



Needham Board of Health



AGENDA

Friday June 9, 2023
9:00 a.m. to 11:00 a.m.

Public Services Administration Building – Charles River Room
500 Dedham Avenue, Needham MA 02492
& 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 **826 3393 7348** and passcode **944695** or click the link below to register:
<https://us02web.zoom.us/j/82633937348?pwd=eklGZ09leUZLM2RveFpOK2FqZWFMQT09>

- 9:00 – Welcome & Public Comment Period
- 9:05 – Review of Minutes (May 12, 2023)
- 9:05 – Board of Health Fee Schedule ****Vote Required****
- 9:20 – Shared Services Memorandum of Understanding ****Vote Required****
- 9:30 - Select Board FY2024 and FY2025 Goals
- 9:45 – Center at the Heights Space Study & Kitchen Plans
- 9:55 – Staff Reports
- 10:40 – Brief Updates
 - Alcohol Compliance
 - Senior Assessment
 - Public Health Five Year Strategic Plan
 - Housing Updates
- Other Items
- Upcoming BOH meetings
 - July 14th from 9:00 – 11:00 a.m. at Public Services Administration Building (PSAB)
- Adjournment

(Please note that all times are approximate)



Needham Public Health Division



Board of Health Meeting Minutes DRAFT

Date: May 12, 2023

Location: Public Services Administration Building – Charles River Room 500 Dedham Avenue, Needham MA 02492 & via Zoom

Members: Tejal K. Gandhi, MD, MPH Chair; Kathleen Ward Brown, ScD, Member; Edward Cosgrove, PhD, 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; Carol Read; Julie McCarthy; Michael Lethin; Taleb Abdelrahim; Lydia Cunningham; Cindi Melanson; Lynn Schoeff; and Karen Shannon.

Welcome & Public Comment Period

Dr. Gandhi called the meeting to order at 9:00AM and initiated a roll call. Present were Dr. Brown – Y, Dr. Partridge – Y, Dr. Gandhi – Y, Dr. Cosgrove - Y, and Dr. Epstein – 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 by Acting Governor Karyn Polito, on July 16 2022, revised Section 20 of Chapter 20, the Acts of 2021. 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, 2025, unless additional legislative action occurs. As part of today's hybrid meeting, all votes will occur via a roll call.

There was no request for public comment at this time.

Review of Minutes – (April 14, 2023)

Upon motion duly made by Dr. Cosgrove, and seconded by Dr. Brown, it was voted to approve the minutes of April 14, 2023, as submitted. Motion passed: Dr. Brown – Y, Dr. Partridge – Y, Dr. Gandhi – Y, Dr. Cosgrove - Y, and Dr. Epstein – Y.

Opioid Settlement Update



Needham Public Health Division



Mr. McDonald explained that at Town Meeting a stabilization fund was created for the Opioid Settlement funds. Authorization to spend from the stabilization fund will only come when Town Meeting so votes. Mr. McDonald had initially requested that Opioid settlement funds be moved into a separate Warrant Article during the budget process rather than a stabilization fund. At their request, he submitted a basic plan to the Finance Committee that would support spending on “low hanging fruit” while simultaneously conducting a community engagement and public planning process to determine how to spend the rest of the funding over the 15-year period.

However, the Finance Committee wanted the public engagement process before approving spending, and therefore pushed for a Stabilization fund rather than a Warrant Article. The Public Health Division will engage a vendor to conduct listening sessions, interviews, and stakeholder discussions. The Board will likely be among those key stakeholders. Staff also want to include people in recovery, and parents of substance addicted youth in the interviews and the planning process.

The settlement outlines the areas in which money can be spent and uses a broad framework that includes harm reduction, access to treatment, recovery, and substance use prevention. There is an emphasis on access to treatment and recovery. The process will be broad and inclusive and public sessions will hopefully be held after Labor Day. A second vendor will help to develop the first of three five-year plans. The 15-year spending period will be divided into three separate five-year plans. Program evaluation will be implemented each year. This entire process is not likely to be completed in time for fall Town Meeting, so spending the settlement funds will probably be delayed until June or July 2024.

In response to a question from Dr. Epstein, Mr. McDonald stated that there are discretionary funds in the Public Health operating budget to support some of the process costs. Dr. Epstein suggested that the Finance Committee fund this item as they requested it. Mr. McDonald noted that this item is recommended by the terms of the grant and the Finance Committee did not approve funding the engagement process. Approximately \$50,000 of discretionary funding is proposed to be used on this project.

Mr. McDonald noted that there is pending legislation to treat legal settlement funds differently than current law allows (i.e. it would treat legal settlement funds like a grant or a form of state aid). This would potentially allow spending without a vote of Town Meeting.

Pesticide Reduction Pamphlet

Ms. Gurge reviewed the pamphlet with the Board and asked for any comments or discussion.

Dr. Epstein noted that the wording in the public service announcement (PSA) was different than the pamphlet. He asked if listing all of the potential health impacts in the PSA is fearmongering.



Needham Public Health Division



He suggested only saying that there can be adverse health impacts. He stated that he would work with staff on some of the proposed wording in the PSA and the pamphlet.

Dr. Partridge asked how the organic vendors listed were vetted. It needs to be clear that this is a list of recommended vendors from Green Needham rather than the Board of Health.

Rice Barn Discussion

Mr. McDonald stated that he and Ms. Gurge met with Town Counsel regarding the Division and Board's authority to entertain permit requests from vendors who lost permits for cause. Town Counsel feels that it is safer to let the person apply even though the applicant will likely be unable to meet standards. There may be a case for the Board of Health to say that past history has demonstrated that an applicant is not qualified for the permit, and therefore, the Board can ban the applicant or ban the applicant for a longer period of time.

Dr. Epstein suggested increased fees for re-inspections.

Mr. McDonald noted that the building's owner has received interest from other possible occupants looking to rent this space. This item may thus resolve itself. Ms. Gurge noted that Mr. Intha has not reached out regarding any reports or updates made to the building.

Mr. McDonald introduced the new Environmental Health Agent, Sai Palani.

Draft Permit & License Fee Schedule

Mr. McDonald explained that the Board generously agreed to reduce the cost of almost every permit in the spring of 2020, to take effect in fall 2020. Reduced fees have been in place since then for most establishments and practitioners. While there are still some economic challenges, most of the immediate economic impacts from the pandemic are gone or significantly reduced. The proposal is to restore most fees to spring 2020, pre-pandemic levels. A couple of the fees were amended to reflect instances where staff believes the charge is too low, compared to the staff time involved in conducting the associated work. If the Board votes to approve this, the rates will go into effect after January 1, 2024.

The Board discussed potentially lowering the fees for certain establishments at a future date. The Board also discussed the potential of prorating certain fees. The Board agreed that it would like to further discuss this item at its summer meeting.

Staff Reports & COVID Update

Epidemiology

Ms. McCarthy noted that the public health emergency ended yesterday. COVID-19 testing is still available in the office. She noted that she is working with the Public Health Nurse to place



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sunscreen dispenser trial locations in Town this year. The intention is to collect feedback on this item, in order to expand the program next year.

COVID-19 update

Ms. McCarthy stated that the costs of tests and vaccines will depend on insurance once supplies are depleted. The mask mandate in health care settings has been changed to be dependent on each individual facility. COVID vaccination data has also been changed. There were 16 cases reported in April. Hospitalizations due to COVID have also decreased. Reporting is now due on a weekly, instead of daily, basis.

Substance Use Prevention MassCALL3 grant

Ms. Read explained that the funding package was submitted for FY24 and FY25. There will be a pilot program for community education videos to be shown at some local movie theaters.

It was noted that the April 13th Alcohol: Health, Safety, and Prevention Community Forum was a success.

Dr. Epstein requested past data from the MetroWest adolescent survey regarding alcohol 30 day and binge usage from 2006 to date.

Emergency Management

Mr. Lethin explained that contracts are in place for shelter planning using the Emergency Management Performance Grant and for hazmat training using the Hazardous Materials Emergency Preparedness Grant. The Town has contracted with Coll Consulting to conduct a functional exercise of the Emergency Operations Center.

Emergency Preparedness

Mr. Abdelrahim stated that he coordinated with trainers from the National Weather Service and State of Massachusetts Animal Response Team to speak to volunteers and different groups.

Environmental Health

Ms. Gurge said that Ecom Lu will be coming back to the Division to assist with the Accreditation Domain 6 items and additional food-related projects, including developing training and educational materials for the Comprehensive Food Safety Program. The Department also accepted a summer intern, Madison Poisson, who will be joining the team from June until August. She will help with the FDA Retail Program Standards and will assist with the seasonal farmers market inspections, and other environmental health projects.

Regarding the housing situation involving conflict between landlord and tenant, Ms. Gurge explained that she performed a joint inspection with the Building Commissioner yesterday. Many of the outstanding items were complete with only the window installations unverified. An



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inspection for those installations is set for May 19th. The delay on this item was that the occupant had not yet given permission to access the unit. Ms. Gurge noted that it is her and the Building Commissioner's opinion that these items were addressed. Mr. McDonald explained that the Board may want to speak to the landlord to reinforce to both the landlord and the tenant that there have been hundreds of person-hours spent on this issue and that staff will not continue to be a go-between in the conflict between the landlord and the tenant. These parties will need to address this through the court system. Dr. Epstein suggested that this be addressed through a letter from the Board to both parties. Mr. McDonald agreed.

Traveling Meals

Ms. Gurge presented this report for Ms. Hall. It was noted that there was a dip due to certain clients not being available during the time period.

Mr. McDonald noted that there is a potential to sign an agreement with Beth Israel Deaconess Needham, for a two-year period following a written request to extend the Traveling Meals program.

Accreditation Team

Ms. Schoeff stated that there has been a lot of policy work done the past month. She hopes to get the results of the Senior Assessment to the Board for its next meeting. A Staff and Cultural Appreciation workgroup was created to learn about other cultures and help staff to be more inclusive. There will be some quality improvement programs starting in May.

Public Health Nursing

Dr. Epstein asked about the cases of giardiasis and TB in Town. Ms. McDonald stated that he would look into these items.

Shared Services Grants

Mr. McDonald stated that work has continued with Dover, Medfield, and Sherborn to draft a Memorandum of Understanding for the end of this fiscal year. The Town has received an additional \$130,000 per year for at least the next year and potentially longer, leading to a regional shared funding of \$280,000. The Board can review the MOU at its next meeting. The intention is to use the grant funding to improve public health in these communities and lay the groundwork for better and deeper collaboration in the future. Part of the benefit for Needham is to establish mutual aid partners.

Substance Use Prevention

Ms. Shannon reported that Drug Take Back Day was held on April 22nd. There were 65 lbs. of prescription and over-the-counter medication collected that day and another 427 lbs. since the previous Take Back Day in October. The Substance Use Prevention team worked with the Needham Police Department to coordinate an alcohol compliance check on April 12th. Two



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underage operatives were recruited from a local college to assist in the checks. Two sales to minor violations occurred, both at Section 12 businesses (on-premise). For both establishments this was their third compliance check violation since December 2021. The team has planned an in-person TIPS training scheduled for May 15th at the Rosemary Recreation Complex. Carol Read and Officer Jason Sullivan of the Dedham Police Department will be facilitating the training.

It was noted that a representative from the Board was requested to attend the Select Board meeting regarding the recent sales to minor violations. Dr. Brown will attend the meeting.

Brief Updates

Dr. Cosgrove expressed concern over the existing front door area at the Senior Center. Mr. McDonald noted that this could be addressed with the Town Manager's Office.

Upcoming BOH Meetings

- **June 9th and July 14th from 9:00 – 11:00 a.m. at the Public Services Administration Building (PSAB)**

Adjournment

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

The meeting was adjourned at 10:43AM.

Attachment:

May 12, 2023 meeting packet



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



MEETING DATE: June 9, 2023

Agenda Item	Board of Health Fee Schedule Discussion
Presenter(s)	Tara Gurge, Assistant Public Health Director Sainath Palani, Environmental Health Agent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Gurge and Mr. Palani will discuss the revised BOH Fee Schedule and review information on Food Service establishment permit fees from other communities.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Suggested Motion: That the Board of Health approve the revised Fee Schedule structure to go into effect starting July 1, 2023.	
3.	BACK UP INFORMATION:
a. Needham Board of Health Fee Schedule effective July 1, 2023 b. Copies of other abutting city/town fee lists: - Wellesley - Dedham - Natick - Newton - Westwood - Brookline	



Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

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

PERMIT & LICENSE FEE SCHEDULE

<u>Permit/License</u>	<u>COVID</u>	<u>Proposed</u>
Animal Permit	\$50.00	\$100.00
• Additional per species for laboratory animals	\$13.00	\$25.00
Beaver Removal Permit	\$38.00	\$75.00
Biotechnology Initial Registration	\$375.00	\$750.00
• Renewal/change in use	\$250.00	\$500.00
Body Art Establishment	\$350.00	\$700.00
Body Art Practitioner Permit	\$288.00	\$575.00
Bodyworks Establishment Plan Review	\$100.00	\$200.00
Bodyworks Establishment Permit	\$50.00	\$100.00
Bodyworks Practitioner Permit	\$25.00	\$50.00
Breast Milk Registration <i>(not subject to Late Renewal Surcharges)</i>	\$13.00	\$25.00
Camp License	\$88.00	\$250.00
Demolition Permit <i>(not subject to Late Renewal Surcharges)</i>	\$38.00	\$100.00
<u>Food:</u>		
• Bottling Permit	\$250.00	\$500.00
• Farmers Market Seasonal Permit	NOTE	NOTE
• Food Service – less than 50 seats	\$125.00	\$250.00
• Food Service – 50 to 149 seats	\$225.00	\$450.00
• Food Service – 150 to 250 seats	\$275.00	\$550.00
• Food Service – more than 250 seats	\$325.00	\$650.00
• Food Service – Catered Feeding Location	\$88.00	\$175.00
• Food Service – Residential Kitchen	\$63.00	\$125.00
• Mobile Food Service Vendors	NOTE	NOTE
• Plan Reviews for All Food Service or Retail Establishments	\$113.00	\$225.00
• Retail Food Establishment – Prepackaged foods, Refrigeration	\$63.00	\$125.00
• Retail Food Establishment less than 1,500 square feet	\$75.00	\$150.00
• Retail Food Establishment between 1,500 and 3,000 square feet	\$125.00	\$250.00
• Retail Food Establishment between 3,000 and 6,000 square feet	\$225.00	\$450.00
• Retail Food Establishment between 6,000 & 10,000 square feet	\$275.00	\$550.00
• Retail Food Establishment more than 10,000 square feet	\$375.00	\$750.00
• Temporary/One Day Event Permit	\$25.00	\$50.00

Proposed May 12, 2023. **[Adopted by unanimous vote of the Board of Health on June 9, 2023. Effective July 1, 2023.]**

<u>Permit/License</u>	<u>COVID</u>	<u>Proposed</u>
Hauler Company (Grease, Medical, Rubbish, Septic)	\$75.00	\$150.00
Hotel/Motel	\$100.00	\$250.00
<u>Marijuana:</u>		
• Plan Review (Treatment Center or Cultivation/Processing Site)	\$500.00	\$1,000.00
• Plan Review (Storage/Disposal)	\$500.00	\$1,000.00
• Plan Review (Continuity of Business/Continuity of Operations)	NO FEE	NO FEE
• Plan Review (Security)	NO FEE	NO FEE
• Marijuana Treatment Center (MTC) Permit	\$1,250.00	\$2,500.00
• Marijuana Home Cultivation Permit (Home Permit)	\$75.00 ¹	\$150.00 ²
Pre-Residency Housing Inspection ³	\$38.00	NO FEE
Sharps Permit	\$50.00	\$100.00
<u>Swimming Pool:</u>		
• Public/Semi-Public Pool – Permit (Annual)	\$125.00	\$250.00
• Public/Semi-Public Pool – Permit (Seasonal)	\$88.00	\$175.00
• Public/Semi-Public Pool – Plan Review (includes 2 free revisions)	\$125.00	\$250.00
• Public/Semi-Public Pool – Plan Revisions	\$25.00	\$50.00
• Public/Semi-Public Pool – Re-Inspection	\$63.00	\$125.00
• Public/Semi-Public Pool – Variance Initial Application	\$75.00	\$150.00
• Public/Semi-Public Pool – Variance Renewal	\$38.00	\$75.00
<u>Tanning (Indoor Tanning):</u>		
• New Establishment	\$250.00	\$500.00
• Each Booth	\$125.00	\$250.00
<u>Title V/Septic:</u> <i>(not subject to Late Renewal Surcharges)</i>		
• Installer's Annual Permit (new- including exam)	\$250.00	\$250.00
• Installer's Renewal (no exam)	\$63.00	\$125.00
• Installer's Recertification Test (biennial)	\$25.00	\$50.00
• Soil Application Inspection (less than 2 hours)	\$213.00	\$425.00
• Soil Application (each additional hour over 2 initial hours)	\$38.00	\$75.00
• Septic Construction Permit (Major)	\$175.00	\$350.00
• Septic Construction Permit (Minor)	\$63.00	\$125.00
• Septic Plan Review (includes one free revision)	\$118.00	\$275.00
○ Addition to home with Septic	\$38.00	\$75.00
○ Deed Restriction	\$63.00	\$125.00
○ Additional Plan Reviews for Septic Design	\$25.00	\$50.00
• Septic System Excavation & Trench Permit	\$25.00	\$50.00
• Septic System Variance Request	\$75.00	\$150.00
Tobacco Permit	\$350.00	\$700.00
Well Application – Geothermal, Irrigation <i>(not subject to Late Renewal)</i>	\$113.00	\$250.00

¹ If this fee poses a verified financial hardship, the Director of Health & Human Services will substantially reduce or waive the fee.

² Ibid.

³ Pre-Residency Housing Inspections as required by state and federal housing assistance programs only, unless specifically approved by the Director of Health & Human Services.

Notes

- In order for a permit or license renewal to be considered by the Needham Public Health Division, it must be:
 - submitted with all required documentation and attachments;
 - complete and accurate; and
 - inclusive of payment in full.
- Permit and license renewals (which are accurate and complete and which include payment) will be reviewed and approved promptly. The processing time for applications is at least 15 business days, but every effort will be made to review applications promptly and those which are complete and accurate and inclusive of full payment may be processed in less time (potentially substantially less time).
 - **Delayed License/Permit Renewals** are those submitted within 15 business days of permit/license expiration.
 - **Late License/Permit Renewals** are those submitted within 10 business days of permit/license expiration.
 - **Last-Minute License/Permit Renewals** are those submitted within 5 business days of permit/license expiration.
- Expedited reviews of permit and license renewals may be ordered at the applicant's discretion to avoid a possible gap in licensure, but that is not required.
- Non-profit organizations may, upon request and when approved by the Director of Health & Human Services, receive a discount of up to 50% on the applicable fees.
- In extraordinary circumstances, the Director of Health & Human Services or the Board of Health's designated agent may modify or reduce the fees noted above if, in that person's opinion, it is the best interests of the Town of Needham. The Director or the designated agent will inform the Board of any modifications and the rationale for such actions at the Board's next meeting.
- Mobile Food Vendor permits and permits for the Farmers Market are the subjects of an extended cooperative program with other Town Departments and community partners that includes a bundled or simplified fee, and thus any fees may be waived if approved by the Director of Health & Human Services.

