



Needham Board of Health



AGENDA

Friday September 8, 2023

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

Public Service Administration Building

Charles River Room

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".

Meeting ID 836 3262 9494

Passcode 253929

Or click the link below to register:

<https://us02web.zoom.us/j/83632629494?pwd=b3dMZEc1bi9QMlFpQTlPOFdxOE1LZz09>

1.	9:00	Welcome & Public Comment Period
2.	9:00	Review of Minutes: July 14, 2023
3.	9:05	Legal Discussion of Board of Health Powers - Cheryl Sbarra, J.D., Executive Director and Senior Staff Attorney (Massachusetts Association of Health Boards) - Christopher Heep, Town Counsel
3.	9:20	Biosafety Committee Introduction Julie McCarthy, Epidemiologist
4.	9:50	SAMBOX Overview - Ginnie Chacon-Lopez, Public Health Nurse - Tiffany Benoit, Assistant Director of Public Health
5.	10:00	Article 7 – Body Art Proposed Regulation Changes - Tara Gurge, Assistant Director of Public Health - Sai Palani, Environmental Health Agent
6.	10:20	Select Board Code of Conduct Discussion - Timothy McDonald, Director of Health & Human Services - Tiffany Benoit, Assistant Director of Public Health
7.	10:25	Staff Updates Emergency Management – Michael Lethin

		• Emergency Preparedness – Taleb Abdelrahim • Accreditation – Lynn Schoeff • Traveling Meals – Rebecca Hall • Epidemiology – Julie McCarthy • Nursing – Ginnie Chacon-Lopez, Hanna Burnett & Tiffany Benoit • Substance Use Prevention MassCALL3 – Carol Read & Lydia Cunningham • Substance Use Prevention – Tiffany Benoit, Karen Shannon, Karen Mullen, Monica DeWinter, Angi MacDonnell, Vanessa Wronski • Environmental Health – Sai Palani & Tara Gurge • Shared Services (Public Health Excellence, Regional Field Training Hub, Contact Tracing/Investigating) – Kerry Dunnell & Samantha Medard
8.	10:50	Other Items/Updates • Needham Public Health Strategic Planning

(Please note that all times are approximate)

Upcoming BOH meetings

- Friday October 13, 2023 from 9:00 to 11:00 a.m.



NEEDHAM PUBLIC HEALTH DIVISION



Board of Health Meeting Minutes DRAFT

Date: July 14, 2023

Location: 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, Assistant Health Director; Karen Mullen; Diana Acosta; Julie McCarthy; Michael Lethin; Taleb Abdelrahim; Ginnie Chacon-Lopez; Lydia Cunningham; Lynn Schoeff; and Cindi Melanson.

Welcome & Public Comment Period

Dr. Gandhi called the meeting to order at 9:00AM and initiated a roll call. Present were Dr. Gandhi – Y, Dr. Epstein – Y, Dr. Brown – Y, Dr. Partridge – Y, Dr. Cosgrove – 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 – (June 9, 2023)

Upon motion duly made by Dr. Cosgrove, and seconded by Dr. Partridge, it was voted to approve the minutes of June 9, 2023, as submitted. Motion passed: Dr. Gandhi – A, Dr. Epstein – A, Dr. Brown – Y, Dr. Partridge – Y, Dr. Cosgrove – Y.

Senior Assessment

Lynn Schoeff and Cindi Melanson presented the Senior Assessment report. The Assessment was taken by residents who are 60 years of age and older. There was a really good participation rate for the survey, with a larger percentage of the survey respondents responding electronically than had done so in 2016. Four focus groups were formed, and 23 key informant interviews were conducted. Some challenges reported by study participants included housing, cost of living, food

security, transportation, decreased access to healthcare, isolation, and loss of connections. Next action steps identified include encouraging more older adults to conduct and request safety audits, to increase awareness among the older community about tax relief and transportation programs, suggesting staff seek more input from younger seniors, and employing creative outreach techniques to identify and reach out to isolated seniors.

Dr. Partridge stated that he would like next steps to include a way to address food insecurity.

The Board thanked staff for their work on this report.

Staff Reports & Brief Updates

Accreditation Team

Cindi Melanson explained that staff is beginning to work on the Readiness Assessment and finalizing a draft of the Workforce Development Plan.

Lynn Schoeff stated that staff also continues to work on a branding strategy with consultants.

Traveling Meals

Mr. McDonald stated that, for every month except April, this year has been above the 2022 levels.

Emergency Management

Michael Lethin stated that the active shooter training which was conducted in May was very successful. In June, an EOC functional exercise took place. The grant-funded Hazmat Training also took place.

Emergency Preparedness

Taleb Abdelrahim explained that, in June, 20 volunteers & staff members attended the Active Shooter Training held by the Needham Police Department. Staff reviewed the draft Emergency Shelter Plan and attended the Accreditation Steering Committee meeting and continued work on collecting, reviewing, and making changes to the accreditation Domain 2 (preparation for and response to emergency) documentation. Staff also drafted a policy regarding using the Pocketalk Voice Translator.

Epidemiology

Julie McCarthy stated that she continues to work on the Community Health Assessment and incorporating feedback from the Accreditation Steering Committee into the document. She explained that sunscreen dispensers have been installed thanks to help from the Department of Public Works. This is being considered a trial year for the dispensers. The response has been

overwhelmingly positive. Staff continue to post on social media and the Town website about sun safety and promoting the dispensers.

Public Health Nursing

Ginnie Chacon-Lopez stated that COVID-19 vaccines are still being offered by the Division. The Division has held multiple CPR classes and a dating violence conversation for the public Library staff. There was one COVID cluster reported at a local hospital.

Shared Services Grants

Diana Acosta explained that Roland Abuntori continues to assist Needham with various inspections. Ms. Acosta has been finalizing the process of obtaining licenses for FoodCodePro, HousingCodePro, PoolCodePro, and R360 for the Charles River Health District. The MOU has been signed by Needham and Sherborn. Signatures from Medfield and Dover are still pending. The last day of contract tracing ended on June 30, 2023.

Substance Use Prevention MassCALL3 grant

Lydia Cunningham stated that the third MassCALL3 strategic planning meeting occurred last month with approximately 30 participants. Staff continues to work on capacity building and collaborating across Dedham Needham, Walpole, and Westwood, including the movie theater ad campaign. The regional team supports messaging to adults, parents, and other people involved in youth lives, to give people the skills and resources to start conversations. As part of the Mass Alcohol Policy Alliance, a resolution that supports an alcohol tax increase as a strategy to reduce alcohol use is being circulated around the Commonwealth.

Substance Use Prevention

Karen Shannon stated that 15 people attended the spring Coalition meeting to reflect on the accomplishments of the Coalition and to honor the volunteerism. In May, the strategic planning process started with the help of a consultant from Bright Solutions. Work with Boston Film Works to create a SPAN educational and awareness video about the Coalition is complete. Staff is working on a marketing plan regarding how to share this with the community. The Public Health Division will be participating in the Needham Overdose Awareness events in August. Vanessa Wronski joined the Division in June. SALSA completed their school year with another record number of service hours, 1,661. Staff met with school leadership last month regarding optional questions for the upcoming 2023 administration of the MetroWest Adolescent Health Survey for grades 6-12. It was determined that certain questions will be added to the MetroWest survey as part of the Needham specific surveys.

Environmental Health

Tara Gurge explained that staff has been working on the FDA Standard adoption. The Public Health Division hired a summer intern, Madison Poisson. The Food Code Enforcement policy will be enacted on November 1st. Staff has been working to promote the Food Safety Excellence

program. In mid-June, Ms. Gurge and the part-time food inspector attended the Annual Association of Food and Drug Officials Conference in Norfolk, VA. The Nutritionally Needham program is ramping up, with approximately 17 restaurants interested in being involved. The permit renewals for Sira Naturals and the Needham Farmer's Market have been completed. The Rice Barn owner is still working to install a mop sink in the establishment. Staff has been encouraging him to work with a licensed plumber and to work on items mentioned by the Building Department. The new Roche Bros. store on Chestnut St. is hoping to have a soft opening at the end of July. Staff also met with Matthew DeMarrais, Superintendent of the Recycling and Solid Waste Division, for a tour of the facility. Staff will aim to conduct these tours on an annual basis to remain aware of the ongoing activities and updates with this well-run facility.

Other Items

- Synthetic Turf Field Testing Report

Ms. Gurge noted that the report found some levels of zinc. These are likely not concerning. It was noted that grab samples need to be handled correctly.

- 1688 Central Ave.

Mr. McDonald stated that staff received by e-mail a letter from a Town Meeting Member outlining concerns about the ongoing litigation between the Town, specifically the Planning Board, and Needham Enterprises, the group that has proposed to build a daycare at 1688 Central Ave. Town Counsel recommended there be no comment from the Board of Health while there is ongoing litigation. Mr. McDonald asked if the Board would like to comment on the letter or the response from Town Counsel, or if the Chair would like to recognize attendees to the meeting to allow them to make statements. Mr. McDonald suggested that, if the Board does allow public comment, that it not necessarily respond to the statements.

Dr. Epstein suggested writing an amicus brief, in order to impart information from the Board. Mr. McDonald stated that staff has no solid information that there is environmental contamination at the site. Dr. Epstein stated that a possible outcome from the court could be to allow the project to move forward without site testing, and the Board may have objection to that.

Dr. Cosgrove stated that he believes the Board should follow Town Counsel's advice and not make a statement. He asked why this case is before the Land Court. Mr. McDonald stated that he believes the applicant is challenging the Planning Board's authority to impose conditions.

Dr. Epstein stated that if the intention is to open a daycare as a service to the public, the Board has an obligation to protect the public and thus potentially require conditions. Ms. Gurge noted that the State, rather than the Board of Health permits daycare centers.

Dr. Partridge stated that he believes the Board recommended to the Planning Board that an independent assessment of the land be made. The legal case should first play out before the Board weighs in on next steps.

Dr. Gandhi stated that the Board would hear public comments this evening.

Joe Abruzese stated that the Planning Board deferred to the Board of Health regarding how to treat potential environmental contamination of the site. The Board of Health's referrals included hiring an individual LSP to conduct the assessment. During the process of the lawsuit, the Planning Board has removed that condition. He asked that, once the lawsuit is resolved, the Board of Health will consider the public safety of this daycare center.

Mr. McDonald stated that the applicant first indicated a willingness to submit to and pay for an independent assessment. A previous competitive request for quotes for this was not responded to by any firm. This is in the process of being revised in hopes of receiving bids.

Public Health Five Year Strategic Plan

Bryan Murphy-Eustis, BME Strategies, explained that the first stage of the process was planning and preparation, leading to phase two including a deep dive into the Division's goals and objectives, and finally building out the plan. Needham is in the midst of the Public Health Accreditation process and part of the requirement for accreditation is to have a strategic plan. A committee was formed with key Public Health Division staff to inform this process. From there, first drafts will be developed for review by other stakeholders, such as the Board.

