable hours in the Office of the Town Clerk and in the Office of the Board of Health.

SECTION 11.10 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 11.11 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.



FAQ: Needham Biosafety Regulation

Why is Needham revising our regulation?

The biotech industry has grown and evolved quite a bit in recent years. Especially with laboratory space planned for the former Ford Muzi site, Needham Public Health felt it was necessary to look at our Biotechnology regulation/registration. Substantial revisions have been made to the regulation to address biosafety concerns, establish a biosafety committee, and require a more detailed and rigorous registration/permitting process for labs in Needham. As part of this process, we have reviewed multiple regulations from nearby communities in the Greater Boston Area, all of whom have multiple biotech companies in their communities.

Why do we want to have laboratories and biotech industry in our community?

The biotech industry employs a lot of people (more than 100,000 in MA). The nature of the work often requires employees to be on-site rather than work from home, and this supports businesses in the community they are located in. The industry employs people from a variety of educational backgrounds.

What are the NIH Guidelines and why are they included in this regulation?

The [NIH Guidelines](#) is a regulatory document which specifies the biosafety practices and containment principles for making and handling recombinant nucleic acid molecules, synthetic nucleic acids molecules, and cells, organisms, and viruses that contain these molecules. It is a comprehensive set of requirements for laboratories which utilize these molecules. Rather than re-invent the wheel, Needham Public Health is requiring laboratories operating in town to follow these Guidelines.

What is recombinant DNA (rDNA) or synthetic DNA?

DNA stands for Deoxyribonucleic Acid and carries the genetic information for an organism.

Recombinant DNA are molecules that are created by joining nucleic acid molecules together, where those molecules can replicate in a living cell. Synthetic DNA is DNA that has been chemically or otherwise synthesized or amplified, including those that are synthesized or amplified and can base pair with naturally occurring DNA. Experiments with rDNA can occur at different biosafety levels (detailed in the answer below), but work involving rDNA is regulated by the NIH Guidelines, and Needham has adopted this in its Biosafety Regulation.

What is a Biosafety Level and what are the differences between the different levels?

A biosafety level (BSL) is a set a containment practices and procedures used when working with microorganisms. The [biosafety levels range from BSL-1 to BSL-4](#), and the majority of current labs and future lab development is BSL-1 and BSL-2. In BSL-1 and BSL-2 labs, the precautions taken are typically to protect the research from the humans.

Biosafety level 1 (BSL-1) is a basic level of containment that uses microbiological best practices and procedures.

Biosafety level 1 work uses defined and characterized strains of viable biological agents not known to consistently cause disease in healthy adult humans.

Biosafety level 2 (BSL-2) is for work with a broad-spectrum of biological agents and toxins that are 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 producing splashes and aerosols is low. Example of Biosafety level 2 agents: Hepatitis B Virus, Human Immunodeficiency Virus, *Salmonella*.

Biosafety level 3 (BSL-3) is for work with indigenous or exotic biological agents with a potential for respiratory transmission and those that may cause serious and potentially lethal infection. All procedures involving the manipulation of infectious materials are conducted within a Biosafety Cabinet or other primary containment device. Examples of biosafety level 3 agents: *Mycobacterium tuberculosis*, SARS-CoV-2 (COVID-19 virus). NOTE: Per the new regulation, biosafety level 3 work would only be permitted in Needham by variance only and would require a hearing prior to approval.

Biosafety level 4 (BSL-4) is for work with dangerous and exotic biological agents that post a high individual risk of life-threatening diseases that may be transmitted via the aerosol route and for which there is no vaccine or therapy. Biosafety level 4 facilities are often separate buildings or completed isolated zones with complex, specialized ventilation requirements and waste management systems, for both solid and liquid waste, to prevent the release of hazardous biological agents into the surrounding community and environment. Examples of biosafety level 4 agents: Ebola virus, Marburg Virus. NOTE: Per the new regulation, biosafety level 4 work would not be permitted in Needham. There is 1 biosafety level 4 lab in Massachusetts and only 10 in the US.

What is the difference between the Institutional Biosafety Committee and the Needham Biosafety Committee?

The NIH Guidelines dictate that institutions establish an Institutional Biosafety Committee (IBC) which must be made up of no fewer than 5 members who are selected so that they collectively have experience and expertise in recombinant or synthetic nucleic acid molecule technology and the ability to assess the safety of the research and identify any risk to public health or the environment.

Needham has decided that, as part of the new regulation, it is establishing the Needham Biosafety Committee (NBC) made up of the Chair of the Board of Health or designee, the director of Public Health or designee, and up to 3 community members who may apply to be on the committee (application forthcoming). The committee will review all the materials which are required to be submitted by laboratories in Needham and make recommendations to the public health department staff and Board of Health as to whether the labs are in compliance with the NIH Guidelines.



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)

Timothy McDonald

From: Elizabeth Gilman Duane <egilman@att.net>
Sent: Tuesday, February 14, 2023 12:15 PM
To: Health Department
Cc: Elizabeth Gilman Duane
Subject: Comments on Article 11, Biosafety Regulation
Attachments: Comments to Needham BOH 14FEB2023.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello,

Please find attached my comments on Article 11, Biosafety Regulation. I will be happy to answer any questions you may have. I also plan to attend the public hearing on Thursday, February 16th.

Regards,
Betsy

Elizabeth (Betsy) Gilman Duane, MS, RBP, CBSP
Biosafety Consultant



February 14, 2023

Board of Health
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Board of Health Members:

I am writing to provide comments on the proposed revisions to *Article 11, Biosafety Regulation* (previously *Article 11, Biotechnology Registration*).

As a Registered and Certified Biosafety Professional with 35 years of experience, I have worked for entities seeking biological safety permits in many Massachusetts towns and cities. I have also observed numerous towns and cities develop biosafety regulations, and in some cases had the opportunity to provide input to the process. This has afforded me the unique opportunity to observe the development and implementation of biological safety regulations that strike a balance between protecting laboratory personnel and the community while facilitating innovation in the life sciences community.

I offer the following for your consideration:

Section 11.2: As written, “all biological agents within the Town” are in scope. This implies that this regulation will apply to hospital and medical facility clinical laboratories, as well as high school science laboratories where biological agents may be present. I recommend clarifying the scope to exempt medical facilities not conducting research and school science laboratories where work is conducted at a biosafety level (BSL) limited to BSL-1.

Section 11.5.1: This section states that entities “must first register with the Needham Board of Health before engaging in any biotechnology or rDNA activity, including construction or renovation of facilities for those use(s).” It is impractical to require registration by a developer and/or landlord prior to construction or renovation of a building to house life science laboratories. In most of these cases the tenants have not yet been identified. I recommend removing “including construction or renovation of facilities for those use(s).” When tenants are identified, it will be the tenant’s responsibility to register with the Needham Board of Health prior to conducting work with biological agents.

Section 11.5.2 (3) A: This section states that the entity must provide “emergency contact information for institution officers”. In some cases, such as with a large international company, the institutional officer may not be located at the facility in Needham. Thus, having his/her emergency contact information and contacting them in the event of a facility emergency is not practical. I recommend requesting a site-based emergency contact.

Section 11.5.2 (3) B: This section implies that the biosafety officer may be the person responsible for compliance with the regulation. The NIH Guidelines only require a biosafety officer for laboratories working with recombinant DNA at BSL-3 and BSL-4, and all laboratories engaging in large scale (greater than 10 liters) recombinant DNA research. Non-large scale recombinant DNA work at BSL-1 and BSL-2 does not require a biosafety officer. Also, the biosafety officer is not responsible for the institution's compliance. The biosafety officer facilitates compliance. The most senior leader of a company or institution is ultimately responsible for compliance. I recommend rewording this item to request a site-based emergency contact name and contact information, who is familiar with the work with recombinant DNA and biological agents taking place and has knowledge of the institution’s biosafety program.

Section 11.5.2 (3) K. a: I recommend replacing “biologicals” with "biological agents" to align with the definitions in Section 11.3.

Section 11.5.2. (3) K. a: This section indicates that immediate reporting is necessary for illnesses, spills, releases, or explosions involving recombinant DNA, biological agents or chemicals. Because the scope of this regulation is biological materials, I recommend removing both the requirement to report chemical-related incidents and the reference to explosions.

Section 11.5.2. (3) K. b: As written, the training program is applicable only to recombinant DNA. I recommend adding "biological agents" to the scope.

Section 11.5.2. (3) L. c: This section requires “a statement certifying the experiments conform with the Guidelines”. Note that non-recombinant work is not subject to the NIH Guidelines. I recommend replacing this with "a statement certifying that the experiments conform with all applicable regulations."

Section 11.5.2. (3) M: It is not evident what certifications from the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Department of Public Health (DPH) are being referenced. I am not aware of any biosafety-related certifications that are granted by MassDEP and DPH, so you may want to remove this section altogether.

Section 11.5.2 (3) O: Regarding sharps disposal, life science entities must comply with 105 CMR 480.000 that regulates the disposal of sharps. Thus, requiring a permit from the Town of Needham to dispose of laboratory sharps appears to be unnecessary. I do not know of any other local municipality that requires such a permit. I recommend removing this section altogether.

Section 11.5.2. (5): NIH does not register work with biological agents or recombinant DNA. I recommend removing the reference to NIH.