<u>Surcharges</u>	<u>New</u>
• Delayed License/Permit Renewal	\$75.00
• Late License/Permit Renewal	\$150.00
• Last-Minute License/Permit Renewal	DOUBLE FEE
• Noncompliance Re-inspection	\$150.00
• Inspection following Noncompliance for Operating without a Permit	DOUBLE FEE

WELLESLEY - PERMIT FEES
Effective December 1, 2022

BOH VOTE 12/01/22

LICENSES & PERMITS	FEE
Body Art (Individual)	\$ 350.00
Body Art (Establishment)	\$ 500.00
Body Art plan review	\$ 500.00
Camps	\$250 (1 session) \$300 (2-4 sessions) \$400 (3-5 sessions) \$500 (7+ sessions)
Demolition/Razing/Pest Inspection	\$ 75.00
Ice Skating Rink	\$ 125.00
Late Permit Application	\$50 (1st Day), \$10 (each day after)
Livestock	Under 6 Chickens - \$15, 6+ Chickens or other animals - \$50
Lodging Houses (Motel, B&B, etc.)	\$ 150.00
Pools - Seasonal	\$ 200.00
Pools - Year Round	\$ 300.00
Pools - Plan Review	\$ 300.00
Reinspection Fee (All)	\$ 50.00
Rubbish Collection	\$50 (per truck)
Septage Haulers	\$50 (per truck)
Septic System - Installer	\$ 200.00
Septic System - Install New System Permit	\$ 500.00
Septic System - Repair Current	\$ 200.00
Septic System - System Repair, no plans	\$ 50.00

WELLESLEY - PERMIT FEES
Effective December 1, 2022

BOH VOTE 12/01/22

LICENSES & PERMITS	FEE
Septic System - Repair Broken Components, no plans	\$ 50.00
Septic Abandonment	\$ 50.00
Surface Blasting	\$ 50.00
Tanning - New Establishment	\$ 150.00
Tanning - First Bed	\$ 100.00
Tanning - Each Additional Bed	\$ 50.00
Tobacco Sales	\$ 250.00
Wells	\$ 200.00
Food Permits	
Caterer	\$ 200.00
Frozen Dessert	\$50 (per machine)
Ice Cream Truck	\$ 140.00
Mobile Food	\$ 200.00
Residential Kitchen	\$ 100.00
Religious Org	\$ 100.00
Satellite Kitchen	\$ 200.00
Special Processes requiring HACCP (per process)	\$ 200.00
Temporary permit	\$ 25.00
Temporary mobile food	\$ 75.00
Limited Retail	\$ 50.00
Convenience Retail	\$ 200.00
Bakery	\$ 200.00
Full Retail Market	\$ 600.00

WELLESLEY - PERMIT FEES
Effective December 1, 2022

BOH VOTE 12/01/22

LICENSES & PERMITS	FEE
Restaurants, by # of Seats	\$350 (0-50) \$600 (51-100) \$725 (101-150) \$850 (151-200) \$975 (201-250) \$1,125 (251-300) \$1,350 (301+)
Limited Kitchen Plan Review	\$ 100.00
<50 Seats Kitchen Plan Review	\$ 200.00
51 - 149 Seats Kitchen Plan Review	\$ 400.00
150+ Seats Kitchen Plan Review	\$ 600.00
Retail Plan Review	\$100 (Limited) \$200 (Convenience) \$200 (Bakery) \$600 (Full Retail Market)
Special Process HACCP Plan Review (per process)	\$ 200.00
Additional Construction Inspections	\$50 (after 3)



Town of Dedham
Board of Health
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Permits (Annual Renewal)	Fee
Body Art	
*Facility	\$1000
*Practitioner	\$250
Cryogenic Chamber Establishment	\$350
*Each Chamber	\$50
Dumpster	\$50
Funeral Director	\$75
Ice Skating Rink	\$100
Keeping of Domestic Animals	\$35
Recreational Camp for Children	\$250
Public/Semipublic pool	
*Annual Pool	\$300
*Seasonal Pool	\$200
Whirlpool	
*Annual Whirlpool	\$250
*Seasonal Whirlpool	\$175
Sauna	
*Annual Sauna	\$250
*Seasonal Sauna	\$175
Tanning Facility	\$200
*Each Booth/Bed	\$25
Tobacco Retailer	\$200
Waste Hauler	\$150
Septic Installer	\$150

Title 5 & Construction	Fee
Construction - New	\$200
Construction - Well	\$100
Construction - Repair	\$125
Cesspool Abandonment	\$75
Witness to Percolation Test (each test hole)	\$100

Miscellaneous Plan Review	Fee
New Construction (Title 5 & Pool)	\$100
Upgrade (Title 5 & Pool)	\$50
Plan Review Changes (Title 5 & Pool)	\$50
New Construction & Upgrade (Cryogenic Therapy)	\$100

Food Establishment (Annual Renewal)	Fee
Mobile/Canteen	\$200
Bakery	\$200
Caterer	\$200
Retail Food	\$200
Butchery	\$200
Fish Market	\$200
Frozen Dessert Machine	\$100
Operate a food establishment	\$200
*1-75 seats	\$100
*76-100 seats	\$200
*100 or more	\$400
Farmer's Market	\$50
All annual food permits not renewed prior to expiration are subject to a late fee that is double the original permit fee.	

Food Establishment Plan Review	Fee
Restaurant	
*Less than 25 Seats	\$50
*26-50 Seats	\$100
*51+ Seats	\$200
Each change	\$50
Retail	
*Small Convenience	\$50
*Large Convenience	\$75
Each Change	\$25

Other Permits	Fee
One Day Food Event	\$50
Private Well	\$75
Medical Marijuana	
*Initial Application	\$900
*Annual Renewal	\$400
Pre-Rental Housing Inspection	\$100
Burial Permit	\$20

NATICK BOARD OF HEALTH

SCHEDULE OF FEES FOR LICENSES, PERMITS, REGISTRATION AND SERVICES ISSUED AND PERFORMED BY THE BOARD OF HEALTH AND ITS AGENTS

EFFECTIVE DATE: May 1, 2023

Permits and Licenses are Non-Transferable - All Fees are Non-refundable

Note: Review Fee and Permit Fee are Separate Fees

Late Payment Fee is the greater of \$50.00 or 25% of fee, unless otherwise stated

FOOD ESTABLISHMENT FEES			
Plan Review Food Service Establishment incl. Kiosk, Cart, Courts, Incubator Kitchen, Catering, Bakery	0 - 25 seats	\$300.00	
	26 - 99 seats	\$500.00	
	100 + seats	\$750.00	
Plan Review Retail Food Establishment	Retail Only minimal food preparation	\$150.00	
	One food prep operation, ex. butcher	\$250.00	
	Two or more food prep ops, ex. supermarket	\$750.00	
Remodel of Existing Establishment	half of the above applicable fee		
Minor Remodel Food Service & Retail Food		\$75.00	
Plan Review Change of Ownership		\$75.00	
HACCP Plan Review & Variance Request		\$100.00	
Food Service Establishments & Restaurants any food preparation	0 - 25 seats	\$350.00	Annual
	26 - 50 seats	\$475.00	Annual
	51 - 100 seats	\$600.00	Annual
	101 - 150 seats	\$725.00	Annual
	151 - 200 seats	\$850.00	Annual
	201 - 250 seats	\$975.00	Annual
	251 - 300 seats	\$1,125.00	Annual
	301 + seats	\$1,350.00	Annual
Retail Food Establishments	Kiosk/Cart prepackaged, no critical	\$75.00	Annual
	under 900 sq. ft.	\$200.00	Annual
	901 - 1,500 sq. ft.	\$300.00	Annual
	1,501 - 4,000 sq. ft.	\$750.00	Annual
	4,000 + sq. ft.	\$1,250.00	Annual
Incidental Retail Food	prepackaged food	\$75.00	Annual
Mobile Food Server	Type 1, prepackaged, no critical	\$40.00	Annual
	Type 2, unpkgd, no cooking, hot dog cart, shaved ice, popcorn	\$60.00	Annual
	Type 3, full servcie, canteen truck, 'kitchen on wheels'	\$100.00	Annual
Temporary Food Service Establishment Individual events, mobile or stationary	Commercial	\$50.00	
	Non Profit / Charity	\$20.00	
Cottage Operation	In Home	\$125.00	Annual
Incubator Kitchen Facility	For General Facility	\$300.00	Annual
Incubator / Shared Kitchen Participant		\$150.00	Annual
Commercial Bakery	under 3,000 sq. ft.	\$350.00	Annual
	over 3,000 sq. ft.	\$700.00	Annual
Catering Establishment		\$300.00	Annual
Catering Event Registration	per event	\$25.00	
	maximum amount per year	\$200.00	
Frozen Dessert Manufacturing		\$50.00	Annual
Seasonal Food Permit	Retail & Food Service	\$150.00	
Reinspection Fee	all food establishments	\$75.00	
Reinstatement of Permit		\$200.00	

CERTIFICATE OF OCCUPANCY INSPECTIONS				
Single Family Residential	Deck or Porch	\$20.00		
Single Family Residential	Alterations	\$60.00		
Single Family Residential	New Construction	\$125.00		
Multi Family Residential New Construction per dwelling unit	with Separate Entrances, Two Family, Condos, Townhouse	\$125.00		
Multi Family Residential New Construction per dwelling unit	with Single Entrance to all units	\$75.00		
Commercial Space	per 1,000 sq. ft.	\$40.00		
	Minimum Fee	\$150.00		
Reinspection Fee		\$75.00		
CONSTRUCTION PLAN REVIEW APPLICATIONS				
Preliminary Subdivision Plan		\$375.00		
Definitive Subdivision Plan	plus \$50.00 per Lot	\$650.00		
Revised Preliminary Subdivision		\$100.00		
Revised Definitive Subdivision	Plus \$10.00 per Lot	\$200.00		
Site Plans Non Subdivision up to 1 Acre		\$350.00		
Site Plans over 1 Acre	Plus \$50.00 per Acre	\$500.00		
Revised Site Plan		\$100.00		
Request for Release / Reduction of Bond		\$75.00		
SEPTAGE				
Septage Hauler		\$325.00	Annual	
Sewage Disposal Works Installer		\$325.00	Annual	
SEWAGE DISPOSAL SYSTEM PERMIT				
BASED ON TOTAL DESIGN SEWAGE FLOW IN GALLONS PER DAY				
Up to 1,500 gallons per day	New Construction	\$550.00		
	Upgrade / Replacement	\$350.00		
1,501 + gallons per day	New Construction	\$1,500.00		
	Upgrade / Replacement	\$1,000.00		
Minor Repair or Component Replacement		\$150.00		
Septic System Abandonment		\$75.00		
External Grease Trap Installation		\$350.00		
SOIL / PERC / WATER TABLE TESTING				
Soil - Percolation / Water Table Eval for Title 5 PER LOT	virgin land new construct w/septic	\$400.00	per lot	
	for septic Upgrade / Repair	\$200.00	per lot	
Soil Testing / Water Table Evaluation Non Title 5, no septic	example: foundations - additions & new construct	\$100.00	per lot	
WELLS				
Drinking Water Well Installation		\$300.00		
Irrigation Well Installation		\$150.00		
Geothermal Well Installation		\$150.00		
Well Abandonment		\$150.00		
UNDERGROUND STORAGE TANKS				
UST Registration Fee residential propane, no fee	Commercial	\$150.00	Annual	
	Residential Oil	\$50.00	Annual	
UST Installation Commercial	plus \$100.00 per tank	\$600.00		
UST Installation Residential		\$50.00		
UST Removal	Commercial per site	\$250.00		
	Residential per site	\$50.00		
LIVESTOCK and BEES				
Bees		\$40.00	Annual	
Livestock / Poultry / Stable		\$50.00	Annual	
	over 50 animals	\$200.00	Annual	

MISCELLANEOUS PERMIT FEES			
Beverage Bottling		\$40.00	Annual
Chemical Toilet	per toilet	\$25.00	
Funeral Director		\$100.00	Annual
General License		\$100.00	
Methyl Alcohol License		\$5.00	Annual
Motel / Hotel		\$50.00	Annual
Reinspection Fee, permitted operations, not food		\$75.00	
Hauler Rubbish / Trash / Garbage / Dumpster		\$100.00	Annual
Tanning Facility		\$300.00	Annual
Tobacco Dealer		\$200.00	Annual
SWIMMING POOLS			
Public or Semi-Public Construction		\$750.00	
Residential Private Pool Construction	up to 15,000 gallons	\$75.00	
	over 15,000 gallons	\$200.00	
Swimming Pool Installer		\$325.00	Annual
Permit to Operate a Public or Semi-Public Pool same fee if opened all year or seasonally Specialty Pool = spa, hot tub, wading, splash pad	Swim Pool Only	\$525.00	Annual
	Specialty / Spa Pool Only	\$500.00	Annual
	Both Swim Pool and Specialty Pool:	to	Annual
	Swim pool fee plus \$325.00 for each Specialty example: one swim & one specialty = \$850.00	be calculated	
CAMPS			
Recreational Camp for Children	1 to 3 Sessions	\$150.00	
	4 to 6 Sessions	\$200.00	
	7 or more Sessions	\$250.00	
BODY ART			
Plan Review Fee Body Art Establishment		\$500.00	
Body Art Establishment		\$500.00	Annual
Body Art Practitioner		\$200.00	2 years
BODYWORK			
Bodywork Plan Review		\$300.00	
Bodywork Establishment		\$300.00	Annual
Bodywork Establishment Individual Practice	one room, one therapist/owner	\$200.00	Annual
Bodywork Individual License		\$75.00	Annual
ADULT USE MARIJUANA			
Adult Use Marijuana Operating Permit	Plan Review	\$500.00	
		\$500.00	Annual
MEDICAL MARIJUANA			
Registered Medical Marijuana Dispensary Operating	Plan Review	\$500.00	
		\$500.00	Annual
Dispensary Agent		\$100.00	Annual
Personal Caregiver		\$50.00	Annual
Hardship Cultivation Permit/Personal Caregiver Cultivation		\$100.00	Annual
Personal Caregiver Cultivation Facility	initial application	\$500.00	1st year
	upon renewal	\$100.00	Annual
BIOLOGICAL SAFETY PERMITS			
Biological Safety Level 1		\$250.00	Annual
Biological Safety Level 2	up to 10,000 sq. ft.	\$500.00	Annual
	10,001 to 40,000 sq. ft.	\$750.00	Annual
	40,0001 + sq. ft.	\$1,000.00	Annual

HEALTH AND HUMAN SERVICES – PERMITS AND LICENSES

RENEWAL MONTH	TYPE OF PERMIT OR LICENSE	AMOUNT DUE	EXPIRATION DATES
January			
February	Frozen Desserts	\$5.00	February 28th
March			
April	Funeral Directors	\$65.00	April 30th
May	Mobile Food Vendors Swimming Pools - Outdoor	\$90.00 \$150.00	May 30th
June	Body Art Establishments Summer Camps Tanning Salons (First Bed) Additional Tanning Beds Tobacco Sales	\$100.00 \$50.00 \$50.00 \$10.00 \$200.00	June 30th
July	Body Work Individual Body Art Individual	\$75.00 \$75.00	July 31st
August			
September	Body Work Establishments	\$100.00	September 30th
October	Keeping of Animals (Even Years)	\$25.00	October 15th
November			
December	Offals Recombinant DNA Skating Rinks Swimming Pools – Indoors <u>Food Establishments</u> Risk Category 1A - Commercially Packaged Foods Only, Convenience Stores Risk Category 1B - Coffee Shops, residential Kitchens, Limited Operations Risk Category 2 Risk Category 3 Risk Category 4A - Preschools, Hospitals, Nursing Homes, Restaurants with Special Process (Sushi) Risk Category 4B - Supermarkets Milk - Selling Cartons / Bottles Only	\$25.00 / Vehicle \$250.00 \$100.00 \$300.00 \$50.00 \$150.00 \$250.00 \$300.00 \$300.00 \$400.00 \$10.00	December 31st

FOOD PERMITS	FEES
Temporary – 14 Days	\$50.00
Seasonal – 6 Months	\$75.00
Farmers Market – Year Summer and Winter	\$150.00

FOOD PLAN REVIEW	FEES
Risk Categories: 1A, 1B, 2	\$50.00
Risk Categories: 3	\$100.00
Risk Categories: 4A, 4B	\$150.0
Special Process	\$50.00
Subsequent Plan Submittal	\$25.00

TITLE V	FEES
Plan Review	\$50.00
Subsequent Plan Submittal	\$25.00
Ground Water and Soil Test	\$100.00
Disposal System Construction Permit	\$100.00
Disposal System Installer's Permit	\$100.00

OTHER	FEES
Changes to a Permit	\$15.00
Duplicate Permit	\$15.00
Late Charge	\$25.00
Returned Check	\$25.00
Sand Blasting License	\$15.00
Sand Blasting Permit	\$30.00
Well Permit	\$50.00

REGULATIONS	FEE
Chapter X	\$5.00
Chapter II	\$1.00

**Westwood Board of Health
Fee Schedule 2013**

Plan Review Fees	
Preliminary Subdivision Plan Review	\$50.00 per lot (minus the original lot)
Definitive Subdivision Plan Review	\$100.00 per lot (minus the original lot)
Plan Review for Pool, Mobile Food, Tanning and Hotels	\$250.00 and \$25.00 per revision
Plan Review for Food Establishments/Retail Food	0-5,000 sq ft \$150.00 5,001 sq ft and over \$0.03 per sq ft
Title V Fees	
Percolation Tests/Observation Holes for Septic System Design	\$300.00 per lot (one day of testing with overnight soaks)
Septic System Construction Permit (Includes design, installation and inspections)	\$400.00 per lot
Septic Tank or Distribution Box Replacement	\$150.00
Pipe Replacement	\$100.00
Septic System Abandonment	\$50.00
Disposal Works Installers Permit	\$100.00
Septage Haulers Permit	\$100.00 per truck
Food Establishment Fees	
Food Establishment (with seats)	\$100.00 Base Fee and additional fee based on seating capacity 0-25 seats \$ 75.00 26-50 seats \$125.00 51-75 seats \$175.00 76-100 seats \$225.00 101-125 seats \$275.00 126 -150 seats \$325.00 over 150 seats (an additional) \$2.00 per seat
Retail Food Establishment	\$100.00 Base Permit Fee and then additional fee based on Square Footage 0-2,500 sq ft \$100.00 2,501-10,000 sq ft \$200.00 10,001-25,000 sq ft \$300.00 25,001 sq ft and over \$400.00 or .03 per sq. ft, whichever is greater
Limited Retail-Candy Only	\$75.00
Caterer	\$100.00
Catered Event	\$25.00
Seasonal Food Permit (Camps)	\$25.00
Temporary Food Establishment	\$20.00 per event or unit
Farmer's Market	\$50.00
Mobile Food Truck	\$100.00
Milk and Cream (serve or sell)	\$5.00
Milk and Cream (vehicle)	\$5.00
Frozen Dessert	\$50.00
Miscellaneous Fees	
Recreational Camps for Children	\$100.00
Public/Semi-Public Swimming Pools/Spas	\$150.00
Public/Semi-Public Bathing Beaches	\$50.00
Tanning Facilities: Initial Registration	\$150.00 for first device, \$ 50.00 per additional device
Waste Hauler	\$100.00
Medical Waste Hauler	\$100.00
Late Fee	\$50.00
Re-Inspection Fee	\$50.00
Funeral Director	\$100.00
Hotel/Motel	0-50 rooms \$100.00 51-100 rooms \$200.00 101-150 rooms \$300.00 over 150 rooms \$4.00 per room
Hazardous Materials: Initial Registration	\$250.00
Hazardous Materials: Renewal Registration	\$100.00
Private Wells (includes drinking and irrigation)	\$200.00
Retail Tobacco Permit	\$400.00

Sainath Palani

From: Roland Lankah <rlankah@brooklinema.gov>
Sent: Monday, June 5, 2023 10:22 AM
To: Sainath Palani
Subject: Re: Brookline Fee Schedule for Food Establishments

Good morning Sainath,

We haven't updated our fees in a very long time. The fee schedule for food establishment depends on the number of seats they have at the establishment.