Dr. Gandhi agreed that the Board needs to be part of this process and will look forward to reviewing the draft documents.

Upcoming BOH Meetings

- **Friday, September 8th from 9:00 – 11:00 a.m.**
- **Friday, October 13th from 9:00 – 11:00 a.m.**

Adjournment

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

The meeting was adjourned at 10:52AM.

Attachment:

July 14, 2023 meeting packet



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



MEETING DATE: September 8, 2023

Agenda Item	Legal Discussion of Board of Health Powers
Presenter(s)	Cheryl Sbarra, J.D., Executive Director of Senior Staff Attorney Christopher Heep, Town Counsel

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Sbarra and Mr. Heep will discuss with Needham Board of Health their role in the 1688 Central Ave. Day Care concerns and the need for evidentiary proof.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION:
None.	



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



MEETING DATE: September 8, 2023

Agenda Item	Biosafety Committee
Presenter(s)	Julie McCarthy, Epidemiologist Tiffany (Zike) Benoit, Assistant Director Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The two candidates for the open resident positions on the Needham Biosafety Committee will introduce themselves and have a discussion with the Board of Health.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION:
a. Information from online applications. b. Email calling for applicants to Biosafety Committee	

First Name:: Justin

Middle Initial:: D

Last Name:: McCullen

Home Address:: [REDACTED]

Town:: Needham

State:: MA

Zip Code:: [REDACTED]

Phone Number: (xxx-xxx-xxxx): [REDACTED]

Email Address:: [REDACTED]

Number of Years Living in Needham:: 11

Are you a registered voter?: Yes

Are you currently serving or have you served on other Boards, Commissions, or Committees?: Yes

If yes, which:: LEPC, TSC (formally TMAC) MPCC, former Transportation Committee, Quiet Zone Committee

Committee Vacancy for Consideration:: biosafety Committee

Please describe your background or training (work and/or life experience) that relates to your interest in government.: Health, Safety, Environment manager for Novartis Institutes for Biomedical Research.

Member of Novartis IACUC

Previous Health Safety Environment, Dana Farber.
DFCI/BWH IACUC member

Please describe any Town government experience (paid or volunteer) you have.: Served on many committees in town. Working knowledge of how town government operates.

Please describe any community experience you have. Have you served on any other community organization(s)? have you served as an officer for any organization?: Exchange Club member

Please include any additional information for the Town to consider.:

Please explain any restrictions on your availability to attend Committee meetings?:

Add your LinkedIn profile (optional): <https://www.linkedin.com/in/justinmccullen>

First Name:: Jonathan

Middle Initial::

Last Name:: Portman

Home Address:: [REDACTED]

Town:: Needham

State:: MA

Zip Code:: [REDACTED]

Phone Number: (xxx-xxx-xxxx): [REDACTED]

Email Address:: [REDACTED]

Number of Years Living in Needham:: 1

Are you a registered voter?: Yes

Are you currently serving or have you served on other Boards, Commissions, or Committees?: No

If yes, which::

Committee Vacancy for Consideration:: Biosafety Committee

Please describe your background or training (work and/or life experience) that relates to your interest in government.: I have a PhD in Infectious Diseases & Immunity from UC Berkeley and have served as the Biosafety Officer for the past 4+ years at two different biotech companies in Cambridge, MA. I have performed numerous risk assessments of workflows requiring BSL-2+ work practices, and have written large portions of multiple biosafety permits and amendments. I take a very conservative yet realistic approach to safety and have overseen the safety training of over 100 lab-based employees in Cambridge.

Please describe any Town government experience (paid or volunteer) you have.: N/A

Please describe any community experience you have. Have you served on any other community organization(s)? have you served as an officer for any organization?: N/A

Please include any additional information for the Town to consider.: Although my family recently moved to Needham, my wife [REDACTED] grew up here and her parents still live in town with many personal connections to the community. I would love the opportunity to leverage my professional experience to support this community in a positive way as we raise our children here.

Please explain any restrictions on your availability to attend Committee meetings?: I have two young children and a commute from Cambridge, MA, but will make every attempt to be as flexible as possible for committee meetings. My family is often out of town the 2nd week of July and the first week of August every year if applicable.

Add your LinkedIn profile (optional): <https://www.linkedin.com/in/ilportman/>

From: [Timothy McDonald](#)
To: [Timothy McDonald](#)
Subject: Needham Biosafety Committee
Date: Thursday, August 10, 2023 11:02:34 PM
Attachments: [image001.png](#)

Good evening.

In the past, you have expressed interest in the Town of Needham's Biosafety regulations, have sent correspondence voicing concerns or questions about potential laboratory development at the former Muzi Ford site, or have attended or spoken at a Needham Board of Health meeting where the revised Biosafety regulations were discussed. Because of that, I wanted to draw your attention to the Board of Health's request for volunteer applications to serve on the Biosafety Committee in case you are interested in applying to serve on that committee.

Volunteers Sought to Serve on New Biosafety Committee

The Town of Needham is seeking residents interested in serving on the newly established **Biosafety Committee** which has two resident at-large vacancies. The Committee will review Biosafety permit applications and determine if applicants meet the requirements of the **Board of Health's Biosafety Regulation** and should be recommended to the Needham Public Health Division for permitting.

Committee members will be selected based on their professional experience or advance graduate level studies in biotechnology, rDNA technology, public health, or another related scientific field. Interested individuals can apply for these vacancies by **clicking this link**.

Thanks,
Timothy

PS—the information about requesting applications from volunteers for the Biosafety Committee was posted on the Town website and sent out in “The News you Need(ham)”, the town's weekly newsletter.

It's a helpful listing of many of the important issues and events in the community. If you are interested in signing up for that newsletter, you can **subscribe directly using this [sign-up link](#)**!

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

Director, Needham Department of Health & Human Services

Rosemary Recreation Complex

178 Rosemary Street
Needham, MA 02494

Public Health Division Office: 781-455-7940

Public Health Division Fax: 781-455-7922

Email: tmcdonald@needhamma.gov



[Follow Needham Public Health on Twitter!](#)



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



MEETING DATE: September 8, 2023

Agenda Item	SAMBOX presentation
Presenter(s)	Ginnie Chacon-Lopez, Public Health Nurse Tiffany (Zike) Benoit, Assistant Director Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The opioid harm reduction initiative, SAMBOX, brings rescue kits to communities with the goal of reducing overdose-related deaths through education and awareness. Needham would benefit from this initiative.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION:
a. PowerPoint presentation attached.	

The SAMBOX Opioid Rescue Kit

Ginnie Chacon-Lopez, MSN, RN



What is SAMBOX?

- ❖ An opioid harm reduction initiative that brings **education and awareness** of the Massachusetts Good **SAM**aritan Law and Overdose Assistance Immunity Law.
- ❖ The initiative promotes communities and businesses to place rescue **BOXes** in strategic locations.
- ❖ The **SAMBOXes** are opioid response rescue kits that are designed to contain:
 - Narcan*
 - Directions for administering Narcan
 - CPR rescue breathing barriers
 - Gloves

**Narcan must be supplied by community/business*



Good Samaritan Law:

Part III COURTS, JUDICIAL OFFICERS AND PROCEEDINGS
INCIVIL CASES

Title IV CERTAIN WRITS AND PROCEEDINGS IN
SPECIALCASES

Chapter 258C COMPENSATION OF VICTIMS OF VIOLENT
CRIMES

Section 13 "GOOD SAMARITANS"; LIABILITY

Section 13. **No person** who, in good faith, provides or obtains, or attempts to provide or obtain, assistance for a victim of a crime as defined in section one, **shall be liable in a civil suit for damages** as a result of any acts or omissions in providing or obtaining, or attempting to provide or obtain, such assistance unless such acts or omissions constitute willful, wanton or reckless conduct.

Overdose Assistance Law:

Part I ADMINISTRATION OF THE GOVERNMENT

Title XV REGULATION OF TRADE

Chapter 94C CONTROLLED SUBSTANCES ACT

Section 34A IMMUNITY FROM PROSECUTION UNDER SEC. 34 OR FINDING OF VIOLATION OF CONDITION OF PROBATION, PRETRIAL RELEASE OR PAROLE FOR PERSONS SEEKING MEDICAL ASSISTANCE FOR SELF OR OTHER EXPERIENCING DRUG-RELATED OVERDOSE

Section 34A. (a) A person who, in good faith, **seeks medical assistance for someone** experiencing a drug-related overdose **shall not be charged or prosecuted for possession of a controlled substance** under section 34 or found in violation of a condition of probation or pretrial release as determined by a court or a condition of parole, as determined by the parole board if the evidence for the charge of possession of a controlled substance or violation was gained as a result of the seeking of medical assistance.

(b) A person who **experiences a drug-related overdose** and is in need of medical assistance and, in good faith, seeks such medical assistance, or is the subject of such a good faith request for medical assistance, **shall not be charged or prosecuted for possession of a controlled substance** under said section 34 or found in violation of a condition of probation or pretrial release as determined by a court or a condition of parole, as determined by the parole board if the evidence for the charge of possession of a controlled substance or violation was gained as a result of the overdose and the need for medical assistance.

(c) The act of seeking medical assistance for someone who is experiencing a drug-related overdose may be used as a mitigating factor in a criminal prosecution under the Controlled Substance Act, 1970 P.L. 91-513, 21 U.S.C. section 801, et seq.

(d) Nothing contained in this section shall prevent anyone from being charged with trafficking, distribution or possession of a controlled substance with intent to distribute.

(e) **A person acting in good faith may receive a naloxone prescription, possess naloxone and administer naloxone to an individual appearing to experience an opiate-related overdose.**

Why does Needham need SAMBOXes?

- ❖ Opioid epidemic effects everyone
 - Needham has had 1-3 opioid-related overdose deaths annually between 2015-2022
- ❖ Empowers Needham residents
 - Evidenced by Narcan distribution through the Needham Public Health Division
- ❖ Accessibility
 - NPHD
 - Schools
 - Library
- ❖ Destigmatizes substance use disorder
- ❖ Increases the likelihood of survival

Sources:

- ❖ [Mass.gov/lists/current-opioid-statistics](https://www.mass.gov/lists/current-opioid-statistics)
- ❖ [SAMBOX.MHOA.com](https://sambox.mhoa.com)
- ❖ Substance Abuse and Mental Health Services Administration ([SAMHSA.gov](https://www.samhsa.gov))



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



MEETING DATE: September 8, 2023

Agenda Item	Board of Health Article 7 Body Art ordinance updates
Presenter(s)	Tara Gurge, Assistant Public Health Director Sainath Palani, Environmental Health Agent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Needham Public Health Department is looking to update The Board of Health Article 7 - Body Art ordinance due to a recent application. The areas for review and items to consider; Include each practitioner have a Cori/Sori conducted to align with Body Work practitioners. Section 7.7 Standards of Practice. Practitioners are required to comply with the following minimum health standards. In reference to 8.) 'All practitioners should be properly immunized against hepatitis B virus (HBV).' Change Should to Shall.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION:
a. Board of Health Article 7 ordinance	



Board of Health

Edward Cosgrove, PhD
Chair

Stephen Epstein, MD, MPP
Member

Jane Fogg, MD, MPH
Vice Chair

ARTICLE 7 REGULATION FOR BODY ART ESTABLISHMENTS AND PRACTITIONERS

SECTION 7.1 PURPOSE

Whereas body art is becoming prevalent and popular throughout the Commonwealth; and whereas knowledge and practice of universal precautions, sanitation, personal hygiene, sterilization and aftercare requirements on the part of the practitioner should be demonstrated to prevent the transmission of disease or injury to the client and/or practitioner; now, therefore the Board of Health of the Town of Needham passes these rules and regulations for the practice of body art in the Town of Needham as part of our mission to protect the health, safety and welfare of the public.