Section 11.9: I recommend replacing "BSL Standards" with "biosafety level" and indicating that a change in biosafety level requiring a variance would apply to laboratories seeking a BSL3 permit only.

Thank you for this opportunity to provide comments. I will be happy to review this in more detail with you and answer any questions you may have. Please do not hesitate to contact me at egilman@att.net.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Gilman Duane". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

Elizabeth (Betsy) Gilman Duane, MS, RBP, CBSP
Biosafety Consultant

Julie McCarthy

From: Julie McCarthy
Sent: Tuesday, March 14, 2023 2:47 PM
To: Julie McCarthy
Subject: RE: Comments on Article 11- Biosafety Regulation

From: Elizabeth Gilman Duane <egilman@att.net>
Sent: Tuesday, March 14, 2023 1:49 PM
To: Health Department <HealthDepartment@needhamma.gov>; Timothy McDonald <tmcdonald@needhamma.gov>
Cc: Elizabeth Gilman Duane <egilman@att.net>
Subject: Comments on Article 11- Biosafety Regulation

Hello,

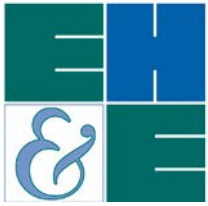
Please find attached a letter with an additional comment on Article 11, Biosafety Regulation. I will be happy to answer any questions you may have. I plan to attend the public hearing on Friday, March 17th.

Regards,

Betsy

Elizabeth (Betsy) Gilman Duane, MS, RBP, CBSP

Biosafety Consultant



March 14, 2023

Board of Health
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Board of Health Members:

Thank you for the opportunity to speak at the public hearing held on February 16, 2023, regarding the proposed revisions to Article 11, Biosafety Regulation (previously Article 11, Biotechnology Registration).

During the public hearing we discussed language in Section 11.5.1 regarding registration with the Needham Board of Health “prior to construction or renovation of a building to house life science laboratories.” You clarified that this will be a notification to the Board of Health and is not the same as the actual registration of a laboratory planning to work with biological agents and/or recombinant DNA. As we discussed, during the construction or renovation of a building it is often not known who the tenant or tenants will be. Thus, I recommend that Section 11.5.1 be further revised to provide that construction or renovation of laboratories will only require written notification by the landlord to the Board of Health.

Thank you for this opportunity to provide comments. I will be happy to review this in more detail with you and answer any questions you may have. Please do not hesitate to contact me at egilman@att.net.

Sincerely,

Elizabeth (Betsy) Gilman Duane, MS, RBP, CBSP
Biosafety Consultant

Julie McCarthy

From: Timothy McDonald
Sent: Thursday, February 16, 2023 12:43 PM
To: Julie McCarthy
Subject: FW: ARTICLE 11 - Biotechnology Registration_Draft 01.17.23

Follow Up Flag: Follow up
Flag Status: Flagged

Timothy Muir McDonald
He/Him/His ([What's this?](#))

Director, Needham Department of Health & Human Services

Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494

Public Health Division Office: 781-455-7940
Public Health Division Fax: 781-455-7922
Email: tmcdonald@needhamma.gov



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From: Christopher Heep <cheep@miyares-harrington.com>
Sent: Thursday, February 16, 2023 11:14 AM
To: Timothy McDonald <tmcdonald@needhamma.gov>
Subject: Re: ARTICLE 11 - Biotechnology Registration_Draft 01.17.23

Hi Tim. You had asked us to look at whether the information required under the Biosafety Regulations could be protected from disclosure under the Public Records Law.

We believe some of the information can be protected:

1. Emergency contact information. If the person is giving them their cell phone numbers, then we can redact under c.
2. Map/layout/security schematics etc. There is an *argument* that this information can be withheld pursuant to exemption n. The rules around n have changed recently, and it's subject to supervisor review (and the supervisor's office is increasingly difficult to work with), but we could certainly argue that this should be withheld (especially if it's a level 3 via a variance). This is an argument we would be comfortable taking to the Supervisor's office.

To the extent that we are trying to keep other trade secret/proprietary commercial information confidential (11.6.1), I don't think it will work under exemption g because it's being produced as part of a requirement for a

governmental benefit. I think the portion of the draft regulation where we promise confidentiality should be revised to instead read that in the event there is a Public Records Request that seeks proprietary information (and the lab needs to let us know what it considers proprietary), the Town will notify the lab and the lab has the 10 business days to try to get a court order to quash.

Here is some suggested language to that effect:

11.6.1. Information submitted to the Board or its agents may be subject to G.L. c.66. The Board will make good faith effort to withhold from release all maps, layout plans, security schematics and other information that may fall within the confines of G.L. c.4, §7(26)(n). Any institution seeking to qualify any record as confidential shall mark such record as “Confidential” so that the Board may inform the institution if the record is subject to a public records request and give the institution an opportunity to seek judicial relief within the 10-business day response period required by G.L. c.66.

Thanks, and please let me know if I can provide any additional information.
Chris

Christopher H. Heep

MiyaresHarrington - Local options at work

Miyares and Harrington LLP
40 Grove Street • Suite 190
Wellesley, MA 02482
Direct: 617.804.2422 | Main: 617.489.1600
www.miyares-harrington.com

This e-mail and any attachments contain attorney-client privileged material and are not subject to disclosure pursuant to the *Public Records Law*, M.G.L. c. 4, §7, cl. 26th and c. 66, §10. If you are not the intended recipient, please note that any review, disclosure, distribution, use or duplication of this message and its attachments is prohibited. Please notify the sender immediately if you have received this e-mail in error. Thank you for your cooperation.

From: Timothy McDonald <tmcdonald@needhamma.gov>
Date: Friday, January 27, 2023 at 1:35 PM
To: Christopher Heep <cheep@miyares-harrington.com>
Subject: ARTICLE 11 - Biotechnology Registration_Draft 01.17.23

Hi Chris.

Here is the draft BOH regulation that I mentioned.

Thanks,
TMM

Timothy Muir McDonald
He/Him/His ([What's this?](#))

Director, Needham Department of Health & Human Services

Rosemary Recreation Complex

178 Rosemary Street
Needham, MA 02494

Public Health Division Office: 781-455-7940

Public Health Division Fax: 781-455-7922

Email: tmcdonald@needhamma.gov



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**Board of Health
TOWN OF NEEDHAM
AGENDA FACT SHEET**



MEETING DATE: 03/17/2023

Agenda Item	Brief Updates: Accessory Dwelling Units, Claxton Field, NHA Preservation & Redevelopment Initiatives, and Opioid Trust Fund
Presenter(s)	Timothy McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will provide to the Board a brief update on Claxton Field, discuss whether the BOH wishes to issue a 2023 Policy Position statement on Accessory Dwelling Units (ADUs), highlight a presentation from the Needham Housing Authority which will occur at the BOH's April meeting, and remind the BOH about the financial warrant article that will be submitted to Town Meeting to financially organize the Opioid Trust Fund disbursements.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No vote is required at this time	
3.	BACK UP INFORMATION:
- Previously provided Claxton Field Packet - Brief Accessory Dwelling Unit Packet (2018 Policy Position, draft 2023 Policy Position) - Opioid Trust Fund, Town Meeting Warrant Article	



**Board of Health
TOWN OF NEEDHAM
AGENDA FACT SHEET**



MEETING DATE: 03/17/2023

Agenda Item	Brief Updates: Accessory Dwelling Units
Presenter(s)	Timothy McDonald, Director of Health & Human Services Lynn Schoeff, Accreditation Coordinator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald and Ms. Schoeff will provide background to the BOH about its 2018 Policy Position Statement on Accessory Dwelling Units and engage the Board in a discussion about whether to again issue a Policy Position Statement in response to the zoning bylaw that will be debated at 2023 Annual Town Meeting in May.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No vote is required at this time	
3.	BACK UP INFORMATION:
- 2018 Accessory Dwelling Unit Policy Position statement - Draft 2023 Accessory Dwelling Unit Policy Position statement	

	Current Zoning Bylaw	Proposed Zoning Bylaw
What is the vision?	Multi-generational living/caregiving to support families and elderly	Giving all properties the capacity to be income generating <u>in order to</u> financially benefit the owner and make rentals available in all parts on Needham
What is allowed?	Up to 850 sq. ft. one bedroom apartment that is in the <u>single family</u> residence	Up to 900 sq. ft. one bedroom apartment that is in the single family <u>residence</u> -Or- Up to 900 sq. ft. one bedroom detached apartment in a new or existing accessory building on the property
What is the process to put in an ADU?	Special permit (with notice and public hearing)	"By right" for apartment in the <u>single family</u> home (no notice or hearing). & Special permit for detached apartment (with notice and public hearing)
What setbacks are required?	Same as for single family home	apartment in home: Same as for single family home & apartment separate from home: Same as for accessory buildings (which could be as close as 5 feet from property line)
Who can live in ADU?	Family of Owner or Caregiver & family. Occupancy can be no more than 5 caregiver/family unrelated to Owner.	Any tenants under a lease of at least a year, or Family of Owner or Caregiver/family. Occupancy can be no more than five people unrelated to Owner.