Seats	New	Renewal	Alterations
1-49	\$336.00	\$240	\$48
50-99	\$462.00	\$330	\$66
100-149	\$646.80	\$462	\$84
150 -199	\$672	\$480	\$96
200+	\$840	\$600	\$120

Thanks,

Roland Lankah, REHS/RS, MPH, PhD.
Assistant Director of Health & Human Services
Chief of Environmental Health
Brookline Health and Human Services
11 Pierce Street
Brookline, MA 02445
Office: (617) 730-2303; Cell: (857) 233-8416



From: Sainath Palani <spalani@needhamma.gov>
Sent: Sunday, June 4, 2023 1:40 PM
To: Roland Lankah <rlankah@brooklinema.gov>
Subject: Brookline Fee Schedule for Food Establishments

Hi Roland,

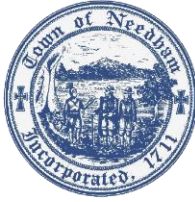
I am reaching out to get a list of the approved fee schedule for food establishments in Brookline. Our BoH in Needham is thinking about adjusting our fees and wants to compare them to some of the neighboring communities.

Thanks!

Sainath Palani

Sainath Palani, MPH (he/him/his)
Environmental Health Agent
Needham Public Health Division
O: (781) 455-7940 Ext. 220
C: (781) 292-0224

[EXTERNAL EMAIL] [CAUTION] This email originated from a sender outside of the Town of Brookline mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.



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



MEETING DATE: June 9, 2023

Agenda Item	Memorandum of Understanding (MOU) - Shared Services
Presenter(s)	Diana Acosta, Shared Public Health Services Program Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Charles River Public Health District's Working Group has been meeting monthly since March of 2023. A major goal of the group was to create a Memorandum of Understanding (MOU). With the assistance of Regina Villa Associates, a draft MOU for our Shared Services Arrangement was written. The initial draft was reviewed for language by Needham's Town Counsel. This MOU establishes a basic agreement for all the participating municipalities to commit to working together. All Charles River Public Health District's communities will participate in a Regional Advisory Committee at least once a quarter and participate in discussions relating to policymaking, budgeting, and the effectiveness of the Shared Staff arrangement. The MOU will need to be signed by each municipality's Town Manager/Town Administrator and Board of Health Chair. The Chair will sign following a vote by the Board of Health. Moving forward, the MOU will serve as the framework to create an Intermunicipal Agreement as required by the Public Health Excellence Program.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
<i>Suggested Motion:</i> That the Board of Health approve and sign the Memorandum of Understanding with the Charles River Public Health District's Working Group to serve as the framework as an Intermunicipal Agreement as required by the Public Health Excellence Program.	
3.	BACK UP INFORMATION:
a. Draft Memorandum of Understanding by Regina Villa Associates b. Final Memorandum of Understanding by Regina Villa Associates	

**MEMORANDUM OF UNDERSTANDING
FOR THE ESTABLISHMENT AND MAINTENANCE OF
A SHARED GRANT-FUNDED CROSS-JURISDICTIONAL SHARED SERVICE PUBLIC
HEALTH INITIATIVE**

This AGREEMENT is made by and between the Town of Needham (hereinafter "Needham") and the ~~Massachusetts~~ towns of Dover, Medfield, and Sherborn (hereinafter "The Charles River communities") for the purpose of determining the roles and responsibilities of the Parties above in sharing and managing grant-funded resources and to support a cross-jurisdictional public health sharing agreement (hereinafter "The Charles River Public Health District")

WHEREAS, the Needham and the Charles River communities (collectively, the "Parties") were awarded an initial \$150,000 in funding in December 2021 to support a cross-jurisdictional public health shared service arrangement from the Massachusetts Department of Health Office of Local and Regional Health (hereinafter "OLRH") via RFR 214333, the Public Health Excellence Grant Program for Shared Services. Additional funding was received in FY23 and is expected to be received in FY24;

WHEREAS, Needham and the Charles River communities are each empowered by law to staff, maintain and operate public health departments, which are a proper governmental function and service;

WHEREAS, the Chief Executives of all parties agree that they shared many of the same public health challenges relating to the ongoing COVID pandemic and could therefore benefit from collaboration in addressing those challenges;

WHEREAS, Needham and the Charles River communities have determined that it is mutually beneficial to employ shared public health employees (hereinafter "Shared Staff") between the municipalities in order to fulfill the responsibilities outlined in the RFR 214333;

NOW, THEREFORE, ~~BE IT RESOLVED that~~ Needham and the Charles River communities commit to working together to deliver the goals of the grant in supporting the communities, build and deploy the Shared Staff and resources to better achieve their statutory requirements, respond to public health emergencies, and satisfy the goals of the grant outlined in RFR 214333. The parties will undertake the following actions (the "Shared Public Health Services Initiative") to achieve said purpose:

1. Needham and the Charles River communities agree to ~~meet~~ participate in a Regional Advisory Committee at least once a quarter and participate in discussions relating to policy-making, budgeting, and the effectiveness of the Shared Staff arrangement, including procedures, policies and decision-making processes. Each community shall assign one member of its Board of Health to serve as the primary community representative to the Regional Advisory Committee, and another member of its Board of Health to serve as an alternate member to the Regional Advisory Committee. The Board of Health member from each community will serve as the sole voting member, though staff members from each community may attend the meeting and participate in discussions. All four

communities shall constitute a quorum for the purposes of voting; each Party is to have one vote and decisions shall be approved by consensus of all Parties' representatives who are present and voting.

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2. Needham and the Charles River Public Health District communities will agree to an Annual Workplan that sets goals and deliverables for the Shared Staff, respecting the need to balance regional priorities with grant-mandated deliverables and programs.

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3. Needham will serve as the host community for all Shared Staff and will lead the hiring, employing, and equipping process of said staff. Shared Staff are to serve the residents of Needham and the Charles River Public Health District communities and to fulfill their respective duties, to be found in respective job descriptions, along with annually assigned grant goals and deliverables.

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In those limited circumstances where staff members shared across communities are primarily funded from a non-shared services grant funding source but the hours of said staff member are supplemented with shared services grant funding, those staff members will be employees of whichever community or agency provides the majority of their salary funding. Those employees will be formally managed by the employing agency or community but both the employee and the employer will be responsible for assuring the completion of assigned portions of the regional workplan to the Regional Advisory Committee and Needham as the host agency.

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5. The salary and benefits of all Shared Staff shall be funded exclusively through the grant, without appropriation or other funding from any party unless expressly agreed to in writing.

2.

- 3.6. Needham will be responsible for managing grant deliverables, required reporting, and will act as the primary point of contact for OLRH. Needham is permitted to hire a Shared Service Coordinator-Manager and other appropriate staff or contract with a contractor(s) to manage grant responsibilities. If these responsibilities are contracted, Needham will conduct a procurement process consistent with M.G.L Chapter 30B and other applicable statutes. The terms of any agreement will be subject to separate contracts and the parameters outlined within those contracts.

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- 4.7. All time and resources of the Shared Staff shall be used to fulfill the responsibilities outlined in RFR 214333 and any later-assigned grant deliverables. Only if all responsibilities are completed shall excess staff time or resources be allocated to conduct other tasks and/or business to enhance other public health services. Additional staff time or capacity shall be split amongst Needham and the Charles River communities at the discretion of the Needham and Charles River communities' Health Departments.

~~5. The parties agree to participate in the policy making for the Shared Health Services Initiative and the hiring/budgeting procurement process for the Shared Health Services Initiative of the Shared Staff by participating on a Regional Advisory Committee. Each Party is given one vote and decisions shall be approved by consensus majority approval of all Parties' representatives who are present and voting. Each Party will appoint one voting member and one alternate, each of which shall be a member of their respective community's Board of Health. All four communities shall constitute a quorum for the purposes of voting.~~

Commented [TM1]: The communities wanted consensus, which I know will be challenging.

~~6-8.~~ The Parties agree to mediation or other mutually acceptable dispute resolution options to resolve disputes or in areas where consensus cannot be reasonably reached. If necessary, Parties may withdraw from this AGREEMENT through the process outlined below, and each may seek relief available under the law.

~~9.~~ For all purposes, ~~all the~~ employees ~~other than Shared Staff~~ and ~~all~~ equipment of the respective Parties will remain employees and property of ~~those the~~ Parties, including but not limited to employee benefits and workers' compensation. ~~Each Party~~ ~~The Parties~~ shall ~~indemnify and hold harmless all other Parties be equally and jointly, and not severally,~~ ~~liable~~ for any liability, ~~of whatever name or nature,~~ caused by the action or inaction of the ~~Party's employees and agents~~ Shared Staff when performing services for the Charles River Public Health District. Each Party shall bear all risk of loss or liability, from and against all claims, damages, liabilities, injuries, costs, fees, expenses, or losses, including, without limitation, reasonable attorney's fees and costs of investigation and litigation ~~arising from actions or inactions of Shared Staff on behalf of that Party but not on behalf of the Charles River Public Health District.~~

~~7-10.~~ Each Party will maintain accurate and comprehensive records of services performed, costs incurred, and any reimbursements and contributions received pursuant to the grant program identified above and/or involving the Shared Public Health Services Initiative described herein, and shall render periodic financial statements to all participants.

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This AGREEMENT shall take effect on [insert date] and shall ~~be in effect until~~ [insert date] ~~remain in effect until terminated by Needham or the Charles River cCommunities. If any or all of the three anticipated three year renewal options are exercised between the Parties and the OLRH, this MOU shall be automatically extended, except if any Party seeks withdrawal.~~ This MOU may be superseded by an inter-municipal agreement that is agreed upon, approved, and executed before the expiration date of this AGREEMENT and/or extension periods.

Commented [CH2]: There is no other mention of renewal options in the draft. Do we want to add that option, or delete this reference here?

Commented [TM3R2]: I think we should delete, since the goal is to replace this MOU with a more formal Intermunicipal Agreement by 6/30/2024.

If any Party seeks to withdraw from this AGREEMENT ~~before it concludes~~, they shall inform the other Parties in writing of their plans 90 days before their withdrawal will go into effect. Any Party that withdraws is nevertheless obligated to honor their commitment to the Shared Public Health Services Initiative and provide any required documents to the Shared Health Initiative and/or the OLRH to complete the withdrawal.

This AGREEMENT constitutes the entire and complete agreement between the Parties and supplants any and all prior agreements or understandings relative to the Shared Public Health Services Initiative. This AGREEMENT may not be amended except in writing agreed to by all Parties and executed in the same manner as the AGREEMENT itself. If any part of this AGREEMENT is deemed to be invalid, the remainder of the AGREEMENT shall remain enforceable to the extent allowed by law.

This AGREEMENT may be executed in counterparts.

This AGREEMENT incorporates all applicable provisions of Massachusetts law, ~~including but not limited to 40 MGL 4A.G.L. c. 111, § 27A. The Shared Health Initiative will maintain accurate and comprehensive records of services performed, costs incurred, and reimbursements and contributions received, shall perform regular audits of such records, and render periodic financial statements to all participants.~~

IN WITNESS THEREOF, the parties hereto have executed this AGREEMENT on this ____ day of _____, 2023, by their duly authorized _____.

SIGNATURE PAGE:

Name and Title

Signature

City/Town

**MEMORANDUM OF UNDERSTANDING
FOR THE ESTABLISHMENT AND MAINTENANCE OF
A SHARED GRANT-FUNDED CROSS-JURISDICTIONAL SHARED SERVICE PUBLIC
HEALTH INITIATIVE**

This AGREEMENT is made by and between the Town of Needham (hereinafter “Needham”) and the towns of Dover, Medfield, and Sherborn (hereinafter “The Charles River communities”), for the purpose of determining the roles and responsibilities of the Parties above in sharing and managing grant-funded resources and to support a cross-jurisdictional public health sharing agreement (hereinafter “The Charles River Public Health District”)

WHEREAS, the Needham and the Charles River communities (collectively, the “Parties”) were awarded an initial \$150,000 in funding in December 2021 to support a cross-jurisdictional public health shared service arrangement from the Massachusetts Department of Health Office of Local and Regional Health (hereinafter “OLRH”) via RFR 214333, the Public Health Excellence Grant Program for Shared Services. Additional funding was received in FY23 and is expected to be received in FY24;

WHEREAS, Needham and the Charles River communities are each empowered by law to staff, maintain and operate public health departments, which are a proper governmental function and service;

WHEREAS, the Chief Executives of all parties agree that they shared many of the same public health challenges relating to the ongoing COVID pandemic and could therefore benefit from collaboration in addressing those challenges;

WHEREAS, Needham and the Charles River communities have determined that it is mutually beneficial to employ shared public health employees (hereinafter “Shared Staff”) between the municipalities in order to fulfill the responsibilities outlined in the RFR 214333;

NOW, THEREFORE, Needham and the Charles River communities commit to working together to deliver the goals of the grant in supporting the communities, build and deploy the Shared Staff and resources to better achieve their statutory requirements, respond to public health emergencies, and satisfy the goals of the grant outlined in RFR 214333. The parties will undertake the following actions (the “Shared Public Health Services Initiative”) to achieve said purpose:

1. Needham and the Charles River communities agree to participate in a Regional Advisory Committee at least once a quarter and participate in discussions relating to policy-making, budgeting, and the effectiveness of the Shared Staff arrangement, including procedures, policies and decision-making processes. Each community shall assign one member of its Board of Health to serve as the primary community representative to the Regional Advisory Committee, and another member of its Board of Health to serve as an alternate member to the Regional Advisory Committee. The Board of Health member from each community will serve as the sole voting member, though staff members from each community may attend the meeting and participate in discussions. All four communities

shall constitute a quorum for the purposes of voting; each Party is to have one vote and decisions shall be approved by consensus of all Parties' representatives who are present and voting.

2. Needham and the Charles River Public Health District communities will agree to an Annual Workplan that sets goals and deliverables for the Shared Staff, respecting the need to balance regional priorities with grant-mandated deliverables and programs.
3. Needham will serve as the host community for all Shared Staff and will lead the hiring, employing, and equipping process of said staff. Shared Staff are to serve the residents of Needham and the Charles River Public Health District communities and to fulfill their respective duties, to be found in respective job descriptions, along with annually assigned grant goals and deliverables.
4. In those limited circumstances where staff members shared across communities are primarily funded from a non-shared services grant funding source but the hours of said staff member are supplemented with shared services grant funding, those staff members will be employees of whichever community or agency provides the majority of their salary funding. Those employees will be formally managed by the employing agency or community but both the employee and the employer will be responsible for assuring the completion of assigned portions of the regional workplan to the Regional Advisory Committee and Needham as the host agency.
5. The salary and benefits of all Shared Staff shall be funded exclusively through the grant, without appropriation or other funding from any party unless expressly agreed to in writing.
6. Needham will be responsible for managing grant deliverables, required reporting, and will act as the primary point of contact for OLRH. Needham is permitted to hire a Shared Service Manager and other appropriate staff or contract with a contractor(s) to manage grant responsibilities. If these responsibilities are contracted, Needham will conduct a procurement process consistent with M.G.L Chapter 30B and other applicable statutes. The terms of any agreement will be subject to separate contracts and the parameters outlined within those contracts.
7. All time and resources of the Shared Staff shall be used to fulfill the responsibilities outlined in RFR 214333 and any later-assigned grant deliverables. Only if all responsibilities are completed shall excess staff time or resources be allocated to conduct other tasks and/or business to enhance other public health services. Additional staff time or capacity shall be split amongst Needham and the Charles River communities at the discretion of the Needham and Charles River communities' Health Departments.
8. The Parties agree to mediation or other mutually acceptable dispute resolution options to resolve disputes or in areas where consensus cannot be reasonably reached. If necessary, Parties may withdraw from this AGREEMENT through the process outlined below, and each may seek relief available under the law.

9. For all purposes, all employees other than Shared Staff and all equipment of the respective Parties will remain employees and property of those Parties, including but not limited to employee benefits and workers' compensation. The Parties shall be equally and jointly, and not severally, liable for any liability, of whatever name or nature, caused by the action or inaction of the Shared Staff when performing services for the Charles River Public Health District. Each Party shall bear all risk of loss or liability from and against all claims, damages, liabilities, injuries, costs, fees, expenses, or losses, including, without limitation, reasonable attorney's fees and costs of investigation and litigation arising from actions or inactions of Shared Staff on behalf of that Party but not on behalf of the Charles River Public Health District.
10. Each Party will maintain accurate and comprehensive records of services performed, costs incurred, and any reimbursements and contributions received pursuant to the grant program identified above and/or involving the Shared Public Health Services Initiative described herein, and shall render periodic financial statements to all participants.

This AGREEMENT shall take effect on [insert date] and shall remain in effect until terminated by Needham or the Charles River communities. This MOU may be superseded by an inter-municipal agreement that is agreed upon, approved, and executed before the expiration date of this AGREEMENT and/or extension periods.

If any Party seeks to withdraw from this AGREEMENT, they shall inform the other Parties in writing of their plans 90 days before their withdrawal will go into effect. Any Party that withdraws is nevertheless obligated to honor their commitment to the Shared Public Health Services Initiative and provide any required documents to the Shared Health Initiative and/or the OLRH to complete the withdrawal.

This AGREEMENT constitutes the entire and complete agreement between the Parties and supplants any and all prior agreements or understandings relative to the Shared Public Health Services Initiative. This AGREEMENT may not be amended except in writing agreed to by all Parties and executed in the same manner as the AGREEMENT itself. If any part of this AGREEMENT is deemed to be invalid, the remainder of the AGREEMENT shall remain enforceable to the extent allowed by law.

This AGREEMENT may be executed in counterparts.

This AGREEMENT incorporates all applicable provisions of Massachusetts law.

IN WITNESS THEREOF, the parties hereto have executed this AGREEMENT on this ____ day of _____, 2023, by their duly authorized _____.

SIGNATURE PAGE:

Name and Title

Signature

City/Town



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



MEETING DATE: 6/9/2023

Agenda Item	Select Board Goals FY2024 and FY2025
Presenter(s)	Timothy McDonald, Director of Health and Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Select Board has begun the process of reviewing its goals for FY2024 and FY2025. The Board has requested feedback from other boards and committees about priorities and thoughts about items on the current goal list.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
None.	
3.	BACK UP INFORMATION:
a. Select Board Goals FY2023 and FY2024	

Select Board Goal Statement
Adopted September 27, 2022
Revised January 24, 2023

PURPOSE

The purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

GOAL #1: Livable Needham plans for and invests in safe, well-maintained, and attractive buildings and infrastructure that accommodate a diverse set of community needs. Needham:

- Promotes and sustains a secure, clean, and attractive place to live, work and play.
- Provides a variety of housing types with a full range of affordability.
- Provides high-performing, reliable and affordable public infrastructure, and Town services.
- Encourages and appropriately regulates sustainable development.
- Supports and enhances neighborhood livability and walkability for all members of the community.
- Coordinates with state and federal leaders to ensure access to safe, reliable, and efficient public transit.
- Coordinates major infrastructure projects and communicates with impacted members of the Needham community.
- Prioritizes the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction. The construction of new sidewalks will be offset by the removal of old, under-used sidewalks.
- Explores targeted opportunities for parcel acquisition.
- Works with stakeholders to manage the impact of the COVID-19 Pandemic on the Town of Needham.
- Supports the PPBC's recommended funding levels.