SECTION 7.2 AUTHORITY

This regulation is promulgated under the authority granted to the Needham Board of Health under Massachusetts General Law Chapter 111, Section 31 which states that “boards of health may make reasonable health regulations”.

SECTION 7.3 DEFINITIONS

Aftercare means written instructions given to the client, specific to the body art procedure(s) rendered, about caring for the body art and surrounding area, including information about when to seek medical treatment, if necessary.

Applicant means any person who applies to the Board of Health for either a body art establishment permit or practitioner permit.

Autoclave means an apparatus for sterilization utilizing steam pressure at a specific temperature over a period of time.

Autoclaving means a process which results in the destruction of all forms of microbial life, including highly resistant spores, by the use of an autoclave for a minimum of thirty minutes at 20 pounds of pressure (PSI) at a temperature of 270 degrees Fahrenheit.

Bloodborne Pathogens Standard means OSHA Guidelines contained in 29 CFR 1910.1030, entitled "Occupational Exposure to Bloodborne Pathogens."

Board of Health means the Town of Needham Board of Health and its designated agents.

Board of Health Agent means the Director of Public Health and any town employee designated by the Director, which may include Public Health Department staff, law enforcement officers, fire officials, and code enforcement officials, as well as contractors.

Body Art means the practice of physical body adornment by permitted establishments and practitioners using, but not limited to, the following techniques: body piercing, tattooing, cosmetic tattooing, branding, and scarification. This definition does not include practices that are considered medical procedures by the Board of Registration in Medicine, such as implants under the skin, which procedures are prohibited.

Body Art Establishment or Establishment means a location, place, or business that has been granted a permit by the Board, whether public or private, where the practices of body art are performed, whether or not for profit.

Body Art Practitioner or Practitioner means a specifically identified individual who has been granted a permit by the Board to perform body art in an establishment that has been granted a permit by the Board.

Body Piercing means puncturing or penetrating the skin of a client with pre-sterilized single-use needles and the insertion of pre-sterilized jewelry or other adornment into the opening. This definition excludes piercing of the earlobe with a pre-sterilized single-use stud-and-clasp system manufactured exclusively for ear-piercing.

Braiding means the cutting of strips of skin of a person, which strips are then to be intertwined with one another and placed onto such person so as to cause or allow the incised and interwoven strips of skin to heal in such intertwined condition.

Branding means inducing a pattern of scar tissue by use of a heated material (usually metal) to the skin, making a serious burn, which eventually becomes a scar.

Cleaning area means the area in a Body Art Establishment used in the sterilization, sanitation or other cleaning of instruments or other equipment used for the practice of body art.

Client means a member of the public who requests a body art procedure at a body art establishment.

Contaminated Waste means waste as defined in 105 CMR 480.000: Storage and Disposal of Infectious or Physically Dangerous Medical or Biological Waste, State Sanitary Code, Chapter VIII and/or 29 Code of Federal Regulation part 1910.1030. This includes any liquid or semi-liquid blood or other potentially infectious material; contaminated items that would release blood or other potentially infectious material in a liquid or semi-liquid state if compressed; items on which there is dried blood or other potentially infectious material

and which are capable of releasing these materials during handling; sharps and any wastes containing blood or other potentially infectious materials.

Cosmetic Tattooing, which may also be known as permanent cosmetics, micro pigment implantation, or dermal pigmentation, means the implantation of permanent pigment around the eyes, lips and cheeks of the face and hair imitation.

Director means the Director of Public Health.

Disinfectant means a product registered as a disinfectant by the U.S. Environmental Protection Agency (EPA).

Disinfection means the destruction of disease-causing microorganisms on inanimate objects or surfaces, thereby rendering these objects safe for use or handling.

Ear piercing means the puncturing of the lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system following the manufacturer's instructions.

Equipment means all machinery, including fixtures, containers, vessels, tools, devices, implements, furniture, display and storage areas, sinks, and all other apparatus and appurtenances used in connection with the operation of a body art establishment.

Exposure means an event whereby there is an eye, mouth or other mucus membrane, non-intact skin or parental contact with the blood or bodily fluids of another person or contact of an eye, mouth or other mucous membrane, non-intact skin or parenteral contact with other potentially infectious matter.

Hand Sink means a lavatory equipped with hot and cold running water under pressure, used solely for washing hands, arms, or other portions of the body.

Hot water means water that attains and maintains a temperature 110°-130°F.

Instruments Used for Body Art means hand pieces, needles, needle bars, and other instruments that may come in contact with a client's body or may be exposed to bodily fluids during any body art procedure.

Invasive means entry into the client's body either by incision or insertion of any instruments into or through the skin or mucosa, or by any other means intended to puncture, break, or otherwise compromise the skin or mucosa.

Jewelry means any ornament inserted into a newly pierced area, which must be made of surgical implant-grade stainless steel; solid 14k or 18k white or yellow gold, niobium, titanium, or platinum; or a dense, low-porosity plastic, which is free of nicks, scratches, or irregular surfaces and has been properly sterilized prior to use.

Light colored means a light reflectance value of 70 percent or greater.

Microblading is a pulling or swiping motion with a set of slightly curved needles. It results in a fine line or scoring of the skin into which the temporary color is delivered by multiple needles being moved as they rotate through the skin in a slight curve.

Minor means any person under the age of eighteen (18) years.

Mobile Body Art Establishment means any trailer, truck, car, van, camper or other motorized or non-motorized vehicle, a shed, tent, movable structure, bar, home or other facility wherein, or concert, fair, party or other event whereat one desires to or actually does conduct body art procedures.

Operator means any person who individually, or jointly or severally with others, owns, or controls an establishment, but is not a body art practitioner.

Permit means Board approval in writing to either (1) operate a body art establishment or (2) operate as a body art practitioner within a body art establishment. Board approval shall be granted solely for the practice of body art pursuant to these regulations. Said permit is exclusive of the establishment's compliance with other licensing or permitting requirements that may exist within the Board's jurisdiction.

Person means an individual, any form of business or social organization or any other non-governmental legal entity, including but not limited to corporations, partnerships, limited-liability companies, associations, trusts or unincorporated organizations.

Physician means an individual licensed as a qualified physician by the Board of Registration in Medicine pursuant to M.G.L. c. 112 § 2.

Procedure surface means any surface of an inanimate object that contacts the client's unclothed body during a body art procedure, skin preparation of the area adjacent to and including the body art procedure, or any associated work area which may require sanitizing.

Sanitary means clean and free of agents of infection or disease.

Sanitize means the application of a U.S. EPA registered sanitizer on a cleaned surface in accordance with the label instructions.

Scarification means altering skin texture by cutting the skin and controlling the body's healing process in order to produce wounds, which result in permanently raised wheals or bumps known as keloids.

Sharps means any object, sterile or contaminated, that may intentionally or accidentally cut or penetrate the skin or mucosa, including, but not limited to, needle devices, lancets, scalpel blades, razor blades, and broken glass.

Sharps Container means a puncture-resistant, leak-proof container that can be closed for handling, storage, transportation, and disposal and that is labeled with the International Biohazard Symbol.

Single Use Items means products or items that are intended for one-time, one-person use and are disposed of after use on each client, including, but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, piercing needles, scalpel blades, stencils, ink cups, and protective gloves.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly

resistant bacterial endospores.

Tattoo means the temporary or indelible mark, figure or decorative design introduced by insertion of dyes or pigments into or under the subcutaneous portion of the skin.

Tattooing means any method of placing ink or other pigment into or under the skin or mucosa by the aid of needles or any other instrument used to puncture the skin, resulting in either permanent or temporary coloration of the skin or mucosa. This term includes all forms of cosmetic tattooing.

Temporary Body Art Establishment means the same as Mobile Body Art Establishment.

Three dimensional "3D" Body Art or Beading or Implantation means the form of body art consisting of or requiring the placement, injection or insertion of an object, device or other thing made of matters such as steel, titanium, rubber, latex, plastic, glass or other inert materials, beneath the surface of the skin of a person. This term does not include Body Piercing.

Ultrasonic Cleaning Unit means a unit approved by the Board, physically large enough to fully submerge instruments in liquid, which removes all foreign matter from the instruments by means of high frequency oscillations transmitted through the contained liquid.

Universal Precautions means a set of guidelines and controls, published by the Centers for Disease Control and Prevention (CDC), as "Guidelines for Prevention of Transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) to Health Care and Public Safety Workers" in Morbidity and Mortality Weekly Report) (MMWR), June 23, 1989, Vo1.38 No. S 6, and as "Recommendations for Preventing Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to patients during Exposure Prone Invasive Procedures" in MMWR, July 12,1991, Vo1.40, No. RR 8. This method of infection control requires the employer and the employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other blood pathogens. Precautions include hand washing; gloving; personal protective equipment; injury prevention; and proper handling and disposal of needles, other sharp instruments, and blood and body fluid contaminated products.

SECTION 7.4

EXEMPTIONS

1. Physicians licensed in accordance with M.G.L. c. 112 § 2 who perform body art procedures as part of patient treatment are exempt from these regulations.
2. Individuals who pierce only the lobe of the ear with a pre-sterilized single-use stud-and-clasp ear-piercing system are exempt from these regulations.

SECTION 7.5

RESTRICTIONS

1. Tattooing, piercing of genitalia, branding or scarification may not be performed on a person under the age of 18.
2. Body piercing, other than piercing the genitalia, may be performed on a person under the age of 18 provided that the person is accompanied by a properly identified parent, legal custodial parent or legal guardian who has signed a form consenting to such procedure. Properly identified shall mean a valid

photo identification of the adult and a birth certificate of the minor.