Board of Health

Kathleen Ward Brown, ScD
Member

Edward Cosgrove, PhD
Vice Chair

Stephen Epstein, MD, MPP
Chair

Policy Position: Accessory Dwelling Units

The Needham Board of Health believes changing the Town's bylaws to allow accessory dwelling units is aligned with the Board's mandate from the Massachusetts General Court to protect the public health and wellness of the Town of Needham and all its residents. ^{1,2}

Needham lacks affordable, available, accessible, age-friendly housing. Over 50% of Needham seniors state that they would consider moving out of Needham due to the high cost of housing, while over 90% state it is somewhat, very, or extremely important for them to remain in Needham as they age. ³

Affordable, high-quality housing is linked to improved health. For example, when living in an affordable home, individuals can put more money towards nutritious food and health care, rather than housing. Additionally, stable, affordable housing reduces stress and improves mental health. ⁴

One approach to mitigate this issue is allowing accessory dwelling units. Accessory dwelling units – also known as “in-law” apartments – are defined as “a self-contained apartment in an owner-occupied single family home that is either attached to the principal dwelling or in a separate structure on the same property”. ⁵

Accessory dwelling units can be beneficial because they:

- Increase housing options while maintaining the physical character of the town
- Provide moderately-priced homes
- Help young and older adults and people with disabilities stay in town as their needs change
- Increase revenue: for homeowners through rental income; for the Town through greater tax revenue generated by added value to existing homes
- Decrease isolation and depression as older adults remain in the town where they have connections and live close to others ⁶

The Needham Board of Health recognizes the 68 cities and towns around Boston that have allowed ADUs in some capacity and stands with the Center for Housing Policy, AARP, and the Metropolitan Area Planning Council, among others, in support of accessory dwelling units.⁶ The Needham Board of Health agrees with a report for Needham's Public Health Division which states accessory dwelling units "are a low-impact, high-value way to address the problem of diminishing housing options".⁷

This Policy Position was discussed at a public meeting on October 18, 2018 and was formally adopted following a unanimous vote during a noticed public meeting, November 16, 2018.



Edward Cosgrove, PhD
Vice Chair



Stephen Epstein, MD, MPP
Chair



Kathleen Ward Brown, Sc.D.
Member

¹ M.G.L. ch. 111, s.31, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31>

² M.G.L. ch. 111, s.122, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122>

³ Needham Council on Aging and Needham Public Health Department. Assessment of Housing and Transit Options for Needham Seniors. 2016.

⁴ Maqbool N, Viveiros J, Ault M. The Impacts of Affordable Housing on Health: A Research Summary. Center for Housing Policy. 2015. Available: <https://www.rupco.org/wp-content/uploads/pdfs/The-Impacts-of-Affordable-Housing-on-Health-CenterforHousingPolicy-Maqbool.etal.pdf>

⁵ Massachusetts Executive Office of Energy and Environmental Affairs. Smart Growth/ Smart Energy Toolkit: Model Bylaw for Accessory Dwelling Units. (n.d.) Available: http://www.mass.gov/envir/smart_growth_toolkit/bylaws/ADU-Bylaw.pdf

⁶ Dain A. The State of Zoning for Accessory Dwelling Units. Pioneer Opportunity. 2018. White Paper No. 184. Available: https://pioneerinstitute.org/economic_opportunity/study-boston-area-communities-should-loosen-restrictions-for-accessory-dwelling-units/

⁷ Miara C. Accessory Dwelling Units: A Report for Needham Public Health Division. 2017.



NEEDHAM BOARD OF HEALTH



Policy Position: Accessory Dwelling Units

In 2018, the Needham Board of Health issued a policy position advocating for a change in the Town's zoning bylaws to allow accessory dwelling units in Needham.

The Board described its belief that allowing such units would make it possible for more seniors to continue living in Needham as they age, providing options for affordable, accessible, age-friendly housing.

Affordable, high-quality housing is linked to improved health for older adults. For example, when living in an affordable home, individuals can put more money towards nutritious food and health care, rather than housing. Stable, affordable housing reduces stress and improves mental health.¹ As such, the Board of Health believes that supporting accessory dwelling units is aligned with the Board's mandate from the Massachusetts General Court to protect the public health and wellness of the Town of Needham and all its residents.^{2,3}

In 2019, when the zoning bylaw was passed, accessory dwelling units were allowed in Needham with specific constraints. In addition to the usual stipulations that such units must be subordinate in size to the main dwelling and that it must be architecturally consistent with the original building, were other restrictions regarding who could, or must, live in the accessory unit. The bylaw required that accessory dwelling units be occupied by the owner, a direct (and defined) family member, or a caregiver. The Board of Health takes exception to that element of the bylaw.

The bylaw restricted residency to "persons who are related to an Owner or Caregiver by blood, adoption or marriage and who are related to such Owner or Caregiver as follows: spouse, parent, sibling, child, grandchild, or a spouse or child of any such resident".⁴ By so doing, the Town made two significant errors.

The bylaw ignored the reality of non-traditional families, those who come together by choice to form a domestic unit. Such domestic arrangements may consist of friends, extended family, or roommates, and may have occurred due to spousal death, infirmity, financial necessity, loneliness, or any other reason that people come together to create support.

The bylaw also discounted the financial needs of its older residents who live on fixed incomes and may no longer be able to afford the cost of living in Needham. For those individuals, being able to rent out an accessory unit could allow them to continue to live in the community they choose. Discounting this very real need was a mistake and can be rectified with another change to the zoning bylaw.

In a recent survey of Needham residents 60 years and older⁵,..... reported that they had added an accessory dwelling unit while _____ others said that they hadn't because of Town restrictions on who could live in such a unit.

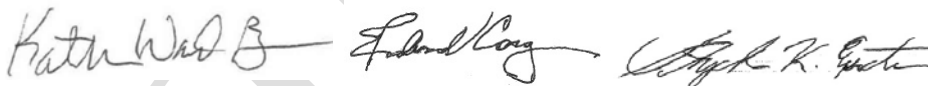
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The Needham Board of Health encourages changes to the bylaw that will:

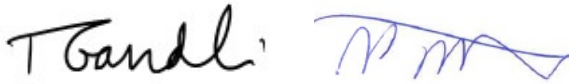
- o Increase housing options while maintaining the physical character of the town.
- o Provide moderately priced homes.
- o Help young and older adults and people with disabilities stay in town as their needs change.
- o Increase revenue: for homeowners through rental income; for the Town through greater tax revenue generated by added value to existing homes.
- o Decrease isolation and depression as older adults remain in the town where they have connections and live close to others.⁶

The Needham Board of Health stands with the Center for Housing Policy, AARP, and the Metropolitan Area Planning Council, among others, in support of accessory dwelling units.⁶ The Needham Board of Health agrees with a report for Needham's Public Health Division which states accessory dwelling units "are a low-impact, high-value way to address the problem of diminishing housing options".⁷

This Policy Position was discussed at a public meeting on _____ and was formally adopted following a unanimous vote during a noticed public meeting, Nov. _.



Kathleen Ward Brown, ScD Edward Cosgrove, PhD Stephen Epstein, MD, MPP



Tejal Gandhi, MD, MPH Robert Partridge, MD, MPH

¹ Maqbool N, Viveiros J, Ault M. The Impacts of Affordable Housing on Health: A Research Summary. Center for Housing Policy. 2015. Available: <https://www.nupco.org/wp-content/uploads/pdfs/The-Impacts-of-Affordable-Housing-on-Health-CenterforHousingPolicy-Maqbool.etal.pdf>

² M.G.L. ch. 111, s.31, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31>

³ M.G.L. ch. 111, s.122, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122>

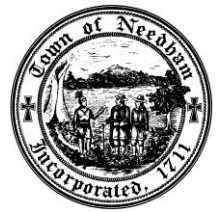
⁴ Needham Zoning Bylaw <https://www.needhamma.gov/DocumentCenter/View/21498/Accessory-Dwelling-Units-In-Law?bidId=>

⁵ Soon to be published as Senior....

⁶ Dain A. The State of Zoning for Accessory Dwelling Units. Pioneer Opportunity. 2018. White Paper No. 184. Available: https://pioneerinstitute.org/economic_opportunity/study-boston-area-communities-should-loosen-restrictions-for-accessory-dwelling-units/

⁷ Miara C. Accessory Dwelling Units: A Report for Needham Public Health Division. 2017.

draft



**JOINT MEETING
SELECT BOARD, PARK & RECREATION COMMISSION,
BOARD OF HEALTH, SCHOOL COMMITTEE, FINANCE
COMMITTEE & COMMUNITY PRESERVATION COMMITTEE
5:30 P.M. February 15, 2023
Needham Town Hall, Powers Hall + Zoom
Agenda**

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, 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 or click the link below to join the webinar: <https://us02web.zoom.us/j/88278879105>

One tap mobile: +13126266799,,88278879105#
Phone #: (312) 626-6799
Webinar ID: 882 7887 9105

5:30	Claxton Field Update
	Introductions
	Presentation Katie King, Assistant Town Manager/Director of Operations Carys Lustig, Director of Public Works Stacey Mulroy, Director of Park & Recreation Timothy McDonald, Director of Health and Human Services
	Board Discussion
	Q&A – open to the public



MEMORANDUM

TO: Select Board, Park & Recreation Commission, Board of Health, School Committee, Finance Committee, and Community Preservation Committee

FROM: Katie King, Assistant Town Manager/Director of Operations; Carys Lustig, Director of Public Works; Timothy McDonald, Director of Health and Human Services; Stacey Mulroy, Director of Park & Recreation

CC: Kate Fitzpatrick, Town Manager; David Davison, Assistant Town Manager/Director of Finance; Dan Gutekanst, Superintendent of Schools; Christopher Heep, Town Counsel

RE: Claxton Field Update

DATE: February 8, 2023

Board and Committee Members:

The Town is hosting a meeting on Wednesday, February 15 at 5:30 pm in Town Hall (Powers Hall) and via Zoom to update you and members of the public about upcoming soil testing at Claxton Field. This memo is aimed to provide foundational information in advance of that meeting.