FY2023-2024 Initiatives	Description
1.1	Begin the Ridge Hill/Nike Assessment Phase 2 Project, including working with the Community Farm to decide on the long-term plan for the farm at the site as well as considering potential future uses of the site. (FY2024)
1.2	Work with the Planning Board on next steps related to the MBTA Community Housing Guidelines and the update to the Town's Affordable Housing Plan. Review updated demographics and impact on anticipated transit-oriented development and schools.
1.3	Evaluate RTS Service Delivery Model to Guide Long-term Investment and Review Operational Efficiencies in the Short-term.
1.4	Maintain/repair the barn at Ridge Hill.

1.5	Identify funding for School Master Plan projects and participate in the planning process.
1.6	Work with stakeholders to secure funding for an arts and culture strategic plan.
1.7	Work with the Park & Recreation Commission, Conservation Commission, and other stakeholders to set priorities for capital spending.;
1.7.1	Identify opportunities for expanded active and passive recreation facilities including but not limited to an action sports park and additional boat ramps.
1.7.2	Improve trailhead access to ensure clear and accessible access; consider creating a trails app. (FY2024)
1.8	Evaluate expansion of off-leash dog areas.
1.9	Evaluate next steps for use of the Stephen Palmer Building.
1.10	Upgrade Town Seal to improve graphic quality and historical accuracy. (FY2024)
1.11	Evaluate opportunities for undergrounding of electrical wires. (FY2024)
1.12	Review and implement an alternative service delivery method for weights and measures inspections.
1.13	Create a voluntary local historic district under Chapter 40C for the property of Elizabeth and Maurice Handel at 3 Rosemary Street, built by Jonathan and Jemima Kingsbury in 1779, the oldest house in 02494 and the 11th oldest in Needham.

GOAL #2: Economically Vital – Needham has the economic opportunities and resources for residents and businesses to thrive in our community. Needham:

- Supports an environment for creativity, innovation, and entrepreneurship.
- Promotes a well-educated, skilled, and diverse work force that meets employers’ needs.
- Fosters a collaborative and resource-rich regional business climate.
- Attracts, sustains, and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members.
- Supports financial security, economic opportunity, and social mobility for all.
- Evaluates ways to increase minority and women-owned business participation in construction, building maintenance projects, and other Town programs.

FY2023-2024 Initiatives	Description
2.1	Evaluate Chestnut Street Redevelopment. (FY2024)
2.2	Evaluate Expansion of Snow Removal Efforts, including sidewalk plowing strategies. (FY2024)

GOAL #3: Accessible & Connected – Needham has a multi-modal transportation system that gets people where they want to go, when they want to get there, safely, and cost-effectively. Needham:

- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient, and clean mobility options.
- Supports a balanced transportation system that reflects effective land use, manages congestion, and facilitates strong regional multimodal connections.
- Provides effective infrastructure and services that will encourage diverse populations to connect to nature and the larger community.
- Promotes transportation options to ensure we remain an age-friendly community.

FY2023-2024 Initiatives	Description
3.1	Evaluate parking needs, options, types, and zoning in the Needham Center and Needham Heights business districts, identify technology to manage parking.
3.2	Evaluate the role and composition of the TMAC, Transportation Committee, Rail Trail Advisory Committee and Complete Streets Committee.
3.3	Seek funding for noise reduction/Quiet Zone feasibility, design, and construction.
3.4	Evaluate future use of the rail corridor between Dover and Newton.
3.4.1	Evaluate funding options for the Rail Trail extension from High Rock Street to Needham Junction.
3.4.2	Evaluate the feasibility of a shared use way between Needham Heights and the City of Newton.
3.5	Evaluate and make a final determination of the appropriate plan for Downtown Redesign Phase 2.
3.6	Prioritize funding for the Central Avenue/Centre Street Bridge.
3.7	Evaluate the feasibility of last mile in-Town transportation options (if earmark is not funded, explore funding sources).

GOAL #4: Healthy and Socially Thriving – Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural, and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic, and social opportunities for all socioeconomic and age groups.
- Supports the physical and mental well-being of its community members.
- Fosters inclusion, diversity, and equity.
- Promotes the installation of art and opportunities for community-led art projects.
- Provides diversity, equity and inclusion professional development opportunities for all staff geared towards deepening understanding and becoming culturally responsive, anti-racist, and anti-biased members of the Needham community.

- Identifies and implements strategies to hire, support and retain diverse staff at every level of the organization; measures efforts and provides quarterly updates on progress.

FY2023-2024 Initiatives	Description
4.1	Work with the Needham Golf Club to extend the lease of Town land to allow Club to finance improvements.
4.2	Explore the option of petitioning to rename Hemlock Gorge to “Nehoiden’s Grant.” (FY2024)
4.3	Identify ways to institutionalize community conversations around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.
4.4	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.
4.5	Explore benefits of creating a dedicated position for Diversity, Equity & Inclusion efforts.
4.6	Provide support to other Boards & Committees on how to apply NUARI principles to their work, including training opportunities and sample goals.
4.7	Conduct focus groups with BIPOC community members to identify strategies for ensuring that all members of the community feel welcome as outlined in the NUARI vision statement and guiding principles.
4.8	Work with the Human Rights Committee to develop a discrimination complaint process and provide forums where individuals feel comfortable discussing their concerns related to diversity, equity, and/or inclusion. Consult with the HRC on their role and next steps.
4.9	Develop a plan for a community observance of Juneteenth.
4.10	Consider options for recognizing Indigenous People’s Day and Columbus Day/Italian Heritage Day. (FY2024)
4.11	Implement Valor Act and consider aligning the administrative process for both the Valor Act and the Senior Corps programs.

GOAL #5: Safe – Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters. Needham:

- Enforces the law while considering the needs of individuals and community values.
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters.
- Fosters a climate of safety for individuals in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools, and public places.

- Encourages shared responsibility, provides education on personal and community safety, and fosters an environment that is welcoming and inclusive.
- Utilizes Complete Street principles to evaluate and prioritize pedestrian safety on our roadways.
- Prioritizes emergency planning and trainings for Town staff and the community to increase our collective preparedness and resilience.

FY2023-2024 Initiatives	Description
5.1	Actively monitor progress on the law enforcement recommendations that the Police Chief presented to the Select Board on June 8, 2021.
5.2	Work with public safety unions to reach agreement on alternatives to the Civil Service system; work with all stakeholders to implement alternative recruitment and promotion systems for public safety employees.
5.3	Work with the Chief of Police on updating the annual reporting and evaluating the possibility of creating a quarterly status report.

GOAL #6: Responsibly Governed – Needham provides excellent customer experience, responsibly manages the Town’s assets, and makes data-driven decisions that are also informed by community engagement. Needham:

- Models stewardship and sustainability of the Town’s financial, human, information, and physical assets.
- Supports strategic decision-making with opportunities for engagement and timely, reliable, and accurate data and analysis.
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness, and quality customer service in all municipal business.
- Supports, develops, and enhances relationships between the Town and community/regional partners.
- Provides assurance of regulatory and policy compliance.
- Reviews and updates Town policies and regulations.
- Identifies opportunities for departmental consolidation and efficiency improvement.
- Identifies opportunities for streamlining permitting processes. Provides open access to information, encourages innovation, enhances communication, and promotes community engagement.
- Meets regularly with other boards and committees.
Seeks input from other boards and the community during the annual goal setting process.

FY2023-2024 Initiatives	Description
6.1	Review the funding goal and use of all stabilization funds in conjunction with the Finance Committee and stakeholder boards and committees.
6.2	Support employee recruitment and retention initiatives.

6.3	Evaluate the possibility of developing a Community Master Plan. (FY2024)
6.4	Develop a Select Board/Committee code of conduct.
6.5	Expand Select Board community engagement efforts and ensure continuation of the Town's communications staffing. Pilot a Select Board Office Hours Program.
6.6	Collaborate with stakeholders on the development of short videos on how Town government works.
6.7	Update the Select Board's Appointment Protocol (BOS-ADMIN-003).
6.8	Review Elected/Appointed status.
6.9	Conduct a general governance review including the role of the Personnel Board.
6.10	Work with the Finance Committee to create a working group exploring the operating budget process and other finance-related issues.
6.11	Review and recodify the non-criminal disposition by-law.
6.12	Review and update alcohol regulations.
6.13	Complete formal appointment of Town Counsel.
6.14	Update policy governing use of public outdoor spaces under the jurisdiction of the Select Board (e.g., Town Common, Avery Square, Amity Path, etc.)

GOAL #7: Environmentally Sustainable – Needham is a sustainable, thriving, and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems. Needham:

- Maintains a sense of urgency around climate change.
- Promotes sustainability, including transitioning from fossil fuels to clean, renewable energy.
- Ensures the efficient use of natural resources.
- Protects and enhances the biodiversity and productivity of ecological systems.

FY2023-2024 Initiatives	Description
7.1	Develop a Climate Action Plan.
7.2	Identify parcel acquisition to comply with Land & Water Conservation Fund requirements.
7.3	Sponsor a tree summit. (FY2024)
7.4	Work with the Planning Board to explore zoning options to allow solar canopies on public and private property.
7.5	Evaluate regulations governing asbestos and lead protection/mitigation on knockdowns. (FY2024)
7.6	Review/establish electric vehicle charging rates.
7.7	Recommend community energy aggregation.
7.8	Evaluate adoption of net zero building code. (FY2024)

7.9	Begin development of sustainability guidelines for the construction and renovation of existing and future municipal buildings, and large commercial buildings.
7.10	Support and encourage improved access to equitable solar energy opportunities, including assessment, planning, and funding.



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



MEETING DATE: 6/9/2023

Agenda Item	Center at the Heights Space Study & Kitchen Plans
Presenter(s)	Timothy McDonald, Director of Health and Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will discuss the Needham CATH Space Utilization Study.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
None.	
3.	BACK UP INFORMATION:
a. Back-up materials can be found here: Needham CATH Space Utilization Study	



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Public Health Nursing

Month: May 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 NHA continue with variable interest from residents. Both Matter of Balance classes ended, a total of 13 people 'graduated'. 4 CPR classes offered to the public, all well attended. Covid vaccines offered with individual appointments in the office. Social media posts continue re: education, health promotion, and prevention. May highlights include Lyme Disease Awareness Month, COVID vs. Allergies, and Healthy & Safe Swimming Week.
Education	Ginnie: MRPC Conference; MAPHN Conference; LBOH Bi-Weekly Webinars; MAVEN Webinars; Older Adult MH Awareness Day Symposium; Stimulants 101 training Hanna: Attended MAPHN Annual conference in Marlborough.
DVAC	40 gift bags were created and distributed. Scheduled a 'DVAC conversations' for June at the Library. Cable spot planning for October airing date is ongoing.
Other	Ginnie: Needham LEPC; Town of Needham employee MH meeting; CCIT quarterly partners meeting; Stop the Bleed training in Medfield with Brenda Healy, Medfield PHN to train school nurses

Notes:

Notable cases from May:

- Less than 5 cases of Strep A were confirmed through lab testing at a local LTC/SNF.
- COVID cases confirmed at a local school affecting (< 5) teachers and (< 5) students. Majority of cases are in the same classroom and other students were out with symptoms (testing pending/negative).

Potential Food-Borne Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
Amebiasis													0	0	<5
Calicivirus/Norovirus	<5	<5						<5	<5				5	<5	<5
Campylobacteriosis	<5	<5		<5			<5						8	6	15



NEEDHAM PUBLIC HEALTH DIVISION



Cryptosporidiosis														0	<5	<5
Enterovirus														0	0	0
Giardiasis										<5				<5	0	0
Listeriosis														0	<5	0
Salmonellosis	<5	<5		<5			<5				<5			5	<5	<5
Shigellosis														0	<5	<5
Vibrio spp			<51											<5	<5	0
Arbovirus	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021	
Arbovirus (other)														0	0	0
Babesiosis	<5													<5	<5	5
Borrelia miyamotoi														0	<5	0
HGA/Anaplasmosis				<5		<5								<5	<5	<5
Lyme Disease Suspected	6	10	7	5	<5	<5	<5	<5	<5		<5			49	N/A	N/A
Lyme Disease Probable	<5	<5		<5	<5	<5		<5	<5	<5	<5			15	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	<5													<5	<5	<5
Haemophilus influenzae														0	<5	<5
Hepatitis A														0	0	0
Hepatitis B Confirmed/Probable				<5	<5						<5			<5	9	6
Hepatitis B Contact			<5				<5							<5	0	<5
Hepatitis C Confirmed														0	0	<5
Hepatitis C Probable		0		0				<5	<5	<5				<5	<5	<5
Influenza		<5		<5	22	133	25	6	<5	<5	<5			191	51	<5
Legionellosis							<5							<5	<5	0
Mumps														0	0	0
Novel Coronavirus Confirmed	169	117	107	102	76	154	105	63	35	16	25			969	4153	1416
Novel Coronavirus Probable	23	8	14	<5	23	20	33	34	21	<5	5			188	484	118
Pertussis (Bordetella spp.)								<5						<5	0	0
Streptococcus pneumoniae														0	<5	0
TB Disease														0	0	0
Latent TB Infection (Confirmed)	<5	<5		<5	<5	<5	<5	<5	7	<5	<5			25	24	21
Latent TB Infection (Suspected)	<5			<5	<5	<5	<5	<5	<5	<5				14	10	5
Varicella	<5					<5								<5	<5	<5
Other				<5		<5					<5			<5	-	-
Totals	211	146	130	121	134	318	174	115	73	27	42	0	1491	4819	1645	
Reported Cases later Revoked		<5		<5			<5		<5							

Immunizations Injections	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
B12	1	1						1					3	14	13



NEEDHAM PUBLIC HEALTH DIVISION



Influenza			262	235	219			1					717	812	1225
TDap											2		2	3	0
MMR											1		1		
Covid-19	5		167	82	181					2	21		458	3792	6963
VFC													0	4	0
Other													0	0	0
Total	6	1	429	317	400	0	0	2	0	2	24	0	1181	4625	8201

Animal-to-Human Bites	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2023	2022	2021
Dog										2	1		2	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	2	1	0	3	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	5	2	4		51	23	-
GoW Amount	2120	1900	3559	1156	1576	1255	2292	1046	2705	1862	6450		25921	13141	16956
Parks & Rec													0	0	1
Self Help				1			2	1	2				6	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	14	14	20		174	53	
Matter of Balance Graduates							9	11			13		34	10	
Narcan			2			1	4	6	2	5	3		23	0	0

Donations:	0
Giftcards Distributed:	0



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Epidemiology

Date: May 2023

Staff member: Julie McCarthy

COVID-19 Update: 22 confirmed cases in May

Age Group	Primary series complete per capita	Boosted after 9/1/2022 per capita
0-4 years	44%	33%
5-11 years	77%	41%
12-15 years	91%	48%
16-19 years	>95%	46%
20-29 years	>95%	45%
30-49 years	>95%	46%
50-64 years	>95%	55%
65-74 years	>95%	70%
75+ years	>95%	81%
Total	97%	53%

Activity	Notes
Accreditation	Continuing draft of Community Health Assessment. Data sources include American Community Survey (US Census Bureau), MetroWest Adolescent Health Survey, Healthy Aging in Needham Assessment, Assessment of Needham Housing Authority Residents, Needham Parent Survey, National Community Survey, MA Department of Public Health, CDC, Beth Israel Community Health Needs Assessment
Misc.	5/2, 5/9, 5/23, 5/30: Municipal Public Health Management Training Series (through Metro West Health Foundation) 5/9 & 5/17: Cambridge Biosafety Forum (virtual). Recordings and resources to be made available and can be provided to residents serving as community members on IBCs. 5/8/23: SAPHE Working Group Meeting #3 5/12: Brand strategy meeting with MORE Advertising (with Lynn, Cindi) 5/16 & 5/30: MassCALL3 Strategic Planning Meetings Continuing work with Ginnie on social media accounts (Facebook, Twitter, Instagram). Able to look at accounts reached, accounts engaged, likes, shares, profile activity for posts. Instagram example: +8.2% followers and +42.1% accounts engaged April 30-May 29 compared to Mar 31-Apr 29 IMPACT Melanoma: Sunscreen dispensers have arrived! Desired locations for trial (5 dispensers): Greene's Field, DeFazio (2 dispensers), Rosemary Recreation Complex Pool. Working with DPW on installation. Sunscreen is all-natural SPF 30 Broad Spectrum 100% reef safe mineral sunscreen. News You Need(ham) article written in preparation for dispenser installation, social media posts (education on SPF, FDA regulation of sunscreen, chemical vs mineral sunscreen)



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Management

Date: May 2023

Staff member: Michael Lethin

Activities and Accomplishments

Activity	Notes
Active Shooter Exercise	A Joint Active Shooter Tabletop Exercise was held by Needham with Babson College, Olin College, Wellesley College, and the Town of Wellesley. The exercise was a success, with a lot of fruitful conversation and should serve as a foundation for future cooperation. An After-Action Report will follow this Summer.
Shelter Planning	Initial planning meetings have been held for developing the Emergency Shelter Plan. Follow on planning, including site visits will take place in June, with a substantial draft expected by the end of June.
EOC Training	A Functional Exercise of the Emergency Operations Center will be held June 12, involving the scenario of a failure in the water distribution system.
Hazmat Training	Hazmat Awareness training has been scheduled to take place on several dates throughout June. Forty DWP Staff will receive training, including all who work at the RTS and some additional supervisors.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Preparedness

Month: May 2023

Staff members: Tiffany Zike and Taleb Abdelrahim

Activities and Accomplishments:

Activity	Notes
Medical Reserve Corps	- Coordinated with Needham Police Department to provide Active Threat and Situational Awareness training to volunteers and staff members. - We nominated one volunteer from Needham unit to attend a special statewide MRC Training Day.
Metro Regional Preparedness Coalition (MRPC) - Region 4AB Conference	- Taleb Abdelrahim attended one day Conference on May 2nd. - On May 15th, participated at a Hazard Vulnerability Assessment (HVA) survey of Region 4AB health and medical stakeholders - including Public Health and Emergency Medical Services.
Emergency Preparedness Resources	Searched and contacted vendors to get quotes for purchasing resources, like 50-Person Shelter Cart Kit, Voice Translator, etc.
Active Shooter Tabletop Exercise at Babson College	Taleb Abdelrahim attended the exercise and helped with taking notes that could use to write an After-Action Report.
Emergency Sheltering Plan	Attended Shelter Planning Meeting to provide input to help draft the plan.
Accreditation	Continuing work on collecting, reviewing, making changing Domain 2 - Standard 2.2 - Prepare for and response to emergency documentation.
Other	Met with Tiffany Zike to provide updates, debrief, discuss tasks progress, gaps, and more.