3. No body art shall be performed upon an animal.
4. The following body piercings are hereby prohibited: piercing of the uvula; piercing of the tracheal area; piercing of the neck; piercing of the ankle; piercing between the ribs or vertebrae; piercing of the web area of the hand or foot; piercing of the lingual frenulum (tongue web); piercing of the clitoris; any form of chest or deep muscle piercings, excluding the nipple; piercing of the anus; piercing of an eyelid, whether top or bottom; piercing of the gums; piercing or skewering of a testicle; so called “deep” piercing of the penis – meaning piercing through the shaft of the penis, or “trans-penis” piercing in any area from the corona glandis to the pubic bone; so called “deep” piercing of the scrotum – meaning piercing through the scrotum, or “transcrotal” piercing; so called “deep” piercing of the vagina.
5. The following practices hereby prohibited unless performed by a medical doctor licensed by the Commonwealth of Massachusetts: tongue splitting; braiding; three dimensional/beading/implementation tooth filing/fracturing/removal/tattooing; cartilage modification; amputation; genital modification; introduction of saline or other liquids.

SECTION 7.6

OPERATION OF BODY ART ESTABLISHMENTS

Unless otherwise ordered or approved by the Board, each body art establishment shall be constructed, operated and maintained to meet the following minimum requirements:

7.6.1

PHYSICAL PLANT

1. Walls, floors, ceilings, and procedure surfaces shall be smooth, durable, free of open holes or cracks, light colored, washable, and in good repair. Walls, floors, and ceilings shall be maintained in a clean condition. All procedure surfaces, including client chairs/benches, shall be of such construction as to be easily cleaned and sanitized after each client.
2. Solid partitions or walls extending from floor to ceiling shall separate the establishment’s space from any other room used for human habitation, any food establishment or room where food is prepared, any hair salon, any retail sales, or any other such activity that may cause potential contamination of work surfaces.
3. The establishment shall take all measures necessary to ensure against the presence or breeding of insects, vermin, and rodents within the establishment.
4. Each operator area shall have a minimum of 45 square feet of floor space for each practitioner. Each establishment shall have an area that may be screened from public view for clients requesting privacy. Multiple body art stations shall be separated by a dividers or partition at a minimum.
5. The establishment shall be well ventilated and provided with an artificial light source equivalent to at least 20 foot candles 3 feet off the floor, except that at least 100 foot candles shall be provided at the level where the body art procedure is being performed, and where instruments and sharps are assembled and all cleaning areas.
6. All electrical outlets in operator areas and cleaning areas shall be equipped with approved ground fault (GFCI) protected receptacles.
7. A separate, readily accessible hand sink with hot and cold running water under pressure, preferably equipped with wrist or foot operated controls and supplied with liquid soap, and disposable paper towels stored in fixed dispensers shall be readily accessible within the establishment. Each operator area shall have a hand sink.
8. There shall be a sharps container in each operator area and each cleaning area.

9. There shall be a minimum of one toilet room containing a toilet and sink. The toilet room shall be provided with toilet paper, liquid hand soap and paper towels stored in a fixed dispenser. A body art establishment permanently located within a retail shopping center, or similar setting housing multiple operations within one enclosed structure having shared entrance and exit points, shall not be required to provide a separate toilet room within such body art establishment if Board-approved toilet facilities are located in the retail shopping center within 300 feet of the body art establishment so as to be readily accessible to any client or practitioner.
10. The public water supply entering a body art establishment shall be protected by a testable, reduced pressure back flow preventer installed in accordance with 142 Code of Massachusetts Regulation 248, as amended from time to time.
11. At least one covered, foot operated waste receptacle shall be provided in each operator area and each toilet room. Receptacles in the operator area shall be emptied daily. Solid waste shall be stored in covered, leak-proof, rodent-resistant containers and shall be removed from the premises at least weekly.
12. At least one janitorial sink shall be provided in each body art establishment for use in cleaning the establishment and proper disposal of non-contaminated liquid wastes in accordance with all applicable Federal, state and local laws. Said sink shall be of adequate size equipped with hot and cold running water under pressure and permit the cleaning of the establishment and any equipment used for cleaning.
13. All instruments and supplies shall be stored in clean, dry, and covered containers. Containers shall be kept in a secure area specifically dedicated to the storage of all instruments and supplies.
14. The establishment shall have a cleaning area. Every cleaning area shall have an area for the placement of an autoclave or other sterilization unit located or positioned a minimum of 36 inches from the required ultrasonic cleaning unit.
15. The establishment shall have a customer waiting area, exclusive and separate from any workstation, instrument storage area, cleaning area or any other area in the body art establishment used for body art activity.
16. No animals of any kind shall be allowed in a body art establishment except service animals used by persons with disabilities (e.g., Seeing Eye dogs). Fish aquariums shall be allowed in waiting rooms and nonprocedural areas.
17. Smoking, eating, or drinking is prohibited in the area where body art is performed, with the exception of non-alcoholic fluids being offered to a client during or after a body art procedure.

7.6.2

REQUIREMENTS FOR SINGLE USE ITEMS INCLUDING INKS, DYES AND PIGMENTS

1. Single-use items shall not be used on more than one client for any reason. After use, all single-use sharps shall be immediately disposed of in approved sharps containers pursuant to 105 CMR 480.000.
2. All products applied to the skin, such as but not limited to body art stencils, applicators, gauze and razors, shall be single use and disposable.
3. Hollow bore needles or needles with cannula shall not be reused.
4. All inks, dyes, pigments, solid core needles, and equipment shall be specifically manufactured for performing body art procedures and shall be used according to manufacturer's instructions.
5. Inks, dyes or pigments may be mixed and may only be diluted with water from an approved potable source. Immediately before a tattoo is applied, the quantity of the dye to be used shall be transferred from the dye bottle and placed into single-use paper cups or plastic cups. Upon completion of the tattoo, these single-use cups or caps and their contents shall be discarded.

7.6.3

SANITATION AND STERILIZATION MEASURES AND PROCEDURES

1. All non-disposable instruments used for body art, including all reusable solid core needles, pins and stylets, shall be cleaned thoroughly after each use by scrubbing with an appropriate soap or disinfectant solution and hot water, (to remove blood and tissue residue), and shall be placed in an ultrasonic unit sold for cleaning purposes under approval of the U.S. Food and Drug Administration and operated in accordance with manufacturer's instructions.
2. After being cleaned, all non-disposable instruments used for body art shall be packed individually in sterilizer packs and subsequently sterilized in a steam autoclave sold for medical sterilization purposes under approval of the U.S. Food and Drug Administration. All sterilizer packs shall contain either a sterilizer indicator or internal temperature indicator. Sterilizer packs must be dated with an expiration date not to exceed six (6) months.
3. The autoclave shall be used, cleaned, and maintained according to manufacturer's instruction. A copy of the manufacturer's recommended procedures for the operation of the autoclave must be available for inspection by the Board. Autoclaves shall be located away from workstations or areas frequented by the public.
4. Each holder of a permit to operate a body art establishment shall demonstrate that the autoclave used is capable of attaining sterilization by monthly spore destruction tests. These tests shall be verified through an independent laboratory. The permit shall not be issued or renewed until documentation of the autoclave's ability to destroy spores is received by the Board. These test records shall be retained by the operator for a period of three (3) years and made available to the Board upon request.
5. All instruments used for body art procedures shall remain stored in sterile packages until just prior to the performance of a body art procedure. After sterilization, the instruments used in body art procedures shall be stored in a dry, clean cabinet or other tightly covered container reserved for the storage of such instruments.
6. Sterile instruments may not be used if the package has been breached or after the expiration date without first repackaging and re-sterilizing.
7. If the body art establishment uses only single-use, disposable instruments and products, and uses sterile supplies, an autoclave shall not be required.
8. When assembling instruments used for body art procedures, the operator shall wear sterile, disposable medical gloves and use medically recognized sterile techniques to ensure that the instruments and gloves are not contaminated.
9. Reusable cloth items shall be mechanically washed with detergent and mechanically dried after each use. The cloth items shall be stored in a dry, clean environment until used. Should such items become contaminated directly or indirectly with bodily fluids, the items shall be washed in accordance with standards applicable to hospitals and medical care facilities, at a temperature of 160°F or a temperature of 120°F with the use of chlorine disinfectant.

7.6.4

POSTING REQUIREMENTS

The following shall be prominently displayed:

1. A Disclosure Statement, a model of which shall be available from the Board. A Disclosure Statement shall also be given to each client, advising him/her of the risks and possible consequences of body art procedures.
2. The name, address and phone number of the Needham Public Health Division.
3. An Emergency Plan, including:

- a) a plan for the purpose of contacting police, fire or emergency medical services in the event of an emergency;
 - b) a telephone in good working order shall be easily available and accessible to all employees and clients during all hours of operation; and
 - c) a sign at or adjacent to the telephone indicating the correct emergency telephone numbers.
- 4. An occupancy and use permit as issued by the local building official.
 - 5. A current establishment permit.
 - 6. Each practitioner's permit.

7.6.5 ESTABLISHMENT RECORD KEEPING

The establishment shall maintain the following records in a secure place for a minimum of three (3) years, and such records shall be made available to the Board upon request:

- 1. Establishment information, which shall include:
 - a) establishment name;
 - b) hours of operation;
 - c) owner's name and address;
 - d) a complete description of all body art procedures performed; all procedures need written protocol reviewed and approved by the Board of Health;
 - e) an inventory of all instruments and body jewelry, all sharps, and all inks used for any and all body art procedures, including names of manufacturers and serial or lot numbers, if applicable. Invoices or packing slips shall satisfy this requirement;
 - f) A Material Safety Data Sheet, when available, for each ink and dye used by the establishment;
 - g) copies of waste hauler manifests;
 - h) copies of commercial biological monitoring tests;
 - i) Exposure Incident Report (kept permanently);
 - j) a copy of these regulations.
- 2. Employee information, which shall include:
 - a) full legal names and exact duties;
 - b) date of birth;
 - c) home address;
 - d) home /work phone numbers;
 - e) identification photograph;
 - f) dates of employment;
 - g) Hepatitis B vaccination status or declination notification; and
 - h) training records
- 3. Client Information, which shall include:
 - a) name;
 - b) age and valid photo identification;
 - c) address, work and home phone number of the client;
 - d) date of the procedure;
 - e) name of the practitioner who performed the procedure(s);
 - f) description of procedure(s) performed and the location on the body;
 - g) a signed consent form as specified by 7(D)(2); and,
 - h) if the client is a person under the age of 18, proof of parental or guardian identification,

presence and consent including a copy of the photographic identification of the parent or guardian.

- i) Client information shall be kept confidential at all times.