Background

Claxton Field at 1380 Central Avenue includes two softball fields with an overlapping multi-purpose field, trail access, picnic tables, restrooms, and a parking lot. It had a playground area, which was recently removed. This site served as a burn dump prior to the development of the Recycling and Transfer Station in the 1950s/1960s. Claxton was redeveloped as a recreational facility approximately 60 years ago, when additional soil fill was brought to the site and leveled to create the existing fields.

For many years, the Park & Recreation Department and Department of Public Works (DPW) have identified Claxton Field as a priority for renovation within the Town's annual capital budget process, to upgrade the fields and amenities for Needham residents. There has been strong support from user groups, particularly from the softball community who have limited other field options in town. In 2019, the Park & Recreation Commission submitted a request for design funds to the Community Preservation Committee, which were approved at the October 2020 Town Meeting.

The Town engaged Weston & Sampson (W&S) to provide design, engineering, and environmental services for the renovation project. In December 2021, W&S conducted initial soil borings at Claxton for visual inspection to inform the design. This excerpt summarizes the boring results, which are consistent with the historical use of the site and its conversion to a field:

"The geotechnical engineer observed the subsurface materials to be fairly consistent across all locations. The top six (6) to twelve (12) inches below the grass surface appeared to be comprised of typical topsoil. Below the topsoil, ash, and various solid waste materials (glass, metal fragments, ceramic, wood) were observed intermixed with granular fill. The percentage of these components significantly increased at four feet below grade, at which point distinct layers of ash

were observed in select boring locations, at depths of up to approximately fourteen (14) feet below grade.”¹

From those initial borings, W&S recommended that the Town (1) sample additional shallow test pits to better define the thickness of topsoil materials throughout the site, including the playground area; (2) modify the renovation design to limit excavation of the deeper soil and incorporate proven mitigation strategies including capping the field with a geotextile barrier and bringing in additional fill to build up above that barrier; and (3) consider adding the playground area to the scope of the project. The Town agreed with the first two recommendations and directed W&S to move forward with the additional soil borings and a redesign of the project.

The modified design meant that elements of the renovation that required disturbing soil below the top 6-12 inches would no longer be possible including reorienting the Junior Varsity and Varsity fields to maximize site utilization and installing new field lights. The modified design maintains the current field orientation, modernizes the lights while keeping the existing stanchions, and ensures that amenities such as dugouts and spectator seating are anchored to concrete pads, rather than deep posts.

Modifying the design also meant that the Town could not meet the initial project timeline of completing construction for a Spring 2023 opening. Park & Recreation met with user groups and advanced an updated project schedule to: (1) keep softball at Claxton for 2023, while a conversion of McLeod Field at DeFazio from baseball to softball is constructed in the summer/fall 2023 to open in spring 2024 and (2) move softball to McLeod in 2024 while Claxton is renovated for a Fall 2024 opening. This updated schedule is subject to Town Meeting approval of requested FY24 capital funds for construction (\$1.3M for McLeod and \$1.78M for Claxton, \$1M of which also requires approval of the Community Preservation Committee).

In Spring 2022, W&S provided the Town with results from the second round of soil borings.² These samples showed that debris, including glass and plastic shards, was observed 4 to 7 inches below the playground surface. Out of an abundance of caution, the Town immediately removed the playground structures, placed additional soil on top, reseeded with grass and installed a temporary fence around the area. The borings also confirmed the presence of 10 to 12 inches of topsoil free of debris across the field areas, so the fields remained open and available for continued use.

Town staff and W&S discussed whether additional, voluntary testing to determine the chemical make-up of the soil was warranted. Staff recommended to the Park & Recreation Commission that no further testing be done based on these considerations:

- The borings found 12 inches of topsoil, free of debris, across the playing fields.
- Considering the historic use of the site and types of materials that may be present, W&S does not anticipate the generation of landfill gas or upward migration of the waste materials.
- The Town had already decided to modify the design, treating the subsurface materials as if contaminants are present and proactively adding in relevant mitigation strategies. These modifications include capping the fields with a geotextile barrier and building up on the site,

¹ See Addendum A – 1/27/2022 W&S memorandum

² See Addendum B – 09/22/2022 W&S memorandum

without creating surplus soil that would need to be removed offsite. The design will prevent digging beneath the 12 inches of clean fill into the known debris.

The initial soil borings showing topsoil followed by ash material was consistent with the site's history. Fundamentally, the borings did not provide any unexpected data, nor any new information that would prompt a higher-level of concern about the soil make-up compared to what we knew before the borings. The likelihood of contact with materials below the topsoil by children or other park users was considered unlikely. The change in the renovation design to include the geotextile membrane would further mitigate any risk.

In Summer 2022, a DPW contractor working on a nearby watermain project for the Town was given permission to use a portion of Claxton Field as laydown space. While preparing their laydown space, the contractor excavated some soil and piled it on-site with no advanced notice and without the Town's permission. This prompted outreach from a concerned resident to the Board of Health. DPW and the Public Health Department worked with W&S to identify appropriate mitigation strategies for the contractor to take to safeguard the site. All immediate strategies have been implemented with further work to be done by the contractor as the project is closed out.³

In December 2022, the Director of Health and Human Services was contacted by the MA Department of Environmental Protection (DEP). The agency had received a resident complaint through their enforcement portal. In subsequent meetings, DEP has requested that the Town perform further testing on the chemical make-up of the soil. While Claxton Field is not currently regulated under the Massachusetts Contingency Plan, which sets state reporting and mitigation requirements of landowners, DEP's position is that the Town has an obligation to test based solely on the site's historical use as a burn dump.

Upcoming Soil Testing

The Town has re-engaged W&S to undertake this additional soil testing. W&S has created a soil sampling plan, which has been sent to DEP for their review and approval. Once the plan is approved W&S will work to coordinate the timing of soil sampling and analysis. The intention is to complete the work as quickly as possible with the hope of having preliminary results by mid-March. Those preliminary results will help the Town to identify any changes in operation that may result or any follow-up testing needs.

It is the Town's understanding from speaking with DEP and W&S that there are four levels of possible outcomes from the testing. The first and fourth items are the least likely scenarios.

1. The testing finds that the Claxton site has no reportable contamination. This would allow the Town to consider renovation options to the field that would go beyond the topical approach of our current plan.
2. The testing finds some contamination⁴ at Claxton in the subsurface material, but no contamination in the surface material, allowing the surface to continue to be used. The Town will need to work with DEP and file information with them accordingly. The Town would work with W&S and DEP to ensure that appropriate safeguards are in place during the renovation project. Materials would be kept on site and appropriately capped.

³ See Addendum C – 10/12/2022 W&S memorandum

⁴ I.E. concentrations that require reporting to MassDEP

3. The testing finds some contamination at Claxton in the subsurface and surface material. The type of contamination may trigger the immediate closure of the fields. The Town will need to work with DEP and file information with them accordingly. The Town would work with W&S and DEP to ensure that appropriate safeguards are in place during the renovation project. Materials would be kept on site and appropriately capped.
4. The testing finds contamination at Claxton that would require the Town to close the facility and find a way to remove the contamination from the site. This scenario is unlikely as most mitigation processes prefer that materials not be relocated and would only do so in the most extreme circumstances.

Testing of the pile at the disturbed area will also be conducted and recommendations will be provided on how to manage the pile and appropriately cap the site.

The Town had been pursuing the renovation project assuming that the outcomes in scenario 2 were likely and included this mitigation in the original project.

W&S and their Licensed Site Professional will provide Needham guidance through this entire process in managing the site as it currently stands and any future construction project on the site.

Relocation Plan for Activities

Since we will not know the outcome of the soil testing until close to when NHS Softball begins its season, we have proactively made plans to relocate NHS Varsity Softball to the fields at Broadmeadow School and JV Softball to Avery Field. This will provide predictability for the teams' games and practices. The fields will be updated, groomed, and prepared for the high school teams by DPW's Parks and Forestry division prior to the beginning of the season.

Car washes will be moved to Needham High School.

The Park & Recreation Department will work with all other user groups to identify alternative locations for activities that are normally scheduled at Claxton Field. If testing results conclude that the field can remain open, Park & Recreation will be in touch with each group to coordinate a return to Claxton Field versus remaining at an alternative location.

Questions about Health

Needham's public health staff and elected officials worked with contracted experts to research other communities where similar site mitigation efforts have occurred to better understand possible exposures and any known health impacts. Acknowledging that it is impossible to perform a detailed risk calculation for Claxton Field use until test results are known, there are some commonalities and best practices identified by MA DEP and other communities that will serve to guide our initial work.

For instance, it intuitively makes sense that children and adults who are playing on the Claxton Fields are most likely to be exposed to surface soil and not soil that is at depth. Therefore, since a layer of approximately 12 inches of likely clean topsoil overlays the ball fields, it is likely that exposures to potential contaminants in the ash and solid waste materials in deeper soil has been minimal.