Needham Public Health Division

May 2023



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

Date: 6/09/2023

Staff members: Diana Acosta, Roland Abuntori, Michaela Bucca

Activities and Accomplishments

Activity	Notes
Environmental Health Work and Training	Roland Abuntori continues to assist Needham with various inspections. He completed: • Walker Inc. school kitchen Inspection • Broadmeadow school inspection • Needham Nutrition pre operation inspection • Shared Services team meeting • Correspondence with Ruth Griffin (Interim nutrition services Director) • Mitchell elementary school inspection with Sai • Needham nutrition review • High Rock School cafeteria inspection
Shared Services Work	Diana is currently finalizing process of obtaining licenses for FoodCodePro, HousingCodePro, PoolCodePro, and R360 for the Charles River Health District. Each municipality will have access to these inspectional programs while the regional inspectors will have access to a regional license where they can enter inspections for any municipality in our Shared Services Agreement. The licenses are to be activated on or after July 1, 2023. The third Working Group meeting was held on May 8, 2023. Each municipality had at least one representative attend the meeting. The draft MOU was discussed and Regina Villa distributed two copies for comment in the meeting's follow up. Edits/feedback were due on June 2, 2023. After feedback and edits are received, a final draft will be circulated to all BOH members. Working group members are still expected to speak to their respective Boards of Health to share progress of the MOU process and to determine names for the Advisory Board members and alternates. They should also identify staff to attend meetings as non-voting participants. The Quarterly Check-in was completed with the Office of Local and Regional Health.
Contact Tracing	Michaela Bucca is continuing contact tracing in Medfield and Dover. She also began working on the Foundations in Public Health Coursework from the Local Public Health Institute.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Accreditation Team

Date: March 2022

Staff: Cindi Melanson and Lynn Schoeff

Activities and Accomplishments

Activity	Notes
Quality improvement	Developed proposals for QI projects. - Food Safety Excellence Program - Alcohol compliance checks Discussed & planned Food Safety Excellence Program quality improvement project.
Branding strategy	Meeting with consultants from MORE advertising to begin developing a brand strategy for the Public Health Division.
Policies	Finalized the following policies: - Gift cards - Policy on policies - Financial assistance during public health emergency - Racial and health equity - Condemning a house Working on the following policies: - Ethical Issues: Deliberation and Resolution - Synthetic turf
Senior assessment	Final draft of <i>Needham Healthy Aging Report</i>
Ongoing work for accreditation	Workforce Development Readiness Assessment Identifying and writing supportive documentation Community Health Assessment Performance Management

Other Public Health Division activities this month:

- Met with Institute for Human Centered Design to review their work on the ADA Self-Assessment and Transition Plan
- Developed public education pieces for the Food Safety Excellence Program.



Needham Public Health Division



May 2023

Assist. Health Director - Tara Gurge
Full-time Health Agent – Sainath Palani
Part-time Health Agent – Monica Pancare
Food Regulatory Program Analyst Intern – Ecom Lu

Unit: Environmental Health

Date: June 9, 2023

Staff members: Tara Gurge, Sainath Palani, Monica Pancare and Ecom Lu

Activities and Accomplishments

Activity	Notes
Food Safety Excellence Program	An enactment date was set for our Food Safety Excellence Program (Revised Food Code Enforcement Policy) for November 1, 2023 – Pilot to begin with food establishments following our annual fall forum food safety trainings.
Seasonal permit renewals	Worked on reviewing online permit applications for outdoor pools and animal permit renewals. The Sira Naturals Medical Marijuana RMD permit renewal materials, along with the link to the online permit application, were also emailed out to ensure that the plan reviews and on-site inspections can be conducted and approved prior to their permit expiration of June 30 th . Seasonal Needham Farmers Market food vendor online permit applications have been coming in as well for our review and approval. The weekly market on Greene's Field is set to start on Sunday, June 11 th . The hours are 11 – 3 PM.
Update on High St. Housing Case	A final joint inspection was conducted by Health and Building Depts. on May 11th. We met with the occupant and the landlord on site, with a police escort. All remaining housing order letter items, with the exception of the window and screen replacements in unit #12, were found to be completed. We received a Window World installation date that morning for completing those installations on a proposed date of May 19th (which was dependent on the occupant allowing them to access to the unit.) On May 23rd, we received a signed, dated letter from Window World which confirmed the window and screen installations that were conducted on May 19th in unit #12. After receiving the letter, a final housing letter was drafted for the landlord, which contained a summary of the items that were completed, and was sent via certified mail, and also mailed and emailed to all parties involved, including the landlords' attorney. A separate letter was drafted and sent to the occupant of unit #12, stating that all order letter items have been completed, and that going forward, to the extent that the occupant believes that any new MA Housing Code or Building Code violation has manifested at this property address and qualifies per MA Housing Code 105 CMR 410.010 as <i>A Condition Making a Unit Unfit for Human Habitation</i> or per 105 CMR 410.630 as <i>A Condition Which May Endanger or Materially Impair Health or Safety</i>, they are instructed to include, along with any correspondence, a date-stamped picture or video evidence of the alleged violation(s), which will then be reviewed to determine whether it meets the code standard noted above, prior to conducting a follow-up inspection. All of the items that have been previously identified have now been addressed. Accordingly, the Public Health Division and Building Department consider this matter concluded.

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

Activities

Activity	Notes
Demo Reviews/ Approvals	5 - Demolition signoffs: - #562 Webster St. - #13 Appleton Rd. - #1616 Great Plain Ave. - #20 Pinewood Rd. - #492 Chestnut St.
Disposal of Sharps Permits	0 – Disposal of Sharps Permits issued.
Septage/Grease Waste Hauler Permits Issued	0 – Septage/Grease Waste Hauler Permit Issued.
Trash/Recycling Waste Hauler Permits issued	3 - Trash and Recycling Waste Hauler Permits issued to: - John Timmerman - Dalton Disposal - Save That Stuff
Medical Waste Hauler Permit Issued	0 – Medical Waste Hauler Permits Issued.
Food - Plan reviews/Follow- ups/Pre-operation/ Permits issued	9 – Food Permit Plan Reviews/Follow-ups/Permits issued for: - Carter Memorial Methodist Church (Bread of Life Program) – Pre-operation inspection still pending. Scheduled to be conducted in the next week. Found a licensed plumber to install new grease trap by dish machine. Will call us once installed, to conduct a pre-operation inspection. (Still pending.) UPDATE: Working with Building Dept. to have their licensed plumber apply for proper permits for the pending grease trap installation. (Still in process.) - Rainbow ADHC of Needham Riverside, LLC (185 2nd Ave.) - This is the old Zdorovie site. A new food establishment will be moving into that space. Received some initial plan review items. (Still in plan review process.) UPDATE: Plan review approved. Sai conducted an initial pre-operation inspection. Follow-up inspection still pending prior to issuance of permit. - Needham Center Fine Wines – Food Permit online plan review conducted for new store owner that's taking over this retail establishment. (Inspection pending.) UPDATE: Sai conducted a pre-operation inspection. Permit issued. - McDonalds- Renovations were made and a pre-operational inspection was performed and establishment was allowed to reopen. - Sam's (Eleen's) Ice Cream Truck- Seasonal permit issued. - Five Star (Superstar) Ice Cream Truck- Seasonal permit issued. - Superstar Ice Cream Truck- Seasonal permit issued. - Rice Barn: Sai performed a plan review and met with Mr. Intha and went over application and proposal to open page by page, issue by issue. Sai performed a walk-thru of the establishment and noted the lack of a mop sink but the proposal to use a mop and bucket to clean. Mr. Intha will need resubmit his application, so it is complete and accurate to what he is proposing on doing and he will need to address outstanding building department concerns prior to moving forward. - Kids and Company (53 4th Ave): Performed plan review. Establishment will likely be seeking a variance from the Board to forgo having ware washing facilities onsite as they are proposing to perform all food preparation and ware washing off-site and they are saying there is no space to add one.

Food – Temporary Food Event Permits issued	1 – Temporary Food event online permit application reviews and permits issued to: - <u>All Purpose Bakery (DeFazio Fields)</u> - Memorial Day weekend, permit reviews and permit issued after passing inspection.
Farmers Market Food Vendor online permit reviews/ Permits issued	8 - Farmers Market Food Vendor permit application reviews/Permits issued for: - Everyday Bake Shop - Wild Robbins Farm - Captain Martins - Bombay Brunch - Native Columbia - Go Pastries - Joy Berry Farms - Le Petit Four (working with vendor still)
Food Complaints/Follow-ups	0 – Food Complaints received.
Housing Complaints/Follow-ups	2/3 - New Housing Complaints/Follow-ups conducted at: – <u>High St. (0/1) - UPDATE:</u> A final joint inspection was conducted by Health and Building Depts. on May 11th. We met with the occupant and the landlord on site, with a police escort. All remaining housing order letter items, with the exception of the window and screen replacements in unit #12, were found to be completed. We received a Window World installation date that morning for completing those installations on a proposed date of May 19th (which was dependent on the occupant allowing them to access to the unit.) We confirmed that Window World was able to complete those installations and final separate certified letters were sent to the landlord and the occupant, where we closed out this housing case. – <u>House near Newton line (near Reservoir St.) (1/1)</u> - Tara and Sai met with owner, along with reps. from Town Manager's office, Building Dept. and Fire Dept., to conduct a follow-up exterior inspection on 5/31. Town Manager issued a letter to the owner which gave a time frame of cleaning up and removing all the unused items located in the front, side and back yards of the property on or before June 30th. Owner agreed to work with us in removing the items. Sai and Tara will meet with the owner again in one week to check on progress made. – <u>Hasenfus Rd. (1/1)</u> - Sai was in contact with tenant for about a week and set up housing inspection with tenant after evidence was presented. Housing inspection using new housing code was performed with representatives from the management company and the owner's independent contractor. Sai sent out orders to correct to the responsible party.
Housing Pre-occupancy inspection	1 – Housing pre-occupancy inspection conducted at: - <u>275 2nd Ave. (Voucher for DMH)</u>

Nuisance complaints/Follow-ups	(8/9) – New Nuisance Complaints/Follow-ups - <u>Petco (1/2)</u> – Received an online anonymous concern about increase of pests inside the store. Tara spoke to the Senior Manager of Environmental, Safety and Health Compliance. The store has increased their pest control routine visits up to multiple times per week in order to get on top of this ongoing pest concern. A deep cleaning will also be scheduled for the store. Door sweeps are also on order. Copies of the pest control reports will be submitted, until activity subsides. Follow-up inspection to be conducted to verify improvement. UPDATE: Sai visited twice (5/10 & 5/11) and met with managers who walked around and showed Sai the multiple hot areas, the active evidence of infestation and the remedies done up to that point. Sai also met with manager at Staples, which shares the building with Petco, and they have been having the same issue. Sai notified cooperative contact of environmental health to work with the building landlord and Staples to address the issues across the whole building rather than just at their store. - <u>7-Eleven (1/1)</u>: Sai followed up on a complaint made about pests around the store and did not see any evidence of pest or harborage conditions. - <u>280 Hunting Rd. (1/1)</u>: Sai followed up on a complaint made about pests in backyard possibly caused by sewer line construction several blocks away. Homeowner had wildlife specialist look at bite marks and nests under deck who told them it was due to sewer rats. Sai noted similar conditions at neighbor's property who noted it was caused by rabbits in their case. Sai left voicemail with homeowner's wildlife specialist and has not heard back from them or the homeowner. - <u>Linden St. Housing Authority Complex (1/1)</u>: Sai followed up on pest issue. Bait boxes were set up across and there was evidence of burrows. Sai met with maintenance staff of housing authority and received an invoice for pest services. Sai is following up with this issue. - <u>Charles River Landing (1/1)</u>: Sai attempted to follow up on a noise complaint for a neighbor. He reached out manager and did not hear back. - <u>Webster Green (1/1)</u>: Sai followed up with management on pest complaints and smoking by the building. - <u>Residence Inn (1/1)</u> - Occupant made a complaint that there was insufficient air flow/ventilation in their room and there was a strange odor similar to a chemical smell in their room. Sai visited the room and observed no unusual odors and that the vents in the rooms were working. Sai met with hotel manager and went onto roof with HVAC specialist to confirm HVAC system was working. HVAC specialist recommend adding a lock box over the thermostat in the 5th floor common hallway as it could be a failure point if someone plays with it a lot. Sai informed manager to continue to respond to any complaints made. UPDATE: Occupant called the property manager and had him come out to observe the odor that was present one morning. Property manager stated that the odor he observed was a musty odor, so new linens were provided. (We will continue to monitor this concern.) - <u>Chambers St. (NHA) (1/1)</u> - Resident reports that neighbor is smoking in unit, and smoke is migrating into her unit and into common area hallway and causing a public health nuisance concern. Tara reached out to Exec. Director of NHA to get the latest updates on NHA plan to address this concern. Also requested that a joint inspection be conducted with Health staff and NHA property manager. (Still pending.)
Outdoor Seasonal Pool permit reviews/Permits issued	5 - Outdoor seasonal pool permit application reviews/Permits issued: - <u>#700 Greendale Ave. (Modera)</u> - <u>#275 2nd Ave. (The Kendrick)</u> - <u>#300 2nd Ave. (Charles River Landing)</u> - <u>#100 Rosemary Way (Rosemary Ridge)</u> - <u>#1545 Central Ave. (Needham Pool & Racket)</u>- Permit not yet issued, a few visits were made and pool still not ready due to outstanding issues.
Planning Board Special Permit reviews	3 – Planning Board reviews conducted for: - Sweet Boba (1032 Great Plain Ave.) - 1502 Highland Ave. - Fitness Ctr. proposed amendment (for parking waiver) - Sira Naturals (same amendment as previously approved.)

Septic Certificate of Compliance (COC)	0 – Septic Certificate of Compliance final signoffs issued.
Septic – Construction permits issued	0 – Septic Construction Permits issued.
Septic Installation inspections	0 – Septic installation inspections conducted.
Septic Installer Exams/Permits Issued	0 - Septic System Installer Exams and Permits issued.
Septic Addition/Reno. to a Home on a Septic reviews	0 – Addition/Reno. to a Home on a Septic reviews conducted.
Septic Plan Reviews/Approvals issued	4 – Septic Plan reviews conducted for: - #299 Charles River St. - Conducted a follow-up site visit to verify accessory structure (barn) that was also scheduled to be tied into the proposed upgraded septic system design plan. Revised septic plans are still pending. UPDATE: Revised septic plans received. Septic plan approval letter sent. - #61 Crestview Rd. - Received septic plans. Initial comments sent to have MA Registered Engineer stamp plans. (Revised plans pending.) UPDATE: Revised septic plans received. Septic plan approval letter sent. - #173 Stratford Rd. - Received septic plans. Initial comments sent to have MA Registered Engineer stamp plans. (Revised plans pending.) UPDATE: Revised house plans received, and septic plans approved. - #165 Brookside Rd. - Received septic plans. Initial comments made and applicant is requesting a LUA, Awaiting paperwork prior to approval.
Septic – Soil/Perc Tests	2 – Septic Soil/Perc Tests conducted at: - #165 Brookside Rd. - #18 Brookside Rd.
Septic Trench permits issued	0 – Septic Trench permits issued.
Septic – Abandonment Forms received	0 – Septic abandonment/connection to sewer forms received.
Sira Naturals RMD Plan Review for Permit Renewal	1 – Medical Marijuana RMD Permit Plan Review conducted for: - Sira Naturals – Permit review still pending. In process of uploading plan review items to online permit application.
Tobacco Inspection conducted/Permit Issued	1 – Inspection Conducted and Tobacco permit issued to: - Needham Center Fine Wines - Sai conducted pre-operation inspection. Issued permit.
Well Permit online plan reviews and Approval to Drill letters	0 – Well permit online plan reviews and approval to drill letters issued.
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
Avita of Needham	5/6	routine	Pr: Latex gloves noted. Code: Except when washing fruits and vegetables, food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment. Single-use natural rubber latex gloves are not recommended for food contact in food establishments. Pr: Toxic chemical stored improperly Code: Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single use articles by: (A) Separating the poisonous or toxic materials by spacing or partitioning; and (B) Locating the poisonous or toxic materials in an area that is not above food, equipment, utensils, linens, and single-service or single-use articles.	Items were corrected onsite or were confirmed to be corrected.
Volante Farms	5/6	routine	Pr: Divina olives packages were not stored in temperature control as required Products removed and discarded as noted by label. Code: Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained at 41°F or less. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less. Pr: Paper towels are not allowed in food contact. Use NSF food grade products only such as deli paper, parchment, meat type absorbent pads. Train staff. Code: Materials that are used to make single service and single-use articles may not allow the migration of deleterious substances and shall be safe and clean.	COS

Panera	5/8	routine	3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Kitchen - COS Pr: Chicken and cut pineapple were both at 43f on one of the sandwich making stations. Temperature dropped 39.7f Code: Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained at 41°F or less. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less.	COS
Founders Café/Shark Ninja	5/10	routine	3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Behind service counter – Pr: The Fridge Drawers below the grill was at about 44°F. The only thing stored in here where the vegan burgers, please have this fridge serviced. Code: Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained at 41°F or less. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less. 3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Cafeteria - COS Pr: The display piece for yogurt in the cafeteria was at 50°. This product was tossed, and his fridge will be serviced. 3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Cafeteria - COS Pr: The eggplant on the salad bar was at 50°F. The unit display was at 30°F. Product was removed and ice was added into the wells. The eggplant was recently put out and prepared the day before and taken from the walk-in fridge. 3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Cafeteria - COS Pr: They cut melons on the salad bar were at 45°F. Ice was added to the wells to decrease the temperature.	Items were tossed and staff confirmed they have turned down units and/or created a new SOP such as adding ice or taking out food shortly before service.
New Garden Restaurant	5/13	routine	3-302.11 (A)(2) Raw Animal Foods Separated from each other - Kitchen – Pr: Raw chicken strips were stored on shelf next to raw pork. Store raw chicken on bottom shelf Code: Foods shall be protected from cross contamination by: Except when combined as ingredients, separating types of raw animal foods from each other such as beef, fish, lamb, pork and poultry during storage, preparation, holding, and display by: (a) Using separate equipment for each type, or (b)	COS

			Arranging each type of food in equipment so that cross contamination of one type with another is prevented and (c) preparing each type of food at different times or in separate areas.	
Fuji Steakhouse	5/13	routine	3-302.11 (A)(2) Raw Animal Foods Separated from each other - Kitchen – Pr: Upon arrival raw meat and raw shrimp were not separated or segregated. In addition, raw. Shrimp was placed directly on counter, and it was not clear if the table was properly cleaned and sanitized Prep separately at different tables. Code: Foods shall be protected from cross contamination by: Except when combined as ingredients, separating types of raw animal foods from each other such as beef, fish, lamb, pork and poultry during storage, preparation, holding, and display by: (a) Using separate equipment for each type, or (b) Arranging each type of food in equipment so that cross contamination of one type with another is prevented and (c) preparing each type of food at different times or in separate areas. 7-206.12 Rodent Bait Stations - Kitchen – Pr: NW pest control placed three open baits in kitchen. Remove and call IPM and refer to this report Code: Rodent bait shall be contained in a covered, tamper resistant bait station.	COS
Needham House of Pizza	5/15	routine	3-304.11 Food Contact with Soiled Items – Kitchen - Pr: Meatballs in walk-in were left uncovered. Tubs were stacked so bottom of one tub of meatballs was placed directly on another tub that was not covered. Bottom of tub was in contact with meatballs. Kids were added to both and the were made yesterday and will be packaged today to be frozen. Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer. 3-304.11 Food Contact with Soiled Items - Kitchen – COS. Pr: In the bane Marie fridge with pizza toppings the bottoms of likely unsanitized containers were stacked directly on ingredients. Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.	COS