4. Exposure Control Plan:

Each establishment shall create, update, and comply with an Exposure Control Plan. The Plan shall be submitted to the Board for review so as to meet all of the requirements of OSHA regulations, to include, but not limited to, 29 Code of Federal Regulation 1910.1030 OSHA Bloodborne Pathogens Standards et seq, as amended from time to time. A copy of the Plan shall be maintained at the Body Art Establishment at all times and shall be made available to the Board upon request

5. No person shall establish or operate a Mobile or Temporary Body Art Establishment.

SECTION 7.7

STANDARDS OF PRACTICE

Practitioners are required to comply with the following minimum health standards:

1. A practitioner shall perform all body art procedures in accordance with Universal Precautions set forth by the U.S Centers for Disease Control and Prevention.
2. A practitioner shall refuse service to any person who may be under the influence of alcohol or drugs.
3. Practitioners who use ear-piercing systems must conform to the manufacturer's directions for use, and to applicable U.S. Food and Drug Administration requirements. No practitioner shall use an ear piercing system on any part of the client's body other than the lobe of the ear.
4. Health History and Client Informed Consent. Prior to performing a body art procedure on a client, the practitioner shall:
5. Inform the client, verbally and in writing that the following health conditions may increase health risks associated with receiving a body art procedure:
 - a) history of diabetes;
 - b) history of hemophilia (bleeding);
 - c) history of skin diseases, skin lesions, or skin sensitivities to soaps, disinfectants etc.;
 - d) history of allergies or adverse reactions to pigments, dyes, latex or other sensitivities;
 - e) history of epilepsy, seizures, fainting, or narcolepsy;
 - f) use of medications such as anticoagulants or low-dose aspirin regime, which thin the blood and/or interfere with blood clotting; and
 - g) any other conditions such as hepatitis or HIV.
6. Require that the client sign a form confirming that the above information was provided, that the client does not have a condition that prevents them from receiving body art, that the client consents to the performance of the body art procedure and that the client has been given the aftercare instructions as required by section 7(K).
7. A practitioner shall maintain the highest degree of personal cleanliness, conform to best standard hygienic practices, and wear clean clothes when performing body art procedures. Before performing body art procedures, the practitioner must thoroughly wash their hands in hot running water with liquid soap, then rinse hands and dry with disposable paper towels. This shall be done as often as

necessary to remove contaminants.

8. All practitioners should be properly immunized against hepatitis B virus (HBV).
9. All procedures performed at the establishment shall have a written protocol which is reviewed and approved by the Board of Health.
10. A practitioner shall wear disposable, single use medical gloves to prepare the body art site and sterile, disposable single-use gloves to perform the procedure. Gloves shall be changed if they become pierced, torn, or otherwise contaminated by contact with any unclean surfaces or objects or by contact with a third person.
11. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client, and hands shall be washed in accordance with section (E) before the next set of gloves is put on.
12. Under no circumstances shall a single pair of gloves be used on more than one person. The use of disposable single-use gloves does not preclude or substitute for hand washing procedures as part of a good personal hygiene program.
13. The skin of the practitioner shall be free of rash or infection. No practitioner affected with boils, infected wounds, open sores, abrasions, weeping dermatological lesions or acute respiratory infection shall work in any area of a body art establishment in any capacity in which there is a likelihood that that person could contaminate body art equipment, supplies, or working surfaces with body substances or pathogenic organisms.
14. Any item or instrument used for body art that is contaminated during the procedure shall be discarded and replaced immediately with a new disposable item or a new sterilized instrument or item before the procedure resumes.
15. Preparation and care of a client's skin area must comply with the following:
 - a) Any skin or mucosa surface to receive a body art procedure shall be free of rash or any visible infection.
 - b) Before a body art procedure is performed, the immediate skin area and the areas of skin surrounding where body art procedure is to be placed shall be washed with soap and water or an approved surgical skin preparation.
 - c) If shaving is necessary, single-use disposable razors shall be used. Following shaving, the skin and surrounding area shall be washed with soap and water.
 - d) The washing pad shall be discarded after a single use.
 - e) In the event of bleeding, all products used to stop the bleeding or to absorb blood shall be single use, and discarded immediately after use in appropriate covered containers, and disposed of in accordance with 105 CMR 480.000.
16. Petroleum jellies, soaps, and other products used in the application of stencils shall be dispensed and applied on the area to receive a body art procedure with sterile gauze or other sterile applicator to prevent contamination of the original container and its contents. The applicator or gauze shall be used once and then discarded.
17. The practitioner shall provide each client with verbal and written instructions on the aftercare of the body art site. The written instructions shall advise the client:
 - a) on the proper cleansing of the area which received the body art;
 - b) to consult a health care provider for:
 1. unexpected redness, tenderness or swelling at the site of the body art procedure;
 2. any rash;
 3. unexpected drainage at or from the site of the body art procedure; or
 4. a fever within 24 hours of the body art procedure; and
 5. of the address, and phone number of the establishment.

6. A copy shall be provided to the client. A model set of aftercare instructions shall be made available by the Board.
18. Contaminated waste shall be stored, treated and disposed in accordance with 105 CMR 480.000: Storage and Disposal of Infectious or Physically Dangerous Medical or Biological Waster, State Sanitary Code, Chapter VIII.

SECTION 7.8

EXPOSURE INCIDENT REPORT

An Exposure Incident Report shall be completed by the close of the business day during which an exposure has or might have taken place by the involved or knowledgeable body art practitioner for every exposure incident occurring in the conduct of any body art activity. Each Exposure Incident Report shall contain:

1. A copy of the application and consent form for body art activity completed by any client or minor client involved in the exposure incident;
2. A full description of the exposure incident, including the portion of the body involved therein;
3. Instrument(s) or other equipment implicated;
4. A copy of body art practitioner license of the involved body art practitioner;
5. Date and time of exposure;
6. A copy of any medical history released to the body art establishment or body art practitioner; and
7. Information regarding any recommendation to refer to a physician or waiver to consult a physician by persons involved.

SECTION 7.9

INJURY AND/OR COMPLICATION REPORTS

A written report of any injury, infection complication or disease as a result of a body art procedure, or complaint of injury, infection complication or disease, shall be forwarded by the operator to the Board which issued the permit, with a copy to the injured client within five working days of its occurrence or knowledge thereof. The report shall include:

1. the name of the affected client;
2. the name and location of the body art establishment involved;
3. the nature of the injury, infection complication or disease;
4. the nature of the advice given to the client;
5. the name and address of the affected client's health care provider, if any;
6. any other information considered relevant to the situation.

SECTION 7.10

COMPLAINTS

1. The Board shall investigate complaints received about an establishment or practitioner's practices or acts, which may violate any provision of the Board's regulations.
2. If the Board finds that an investigation is not required because the alleged act or practice is not in violation of the Board's regulations, then the Board shall notify the complainant of this finding and the reasons on which it is based.
3. If the Board finds that an investigation is required, because the alleged act or practice may be in

violation of the Board's regulations, the Board shall investigate and if a finding is made that the act or practice is in violation of the Board's regulations, then the Board shall apply whatever enforcement action is appropriate to remedy the situation and shall notify the complainant of its action in this manner.

SECTION 7.11

APPLICATION FOR BODY ART ESTABLISHMENT PERMIT

1. No person may operate a body art establishment except with a valid permit from the Board.
2. Applications for a permit shall be made on forms prescribed by and available from the Board. An applicant shall submit all information required by the form and accompanying instructions. The term "application" as used herein shall include the original and renewal applications.
3. An establishment permit shall be valid from the date of issuance and for no longer than one year unless revoked sooner by the Board.
4. The Board shall require that the applicant provide, at a minimum, the following information in order to be issued an establishment permit:
 - a) Name, address, and telephone number of:
 1. the body art establishment;
 2. the operator of the establishment; and
 3. the body art practitioner(s) working at the establishment;
 - b) The manufacturer, model number, model year, and serial number, where applicable, of the autoclave used in the establishment;
 - c) A signed and dated acknowledgement that the applicant has received, read and understood
 - d) the requirements of the Board's body art regulations;
 - e) A drawing of the floor plan of the proposed establishment to scale for a plan review by the Board, as part of the permit application process; and,
 - f) Exposure Report Plan
 - g) Such additional information as the Board may reasonably require.
5. The annual fee for the Body Art Establishment Permit shall be \$200.
6. A permit for a body art establishment shall not be transferable from one place or person to another.

SECTION 7.12

APPLICATION FOR BODY ART PRACTITIONER PERMIT

1. No person shall practice body art or perform any body art procedure without first obtaining a practitioner permit from the Board. The Board shall set a reasonable fee for such permits.
2. A practitioner shall be a minimum of 18 years of age.
3. A practitioner permit shall be valid from the date of issuance and shall expire no later than one year from the date of issuance unless revoked sooner by the Board.
4. Application for a practitioner permit shall include:
 - a) name;
 - b) date of birth;
 - c) residence address;
 - d) mailing address;
 - e) phone number;
 - f) place(s) of employment as a practitioner; and
 - g) training and/or experience as set out in (E) below.

7.12.1

Practitioner Training and Experience

1. In reviewing an application for a practitioner permit, the Board may consider experience, training and/or certification acquired in other states that regulate body art.
 - a) Training for all practitioners shall be approved by the Board and, at a minimum, shall include the following:
 - b) bloodborne pathogen training program (or equivalent) which includes infectious disease control; waste disposal; hand washing techniques; sterilization equipment operation and methods;
 - c) and sanitization, disinfection and sterilization methods and techniques; and
 - d) Current certification in First Aid and cardiopulmonary resuscitation (CPR).
 - e) Examples of courses approved by the Board include "Preventing Disease Transmission" (American Red Cross) and "Bloodborne Pathogen Training" (U.S. OSHA). Training/courses provided by professional body art organizations or associations or by equipment manufacturers may also be submitted to the Board for approval.
2. The applicant for a body piercing practitioner permit shall provide documentation, acceptable to the Board, that s/he completed a course on anatomy and physiology with a grade of C or better at a college accredited by the New England Association of Schools and Colleges, or comparable accrediting entity. This course must include instruction on the system of the integumentary system (skin).
3. The applicant for a tattoo, branding or scarification practitioner permit shall provide documentation, acceptable to the Board, that s/he completed a course on anatomy and physiology with a grade of C or better at a college accredited by the New England Association of Schools and Colleges, or comparable accrediting entity. This course must include instruction on the system of the integumentary system (skin). Such other course or program as the Board shall deem appropriate and acceptable may be substituted for the anatomy course.
4. The applicant for all practitioners shall submit evidence satisfactory to the Board of at least two years actual experience in the practice of performing body art activities of the kind for which the applicant seeks a body art practitioner permit to perform, whether such experience was obtained within or outside of the Commonwealth.
5. A practitioner's permit shall be conditioned upon continued compliance with all applicable provisions of these rules and regulations.
6. The annual fee for the Body Art Practitioner Permit shall be set at the level determined by the Board of Health in its fee schedule, which shall be adjusted from time to time.