Needham's contractor, Weston & Sampson, will collect samples from both the surface and subsurface soils to determine the contaminants that may be present in soil at the property and their

concentrations. Potential contaminants that are typically present at former burn dumps include polycyclic aromatic hydrocarbons and metals. The Town will be able to provide more information on the potential health risks and toxicity once we have data indicating the substances that are present and the concentrations of those substances.

The exact combination of mitigation measures that will be put into place to ensure the health and safety of the community will be developed by the Town of Needham and its contracted vendor, Weston & Sampson, in consultation with MA DEP. Initial plans (developed pre-testing) included laying down a large geotextile membrane on the site and then importing additional clean fill on top of the membrane; this is a proven strategy to mitigate risks from solid waste materials and it has been implemented in a number of parks and fields throughout the Commonwealth.

Next Steps

Late-February W&S will be on-site to take additional soil samples. Specific date to be determined based on DEP approval of the sampling plan and testing equipment availability.

Mid-March Preliminary results

The Town will schedule a second Joint Board/Committee meeting to update members and the public on the results of the soil testing. The results will also inform next steps on the pending FY24 capital budget request for Claxton construction funds prior to May Town Meeting.

Addendums

- A. 1/27/2022 W&S memo
- B. 9/22/2022 W&S memo
- C. 10/12/2022 W&S memo

MEMORANDUM

TO: Ed Olsen – Superintendent, Parks and Forestry Division, Carys Lustig – Director of Public Works, Stacey Mulroy – Director of Park and Recreation (Town of Needham)

FROM: Cass Chroust (Weston & Sampson)

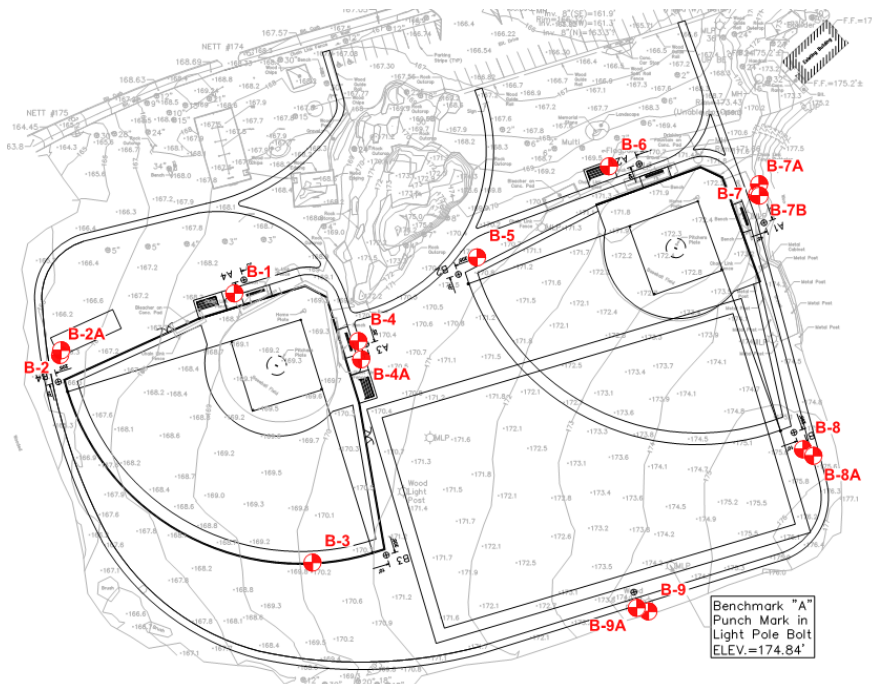
DATE: January 27, 2022

SUBJECT: Claxton Field Environmental Summary and Improvement Recommendation

The Town of Needham retained Weston & Sampson to provide design services for improvements at Claxton Field, located at 1421 Central Avenue. The site is the location of two (2) softball fields with an overlapping rectangular field in the eastern outfield area, sports field lighting, a playground area, a support building, and parking lot. The Town is looking to renovate the athletic facilities at Claxton to be on par with the performance of other facilities in Town which includes grading refinements to the infields and outfields, new dugouts and player benches, new backstops, new outfield fencing, and ADA improvements including a new perimeter pathway for multi-generational use.

Investigation Results Summary

As part of the geotechnical analysis related to new sports lighting foundations, a series of eleven (11) subsurface soil boring explorations were conducted across the site on December 7th, 2021, by Seaboard Drilling and observed by a Weston & Sampson geotechnical engineer. The borings were advanced to depths of up to eighteen (18) feet below current grade and were logged in the field by the geotechnical engineer during advancement. Approximate boring locations are depicted on the figure below.



Prior to initiating the field investigation program, Weston & Sampson was provided anecdotal information from Town representatives regarding the site's historical use as the Town's burn dump prior to the development of the Needham Recycling and Transfer Station in the 1950s / 1960s. The site was never registered with the MassDEP Solid Waste Division either during its operation or following redevelopment as a recreational facility approximately 60 years ago.

The geotechnical engineer observed the subsurface materials to be fairly consistent across all locations. The top six (6) to twelve (12) inches below the grass surface appeared to be comprised of typical topsoil. Below the topsoil, ash and various solid waste materials (glass, metal fragments, ceramic, wood) were observed intermixed with granular fill. The percentage of these components significantly increased at four feet below grade, at which point distinct layers of ash were observed in select boring locations, at depths of up to approximately fourteen (14) feet below grade. Groundwater was observed at depths between eight (8) to ten (10) feet.

The presence of these materials is consistent with the known site history as a municipal burn dump. Note that samples of the materials were not collected for laboratory analysis at the time of boring advancement, and as such, specific information / knowledge regarding the chemical makeup of the materials has not been obtained for the site and is currently unknown. However, based on our experience with similar sites it is likely that metals (lead, arsenic, chromium, etc.) and / or Polycyclic Aromatic Hydrocarbons (PAHs), commonly associated with ash deposits will be present at concentrations in excess of concentrations requiring reporting to MassDEP.

Regulatory Implications

As laboratory analytical results for the subsurface materials have not been obtained, a reporting obligation to MassDEP does not currently exist. However, should earthwork associated with the project require excess materials to be disposed off-site, analytical testing would be required to support acceptance at a disposal facility. Based on this need for sampling, the initially proposed park design (including deeper excavations for light poles, backstops, fencing, etc.) is likely to result in reporting to MassDEP. Following reporting, MassDEP would assign a Release Tracking Number (RTN) and the site would be regulated going forward under the Massachusetts Contingency Plan (MCP). The MCP would require additional assessment, and potentially remediation, to achieve site closure. From our experience with similar projects, this process would likely require multiple years, with considerable cost implications for the Town.

Reporting to MassDEP could be avoided by eliminating off-site disposal of excess materials.

Recommendations and Potential Path Forward

Based on the findings for the site as described above, we recommend the following:

1. Excavation of additional shallow test pits (approximately 12 inches below grade) to better define the thickness of topsoil materials throughout the site, including if ash and solid waste materials are present. We recommend that these test pits also include excavations in the playground area of the site since the final condition and thickness of the existing engineered wood fiber mulch and presence of any other materials is unknown.
2. Modify proposed project design to limit the depth of excavation to approximately six inches, reuse existing topsoil, and import new fill material to build up the finished grade above current elevations. When subgrade is exposed, install a geotextile membrane across the site and limit site improvements to above this membrane. Exclude deeper excavations related to fencing, backstops, and sports lighting.
3. Based on this assessment, the Town should consider expanding the scope of work to include improvements to the playground and new poured-in-place rubber surfacing to serve as a more durable surface above potential waste materials that may be present below the playground.

Risk to Current Park Users

As specific chemical concentrations have not been obtained for the site, a detailed risk calculation for current park users cannot be performed. Based on the observed presence of competent natural turf and underlying topsoil, contact with waste materials by children or other park users is considered unlikely, but cannot be ruled out. The additional test pitting will serve to confirm that this separation exists under current conditions. Note that the test pitting in the playground (and potential future improvements to this area) is recommended as a conservative measure. The proposed geotextile membrane is a proven strategy to further mitigate risks posed by the solid waste materials, which has been implemented in numerous parks and other settings throughout the state effectively. As such, this alteration to design would be considered sufficient for risk mitigation within the limits of the covered area assuming the current use of the fields continues.

Impacts to Project Schedule

The original project schedule intended to develop a complete and detailed scope with cost estimate for funding applications through the Community Preservation Committee by February 2022 and contract level design documents for permitting review in March 2022, all of which would enable the Town to go out to bid in June 2022 after Town Meeting approval in order to complete construction by the Spring of 2023. However, the information discovered through the field investigation requires additional consideration by the Town to determine appropriate next steps related to short- and long-term utilization of the facility and disrupts the funding and permitting process required to keep this project on that accelerated timeline.

Modifying the design approach as recommended above could reduce the impact to the project schedule and cost overages and a complete and detailed scope with cost estimate may be available for review by the Community Preservation Committee for the Special Fall Town Meeting in 2022 should the committee accept the application off-cycle. This would allow for bidding and construction to commence in November or December of 2022, pending results of the hand-dug test pits. If the Town elects to pursue the recommended approach, Weston & Sampson would provide a more detailed project schedule for consideration.