Mitchell Elementary	5/18	routine	4-101.11 (A) Characteristics - Kitchen – Pr: Food Safety 101 checklist, question 31 'Shelves durable/cleanable surface' is out of compliance. Shelves are rusty Code: Materials that are used in the construction of utensils and food contact surfaces of equipment may not allow the migration of deleterious substances or impart colors, odors, or tastes to FOOD and under normal use conditions shall be safe.	Facilities/kitchen managers would figure out how to repair or replace shelves.
Sudbury Farms	5/20	routine	3-402.11(A) Parasite Destruction - - Pr: Please provide updates/ confirmation as noted. Code: Except as specified in paragraph (B) of this section, before service or sale in RTE form, raw, raw-marinated, partially cooked, or marinated-partially cooked fish shall be: (1) Frozen and stored at a temperature of -4°F or below for a minimum of 168 hours (7 days) in a freezer; (2) Frozen at -31°F or below until solid and stored at -31°F C or below for a minimum of 15 hours; or (3) Frozen at -31°F or below until solid and stored at -4°F or below for a minimum of 24 hours. 3-304.11 Food Contact with Soiled Items - Stand – Pr: Paper towels were noted on several TCS containers. Use Food grade absorbent materials only. Paper towel is not food grade. Repeat violation. Code: Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer. 8-103.12 (A) Confirmation with Approved Procedures/HACCP - - Pr: The most recent testing for sushi rice is from a lab in Texas, and not acceptable. Please provide a recent sushi rice test results from a recent batch of rice made at this store location, and a Massachusetts ISO certified test lab, within 5 days. The current sushi test lab from ATL expires on May 11,2023 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 comply with the HACCP plans and procedures that are submitted as specified under section 8-201.14 and approved as a basis for the modification or waiver.	Followed via email with Sudbury Farms
Residence at Wingate	5/20	routine	-302.13 Pasteurized Eggs Certain Recipes - Kitchen – Pr: Raw shell eggs, that are not pasteurized are used for breakfast cookery which includes over easy and undercooked. HSP population Invoices confirmed that shell eggs are not pasteurized Code: Pasteurized eggs or egg products shall be substituted for raw shell eggs in the preparation of foods	PIC educated on this.

			such as Caesar salad, hollandaise or Béarnaise sauce, mayonnaise, meringue, eggnog, ice cream, and egg fortified beverages that are not cooked thoroughly. (Pasteurized eggs do not need to be substituted if the establishment serves a population that is not a highly susceptible population and the consumer is informed under section 3-603.11 that to ensure safety, the food should be cooked to temperatures indicated in section 3-401.11).	
Comellas	5/31	routine	3-501.16 (A)(1) Proper Hot Holding Temps. - Kitchen - COS Pr: Tray of hot held chicken was held at 129°F. Tossed. Code: Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained: at 135°F or above, except roasts cooked to a temperature and for a time specified in paragraph 3-401.11(B) or reheated as specified in paragraph 3-403.11(E) may be held at a temperature of 130°F or above. 3-501.16 (A)(1) Proper Hot Holding Temps. - Kitchen - COS Pr: Employee have removed tray of sauce that was previously cold held in fridge, and next to pot of sauce at 80°F. Employee was pouring sauce into sauce pot. Educated employee that this sauce should either be hot or cold held. Determine strategy to keep sauce out of temperature danger zone. Code: Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C) of this section, TCS food shall be maintained: at 135°F or above, except that roasts cooked to a temperature and for a time specified in paragraph 3-401.11(B) or reheated as specified in paragraph 3-403.11(E) may be held at a temperature of 130°F or above. 3-501.18 Ready-to-Eat Food Disposition - Kitchen - COS Pr: Tray of eggplant and oven was dated over seven days ago. This was created on site and Tray was tossed. Code: A TCS/RTE food as specified in paragraph 3-501.17 (A)(B) shall be discarded if it: exceeds 7 days at 41°F or lower (except for the time that the product is frozen) or is in a container or package that does not bear a date or day or is appropriately marked with a date or day that exceeds a temperature and time combination as specified in 3-501.17(A). Refrigerated, RTE/TCS food prepared in a food	COS

		establishment and dispensed through a vending machine with an automatic shutoff control shall be discarded if it exceeds 7 days at 41°F or lower. 7-201.11 Storage Separation - Kitchen - COS Pr: Chemical bottles were stored next to food products and above hot holding area. This was corrected on sight by moving chemicals above handwashing sink. Code: Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single service and single use articles by: (A) Separating the poisonous or toxic materials by spacing or partitioning; and (B) Locating the poisonous or toxic materials in an area that is not above food, equipment, utensils, linens, and single-service or single-use articles.	
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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	2	4	5	0	46	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	18	21	18	15	0	192	194	134	149	200	225
Food Service Pre-oper. Insp.	0	1	1	3	1	2	3	1	2	1	6	0	21	22	16	48	12	32
Retail Food Routine insp. Or 6 month check in	0	1	2	2	0	0	0	0	0	3	5	0	13	11	12	33	46	60
Residential Kitchen Routine insp.	0	3	1	0	0	0	0	0	2	0	1	0	7	5	5	3	6	8
Mobile Routine insp.	0	0	0	0	2	1	0	0	0	1	3	0	7	10	10	4	17	13
Food Service Re-insp.	6	4	0	2	9	5	4	0	1	1	1	0	33	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	0	0	1	32	23	66	5	0	2	1	0	0	130	138	134	155	140	171
Temp. food permits	4	4	4	2	0	1	1	2	5	7	1	0	31	37	9	67	134	163
Temp. food inspections	3	2	2	0	0	0	0	1	4	1	1	0	14	9	3	10	37	29
Farmers Market permits	1	0	2	0	0	0	0	0	0	0	7	0	10	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	1	0	0	10	13	7	49	18	20
Follow-up food complaints	2	0	2	2	1	1	0	2	0	1	0	0	11	15	8	48	21	21
Food Service Plan Reviews	4	5	2	7	7	10	6	8	7	5	9	0	70	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	1	0	0	29	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	1	2	0	24	41	40	41	22	22
Housing Follow-ups	6	7	11	7	5	9	9	4	2	3	3	0	66	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	3	3	8	0	28	35	45	34	55	42
Nuisance Follow-ups	5	4	4	4	2	5	6	2	3	3	9	0	47	41	60	55	69	42
Pool inspections	0	0	0	0	0	7	0	0	0	0	5	0	12	15	15	13	20	12
Pool Follow up inspections	0	0	0	0	0	2	2	0	0	0	1	0	5	4	5	3	12	7
Pool permits	0	0	0	0	0	6	2	0	0	0	4	0	12	15	17	11	19	12
Pool plan reviews	0	0	0	0	0	0	0	0	0	0	5	0	5	0	5	0	3	44
Pool variances	0	0	0	0	0	4	2	0	0	0	1	0	7	6	5	6	5	7
Septic Abandonment	1	1	0	0	0	0	0	0	1	0	0	0	3	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	1	0	1	15	5	5	2	2
Septic Install. Insp.	2	0	1	0	1	6	0	0	1	3	0	0	14	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	5	4	3	0	57	64	86	61	62	51
Septic Soil/Perc Test.	0	1	0	0	0	0	0	0	2	0	2	0	5	5	8	1	1	2
Septic Const. permits	0	0	0	0	1	1	0	0	1	0	0	0	3	6	6	6	6	5
Septic Installer permits	0	0	0	0	2	6	0	2	2	1	0	0	13	11	8	6	8	9
Septic Installer Tests	0	0	0	0	0	0	0	0	2	1	0	0	3	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	2	3	4	0	29	21	14	8	9	23
Septic Trench permits	0	0	0	0	0	1	0	3	1	3	0	0	8	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	1	2	3	0	0	19	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	5	1	0	0	0	18	21	18	17	34	15
Tobacco permits	0	0	0	0	2	3	1	0	0	0	0	0	0	7	6	7	10	10	11
Tobacco Routine insp	0	0	0	0	0	0	6	0	0	0	0	0	0	7	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	1	0	0	0	0	6	0	0	2	3	4
Tobacco Compl. follow-ups	1	0	0	2	1	0	0	1	1	0	0	0	0	6	0	0	1	3	4
Trash Hauler permits	0	0	0	0	1	1	1	1	4	9	3	0	0	20	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	1	2	0	0	0	14	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



NEEDHAM PUBLIC HEALTH DIVISION



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

Date: May 2023

Staff members: Carol Read, M.Ed., CAGS, CPS & Lydia Cunningham, MPH, CHES®

Activities and Accomplishments- Meetings and trainings attended through virtual platforms

TEAMS- Zoom- FaceTime unless otherwise noted.

Activity	Notes
MassCALL3 Strategic Planning, Prevention Solutions @ EDC- 5/2, 5/10, 5/12, 5/15, 5/22, 5/26, 5/29 Jessica Goldberg, MPH, Consultant	Discussion: strategic planning meeting preparation, decisions about data to be displayed at meetings, data required for strategic planning framework completion for BSAS grant requirement.
Social Host- What Parents Need to Know to Keep Kids Safe- 5/2 <i>In person</i> Speakers: John Schlittler, Needham Chief of Police, Paula McEvoy, MD, Hasbro Children's Hospital, John Scheft, Bellotti Law Group	Substance Prevention Alliance of Needham (SPAN) and Needham High School PTC, social host presentation and hidden in plain sight exhibit. Presentation: Massachusetts Social Host Law, rights and responsibilities of parents of children under 21.
DPH- BSAS Programmatic Report- Q3 January, February, March – Scott Formica, Ph.D. SSRE report- 5/3	MassCALL3 Programmatic Report – Q3 FY23: All activities, trainings, strategic planning processes and stakeholder level of involvement. Online submission <i>completed</i> .
Institute of Alcohol Studies- Alcohol Marketing to Sexual and Gender Minorities 5/3- Dr. Dave Whiteley, Glasgow Caledonian, Dr. Elena Dimova, Univ. of the West of Scotland	Agenda: The costs of alcohol, risks among the LGBTQ+ community, transgender inclusion in drug and alcohol services, alcohol marketing and use, scoping review: moving with the times, exploiting the scene/seen, performing solidarity, impacts and implications of alcohol marketing
Krissy King, Dedham DOSA-MassCALL3 5/3	Discussion: data requests from Needham of Dedham, recommendations from Needham on what data Dedham should collect, plan to communicate with Riverside Community Care to request attendance at meetings
Ben Spooner, CPS, Center for Strategic Prevention Support (CSPS) – 5/4, 5/17, 5/22, 5/26, 5/29, 5/30 MassCALL3 Technical Assistance (TA)	Review and discussion: strategic plan parts 1 & 2 feedback, update on initial strategic planning meeting, second meeting planning
Yelling Mule Digital Media Advertising 5/5, 5/10, 5/19, 5/23, 5/30 James Shiner, CEO & Founder, Katelyn Shannon, Marketing Account Director	Discussion: updates on engagement with social media advertisements, planning to increase engagement, content ideas, overview of processes related to posting and monitoring digital ads
Needham Local Emergency Planning Council (LEPC) 5/8 Michael Lethin, Emergency Management Next meeting June 12th	Agenda: MEMA Update Heather Smith, MEMA Local Coordinator: <i>MEMA</i> new training registration site: www.mematraining.mass.gov/TRS/ . Hingham Apple Store Mass Casualty Incident Steve Murphy, Chief Hingham Fire Department Emergency Management Update Michael Lethin, Emergency Management Administrator:



NEEDHAM PUBLIC HEALTH DIVISION



	Active Shooter Tabletop Exercise with Babson and Olin Colleges and the Town of Wellesley Contracts completed Emergency Management Performance Grant and the Hazardous Materials Emergency Preparedness Grant.
Opioid Litigation remediation: 5/8 Jessica Goldberg, Prevention Solutions @ EDC, Tim McDonald, Director of Health and Human Services	Discussion: Review state subdivision parameters for spending remediation funds and Town of Needham goals to convene stakeholders to create a five-year strategic plan. Consultant experience and capacity related to strategic planning services contracted through Health & Human Services Department.
Needham Public Health Division (NPHD) Staff Meeting- 5/9 Timothy McDonald, Health & Human Services Director, Assistant Public Health Directors: Tiffany Zike, RN, MPH, Diana Acosta, MPH, Manager Shared Services program: Dover and Medfield.	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.
Supervision Needham Public Health Division- MassCALL3 grant program- NPHD staff responsibilities. 5/9 Tiffany Zike, MPH, RN Assistant Public Health Director.	Discussion: updates on programs and processes occurring January- May, distribution of documents and materials related to recent processes. Including: financial and programmatic compliance, fiscal year budget amendment, new FY24 – FY25 DPH BSAS contract package (program and budget development), strategic planning process and social media – cinema campaign.
Office of Local and Regional Health Bi-Monthly Webinars 5/9, 5/23 Dr. Sam Wong, Rachel Cain, Erica Piedade, Amy Berube-Rivera Office of Local Regional Health	5/9- Discussion: PFAS in fresh water sources across the state, PFAS overview and health impacts 5/23- Discussion: update to Minimum Standards for Recreational Camps, Medical Specialty camp protocol, arbovirus updates (West Nile Virus, EEE), public communication guidelines
Screenagers Under the Influence- Wellesley High School PTSO and Wellesley Health Department 5/9 Filmmakers: Delaney Ruston, M.D., Lisa Tabb, Panelists: Sharon Levy, M.D., MPH, Alisha Moreland-Capuia, M.D.	Film screening and panel discussion: impact of tech on adolescence and teen substance use, strategies to encourage healthy decision-making and support mental health, steps young people are taking to help themselves and each other. Panel discussion featured filmmakers, medical doctors, and students.
National Council on Aging: Older Adult Mental Health Awareness Day Symposium 5/11 Montell Williams, Actor, Keynote Speaker, Ruth Fox, CEO, Allegheny Family Network, Vice Admiral Vivek H. Murthy, MD, MBA, Surgeon General of the U.S., Colleen Galambos, Ph.D., University of Wisconsin, Maggie Ratnayake, Executive Director, Lori's Hands, Yvette Colon, PhD., Eastern Michigan University	Agenda: Keynote address, supporting caregivers providing care to someone with mental illness, Voices of older adults with lived experience of mental health and substance abuse, Spotlight Session: Social cohesion and intergenerational connections to address social isolation, The link between chronic pain and mental health in older adults, 988 social media shareables, panel discussion and closing: Current state of behavioral health integration in primary care



NEEDHAM PUBLIC HEALTH DIVISION



Needham Board of Health – 5/12 Tim McDonald, Director Health & Human Services, Tara Gurge, MPH, Assistant Public Health Director Next meeting: June 9, 2023	Agenda: Welcome & public comment period, review of minutes (April 14, 2023), Opioid Settlement update, Pesticide reduction pamphlet, Rice Barn discussion, draft Permit & License Fee Schedule, staff reports & COVID update, brief updates, upcoming BOH meetings, adjournment
Needham Training for Intervention Procedures (TIPS) 5/15 Jason Sullivan, Dedham Police Department Carol Read Co-facilitators. Karen Shannon, Director Needham SPAN, Lydia Cunningham, MassCALL3 Program Coordinator.	Alcohol licensee training: In-person training. alcohol licensee intervention procedures for Section 12 & Section 15 business owners and employees. (27 attendees- 2 Dedham- 25 Needham) Mass. State law review, education and skills, practices to prevent underage sales and over- pouring. TIPS 3-year certification with post training exam completion.
MassCALL3 Regional Strategic Planning Meeting, in person Rosemary Recreation Complex- 5/16 Jessica Goldberg, Prevention Solutions @ EDC.	Session 1 of 3: background on MassCALL3 Part B grant, 8 guiding equity principles, who are the Prevention Partners, strategic planning process overview, efforts to center equity in the process, review of community youth data, questions, problem selection, next steps. (33 attendees- 10 Dedham, 15 Needham, 3 Walpole, 3 Westwood, 2 other)
ScreenVision Media- Ellen Bendremer, Territory Development Specialist, Local Sales, East Region 5/16, 5/18	Review and discussion: advertising options for SAMHSA Talk They Hear You cinema campaign, final advertisement approval and start date confirmation
Needham Mental Health in the Workplace Seminar 5/17 Melissa Doman, M.A., Alex Clee, Needham Planning and Community Development, Matt DeMarrais, Needham DPW Recycling and Solid Waste Division.	Presentation: Mental health in the workplace, opportunities to discuss mental health you're your employer or team, steps to take as managers/supervisors, question and answer panel.
Amanda Decker, Bright Solutions LLC 5/19	Review and discussion: capacity for collaboration with RIZE Consultants to incorporate DEI procedures and best practices into work with Needham and Walpole.
Nicole Augustine, RIZE Consultants LLC 5/20	Review and discussion: capacity to create compendium of work with MassCALL3 grant staff, capacity to support the work of Bright Solutions with Needham and Walpole
Walpole Coalition for Alcohol and Drug Awareness- 5/23 Melissa Ranieri, Health Director, Walpole	Agenda: Walpole Police Department update, MassCALL3 grant updates, MassCALL3 SAMHSA Talk They Hear You campaign information sharing, community organization updates
Needham Community Crisis Intervention Team (CCIT)- 5/25 Community Partners quarterly meeting. Deputy Chief Chris Baker, Needham Police	Agenda: Introductions, data and information sharing (de-identified statistical data, trends, etc.), Updates: homelessness, NPD Community Outreach, Riverside Emergency Services Emily



NEEDHAM PUBLIC HEALTH DIVISION



Department. Sargent Michael Lamb. Core Team: Jessica Moss, Jessica Rice, Sari Musmon, Tiffany Zike, MPH Assistant Public Health Director, Ginnie Lopez, Public Health nurse, Elizabeth Crew, LICSW ES social worker NPD.	Turnbull, BIDN Chief Nursing Officer - BIDN ES Social workers, Riverside Emergency Services- Elizabeth Crew, LICSW, Director LMHC, Newton Wellesley Hospital, Lauren Lele, MPA (unable to attend) Needham EMS- Fire (unable to attend)
MassCALL3 Strategic Planning Meeting 2 of 3, remote- 5/30 Jessica Goldberg, Prevention Solutions @ EDC, Ben Spooner, CSPA Technical Assistance Next meeting: June 13	Session 2 of 3: Review of survey results and May 30 th meeting discussion, risk and protective factor data by substance, individual prioritization of risk and protective factors, group prioritization, questions and comments, review of next steps (28 participants)
Mass. Alcohol Policy Coalition (MAPC) 5/31 Co-Chairs: Liz Parsons, M.Ed., Manager Center for Advancing Alcohol Science to Practice, Centers for Disease Control and Prevention (CDC)- David Jernigan, PhD, Assist. Dean for Practice, Professor Health Law and Policy, Boston University SPH.	Agenda: Awareness of alcohol report education efforts, Lynnfield event review, awareness of needs of MAPC members and other coalitions, awareness of tax campaign effort updates and development of Alcohol Tax Coalition, research regarding home delivery. Next meeting July 26, 2023.

Holiday: (1) May 29th, Memorial Day

*BSAS Programmatic Report – Q3 FY23 – All activities, trainings, strategic planning processes and stakeholder level of involvement. Online submission *completed*.