SECTION 7.13

GROUND FOR SUSPENSION, DENIAL, REVOCATION, OR REFUSAL TO RENEW PERMIT

1. The Board may suspend a permit, deny a permit, revoke a permit or refuse to renew a permit on the following grounds, each of which, in and of itself, shall constitute full and adequate grounds for suspension, denial, revocation or refusal to renew:
 - a) any actions which would indicate that the health or safety of the public would be at risk;
 - b) fraud, deceit or misrepresentation in obtaining a permit, or its renewal;
 - c) criminal conduct which the Board determines to be of such a nature as to render the establishment, practitioner or applicant unfit to practice body art as evidenced by criminal

proceedings resulting in a conviction, guilty plea, or plea of nolo contendere or an admission of sufficient facts;

- d) any present or past violation of the Board's regulations governing the practice of body art;
- e) practicing body art while the ability to practice is impaired by alcohol, drugs, physical disability or mental instability;
- f) being habitually drunk or being dependent on, or a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects;
- g) knowingly permitting, aiding or abetting an unauthorized person to perform activities requiring a permit;
- h) continuing to practice while his/her permit is lapsed, suspended, or revoked;
- i) having been disciplined in another jurisdiction in any way by the proper permitting authority for reasons substantially the same as those set forth in the Board's regulations; and
- j) other just and sufficient cause which the Board may determine would render the establishment, practitioner or applicant unfit to practice body art;

2. The Board shall notify an applicant, establishment or practitioner in writing of any violation of the Board's regulations, for which the Board intends to deny, revoke, or refuse to renew a permit. The applicant, establishment or practitioner shall have seven (7) days after receipt of such written notice in which to comply with the Board's regulations. The Board may deny, revoke or refuse to renew a permit, if the applicant, establishment or practitioner fails to comply after said seven (7) days subject to the procedure outlined in Section 15.
3. Applicants denied a permit may reapply at any time after denial.

SECTION 7.14

GROUND FOR SUSPENSION OF PERMIT

The Board may summarily suspend a permit pending a final hearing on the merits on the question of revocation if, based on the evidence before it, the Board determines that an establishment and/or a practitioner is an immediate and serious threat to the public health, safety or welfare. The suspension of a permit shall take effect immediately upon written notice of such suspension by the Board.

SECTION 7.15

PROCEDURE FOR HEARINGS

The owner of the establishment or practitioner shall be given written notice of the Board's intent to hold a hearing for the purpose of suspension, revocation, denial or refusal to renew a permit. This written notice shall be served through a certified letter sent return receipt requested or by constable. The notice shall include the date, time and place of the hearing and the owner of the establishment or practitioner's right to be heard. The Board shall hold the hearing no later than 21 days from the date the written notice is received.

In the case of a suspension of a permit as noted in Section 13, a hearing shall be scheduled no later than 21 days from the date of the suspension.

SECTION 7.16

SEVERABILITY

If any provision contained in the model regulations is deemed invalid for any reason, it shall be severed and

shall not affect the validity of the remaining provisions.

SECTION 7.17 **FINE FOR VIOLATION**

Any person or entity violating any term or condition of this Board of Health regulation, shall be subject to a fine of fifty dollars (\$50) for the first violation and a fine of one hundred dollars (\$100) for the second violation, and increasing for each subsequent violation up to the amount of three hundred dollars (\$300). Each day that a violation continues shall constitute a separate and distinct offense.

SECTION 7.18 **NON-CRIMINAL DISPOSITION**

In accordance with MGL chapter 40, section 21D and Article 9 of the Town of Needham General By-Laws, whoever violates any provision of these Rules and Regulations may be penalized by non-criminal disposition.

SECTION 7.19 **EFFECTIVE DATE**

These rules and regulations became effective as of February 8, 2001. A revised definition section, along with minor content edits and format revisions, was approved by a unanimous vote of the Board of Health on September 9, 2016 and the amended regulation became effective on October 15, 2016. Adoption of the revised regulation occurred following open meetings held on May 13, 2016 and on June 17, 2016, and public hearings on July 29, 2016 and September 9, 2016.



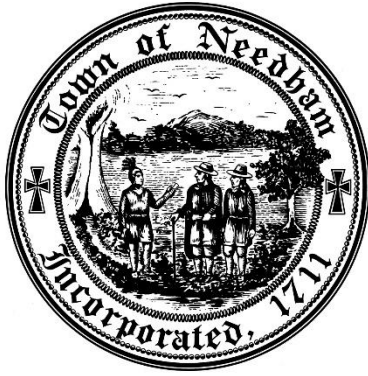
**Board of Health
Town of Needham
AGENDA FACT SHEET**



MEETING DATE: September 8, 2023

Agenda Item	Select Board Code of Conduct
Presenter(s)	Tiffany Benoit, Assistant Public Health Director Boad Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Needham Select Board adopted their Code of Conduct earlier this year that was developed by a subcommittee with input from staff, Town Counsel and interested stakeholders. The Select Board hopes this serves as a template for other committees to create a Code of Conduct.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION:
a. Select Board Code of Conduct	



Town of Needham

Select Board Code of Conduct

Adopted: March 14, 2023

In its role as a primary governing body for the Town of Needham, the Select Board establishes the following Code of Conduct. This self-enforcing set of guidelines is designed to supplement all relevant state laws and regulations governing the conduct of public bodies and elected officials, to include (but not limited to) the Open Meeting Law ([G.L. c.30A, §§18-25](#)), the Public Records Law ([G.L. c.66](#)), the Campaign Finance Law ([G.L. c.55](#)), and the Conflict of Interest Law ([G.L. c.268A](#)). Members are expected to familiarize themselves with and adhere to both the above listed laws and other relevant statutes. The purpose of this Code of Conduct is to set forth the Board's expectations of member conduct and responsibilities, as well as to maintain public trust in the Select Board and Town government.

1. General

1.1 Select Board members will act honestly, conscientiously, reasonably, and in good faith at all times having regard to their responsibilities, the interests of the Town, and the welfare of its residents.

1.2 Select Board members will conduct themselves in a manner that cultivates an environment of dignity and mutual respect, in which every person feels welcomed, safe, and valued.

1.3 All members of the Select Board will fully comply with all applicable Town personnel policies, to include (but not limited to) Policies #202 ([Sexual Harassment](#)), #205 ([Harassment of Individuals in Protected Classes](#)), and #426 ([Workplace Violence Policy](#)).

2. Preparation for Meetings

2.1 All members of the Select Board will arrive for meetings having prepared themselves for discussion on any and all items scheduled to be discussed on the agenda.

2.2 Pursuant to the Open Meeting Law, members will limit discussion of agenda items and matters within the Select Board's jurisdiction outside of posted public meetings. This includes, for example, refraining from discussion of agenda topics and matters within the Select Board's jurisdiction with more than one other member outside of a public meeting.

This includes discourse and deliberation on such topics in person, via email, using messaging tools, or posting on social media.

2.3 In preparation for public meetings, members will refrain from taking public stances on pending agenda items and are encouraged to enter each meeting open-minded, ready to hear new information.

2.4 Members will notify the Chair and Office of the Town Manager as soon as possible if they are unable to attend a scheduled meeting or require remote participation, if permitted by Select Board Member Remote Participation in Public Meetings Policy ([SB-ADMIN-008](#)), Office of the Attorney General regulations governing remote participation in public meetings ([940 CMR 29.10](#)), the Open Meeting Law ([G.L. c.30A, §§18-25](#)), and any other applicable regulation or law governing remote participation.

3. Conduct at Meetings

3.1 The Select Board seeks to be a deliberative body in which various opinions may be shared in an environment of dignity and respect. The Board understands that there is space for disagreement amongst its members, but that dissent and debate will take place in a civil manner with a focus on policy over personality.

3.2 Board members will refrain from comments on the individual personality or character of a fellow Board member, other Town elected or appointed official, and Town staff.

3.3 Members will not use messaging apps or other media to communicate with each other in private during Select Board meetings.

3.4 In accordance with the purpose of [G.L. c.30A, §22\(f\)](#), following all Executive Sessions, members will keep the contents of discussions privileged and confidential unless and until the minutes of said session are released to the public.

3.5 Further, in accordance with [G.L. c.268A, §23\(c\)\(1\) and \(2\)](#), members will refrain from disclosing confidential information gained by reason of their official position or duties.

3.6 The Chair or individual Board members are expected to immediately address conduct or language by invited participants and members of the public who are disrespectful, demeaning, inappropriate, or otherwise in violation of community standards.

3.7 The Board affirms that its members will act in good faith to share all relevant information they may have to contribute to a discussion and will disclose to other

members and the public any conflicts of interest, either actual or perceived, in matters before the Board.

3.8 In response to a self-identified determined or perceived conflict of interest by a Board member, it is incumbent upon said Board member to seek advice from the State Ethics Commission and/or Town Counsel before participating in the particular matter. Further, a Board member is always welcome to obtain a written opinion from the State Ethics Commission and/or Town Counsel before participating in a matter when they believe a written opinion would be beneficial to their potential participation in the matter.

3.9 Should a Board member believe a colleague may be in jeopardy of violating State Ethics Law, they should inform that member before the Board discusses the agenda item in question as both a courtesy and opportunity for education.

3.10 Should a Board member believe that a colleague has violated this Code of Conduct, they may request that the Chair place an item on a Select Board agenda so that the Board may discuss the member's concern and take any actions deemed necessary.

4. Conduct Outside of Meetings

4.1 Members of the Select Board are always permitted to voice their opinions on issues at hand in their capacity as a private citizen or candidate for office. In these capacities, members may participate in partisan political events, take positions on candidates for office or ballot measure, and other related actions, but must exercise care to ensure that they are speaking on behalf of themselves in their private capacity, and not as a member or representative of the Select Board. Members are encouraged to seek advice from Town Counsel or the State Ethics Commission if they have questions.

4.2 When acting in their capacity as members of the Select Board, members should speak on behalf of the Board's decisions and actions, even when their personal position was not in the majority opinion. If a member is attending an event as a private citizen, members of the public still may address them in their official capacity – in this circumstance, members should take care to represent the Board in their official capacity.

4.3 At times, the Select Board may be asked to attend community events. The Select Board Chair will designate a member (or members) to attend. Some of these events may involve a cost to the attending member(s). The member's annual stipend is expected to cover the cost of such events. In other cases, members may attend events for which they are offered free admission to events in exchange for providing a service (e.g. moderating a panel or acting as master of ceremonies). Without limiting the foregoing expectations, members should consult Town Counsel or the State Ethics Commission before accepting payment for, or waiver of, fees for admission to an event from outside persons or organizations.

4.4 When the Board as a body is asked questions by the public (through email, mail, or other means), the Chair will either respond directly or designate a Board member to respond. If the question is related to the operations of Town government, the Chair may ask the Town Manager to respond on behalf of the Board.

5. Policymaking versus Administration of Policy

5.1 The Select Board is a policymaking body and appoints the Town Manager to oversee administration of the Town government. Members will generally direct questions or concerns relative to Town government operations to the Town Manager.

6. Use of Town Counsel

6.1 Members of the Select Board will engage with Town Counsel to resolve any questions they may have relating to potential or perceived conflicts of interest, and regarding rules and requirements of the Board as a public body subject to relevant state law.

7. Public Records

7.1 Members will archive and provide upon request any documents, texts, emails, or other communications contained or stored by the member on their premises, private devices, or private accounts that constitute public records in accordance with relevant law and regulation, to include (but not limited to) the Public Records Law ([G.L. c.66](#)); Statutes ([G.L. c.4](#)); and Office of the Secretary of the Commonwealth regulations governing public records access ([950 CMR 32](#)) .