MEMORANDUM

TO: Ed Olsen – Superintendent, Parks and Forestry Division, Carys Lustig – Director of Public Works, Stacey Mulroy – Director of Parks and Recreations (Town of Needham)

CC: Katie King – Assistant Town Manager / Director of Operations (Town of Needham), Gene R. Bolinger, RLA, Cass Chroust, RLA (Weston & Sampson)

FROM: Lee Koska, PE (Weston & Sampson)

DATE: September 22, 2022

SUBJECT: Claxton Field Environmental Investigation Summary and Recommendations

The Town of Needham retained Weston & Sampson to complete excavation of additional shallow test pits to better define the thickness of topsoil material at Claxton Field. Additional shallow test pits were recommended by Weston & Sampson as a part of our *Claxton Field Environmental Summary and Improvement Recommendation Memorandum* dated January 27, 2022. At the request of the Town of Needham, Weston & Sampson completed these additional shallow test pits to further define the depth of ash and various solid waste materials identified during a geotechnical investigation program.

Site Location & Description

Claxton Field is located at 1421 Central Avenue in the Town of Needham, Massachusetts, as shown in Figure 1 – Locus Map. Historically, the site was used as the Town's burn dump prior to the development of the Needham Recycling and Transfer Station in the 1950s / 1960s. The burn sump was never registered with the MassDEP Solid Waste Division either during its operation or following redevelopment as a recreational facility approximately 60 years ago. Currently, the site is the location of two (2) softball fields with an overlapping rectangular field in the eastern outfield area, sports field lighting, a playground area, a support building, and parking lot.

During a geotechnical investigation program conducted by Weston & Sampson at the site on December 7, 2021, ash and various solid waste materials (glass, metal fragments, ceramic, and wood) were observed intermixed with granular fill materials underneath topsoil. A significant increase in ash and various solid waste materials was observed at four (4) feet below ground surface (bgs).

Shallow Test Pitting Activities and Results

On March 15, 2022, Weston & Sampson mobilized to the site to conduct twenty-one (21) shallow test pits using a hand auger. A summary of shallow test pitting results are outlined below. Full test pit descriptions are provided in Table 1.

Park Test Pitting Results

Fourteen (14) test pits were conducted to two (2) feet bgs and were spread throughout the site based on a roughly 140' by 120' grid. One (1) test pit, PB-4, could not be completed due to frozen ground cover. The top 10 to 12 inches consisted of topsoil / loam which was composed of brown, fine to coarse sand with varying amount of clay, silt, and gravel. Topsoil / loam was underlain with fill material consisting of fine to coarse sand with varying amount of silt, glass, ash, metal, and porcelain. See Figure 2 – Site Plan for test pit locations.

Playground Test Pitting Results

Six (6) test pits were conducted to two (2) feet bgs or until the geotextile landscaping liner beneath the playground area, whichever was shallower. In test pits PG-3, PG-4, and PG-5 the top 10 inches consisted of topsoil / loam or sand. Topsoil / loam was composed of brown, fine to coarse sand with varying amount of clay, silt, and gravel and underlain with fill material consisting of fine to coarse sand with varying amount of silt, glass, ash, metal, and porcelain. In shallower test pits, PG-1 (0-6"), PG-2 (0-7"), and PG-6 (0-4"), topsoil / loam was underlain by a geotextile landscaping liner. See Figure 2 – Site Plan for test pit locations.

In general, topsoil / loam was at least 10 to 12 inches thick across the site except in areas where a geotextile landscaping liner was identified. In areas where the geotextile landscaping liner was identified topsoil / loam or sand was at least 4 and 7 inches thick. Ash and solid waste material was generally started around 10 or 12 inches bgs or directly below the geotextile landscaping liner (4 to 7 inches bgs).

Attachments:

Figures

Tables

October 12, 2022

55 Walkers Brook Drive, Suite 100, Reading, MA 01867
Tel: 978.532.1900

Timothy McDonald
Director of Health and Human Services
Town of Needham
Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494

Re: **Central Avenue Utility Work Laydown Area
Claxton Field, Needham MA**

Dear Mr. McDonald:

Weston & Sampson Engineers, Inc. (Weston & Sampson) was contacted by the Town of Needham due to a resident complaint regarding health and safety implications from dust and other exposures to potentially impacted soils at Claxton Field (the site). Specifically, concerns were raised due to the current use of a portion of Claxton Field as a laydown area for ongoing construction activities within Central Avenue. The laydown area was previously used as a playground which was removed following identification of solid waste materials and ash below the grass / topsoil and play areas at the site.

Weston & Sampson performed a series of subsurface investigations in 2022 to support proposed field improvements. These investigations identified approximately 6 to 12 inches of topsoil beneath the existing grass surface. Ash deposits and solid waste materials including glass, metal fragments, ceramics and wood were observed beneath the topsoil, generally intermixed with granular fill within the top few feet. These waste materials generally increased in prevalence with depth. Laboratory analytical samples of these materials were not collected as part of the subsurface investigations, however based on our experience with similar sites, it is believed that the soil and waste materials may be impacted with metals (lead, arsenic, chromium, etc.) and Polycyclic Aromatic Hydrocarbons (PAHs), commonly associated with ash deposits.

In light of the observations of soil with ash and waste materials and reported disturbance and stockpiling of surficial soils within the laydown area, Weston & Sampson mobilized to the Site to observe current conditions. The results of our reconnaissance and recommendations for additional actions are provided below.

Site Reconnaissance

On September 27, 2022, Weston & Sampson mobilized to the site to observe the laydown area and stockpiled materials. A photolog documenting conditions at the time of our reconnaissance is provided as Attachment A. The laydown area consisted of bare earth, surrounded by three-foot snow fencing on the southern side, and the existing chain-link fencing on the northern side along Central Avenue. An approximately 200 cubic yard stockpile site soil was observed adjacent to the entrance gate, which contained visible glass, brick, and metal fragments. These materials were considered to represent approximately less than 5% of the stockpile volume. The stockpile was not covered at the time of our Site visit. No ash or other evidence of waste materials was observed beyond the above.

Weston & Sampson contacted Mr. Paul Bunker of Revoli Construction to discuss the existing stockpile. Mr. Bunker indicated that the laydown area was recently cleared, with approximately one foot of surficial material (grass sod and topsoil) scraped to prepare the area. This material was stockpiled, with the intention of spreading it over the laydown area following construction to restore previous grades. Mr. Bunker estimated that the ongoing Central Avenue utility work would continue for approximately two months prior to restoration and turnover to the Town.

Recommendations

Based on the site history and our observations of the laydown area, we provide the following recommendations as a conservative measure:

- Install competent fencing to restrict public access to the laydown area (i.e., conventional construction fencing rather than the existing three-foot snow fence),
- Cover the soil stockpile to prevent migration of wind-blown dust and dermal contact,
- Prevent further excavation into the waste materials to minimize additional disturbance,
- Utilize dust control measures, potentially including wetting of the exposed soil surface during soil handling,
- Remove visible soil from truck tires prior to leaving the laydown area, and perform additional street sweeping, as needed, and,
- Following spreading of the stockpiled soil at the end of construction, place at least six inches of additional imported loam over the previously stockpiled soil prior to reseeding the area during the 2023 spring growing season.

Should you have any questions regarding the findings of this assessment, please contact the undersigned at (978) 532 – 1900.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Lee Koska, PE
Project Manager

Attachments:

Attachment A: Photolog



Photo 1. Stockpiled topsoil from laydown area.



Photo 2. Glass, metal debris observed in stockpiled topsoil.



Photo 3. Laydown area overview, stockpile indicated by red arrow.

**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 likely be between \$40,000 and \$70,000 per year.

V2024

Payments To Date

Distributor Payment Year 1	\$35,889.26	7/15/2022
Distributor Payment Year 2	\$37,717.86	9/30/2022
Janssen Payment Year 1	\$12,776.81	11/2/2022
Janssen Payment Year 2	\$29,808.55	11/2/2022
Janssen Payment Year 3	\$23,858.10	11/2/2022
Janssen Payment Year 4	\$36,633.19	11/2/2022
Janssen Payment Year 5	\$40,603.99	11/2/2022
	<u>\$217,287.76</u>	

FY 24 Payments Planned to Date

Allergan Payment Year 1	\$13,797.71	7/15/2023
CVS Payment Year 1	\$15,335.90	6/30/2023
CVS Payment Year 2	\$12,226.55	6/30/2024
Distributor Year 3	\$37,717.86	7/15/2023
Janssen Payment Year X	\$0.00	7/15/2023
Teva Payment Year 1	\$12,470.84	7/15/2023
Walgreens Payment Year 1	\$17,992.53	TBD
Walgreens Payment Year 2	\$11,876.27	12/31/2023
Walmart Payment Year 1	<u>\$20,239.81</u>	7/15/2023
	<u>\$141,657.47</u>	

* FY23 payment but after Town Meeting

* Note: Most of the funds are to be paid in Years 1-3, with smaller payments to follow in Years 4-6. Annual payment amounts will be determined by statewide municipal participation rate. This is a conservative estimate of the Year 1 allocation.