*FY23 budget \$250,000. BSAS contract, UFR allocation FTE (2) | Contracts | Training | Youth survey MWAHS | Meals | Travel | Supplies |

MassCALL3 contracts- scopes of work: DEI RIZE & Evaluation/Strategic Planning, EDC- Prevention Solutions

*MassCALL3 Strategic Planning meetings sessions 1 & 2- compilation of data and SAMHSA strategic planning information for PowerPoint presentation

***NPHD April Report-** Monthly activities report.

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END





NEEDHAM **PUBLIC HEALTH DIVISION**



Unit: Substance Use Prevention

Date: May 2023

Staff: Karen Shannon, Karen Mullen, Monica De Winter, Angi MacDonnell

Activities and Accomplishments

Activity	Notes
SPAN Projects/Events	Social Host and Hidden in Plain Sight event: held on Tuesday evening, May 2, at the Needham High Cafeteria in partnership with Principal Aaron Sicotte and the NHS Parent Teacher Council. Over 50 people attended and listened to speakers educating parents on the MA Social Host Law and how they can be pro-active in preventing underage access to alcohol by talking with their teens and children about the physical, mental and legal risks of underage alcohol use. Speakers included John Sofis Scheft of Law Enforcement Dimensions, Needham Police Chief John Schlittler, and Dr. Paula McEvoy, Pediatrician at Hasbro Children's Hospital. SPAN Strategic Planning: the first session was held on May 31 via Zoom and facilitated by Amanda Decker of Bright Solutions. 18 people attended, including 12 coalition members and 6 prevention staff from Needham Public Health. Sessions two through four will continue over the summer. National Prevention Week comes to Needham: Celebrated nationally May 7-14, this campaign intends to showcase the work of communities across the country dedicated to raising awareness about the importance of substance misuse prevention and positive mental health. ○ Our Prevention Team set up a table at Needham Public Library to display SPAN resource lists, educational material for parents and the community, and books from the Needham library collection to offer support and information about parenting and addiction. ○ SALSA students handed out 400 "Smartie" lollipops to NHS students with the message, "Be Smart, Be Safe, Be Substance Free." • SPAN film, an educational film to raise awareness of SPAN, substance use prevention and the resources available to the community. Boston Filmworks interviewed SPAN members and community leaders for the film. Final production is anticipated in June. • The Mental Health Awareness Team created their second post, "Stress, Sleep and Success," for the "Rethinking Success?" newsletter this team launched in April: https://www.spanneedham.org/rethinking-success



NEEDHAM PUBLIC HEALTH DIVISION



	Posts are shared to the SPAN website and sent to the Needham public school newsletters. The goal of the newsletter is to raise awareness about the impact expectations on youth to succeed have on their mental health and wellbeing. • SPAN committee meetings included Youth (5/15), Community Action Teams (5/23), and the Mental Health Awareness Team (5/9). • Prevention Team staff attended the Prevention Partners first two strategic planning sessions, May 16 and 30, hosted by Carol Read and Lydia Cunningham.
STOP Act grant	SAMHSA grant: STOPing Underage Access and Use of Alcohol: Codifying Youth, Parent and Retailer Education and Compliance in Needham, MA: TIPS training: held on May 15 at the Rosemary Recreation Complex. Carol Read and Officer Jason Sullivan of the Dedham Police Dept. co-facilitated the training. Police Chief John Schlittler returned again to address the TIPS attendees. <u>Attendance:</u>** 9 Needham businesses and 1 Dedham business sent employees to the training. Total attendance: 27 (25 from Needham and 2 from Dedham) **See the compliance summary chart at the end of this report for more information. New Prevention staff: Vanessa Wronski has accepted the Project Coordinator position under the STOP Act Grant that was vacated by Jazmine Hurley. She will begin work on June 6.
SALSA	In May, a total of 34 Youth Advocates contributed 132 hours of service in Needham. Of note: - 400 NHS 11th graders received "Until Help Arrives" FEMA training thanks to SALSA and DA Morrissey's office, 5/17 & 5/18 - 14 SALSA members presented to 65 8th graders during 2 Health/Wellness Classes at Pollard Middle School, 5/25 & 5/26/23 - 7 NHS SALSA members partnered w/SPAN to hand out lollipops w/Prevention week message to NHS students - 4 SALSA members taught "Advocacy" workshop at Pollard for STA Day (Students Take Action), 5/3/23 - SALSA celebrated graduating 12th grade prevention advocates and over 1500 hours of service in Needham by SALSA members during the 2022-23 school year
Parent Al-anon group	Meetings held every Monday evening. Attendance remains steady averaging 6-14 people each week. Hometown Weekly continues free publishing of meeting announcements in Needham edition.
Training/Education	Substance Misuse Among Students with Disabilities-Guidance for Prevention Professionals, PTTC, 5/18, Angi attended Getting to System Transformation: Practical Tools for Coalitions, PTTC, 5/28, Angi attended



NEEDHAM PUBLIC HEALTH DIVISION



	Answers for Families – “Children’s Mental Health and the Emergency Dept.” by Boston Children’s Hospital. Featured speakers: Zheala Qayyum, MD and Annmarie Caracansi, MD, 5/31, Monica attended
Meetings	Prevention Partners Strategic Planning meetings, 5/16 and 30, several staff attended Weekly meeting with Amanda Decker, Bright Solutions, SPAN strategic planning, Mental Health in the Workplace meeting of Town of Needham employees at RRC, 5/17, Monica and Karen S. attended Project ECHO Cannabis Prevention Cohort, final mtg, 5/17, Angi and Karen S. attended SAMHSA monthly STOP Act grant call with Jackie Beale, Project Officer, 5/18, Karen and Monica attended Online Safety Coalition mtg, 5/22, Karen S. attended Norfolk County District Attorney Coalition Leaders meeting, 5/22, Karen S. attended. Metro West SAPA Mtg, 5/23/23, Karen M. attended Community Crisis Intervention Team qtly mtg, 5/25, Karen S. attended

Summary for Month of May 2023: Focus this month included the MA social host law community education event, TIPS in-person training, recruitment and interviewing for a new Project Coordinator for the STOP Act Grant, and production of a SPAN film.

Comparison of Needham Alcohol Regulations, 2022 to 2023

In April 2023, the Needham Select Board approved revisions to the Needham Alcohol Regulations. Several of the revisions reflect recommendations by the Needham Board of Health, notably in areas of alcohol licensee staff training and defined penalties for compliance violations. Please view a summary comparison of the updated Alcohol Regulations [here](#).



NEEDHAM PUBLIC HEALTH DIVISION



Alcohol Compliance Checks and TIPS Training Summary

Business name	license_type		dec_2021_cc	jan_2022_tip	April_2022_cc	June_2022_tips	Nov_2022_tips	Dec_2022_cc	April_2023_cc	May_2023_tips
Bertucci's	On-premise		Pass	0	Pass	0	0	Fail	Permanently closed	0
Bin Ends	Off-premise		Fail	6	Pass	0	0	Pass	Pass	1
Blue on Highland	On-premise		Pass	0	Pass	0	0	Pass	Pass	1
Cappella	On-premise		Fail	0	Pass	0	0	Fail	Pass	0
Cook Needham	On-premise		Fail	4	Pass	0	0	Fail	Fail	3
French Press Bakery	On-premise		Not open	0	Pass	0	0	Fail	Pass	0
Fuji Steakhouse	On-premise		Fail	1	Pass	0	0	Pass	Pass	0
Gari	On-premise		Pass	0	Pass	0	0	Pass	Pass	0
Gordons Fine Wines	Off-premise		Not open for business yet		Not open for business yet	0	0	Not open for business yet	Not open for business yet	0
Hearth Pizzeria	On-premise		Fail	2	Pass	0	0	Pass	Pass	2
Hungry Coyote	On-premise		Fail	1	Suspended license	0	3	Suspended license	Pass	0
Latina Kitchen and Bar	On-premise		Pass	0	Fail	0	0	Pass	Pass	0
Little Spoon	On-premise		Not open for business yet		Pass	0	1	Fail	Pass	0
Mandarin Cuisine	On-premise		Pass	0	Pass	1	0	Pass	Pass	0
Masala Art	On-premise		Pass	0	Pass	0	0	Pass	Pass	0
Needham Fine Wines	Off-premise		Pass	0	Fail	0	0	Fail	Pass	0
Needham Golf Club	On-premise		Not open	0	Pass	0	0	Not accessible	Not accessible	0
Needham Wine & Spirits	Off-premise		Pass	0	Pass	0	1	Pass	Pass	0
Ray's New Garden	On-premise		Fail	2	Fail	0	1	Pass	Pass	0
Pancho's Taqueria	On-premise		Fail	0	Pass	0	0	Fail	Fail	0
Residence Inn	On-premise		Fail	0	Not open	0	0	Pass	Not open	0
Reveler Beverage	Off-premise		Pass	2	Fail	1	0	Fail	Pass	0
Rice Barn	On-premise		Fail	2	Pass	0	0	Pass	Not open	0
Sheraton Needham	On-premise		Not open	0	Not open	0	0	Fail	Not open	6
Spiga	On-premise		Pass	0	Pass	0	0	Pass	Pass	3
The Farmhouse	On-premise		Pass	0	Pass	0	5	Pass	Not open	0
Homewood Suites	On-premise		Not open	0	Not open	0	0	Not open	Not open	2
The James	On-premise		Fail	2	Pass	0	0	Pass	Pass	0
The Needham General Store	Off-premise		Pass	0	Fail	2	0	Pass	Pass	0
V.F.W.	On-premise		Not open	2	Not open	2	2	Pass	Pass	1
Village Club	On-premise		Not accessible	1	Not accessible	0	0	Not open	Not accessible	0
Vinodivino	Off-premise		Pass	0	Pass	0	0	Fail	Pass	0
Volante Farms	On-premise		Pass	1	Pass	3	0	Pass	Pass	6
						9	13			25



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Traveling Meals Program

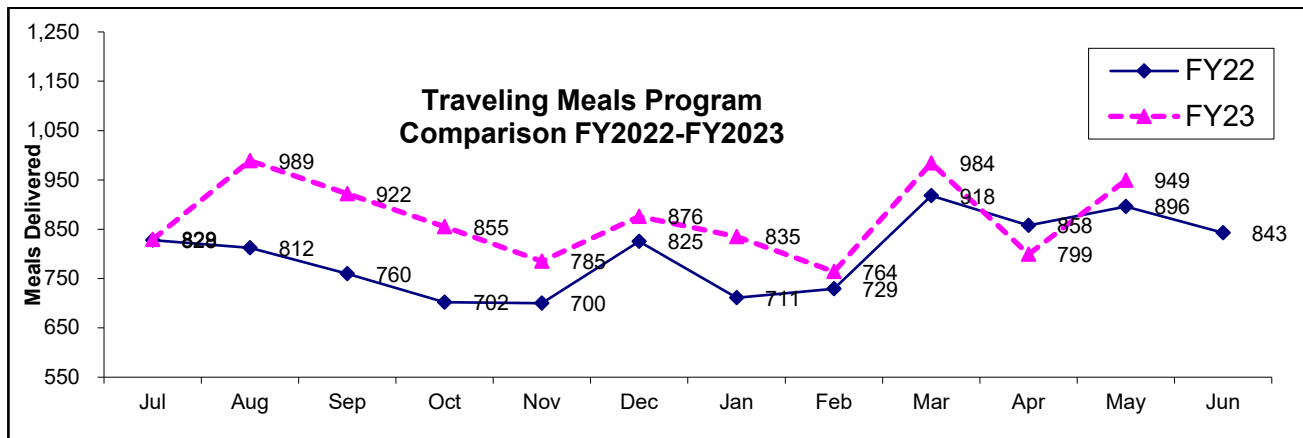
Monthly Report for May 2023

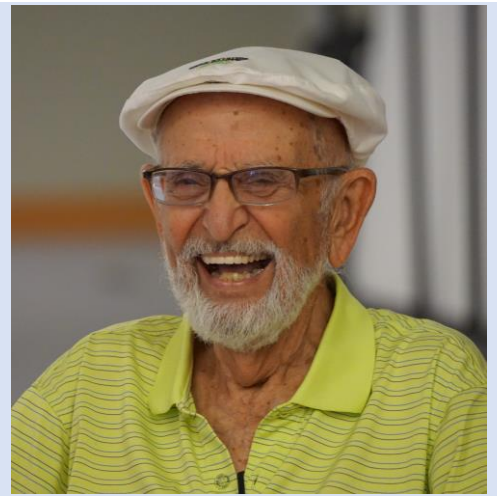
Staff member: **Rebecca Hall, Program Coordinator**

Activities

Activity	Notes
Volunteers delivered meals to homebound Needham residents in need of food.	Meal deliveries completed by 28 Volunteers
949 Meals delivered in May 2023 47 Clients at month end 42 Springwell Consumers 5 Private Pay Consumers 1 New Client (Springwell) 3 Canceled Program (1 Springwell, 2 Private)	No 911 calls initiated
Included Taxi Program at CATH flyer in meal bags	Taxi rides for medical appointments (including to Boston hospitals)
Included Stroke Risk Awareness Brochure provided by BIDN in meal bags	Included brochures in Russian, Spanish and Mandarin (magnet version only)

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





NEEDHAM HEALTHY AGING ASSESSMENT

May 2023



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Acknowledgements

The Needham Public Health Division would like to acknowledge organizations and individuals who supported this effort and provided guidance and insights on all aspects of this assessment, including survey and focus group participants along with key informants who shared their perspectives about aging in Needham.

Leadership	
Kate Fitzpatrick, MBA, Town Manager, Needham, MA Timothy Muir McDonald, MPA, Director, Department of Health and Human Services	<i>Needham Board of Health Members</i> • Kathleen Ward Brown, Sc.D. • Edward Cosgrove, Ph.D. • Stephen Epstein, M.D. • Tejal Gandhi, M.D., MPH • Robert Partridge, M.D., MPH
Advisory Committee	
<i>Needham Aging Services Division</i> • Aicha Kelley, Assistant Director of Programming and Transportation, • Jessica Moss, LICSW, Assistant Director of Counseling and Volunteers • LaTanya Steele, MPA, Director <i>Community Partners</i> • Sandra Robinson, Executive Director, Needham Community Council • Alyssa Kence, MBA, Director of Community and Strategic Initiatives, Beth Israel Deaconess Hospital-Needham	<i>Needham Public Health Division</i> • Jessica Kent, Senior Public Health Associate, Needham Public Health Division • Julie McCarthy, MS, Epidemiologist • Cindi Melanson, MPH, Senior Public Health Associate • Lynn Schoeff, MEd, Senior Public Health Specialist <i>Survey Administrator and Analyst</i> • Scott Formica, Senior Research Scientist, Social Science Research and Evaluation
Assessment Participants	
Focus group participants (Needham residents and staff) Key informants (Town officials, organizational leaders, residents; see Appendix D) Survey respondents (residents)	

Executive Summary

During summer 2022, the Needham Public Health Division, in collaboration with the Needham Aging Services Division, conducted a Healthy Aging in Needham Assessment focused on residents ages 60 and older. The purpose of this assessment was to gather information on factors supporting and impacting seniors living in Needham. Focus groups and key informant interviews with residents, and town and organizational leaders supplemented anonymous survey data to provide insights into challenges faced by seniors as they age in the community. The data also highlight community assets that make Needham a desirable place to live.

The average age of the 738 survey respondents was 73 years (range: 60 years to 99 years). Most respondents (92%) felt that their health was good, very good, or excellent in comparison to their peers. Many enjoy programs available to them through the Aging Services Division and the Needham Community Council and have long-term connections in the community. In general, respondents were laudatory of existing community services for seniors, provided recommendations for community services they would like to see added, expressed desire for more transportation options for seniors (including free or reduced cost options), are concerned about housing availability and affordability (particularly for those wishing to downsize or stay in place as they age), advocated for tax exemptions for seniors (including property taxes), and made recommendations for senior-friendly community infrastructure modifications.

Most of the dominant worries and recommendations were also present in a similar assessment in 2016. This most recent assessment also highlights additional challenges faced by seniors including some degree of difficulty with different aspects of food security; decreased access to health care due to the COVID-19 pandemic; provider availability and long wait times for appointments. Use of technology was high among survey respondents; however, it is important to note that 24% of those who completed the survey on paper, rather than online, reported that they never go online, suggesting that the survey may over-estimate internet use among residents 60 years and older in Needham.

Although social connections generally are strong, the pandemic has had an impact. Over a quarter of survey respondents reported feeling less connected to the community, since the outset of the COVID-19 pandemic, and over a third (37%) reported feeling more isolated or lonely since the outset of the pandemic. A smaller group of respondents reported feeling isolated or lonely often. Although participation in in-person or online social activities was high among respondents, a subset of respondents (10%) indicated feeling unable to participate in certain activities because they are only offered online. Not knowing how to use the technology was the most common reason.

The most seemingly intractable challenge faced by older residents is how to continue living in Needham with housing as limited and expensive as it is. While other bodies have been wrestling with this complex dilemma as it affects all Needham residents and prospective buyers, the responses gathered through this assessment should be considered going forward. At the same time, policy and program developers can review this assessment and find ways to address other concerns raised by older adults.

Background

In August 2016, the Needham Public Health Department and the Aging Services Division published the [*Assessment of Housing and Transit Options for Needham Seniors*](#), which was based on information collected with a survey, focus groups, and interviews. The focus of the 2016 project was selected after staff members had heard many older adults express concerns about the lack of options for housing and transportation.

Survey and focus group participants in 2016 were consistent in their eagerness to continue living in Needham, and they identified many community elements that make Needham desirable, including the commuter rail and the MBTA bus as assets allowing connections to Boston. Participants in 2016 also described a range of senior living communities and condominiums that allow older adults to live in Needham.

On the other hand, the dominant worries expressed during the 2016 assessment were about not being able to stay in Needham as they age due to unaffordable and limited small housing stock; difficulty making their homes “age-friendly”; lack of local transportation options for those without cars or who no longer drive; and pedestrian safety.

Some of the concerns have been partially addressed since 2016 through policy and program changes.

- Accessory dwelling units (ADUs) were permitted by Town Meeting through passage of a by-law on October 28, 2019. The conditions under which the by-law allows ADUs are: one unit must be owner occupied (either the main dwelling or the ADU); the second unit must be occupied by family of the owner or by a caregiver of owner; the ADU must be attached to, or part of, the primary dwelling; it must be subordinate in size to the main dwelling, and no more than 850 square feet. In 2021, a group of Needham residents submitted a proposal to loosen some of those restrictions. And most recently, on May 3, 2023, Town Meeting members approved a new Planning Board proposal to expand the size to 900 square feet, allow ADUs to be rented, expand the allowable occupants, and allow rentals as short as 6 months.
- The Aging Services Division expanded its transportation service with the addition of a new vehicle and a grant-funded, time-limited partnership with JFK Taxi to provide meal delivery and rides to medical appointments (December 2020 through March 2021).

Because it had been six years since the *Assessment of Housing and Transit Options for Needham Seniors*, the Needham Public Health Division, in collaboration with the Needham Aging Services Division, implemented a new assessment to examine current issues faced by older adults in Needham.

Anecdotal evidence has continued to indicate that housing and transportation remain as barriers to older residents aging in place. Beyond those issues, staff who work with older adults have been concerned about elders’ well-being. While isolation and depression have always affected older adults, staff have been more concerned that social, emotional, and mental health issues may have intensified during the COVID-19 pandemic. Thus, the 2022 assessment included those issues along with use of technology, food security, cost of living, access to health care, as well as transportation and housing.

Methods

An advisory committee oversaw the Senior Assessment and included leaders from the Aging Services Division (Director LaTanya Steele and Assistant Directors Aicha Kelley and Jessica Moss), the Needham Community Council (Sandra Robinson, Director), Beth Israel Lahey Hospital (Alyssa Kence, Director of Community and Strategic Initiatives), and staff from the Public Health Division (Julie McCarthy, Epidemiologist; Cindi Melanson and Lynn Schoeff, Senior Public Health Associates). The advisory committee had been concerned that residents, perhaps feeling survey fatigue due to numerous surveys in recent years, would not engage in the assessment. To ensure adequate participation in the survey, organizers conducted extensive outreach.

Survey

The Survey on Healthy Aging in Needham consisted of 69 questions in nine broad domains: demographics; living situation; food and cost of living; health care access; use of technology; social connections; errands and social activities in the community; home modifications to facilitate healthy aging; and transportation methods (see Appendix B). The survey data were collected and analyzed by Scott Formica, PhD, a highly experienced research scientist with a long history in public health, who also wrote the technical report (see Appendix A).

The survey was available in paper and electronic formats.