7.2 Members shall not delete such documents, texts, emails, or other communications, whether stored on Town-issued or private email systems or devices, unless it is in accordance with the [Municipal Records Retention Schedule](#).

8. Trainings and Acknowledgements

8.1 All members are required to complete the initial and bi-annual Conflict of Interest Law education requirements as mandated by the State Ethics Commission. Members are encouraged to take advantage of the confidential phone advice provided by the State Ethics Commission (617-371-9500) and to periodically review "The Summary of the Conflict of Interest Law for Municipal Employees" and "The Municipal Officials Guide to Avoiding Conflicts of Interest" to be cognizant of any potential ethical issue.

8.2 All new members are required to complete the Certificate of Receipt of Open Meeting Law materials as required by the Office of the Attorney General.

AGREED TO BY:

Member, Needham Select Board

Date: _____



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



MEETING DATE: September 8, 2023

Agenda Item	Staff Updates
Presenter(s)	Public Health Department Staff

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Each area within the Public Health Department will give a brief update on current topics, projects, events and more that they are working on.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION:
a. Emergency Management – Michael Lethin b. Emergency Preparedness – Taleb Abdelrahim c. Accreditation – Lynn Schoeff d. Traveling Meals – Rebecca Hall e. Epidemiology – Julie McCarthy f. Nursing – Ginnie Chacon-Lopez, Hanna Burnett & Tiffany Benoit g. Substance Use Prevention MassCALL3 – Carol Read & Lydia Cunningham h. Substance Use Prevention – Tiffany Benoit, Karen Shannon, Karen Mullen, Monica DeWinter, Angi MacDonnell, Vanessa Wronski i. Environmental Health – Sai Palani & Tara Gurge j. Shared Services (Public Health Excellence, Regional Field Training Hub, Contact Tracing/Investigating) – Kerry Dunnell & Samantha Medard	



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Management

Date: July & August 2023

Staff member: Michael Lethin

Activities and Accomplishments

Activity	Notes
Active Shooter Preparedness	Needham Police and Fire Departments drilled together to exercise their joint active shooter and Rescue Task Force Procedures.
Grants	The FFY2022 Emergency Management Performance Grant, which provided the Town \$8,500 to conduct emergency shelter planning, and the FFY2021-2022 Hazardous Materials Emergency Preparedness Grant, which provided the LEPC \$3,000 to conduct a Tabletop Exercise, were both applied for reimbursement.
Training	Michael Lethin attended an Inclusive Emergency Management training, hosted by the Massachusetts Office on Disability and MEMA, which covered planning for providing services to the with Access and Functional Needs.
Flood Response and Recovery	Continuing to work closely with all Town departments and with MEMA to advocate for the greatest amount of Federal assistance possible for Needham to recover from the August 8 Floods. Working to implement findings from the After-Action Report.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Management

Date: July & August 2023

Staff member: Michael Lethin

Activities and Accomplishments

Activity	Notes
Active Shooter Preparedness	Needham Police and Fire Departments drilled together to exercise their joint active shooter and Rescue Task Force Procedures.
Grants	The FFY2022 Emergency Management Performance Grant, which provided the Town \$8,500 to conduct emergency shelter planning, and the FFY2021-2022 Hazardous Materials Emergency Preparedness Grant, which provided the LEPC \$3,000 to conduct a Tabletop Exercise, were both applied for reimbursement.
Training	Michael Lethin attended an Inclusive Emergency Management training, hosted by the Massachusetts Office on Disability and MEMA, which covered planning for providing services to the with Access and Functional Needs.
Flood Response and Recovery	Continuing to work closely with all Town departments and with MEMA to advocate for the greatest amount of Federal assistance possible for Needham to recover from the August 8 Floods. Working to implement findings from the After-Action Report.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Preparedness

Month: July & August 2023

Staff members: Tiffany Zike and Taleb Abdelrahim

Activities and Accomplishments:

Activity	Notes
Medical Reserve Corps	• MRC Junior Program has been kicked off by meeting with Director of Youth and Family Services followed by drafting program plan. • Delivered inputs/answers to the contractor regarding the draft Emergency Shelter Plan. • Continuing to Coordinate with trainers at local & non-local level to come & speak to volunteers. For instance, coordinating with a trainer, who works through the Massachusetts Office on Disability to facilitate trainings on Shelter and evacuation considerations for people with access & functional needs. • Taleb attended MRC Advisory Group Meeting to discuss NC-8 MRC Training Plan on July 12th. • On August 21st, we provided training about Shelter for Animals in Disasters. • Coordinating with non-medical volunteers to assist with vaccination clinic tasks.
Active Shooter Drill	On July 11 th , Needham Police Department visited RRC for walk through and will follow by providing Active Shooter drill to RRC staff members in September.
2023 Hurricane Preparedness Conference	Taleb attended MEMA's Conference at Massachusetts Maritime Academy on July 25 th .
Training	Taleb attended training workshop on creating an Event or Incident Action Plan (EAP/IAP) hosted by MEMA on August 14 th .
Accreditation	Continuing work on Accreditation (D2-S2.2) documentation and will meet with Lynn on August 31 st to review progress.
Other	• 50-person shelter kits shipment has been delivered to RRC. • Regular meeting with Tiffany to provide updates & discuss tasks progress. • Created and sent out a survey to test our ability to test NPHD emergency communications system.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Accreditation Team
Date: July and August 2023
Staff: Cindi Melanson, Lynn Schoeff

Activity	Notes
Senior Assessment	• Finalized Senior Assessment Report • Planning for dissemination
Workforce Development Plan	• Final draft complete • Analysis of current workforce demographics
Readiness Assessment	• Continuing work on Readiness Assessment
Accreditation Steering Committee	• Discussion items included the following on July 27, 2023 • Readiness Assessment preparation • Sharing of the Senior Assessment Report • Strategic planning update • Brand strategy update • Community Health Assessment next steps • Final draft of Workforce Development Plan • Domain updates • Quality improvement next steps
Brand Strategy Development	• Meetings with MORE to discuss scope and needs of project In-person site visit (July 10); planning meeting (July 19, August 9, August 230)
Strategic Planning	• Input on planning materials and mission-related statements • Meeting with BME team on July 25, August 29
Performance Management	• Continued work on performance management and quality improvement plan



NEEDHAM PUBLIC HEALTH DIVISION



Policies & procedures	• Contracting for communication plan • Update gift card policy • Update food code enforcement • Update staff orientation • Update legal notices • Update evidence of authenticity • Update expense reimbursement • New: student transportation • Update legal notice • Update staff continuing education • Update youth concussion prevention • Update drug takeback days
Quality Improvement	• Two QI projects – alcohol compliance checks and food code enforcement included meeting with QI team.
Individual meetings with staff members to review required documentation	• Surveillance • Substance use prevention • Performance management • Emergency preparedness

Staff & cultural appreciation – Reviewed new initiatives (monthly coffee, monthly brown-bag, bulletin board in kitchen) and will continue pilots through December.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Traveling Meals Program

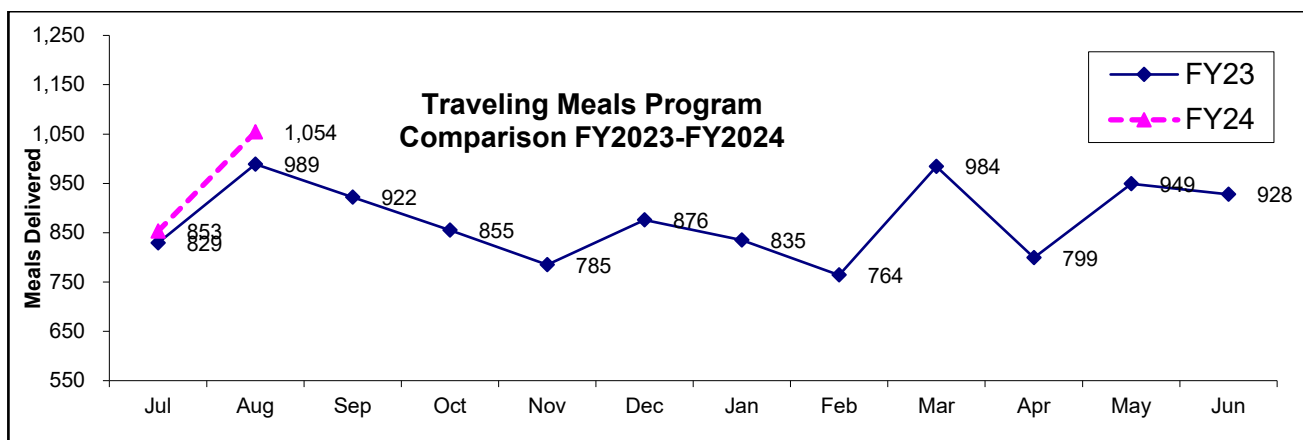
Monthly Report for July and August 2023

Staff member: *Rebecca Hall, Program Coordinator*

Activities

Activity	Notes
<i>Volunteers delivered meals to homebound Needham residents in need of food.</i>	<i>Meal delivery for month by 4 Seasonal Drivers</i>
<i>853 Meals delivered in July 2023 1,054 Meals delivered in August 2023 (est.) 48 Clients at end of August 41 Springwell Consumers 7 Private Pay Consumers 2 New Clients (1 Springwell, 1 Private) 4 Canceled Program (3 Springwell, 1 Private)</i>	<i>No 911 calls initiated</i>

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



*estimated value as of 8/25/23



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Epidemiology

Date: July and August 2023

Staff member: Julie McCarthy

Activity	Notes
Accreditation	Met with Accreditation Steering Committee twice in July to focus solely on Community Health Assessment (CHA). Discussion of data to be included in CHA as well as determination of goals/priority areas identified in CHA which would be addressed in Community Health Improvement Plan (CHIP). Began work on CHIP document, focusing on addressing select areas identified in CHA. Met with Quality Improvement team to discuss QI projects required for accreditation.
Social Media	Instagram: +17.1% total followers in the last 90 days, +68.8% accounts engaged (interacted with posts), +20.9% accounts reached. Facebook: We had our posts reach 1,430 users in the last 28 days, 89 post engagements, 7 new page followers. Twitter: In July we had 68 impressions per day (# of times users saw the tweet), with an average engagement rate (clicks, retweets, likes, follows or replies divided by the total impressions) or 1.6% (top was 4.3%). In August, we had 76 impressions per day and an engagement rate of 2.6% (top engagement rate was 17.6%).
Biosafety Committee/Regulation	Biosafety Committee page posted to town website. Announcement of open resident positions posted to website, News You Need(ham), social media. Reviewing candidates to fill 2 open positions. Met with Sai Palani to discuss Biosafety Permit. Working with Terry Wolfson (ITC) to discuss how to make changes to online permit application to match current regulation.
Misc.	• 7/6/23, 7/20/23- Community Health Assessment discussions with Accreditation Steering Committee • 7/12/23, 8/9/23, 8/23/23- Needham branding bi-weekly check-ins with MORE advertising. • 7/10/23- Needham branding- in person audit with MORE advertising • 7/20/23, 7/27/23- Environmental Exposures and Health at the Local Level: A Case Study of Chelsea, MA (webinar) • 7/25/23, 8/29/23- Needham Strategic Planning meetings • 7/27/23- Accreditation Steering Committee meeting. • 8/10/23- Quality Improvement team meeting • 8/15/23- Discussion of Biosafety Committee (Tim, Tiffany) • 8/22/23- American Public Health Association Live Web Event: Addressing Humans in Crisis with Location-Based Solutions