NEEDHAM PUBLIC HEALTH DIVISION



Staff Introductions

March 2, 2023

Taleb Abdelrahim:

Taleb joined Needham Public Safety in December 2019 as Emergency Management Support intern. In March 2020, he moved to Public Health in response to COVID-19-19. He has been supporting the Medical Reserve Corps & Emergency Preparedness programs.

Previously, Taleb worked five years as a Second Mates in oil tanker, liquid petroleum gas, and more ships, for various shipping companies. During his seagoing he assumed safety officer responsibilities on board ships.

Taleb is a graduate of the Arab Maritime Academy in Alexandria, Egypt, earning a Bachelor of Science in Maritime Transport - Nautical Technology and Second Mates of Vessel Operations. He has also earned a Master of Science in Emergency Management from the Massachusetts Maritime Academy.

Roland Abuntori

Roland began working at NPHD in February 2022 as a part time environmental health agent in the Shared Public Health Services program. He is currently studying for a master's degree at the Harvard T.H. Chan School of Public Health. Prior to graduate school, Roland worked as an Environmental Health and Safety Specialist with the Florida Dept. of Health in Miami where he was responsible for ensuring health and safety compliance in hospitals, clinics, pharmacies, and tattoo parlors across the Dade County. He also worked as a COVID-19 investigator-contact tracer. He earned his bachelor's degree in Environmental Health from East Central University in Oklahoma. Roland is credentialed by the National Environmental Health Association as a Registered Environmental Health Specialist and Registered Sanitarian.

In his free time Roland likes to go to the movies or play soccer with friends.

Diana Acosta

Diana Acosta, the Shared Public Health Services Grant Project Manager, has been with NPHD since August 2017 after earning her MPH from Boston University in May of that year. In the final semester of graduate school, Diana was the Environmental Health Intern for the Brookline Health Department. In her time in Needham, she has earned her Registered Sanitarian/Registered Environmental Health Specialist, ServSafe Food Protection Manager, Certified Pool Operator, MA PHIT Housing Inspector, Soil Evaluator, and Title 5 System Inspector certificates. She enjoys attending various conferences like NEHA and AFDO's respective Annual Educational Conference to continue learning about the field and improving her work.

Before falling into the public health field, Diana studied and worked in marine biology. As an undergrad, she worked with a lab which led her to work in Belize for two summers where she worked primarily underwater using scuba, diving throughout the entire Belizean Barrier reef, the second largest barrier reef in the world. Diana was also able to spend a semester in the rainforests of Far North Queensland in Australia.

Michaela Bucca

Michaela joined NPHD in November 2021 as a part time contact tracer for Medfield, Dover, and Needham. She received her bachelor's in public health in 2015, and she is particularly interested in emergency management. Prior to joining Needham, Michaela worked with Medical Reserve Corps, FEMA Corps, Father Bill's Place, EMS, the National Preparedness Leadership Institute at Harvard School of Public Health, NYC Emergency Management, and as a contact tracer for Boston University.

In her spare time, Michaela enjoys skiing, cooking with her crockpot, and watching Patriots and Bruins games.

Hanna Burnett

Hanna Burnett joined Needham Public Health in September 2020 as a part time public health nurse. She received her bachelor's in nursing science in Finland in 1998. She has lived in MA since 2005 and has worked in the ICU at St. Elizabeth's hospital for most of her American nursing career. As a foster parent she saw that education, proper resources, and compassionate support offered at the right time could drastically improve the overall health of whole families. Feeling a growing desire to promote health in a community setting she entered a Master of Public health program through Liberty on 2019 and graduated this past summer. Talk about good timing! Hanna is very excited to be part of an enthusiastic group of professionals whose goal is to improve the health of Needham residents.

Hanna and her husband have three children of their own. She also enjoys playing tennis and reading books. One of her favorite books has been Hold on to Your Kids by Gordon Neufeld & Gabor Mate.

Virginia Chacon-Lopez

Ginnie joined the Needham Public Health Division in January 2023 as the full-time public health nurse and was in her final semester of her MSN Public and Population Health Program at Worcester State University. Prior to joining Needham, Ginnie worked with the pediatric and adolescent population in primary care and inpatient psychiatry for ten years. She also did contact tracing for Providence College during the 2020-2021 school year and worked with the Visiting Nurse Association to conduct flu vaccine clinics in Boston and COVID testing for healthcare workers. Ginnie also completed a practicum with the Medfield Board of Health.

Ginnie hopes to be able to make a difference in Needham community, particularly when it comes to the mental health and physical wellbeing in the youth and teen populations, through education, prevention, and health promotion.

Lydia Cunningham

Lydia joined the Needham Public Health Division as a Substance Use Prevention Coordinator in January 2023. She received her Bachelor of Science in Public Health in 2021 from the University of Massachusetts in Lowell, and her Master of Public Health from the Boston University School of Public

Health in December 2022. Lydia is also a Certified Health Education Specialist (CHES) as of January 2023. Prior to joining NPHD, she worked several part time jobs, most recently as a health educator with Peer Health Exchange, teaching students from 7-12th grade in Lynn, West Roxbury, and Charlestown, MA. She is passionate about health education, health equity, and empowering young people, and hopes to continue working towards these goals in Needham.

In her free time, Lydia enjoys painting, reading, yoga, and going on long walks and hikes with her husky Yobe and lab Lucy!

Monica DeWinter

Monica is a Program Coordinator for the Drug Free Communities (DFC) Grant since November 2015. She works within the Public Health Division's Prevention Team to fulfill annual DFC reporting requirements and to support the mission of the Prevention Team. Monica also oversees the work of Substance Prevention Alliance of Needham (SPAN), a coalition supporting substance use prevention among Needham youth.

Monica received her Master's in Public Health from Boston University during which time she was a Program Coordinator at Slone Epidemiology Center for the Thalidomide Survey for 7 years. Her most interesting job was what led her to public health - as an outreach worker for Salud Medical Center in Woodburn, OR, where she worked with Mexican migrant workers and children and where she became proficient in Spanish.

Monica and her husband Michael both grew up in Needham and they have two daughters, Kathleen and Amy.

Tara Gurge

Tara has worked in the Environmental Health unit since May 2000, first as the Environmental Health Agent and since 2017, as Assistant Public Health Director for Environmental and Community Health.

Tara holds a Bachelor of Science degree in Environmental Science, a Master of Science Degree in Public Health, and is a MA Registered Sanitarian. She is also a Technical Advisor and Peer Reviewer for the National Environmental Health Association. Her work in the field has included internships at the New England Interstate Water Pollution Control Commission and the Mass Department of Environmental Protection as well as a two-year fellowship at the Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health (CDC/NIOSH).

Tara is married and has three wonderful children – Daniel, Benjamin, and Caroline, and has two cats (Sweet Pea and Brewster) and has recently adopted a rescue puppy named Bailey.

Rebecca Hall

Rebecca begins as the new Traveling Meals Program Coordinator on March 7, 2022. Her undergraduate degree is from Western Michigan University, and she has an MBA from Babson College. Rebecca has worked in marketing and client service experience in large and small organizations. Her clients have ranged from individual customers to multimillion dollar corporations.

In recent years, Rebecca operated a home-based baking business specializing in decorated sugar cookies for special occasions.

Jazmine Hurley

Jazmine began working at Needham Public Health in 2021 as a program coordinator with the STOP Act program. Prior to coming to Needham, Jazmine spent three years working in housing navigation and case management with people experiencing homelessness.

Jazmine has undergraduate degrees in Sociology and in Health, Society, and Policy from the University of Utah. She is currently enrolled in a Master of Social Work program at Boston College. Jazmine's experience in public health includes research on college student contraception use, perceptions of mental health, intimate partner violence training, patient adherence, and the prevalence of past torture within new refugee populations.

Previously, Jazmine was a professional ballet dancer, and has since found passion in yoga, bouldering, and hiking. She and her cat, Mr. Bento, have recently relocated from Vermont and are excited to explore Needham and the surrounding areas.

Jessica Kent

Jessica joined the new Accreditation Team in March 2022. She has a Bachelor of Arts in Public Health with a minor in Data Analytics from Regis College and is currently an MPH candidate at Purdue University. She came to Needham after working for the Town of Provincetown where she supervised teams of interns working on public health projects. Jess also worked on Covid response in Provincetown and as an intern at the U.S. Food and Drug Administration.

Jess has worked in the private sector, at HealthDrive Corporation, where she drafted policies, conducted audits, and provided training geared toward ensuring compliance with industry standards for a behavioral health facility.

Adopted from Cambodia, Jess was raised in Needham. She is passionate about diversity and giving back to the community. Jess enjoys spending time with her family, friends, and two sweet dogs! If she could, she'd spend every day at the beach or out sailing.

Michael Lethin

Michael joined the Town of Needham in August 2020 as the Emergency Management Administrator. Prior to coming to Needham, Michael worked as an Emergency Manager in the Massachusetts Air National Guard, and he continues to serve in the Air Guard as a reservist in the Office of the Inspector General. He also previously worked as an emergency preparedness intern at the Boston Public Health Commission, reviewing and updating point of distribution plans. Michael received a BA in Political Science from Wheaton College and an MS in Security Studies from the University of Massachusetts, Lowell.

Michael enjoys exploring new places in Boston and is an avid reader of science fiction.