- There were nine collection points for paper surveys, each with surveys and a collection box: Needham Community Council, Center at the Heights, Needham Free Public Library, the Treasurer and Town Clerk offices at Town Hall, Linden-Chambers housing development, the YMCA, Rosemary Recreation Center, and the Public Services Administration Building.
- The survey was translated into Mandarin and Russian, and copies were provided to the Needham Housing Authority (three surveys in each language were completed).
- Paper surveys were distributed with meal deliveries to home-bound elders by the Public Health Division and Aging Services Division.
- The Needham Community Council gave paper copies to food pantry participants.
- Notices were posted on four Facebook pages and three webpages and in several newsletters.
- Postcards were mailed to every resident aged 60 and older.
- The survey was also a hands-on activity at the Needham Community Council's Tech and Tutors program.

Survey participation was considerably higher in 2022 (738) than in 2016 (650). The participation rate among residents 60 and older is estimated at 9.4% (see Appendix A, Table 1). More people completed the 2022 survey online as compared with the earlier assessment. In 2016, 30% filled out paper surveys while fewer (16%) used the paper option in 2022. The earlier survey had a wider age range and included people who were 55 years and older, while the 2022 age range began at 60. (Note: during the pandemic, electronic notebooks and technical support were provided to many older adults. This may partially account for the increase in online participation in the subsequent survey.)

Focus Groups

Members of the advisory committee facilitated four focus groups with a total of 32 participants. The groups included members of the Needham Commission on Disabilities, residents in Needham Housing

Authority developments, and participants in morning activities at the Center at the Heights. Discussions focused on what makes Needham a good place in which to live and age, and the challenges one encounters as an older person; age-friendly housing; social connections; technology; and access to healthy meals (see Appendix C, Focus Group Guide).

Key Informant Interviews

Twenty-three people were interviewed for the assessment. Those interviewed included Town employees and residents; local and state political representatives; and clergy and community-based service providers (see Appendix D, Interview List and Appendix E, Interview Guide).

Findings

The overarching sentiments of this assessment are that Needham is a desirable place to live as one ages, while many senior residents face barriers as they strive to continue living in the Town. The section below describes notable strengths of the Town and its services, as well as current challenges senior residents face in their daily lives.

Strengths of aging in Needham

Participants in focus groups, surveys, and interviews shared positive feedback about many aspects of Needham that make it a desirable town in which to age.

Services

Focus group participants praised several municipal departments for providing very good services and opportunities for socializing. The Library and the Center at the Heights were identified as such in all the focus groups. A few residents who also participate in senior centers in neighboring communities said that Needham's is the best senior center in the area. The Community Council was lauded for its medical equipment loan program and for its volunteer opportunities. The Public Health Division was praised for its vaccination program. Participants also reported favorably about transportation services provided by Aging Services and the Community Council, including their Lyft program. Focus groups highlighted meal delivery by Aging Services and Traveling Meals (a program of the Public Health Division). Consistent with the focus groups, transportation services provided by Aging Services and Needham Community Council were commended in nearly all the interviews.

Focus group participants also identified some positive surprises from the pandemic. Many folks developed new technology skills and found *increased*, rather than decreased, accessibility to community programs and church services due to the use of Zoom.

Learning to zoom has opened up so many possibilities!!

The Aging Services Division was consistently named for providing high quality programming. Several interviewees praised the addition of virtual programming for reaching more people.

- *Virtual programming is reaching well beyond Needham to other parts of Massachusetts, even other states.*

- *I loved that my church had online and then hybrid services in the beginning. The hybrid services have really expanded access to the church. Old ladies are now connected to church, and people are attending from all over.*

Similarly, survey respondents provided additional comments and praised existing community services for older adults.

- *I am extremely impressed with the services and support that the senior center and the Community Council offer. They ... offer a wealth of support and information... I also commend the senior center for their extraordinary support and services during the pandemic... We are lucky seniors to live in such a supportive and helpful community! A huge thanks to all who help to make this town a wonderful place to live!*
- *I am grateful for the services being offered by the Center at the Heights as well as the Needham Community Council. All sorts of folks work hard to serve the older population ... and they do an excellent job.*
- *The programming offered by the Needham COA Center has been outstanding. Without the Zoom classes I would have been very isolated. I know from numerous friends that the Needham COA programming is the local Gold Standard for Senior programming.*

Collaboration and commitment

Key informants also recognized dedicated and committed Town staff, as well as the collaborations among departments and community organizations that serve elders, as assets in all the interviews. There was a great deal of praise for volunteers, who were described as passionate in their commitment to serve Needham residents.

Challenges to aging in Needham

As in 2016, concerns related to housing were paramount for participants in all data gathering modes. Housing was followed closely by the cost of living in Needham and the lack of transportation options.

Housing

Until recently, Needham's housing stock has consisted largely of modest single-family homes built in the early and mid-twentieth century to accommodate middle-class migration to the suburbs. In recent years, the median price and the nature of housing has changed as described by the Planning and Community Development Department.

The Town of Needham has approximately 11,800 total housing units with a median single-family house price of \$1.29 million in September 2021 (\$885,500 for condominium units), up from \$1,065,000 (+22.1%) and \$805,000 (+10%), respectively, as of the end of 2019. Housing prices are high and rising, up to \$1.45 million and \$850,000 for single-family homes and condos, respectively, as of September 2022. Further evidence of tight market conditions includes vacancy rates for rental and homeownership units of only 2.6% and 1.0% respectively. Few homes in the private housing stock are affordable to low- and moderate-income residents. These conditions are exacerbated by substantial teardown activity

where contractors replace modest older homes with larger very expensive ones, further driving up housing prices and eroding housing options.¹

Participants in focus groups, surveys, and interviews cited the soaring cost of housing, along with limited supply of homes suitable for an aging population, as the greatest challenge older adults face in Needham. They reported that the few senior communities in and around Needham have long wait lists; condominiums are very costly; and modest ranch and cape-style homes are being torn down and replaced by houses that are too big and expensive.

Many people who have lived in Needham for decades feel compelled to stay in homes that are too large and may be unsafe for those with disabilities or who anticipate mobility problems.

- *Many older adults are over-housed, living in larger homes they can't afford to leave.* Interview
- *My husband and I are in a house that is too big for us, but we can't afford to downsize.* Focus group
- *My house is completely inaccessible.* Focus group
- *Needham is unaffordable to those who wish to age in place. Small homes are becoming scarcer. Seniors don't need or want huge, expensive homes.* Survey

Most survey respondents (79%) reported that they currently live in single-family homes, with three-quarters (74%) unable to make home modifications due to cost, the architecture of the home, or other barriers (see Appendix A, Table 22). Half (49%) have modified their homes with safety features such as bathroom changes, better lighting, or improved accessibility into and through their homes.

Only six survey respondents said they had added an accessory dwelling unit to their home. There were several comments citing the bylaw's lack of flexibility as an impediment to doing so.

- *The revised building code for building an in-law suite on to the home was a great step. How about that add on being available to another who is looking for a living situation to rent and possibly find the human contact needed that one might feel and that has no local family.* Survey

Cost of living

In addition to the cost of housing, participants reported financial difficulty due to the high cost of living in Needham, with real estate taxes and food most often identified.

Half of survey respondents reported that they were worried about the cost of living (35% were *somewhat* worried and 14% were *very or extremely* worried). Concern about cost of living is inversely correlated with household income. Twenty-three percent of those with annual income under \$100,000 reported being very or extremely worried about cost of living, and that increases to 39% of respondents with household income under \$50,000 (see Appendix A, Figure 1).

¹ Housing and Zoning Analysis, Town of Needham Planning and Community Development Department, February 2021; Revised January 2022

Many comments in focus groups and on the survey were about property taxes rising beyond affordability for seniors.

- *Taxes and cost of living in Needham will make it difficult to retire and stay in town. Survey*
- *Affordability – the property taxes are so high. High cost of transportation is another problem. Focus group*
- *The continued increase of local taxes and living expenses (heating, food, medical, services, etc.) make it very difficult for seniors (and those on fixed incomes) to live in Needham. Survey*
- *The cost of living in Needham has risen substantially. I cannot afford to make repairs to my home. I wish Needham would re-evaluate and find a way to help seniors be able to live out their lives in the town they grew up in and have fond memories of. It seems we are priced out of town which is sad. Survey*

Survey responses also mentioned the cost of trash collection as a challenge.

- *Provide free services for trash pick-up and disposal (hardship for elderly to take trash to the dump who can't afford to pay someone!). If nothing else, the town should give us free trash bags please! Survey*
- *Other towns have trash collection service. Needham residents are expected to do all their own trash and garbage services...A large number of folks end up paying for private trash pickup services weekly on top of ever increasing property taxes. Survey*

Food security

The high cost of food in Needham was another common theme.

- *I think that the price of groceries in Needham for people living on a fixed income is ridiculous. Need more options. Survey*

Participants spoke of very limited transportation options to get to lower-priced grocery stores outside Needham such as Market Basket in Waltham and Stop and Shop in Newton.

Among survey respondents, 16% reported some degree of difficulty with access to food, including difficulty finding the kind of food they wanted, getting transportation to grocery stores, or getting groceries delivered (see Appendix 1, Table 11). Six percent reported that they couldn't afford to eat balanced meals or that they were worried about food running out. A focus group member reported that they "rely on meals from the senior center for better balanced meals."

Feeling devalued

Focus group and survey participants reported feeling that Needham has become unwelcoming of older adults. They said that policies, both explicit and by default, are forcing seniors out of the town. Increasing property taxes and lack of affordable homes were most identified.

- *Needham lacks affordable housing options for those who would like to downsize. Anxious to promote two-million-dollar McMansions and desirous of only a very high-income population*

with deep pockets to pay town taxes. It creates a rich monoculture, lacking the richness of diversity and humanity. Needham ends up with very unfriendly policies for seniors and gives a sense that seniors are not valued, should just move out, not wanted. Survey

- *We, older people, have been a big part of this town and now we are being phased out. Start taking care of the older people on fixed incomes. Survey*
- *Elderly people move out of town against their wills [sic] because they can't get their needs answered here. But their lives and friends are here. Survey (excerpt from comment about need for more retail shops).*
- *One survey respondent expressed the feeling that Needham has "very unfriendly policies re Seniors and gives a sense that Seniors are not valued, should just move out of Needham, not wanted."*

Transportation and driving

Lack of local transportation continues to be a problem for older adults in Needham. While this was frequently mentioned by many respondents, it had greater implications for people who live in remote areas within Needham, such as Seabeds Way and Charles River Street. The Seabeds Needham Housing Authority development is in the northeast corner of town, where access to services is impeded by geography (nearly two miles from Needham Center) as well as by a long hill the residents must climb to get to the only public bus. As in the 2016 assessment, several participants spoke of the need for a local bus (a circulator) or a shuttle from Needham Heights to Needham Junction.

Since 2016, ride-sharing services (Lyft and Uber) have become better used by the older population and were cited as a transportation option. However, some focus group and survey participants said that the cost of these services is a barrier.

- *I am disabled. Often I don't go anywhere because all I can afford is a \$2 fee for the van provided by the Senior Center. Survey*

Insufficient transportation to supermarkets within and outside Needham was a common problem identified in focus groups and in the survey, with 5.4% of respondents (37 individuals) reporting difficulty getting transportation to grocery stores.

Another theme was difficulty getting to medical appointments outside of Needham, with concerns about driving to Boston or about lack of transportation services.

- *I must take my husband to Boston for his medical appointments. Driving into the city and parking is extremely difficult and stressful for me and taxis or Uber is so expensive and technologically challenging. A town sponsored taxi like we had a few years ago would be so appreciated. Survey*
- *Wish I had transportation to doctor appointments outside Needham into Boston. Survey*

In focus groups and surveys, participants expressed concerns about driving in Needham. Some identified aggressive drivers. Others expressed concerns in anticipation of the time when they can no longer drive.

In the survey and in focus groups, residents identified parking in Needham as a challenge. One survey respondent noted the number and location of parking spots as a barrier. A focus group participant zeroed in on accessible parking spots – both their lack and the abuse of them – as a problem.

There appeared to be some confusion about what transportation programs are available.

Connections and isolation

Isolation and depression have always been concerns in the older adult population, however the losses and limitations associated with the pandemic have exacerbated these issues. Staff have been worried that social, emotional, and mental health issues may have intensified during the COVID-19 pandemic. For this reason, questions about isolation and personal connections were included in the survey.

While three-quarters of survey respondents reported feeling connected or very connected to the community, almost a quarter (24%) said they were *not very* or *not at all* connected (see Appendix A, Figure 2). Over a quarter (29%) reported feeling *less connected* to the community, than before the pandemic.

Most respondents (71%) reported *never* or *rarely* feeling isolated or lonely, 24% felt isolated or lonely *sometimes*, and 5% felt isolated or lonely *often*. It should be noted that this means that 167 people felt isolated or lonely *sometimes*, and 34 individuals reported feeling isolated or lonely *often*. People living alone were more likely than those who lived with others to report feeling isolated or lonely. Over a third (37%) reported feeling *more isolated or lonely* since the outset of the pandemic.

- *Fear of infection kept us very isolated. Even within the household once the children went back to school.* Focus group
- *My husband is immunosuppressed, so we had to isolate completely.* Focus group
- *There was judgement and stigma for people who chose to be very cautious.* Focus group
- *In the early days, people made an effort to stay in touch. But that changed after a while and now they are not making the extra effort.* Focus group
- During COVID, “Connections disappeared. Unable to access community rooms. Senior center closed.” Focus group
- Social connections changed, “drastically because I am hearing impaired. Masks impaired lip reading.” Focus group
- *The lonely elderly need help when they live along (sic), can’t get out, can’t get to the Senior Center. Some are very lonely, lacking human interaction, medical attention, not eating (or shopping) adequately and are depressed.* Survey

Almost all respondents reported at least weekly contact with other individuals in person (94%) or by phone (93%), however, about one quarter (23%) reported speaking with people less frequently than before the pandemic.

Communication technology

Although communication technology use was more prevalent among older adults in 2022 than it was in 2016, and although some focus group participants said that they had developed new technology skills during the pandemic, other people still have trouble using technology or do not find it useful. The following comments were written on the survey.

- *Difficulty logging on (three people wrote this)*
- *Difficult to participate for long periods*
- *I miss seeing the people who are participating. I cannot make new friends/ acquaintances during such a structured interaction.*
- *Often these webinars are not communicative. More of a one way.*
- *Too much screen and sitting time – on Zoom for work all day.*
-

Programs geared toward the “older” seniors

Remarks on the survey and in interviews suggest that some people think programming at the Center at the Heights is geared toward the “elderly” and may not meet the needs of people in their 60s. One key informant said that service providers “need to look at the continuum of aging; there are distinct groups with distinct needs, and we miss opportunities to know and serve all the needs.”

- *I wish your services were not directed toward the older who are elderly, nothing seems to be directed at the young old. Survey*
- *I was hoping this survey addressed if our local senior center is meeting the needs of the seniors in their 60’s. Most of us feel it is not. Survey*

Accommodating pedestrians

Although pedestrian safety was not identified as a concern in the 2022 Healthy Aging Assessment, the need for more benches around town came up in the survey and in some focus groups. Most notably, in the focus group at the Seabeds Needham Housing Authority property, several people identified the long hill leading from the development as an impediment to getting to other parts of the town. Comments on the survey also suggested that more benches would be helpful for walkers.

- *More benches to sit on in town. Survey*
- *I walk from home for exercise. My back sometimes acts up, but benches seem rare. Survey*

Limitations of this assessment

Diversity and representation

In recent years, many organizations in Needham, including Town administration and departments, have examined, or have committed to addressing the lack of diversity in town and the experiences of those who are not in the majority. Unfortunately, the Survey on Healthy Aging in Needham did not include questions directly related to diversity, equity, and inclusion, even though the Department of Health and Human Services understands racism as a public health issue. Given that racism and

discrimination have profound implications for isolation, loneliness, and mental health, any future assessments must include this perspective.

The survey was translated into Mandarin and Russian (the predominant languages among Needham residents who do not speak English), and three surveys were completed in each of those languages. However, there were no focus groups for other language speakers. In an interview with Needham Housing Authority staff members, one person remarked, “Language barriers lead to isolation”.

Black, Hispanic, and Asian people were largely under-represented among survey respondents, while White residents were over-represented. Needham’s racial makeup in 2021² was 86.1% White, 2.8% Black, .1% Native, 8.7% Asian, 2.6% Hispanic. However, less than 1% of respondents were Black, 2.8% were Asian, and less than 1% were Hispanic, while 91.9% were White. Five percent of survey respondents identified some other way or preferred not to answer. Racial identities of focus group participants and key informants are unavailable.

In addition to the possible limitations noted above, it is important to point out that due to time constraints of the data collection period, there were some community groups or possible key informants who may not be included. Individual and group scheduling challenges, as well as a finite amount of staff time, prohibited data collection from being truly exhaustive.

Summary

As in 2016, Needham remains a place where older people want to live. Many enjoy programs available to them through the Aging Services Division and the Community Council and have long-term connections in the community.

However, most of the dominant worries in 2016 (being able to stay in Needham despite unaffordability, limited small housing stock, difficulty making homes age-friendly, lack of transportation, and pedestrian safety) were identified as concerns in 2022 as well.

There is also a worrisome subset of older residents who report not being connected, feeling isolated or lonely, or having infrequent or rare interaction with others. Some older adults indicate that their social world has not rebounded to pre-pandemic connections.

As described in the survey data report in Appendix A (Findings – Additional Comments, and Table 25), comments could be grouped into several categories. These groupings – community services and programs; transportation; housing; taxes; and community infrastructure and retail – were also found in focus groups and interviews, along with cost of living.

The most consistent themes among all three data gathering modes were:

- Housing (limited options for downsizing, lack of affordable housing, limited availability, desired changes to accessory dwelling unit bylaw)
- Transportation (need for more options, free or reduced cost ridesharing, rides to medical appointments, general lack of transportation options)
- Cost of living (housing, food, real estate taxes)

² [U.S. Census](#)

- Community services & programs (positive reports about existing services, desire for other programming, need for better communication regarding existing services; need help finding and contracting with private services)

Next steps

Many of these issues can only be adequately addressed with system-wide strategies. The most seemingly intractable challenge faced by older residents is how to continue living in Needham with housing as limited and expensive as it is. While other bodies have been wrestling with this complex dilemma as it affects all Needham residents and prospective buyers, the responses gathered through this assessment should be considered going forward.

At the same time, policy and program developers can review this assessment and find ways to address other concerns raised by older adults. Some approaches might include:

- Publicize the tax abatement program to address rising real estate taxes.
- Publicize existing transportation programs available to older adults in Needham.
- Encourage older adults to conduct or request safety audits of their homes to identify possible improvements for accessibility and safe aging at home.
- Change the accessory dwelling unit by-law to allow more flexibility in residency requirements.
- Review existing bench locations throughout Needham and identify sites where additional benches would benefit residents.
- Seek input from adults at the lower end of the senior age spectrum (adults in their 60s and 70s) to learn what additional programming would meet their needs.
- Employ creative outreach to identify and reach out to isolated seniors.

Issues to pursue in the future

1. Any future discussions about isolation or loneliness among older adults in Needham must include identity issues that may contribute to those feelings. In this predominantly White and affluent community, experiences of racial identity, sexual orientation, gender identity, socioeconomic status, or religion must be considered.
2. Approximately one-third of respondents reported that they have provided care for another adult living in their household – 29% did so in the past and 6% were currently providing care. The impact of such responsibility on the health and well-being of the caregiver can be extraordinary. The Needham Aging Services Division offers a monthly support group for such caregivers. Whether that service is reaching all who would benefit, or if there are or could be other programs to serve the needs of caregivers, should be considered.
3. Several aspects of getting health care were identified as problems by many respondents. They included transportation; inaccessible office buildings; delaying care due to worry about exposure; lack of provider availability; and lack of mental health providers. It would be useful to further explore these health care access issues and address the causes.