Angela MacDonnell

Angi has been a project coordinator for the Needham Public Health Department since November 2020 when she joined the Prevention Team to oversee the Vaping Cessation Program at Needham High School. Today Angi supports the Substance Prevention Alliance of Needham (SPAN), the coalition of community stakeholders who support youth and their families in making healthy choices.

Angi spent 20 years working in information technology. It was her role as Technical Support Coordinator at the Holyoke Health Center in Holyoke, MA that introduced her to public health. Angi is a person living in long-term recovery, and she brings over twenty-five years of lived experience to her prevention work.

In her 20's Angi had a job cleaning houses in western Massachusetts, among them Emily Dickinson's house. Years later she was a student at Mount Holyoke College and took a poetry class in her home.

Julie McCarthy

Julie joined Needham Public Health as the epidemiologist in November 2021. She holds a B.S. in Biology and M.S. in Infectious Disease and Global Health. After receiving her master's degree, she worked in a variety of roles in a Lyme disease lab at Tufts Medical School, beginning with work on a clinical trial that entailed placing uninfected larval ticks on willing participants. Julie then worked with Lyme disease vaccine candidates, and later became the lab manager and data analyst, working on RNA sequencing data generated from a variety of projects within the lab. Ultimately, an interest to use data science in more real-world applications to directly benefit the health of communities around her lead her to Needham.

She lives in Franklin, and enjoys reading, running, and yoga, and going on long walks and hikes with her husband!

Cindi Melanson

Cindi joined the new Accreditation Team in March 2022 after serving as the Director of Administration at the Harvard T. H. Chan School of Public Health for the past 9.5 years. Cindi also worked at the Centers for Disease Control and Prevention from 1999-2012 in many capacities including, as Branch Chief (Policy and Practice Fellowship and Public Health Prevention), Senior Health Scientist and Deputy (Office of Public Health Research), and Public Health Advisor.

Cindi enjoys being active, traveling, and having fun with her family. As an avid coffee and tea drinker, she has a growing collection of annual holiday ornaments from Starbucks.

Timothy Muir McDonald

Tim serves as the Director of Health & Human Services in the Town of Needham, a position he has held since 2017. Prior to this role, Tim served as the Town's Public Health Director for a little over two years. Before that he served in a variety of emergency planning and management roles at the Massachusetts Department of Public Health, the Conference of Boston Teaching Hospitals (COBTH), and Boston's Office of Homeland Security (now Office of Emergency Management).

Timothy holds a bachelor's degree in Government from Harvard College and a master's degree in public administration from the Harvard Kennedy School. He completed the HKS-HSPH National Preparedness Leadership Initiative executive training course in 2012. He is passionate about how a responsive government can make a difference and improve the lives of its people.

Tim enjoys taking walks in the Arnold Arboretum with his wife, which is right down the street from his house on Peters Hill in Roslindale.

Karen Mullen

Karen Mullen worked in sales, marketing, and communication for twenty years prior to her work with the Needham Public Health Division. Karen grew up in New Jersey and is a graduate of Boston College, where she earned her BS in Business and Marketing, and Bentley University, where she earned her MBA.

Karen is a Needham resident whose two children attended Needham Public Schools. She has worked on the Substance Use Prevention team since 2011. Karen works primarily in the schools as the advisor to the Needham High School club *Students Advocating Life without Substance Abuse* (SALSA). She is proud to support the hundreds of Needham teens who have chosen to make their health a priority by educating and advocating for their peers about prevention, health, and wellness.

Karen and her husband Rich rescued Rosie, a puppy from the South who has brought much joy and excitement to their previously empty nest!

Monica Pancare

Monica has her CP-FS and has been a part-time Environmental Health Agent conducting risk-based food inspections since December 2018. Monica's unique background in food service management and culinary operations allows her to provide subject matter expertise, technical assistance, and regulatory compliance in food service establishments. She is a Chef graduate of The Culinary Institute of America and received her Bachelor of Science degree in Restaurant Management from Florida International University.

In 2009, Monica went back to the "classroom" in Napa Valley and completed her first level of wine accreditation and achieved the status of certified wine professional (CWP). In her spare time, Monica enjoys cooking, restoring vintage Weber grills, mini car trips, and spending time with family.

Kristan Patenaude

Kristan lives in Amherst, New Hampshire, and has worked for the past six years there as the Town's main meeting secretary for nine boards/commissions. She has previously completed her master's degree in Environmental Science/Journalism at Green Mountain College in Vermont. She lives with her two children, and two cats.

Recently, Kristan has been considering branching out and creating an LLC, as her minute taking business has expanded. She currently takes the minutes for nine different towns: Amherst, NH; Lebanon, NH; Charlestown, NH; New Boston, NH; Falmouth, MA; Boxborough, MA; Lexington, MA; Guilford, CT; and, of course, Needham, MA. Kristan loves learning about new municipalities and their inner workings.

Carol Read

Carol Read, Certified Prevention Specialist, has been working on substance use prevention with the Needham Public Health Division since 2008 when she began doing community outreach. She was the program director and grant manager for Drug Free Communities from 2009-2015 and is now managing a state-funded grant program with the towns of Dedham, Norwood, and Westwood. The grant is Massachusetts Collaborative for Action, Leadership, and Learning, better known as “MassCALL3”, and it supports underage substance use prevention work.

Carol has a Master of Education in Counseling – Substance Abuse. She is currently a member of the Board of Health in Medfield, where she has lived for 30 years.

Lynn Schoeff

Lynn came to Needham Public Health Division in 2016 after it was clear that “retirement” wasn’t working for her. Lynn’s 40-year career began as a therapist working with adolescents, families, and substance abusers. She then ran a school-based health center in an urban high school, managed community health programs for a city health department, and directed emergency preparedness programs for a complex system of hospitals and public health departments.

Lynn currently works on public health accreditation, grant-writing, program development, policies and procedures, and other odd jobs around the division.

Lynn is an avid curler. She plays a few times a week and is an instructor of this quirky sport that originated in Scotland about 500 years ago.

Kristin Scoble

Kristin has worked for the Town of Needham since 2019 and has joined the Public Health Division in March of 2023 as the Administrative Specialist for the Regional Training Hub and Public Health Excellence Grant. Prior to joining the Town of Needham, Kristin worked over 15 years as the Program Manager for the Westwood Recreation Department, where she oversaw programs, large scale events, summer camp and marketing.

When Kristin was first hired in Needham, she worked split shifts for the Youth & Family Services Department and Health Division. She quickly became part of the Emergency Operation Center during COVID to assist with the after-action reports, messaging to the public and vaccine clinics. In 2021 Kristin joined the Town Manager’s Office as the Administrative Specialist where she over licensing, permits, Select Board packets and handled all fiscal responsibilities. She has always enjoyed working with multiple Town Departments and agencies and willing to jump in with any task.

Karen Shannon

Karen, a Certified Prevention Specialist, has been working on youth substance use prevention since 2015 when she started as a part-time project coordinator for the Drug-Free Communities grant project. In 2019, Karen became the Program Director for the Substance Prevention Alliance of Needham (SPAN), a coalition of community stakeholders who bring a civic-minded, collaborative, and data-

driven approach to preventing youth substance use. SPAN offers Needham residents education, support, and resources for preventing or navigating substance use and misuse among Needham youth.

Among Karen's responsibilities is to lead the Substance Use Prevention Team and to oversee grant-funded programs, including the federal Sober Truth on Preventing Underage Drinking Act grant project (STOP Act).

Karen is certified as a Mental Health First Aid trainer for youth and teen programs and leads trainings for staff and residents.

Thaleia Stampoulidou-Rocha

Thaleia joined the staff in April 2022 as a part-time Environmental Health Agent. Thaleia received her BS in Public Health at Massachusetts College of Pharmacy and Health Studies in 2020 and is currently working toward her MPH there as well. Thaleia has worked for the Town of Randolph for three years as a food and health inspector and as an epidemiologist-in-training. Thaleia also is the Health Agent for Plainville, where she conducts housing and food establishment inspections.

In addition, Thaleia is a Certified Nurse Assistant, Registered Manicurist, and a Certified Pool Operator and is studying for her Registered Sanitarian license.

Dawn Stiller

Dawn Stiller, the Administrative Analyst, manages the financial aspect of the Needham Public Health Division. Dawn has been with the Public Health Division since 2014 and with the Town of Needham since 2007. She attended Westfield State College and received a Bachelor of Science degree. Dawn has extensive customer service experience from working at CVS for 16 years and other customer service positions. Dawn gained her financial experience working at Harvard School of Public Health, CVS, and the Needham Tax Collector's office. She came to the Health Division after working in the Tax Collector's office.

Dawn likes her current position's combination of financial and administrative responsibilities. She has two nieces who she enjoys spending time with and she has the best two kitties in the world.

Tiffany Zike

Tiffany joined Needham Public Health Division in July 2017 as the full time Public Health Nurse. In October of 2020, Tiffany was promoted to Assistant Director of Public Health and oversees the Nursing and Behavioral Health teams for Needham Public Health. She came to the Needham Health Division while pursuing a Master of Public Health degree at Boston University. Tiffany has a passion for health promotion through education and communication. Before pursuing her master's degree Tiffany had been working as a dual diagnosis nurse at a psychiatric facility for almost seven years.

Since working with the Needham Health Division Tiffany has enjoyed taking on different roles and responsibilities, including emergency preparedness, Domestic Violence Action Committee, the Community Crisis Intervention Team, and others.