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Public Health Nursing

Month: July & August 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 Housing with an added educational piece (fall prevention) well received. Demand for CPR strong → 2 CPR classes conducted. Narcan / test strip education & distribution with very positive feedback from residents. Reaching out to specific groups about Matter of Balance program. Social media posts continue with focus on immunizations, food safety, and heat safety.
Education	Ginnie: various webinars from communicable diseases to vaccines to drug/alcohol misuse; attended FEMA training for Point of Dispensing (POD) Planning and Response. Hanna: “Measles elimination in the US: Measles Clinical Presentation, Diagnosis, and Prevention” (CDC).
DVAC	“DVAC Conversation” at Needham Housing Authority. Very positive feedback and request for more similar programming. Backpack drive completed, 25 backpacks donated with strong community participation. Cable spot planning for October airing date is ongoing with weekly meetings. Planning for Harvest Fair has begun.
Other	Hanna / Ginnie: Flu clinic planning, Harvest Fair planning. Ginnie: Needham Channel interview about sunscreen dispensers

Notes: 11 camp locations were inspected and licensed.



NEEDHAM PUBLIC HEALTH DIVISION



Potential Foodborne Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Amebiasis													0	0	0
Calicivirus/Norovirus													0	5	<5
Campylobacteriosis	<5	<5											<5	9	6
Cryptosporidiosis													0	0	<5
Cyclosporiasis	<5												<5	<5	0
Enterovirus													0	0	0
Giardiasis													0	<5	0
Listeriosis													0	0	<5
Salmonellosis		<5											<5	5	<5
Shigellosis													0	0	<5
Vibrio spp		<5											<5	<5	<5
Arbovirus	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Arbovirus (other)													0	0	0
Babesiosis	<5												<5	<5	<5
Borrelia miyamotoi													0	0	<5
HGA/Anaplasmosis													0	<5	<5
Lyme Disease Suspected	14												14	58	N/A
Lyme Disease Probable	6	5											11	19	51
West Nile Infection													0	0	0
Other Communicable Illnesses	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Group A streptococcus													0	0	0
Group B streptococcus													0	<5	<5
Haemophilus influenzae													0	0	<5
Hepatitis A													0	0	0
Hepatitis B Confirmed/Probable													0	<5	9
Hepatitis B Contact													0	<5	0
Hepatitis C Confirmed													0	0	0
Hepatitis C Probable		<5											<5	<5	<5
Influenza	<5	<5											<5	193	51
Legionellosis	<5												<5	<5	<5
Mumps													0	0	0
Novel Coronavirus Confirmed	20	19											39	980	4153
Novel Coronavirus Probable	<5	<5											<5	188	484
Pertussis (Bordetella spp.)													0	<5	0
Streptococcus pneumoniae													0	0	<5
Latent TB Infection (Confirmed)	<5	<5											5	31	24
Latent TB Infection (Suspected)	<5												<5	14	10
Varicella	<5												<5	<5	<5
Other (specify in narrative)													0	<5	-
Totals	54	33	0	0	0	0	0	0	0	0	0	0	87	1528	4819
Reported Cases later Revoked	3														

*As of August 23, 2023



NEEDHAM PUBLIC HEALTH DIVISION



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Immunizations Injections															
B12													0	3	14
Influenza													0	719	812
Tdap													0	1	3
Covid-19													0	461	3792
VFC													0	0	4
Other													0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1184	4625

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Animal-to-Human Bites															
Dog													0	3	4
Cat													0	0	0
Bat													0	0	1
Skunk													0	0	0
Raccoon													0	0	0
Other													0	0	0
Total Bites	0	0	0	0	0	0	0	0	0	0	0	0	0	3	5

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Assistance Programs															
Food Pantry													0	4	0
Friends													0	0	0
Gift of Warmth	2	2											4	51	23
GoW Amount	350	2070											2420	25921	13141
Parks & Rec													0	0	0
Self Help													0	6	1

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Education															
CPR Education	9	9											18	197	53
Matter of Balance Graduates													0	34	10
Narcans		22											22	25	

Donations:	0
Giftcards Distributed:	0

*As of August 23, 2023



NEEDHAM PUBLIC HEALTH DIVISION



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

Date: July 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- 7/5, 7/24 Jessica Goldberg, MPH, Consultant	Discussion: strategic planning meeting conclusion, data collection, and next steps, goals for upcoming strategy implementation.
Ben Spooner, CPS, Center for Strategic Prevention Support (CSPS) – 7/5, 7/24 Technical Assistance (TA)	Discussion: strategic planning meeting conclusion, data collection, next steps, goals for upcoming strategy implementation.
Bright Solutions & Walpole- 7/6 Amanda Decker, Bright Solutions LLC, Melissa Ranieri, Walpole Health Director	Discussion: Walpole capacity building and data collection plans, coalition meeting preparation, MassCALL3 updates.
Community Member Interviews- 7/6, 7/11, 7/20	Interview of coalition town members regarding perception of youth substance use in grant communities. Conducted following MassCALL3 interview guide.
Needham Public Health Division Staff Meeting- 7/11 Tara Gurge and Tiffany Zike, Assistant Public Health Directors Next meeting: August 8, 2023	Agenda: Introductions, staff updates, update on “Rosemary Faceboard”- current topic, reminders, other items.
Yelling Mule Digital Media Advertising - 7/12 James Shiner, CEO & Founder, Katelyn Shannon, Marketing Account Director	Discussion: updates on engagement with social media advertisements and cinema QR code, planning to shift responsibility at close of FY23, options for ad management and pricing in FY24.
District Attorney Marian Ryan: Opioid Task Force- 7/12 Dr. Jaimie Gradus & Dr. Ziming Xuan, Boston University School of Public Health	Agenda: Presentation of new BU School of Public Health Center for Trauma and Mental Health by Director, Dr. Jaimie Gradus. Presentation on new research on the effectiveness of post-overdose programs in reducing overdose death by lead author, Dr. Ziming Xuan.
Supervision Needham Public Health Division- 7/13 Tiffany Zike, MPH, RN, Assistant Public Health Director	Review and discussion: MassCALL3 grant and NPHD staff responsibilities, FY24 budget, MassCALL3 grant contracts FY24, plan for continuing social media campaign.
Needham Board of Health- 7/14 Tim McDonald, Director Health & Human Services, Tara Gurge and Tiffany Zike, Assistant Public Health Directors Next meeting: August 11, 2023	Agenda: Welcome & public comment period, review of minutes, senior assessment, staff reports & brief updates, other items: synthetic turf field testing report, 1688 Central Ave, Public Health Five Year Strategic Plan, upcoming meetings, adjournment.
New England PTTC- Understanding THRIVE: Tool for Health & Resilience in	Agenda: The relationship between THRIVE and the social determinants of health, the THRIVE



NEEDHAM PUBLIC HEALTH DIVISION



Vulnerable Environments- 7/18 Andrea Hoff & Ashley Mack, You Thrive LLC	framework: structural drivers & community determinants of health, using THRIVE as a tool.
County Health Rankings & Roadmaps: Innovative Partnerships to Address Mental Health- 7/18 Shamaila Khan, Boston Medical Center, Kini-Ana Tinkham, Maine Resilience	Agenda: What are the elements of innovative mental health partnerships? How are partnerships helping to expand care to youth and adults? What are some County Health Roadmaps & Rankings mental health related data and strategies?
Follow-up discussion: Prioritizing Intervening Variables, Selecting Strategies, and Developing a Logic Model- 7/19 Bureau of Substance Addiction Services (BSAS)	Review and discussion: questions and information sharing regarding MassCALL3 strategic planning and logic model development process.
SAMHSA: Parent & Caregiver Training- Anxiety and Depression in Children and Adolescents- 7/19 Tecoria Jones, Parent and Caregiver Advocate, Kris Locus, TAY Coordinator- On Our Own MD	Virtual training geared towards parents and caregivers on anxiety and depression in children and youth, to reduce the stigma of mental health concerns. Resources to empower parents to support youth.
Suicide Prevention: Opioid Misuse and Suicide Prevention- 7/25 Massachusetts Dept. of Public Health & AdCare- Joanna Bridger, LICSW, Safety, Hope, & Healing, Lori Hillard, PhD, Clinical Psychologist	Agenda: Welcome/overview, introductions, Module 1: Understanding Opioids, Module 2: Signs of Suicide, Module 3: Intersections, Module 4: Assessing for a Problem (opioid overdose prevention, asking about unhealthy substance use and suicidal thoughts and behaviors), Module 5: Skills Practice, Module 6: Moving Forward.
Walpole Coalition for Alcohol and Drug Awareness- 7/25 Melissa Ranieri, Health Director	Agenda: Introductions, updates, "summer reading" review, Walpole Leadership Capacity Building Series presentation.
Substance Prevention Alliance of Needham (SPAN) Strategic Planning Meeting- 7/27 Next meeting: August 23, 2023	Agenda: Welcome and introductions, review Session 2 breakout group information, brainstorm: coalition initiatives, Logic Model discussion, self-assessment survey, wrap up and next steps.
Amanda Decker, Bright Solutions LLC- 7/27	Review and discussion: Walpole and Needham coalition capacity building, engaging in coalition strategic planning.
Melissa Ranieri, Public Health Director, Town of Walpole- 7/27	Review and discussion: Walpole public health capacity building review, prevention capacity building related to MassCALL3 grant, next steps, MassCALL3 staff support, coalition building.
Lisa McDonough, Town Accountant- 7/31	MassCALL3 EIM reimbursement, June monthly invoice submissions, FY24 budget review.

Holiday: (1) July 4, Independence Day

*June Report- Monthly activities (NPHD- MassCALL3)

*BSAS Programmatic Report – Q4 FY23 – All activities, trainings, strategic planning processes and stakeholder level of involvement.



NEEDHAM PUBLIC HEALTH DIVISION



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

Date: August 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
Pacific Southwest PTTC- Media in Prevention Webinar 3: Using Media in Substance Misuse Prevention 8/1 Stacey J. T. Hust and Jessica Willoughby, Edward R. Murrow College of Communication	Agenda: Substance Use in the Media: Entertainment, Social Media, and Advertising, Effects of Substance-Use Related Media Content, Designing Effective Prevention Messages, Identifying Successful Campaign Messages.
Jessica Goldberg, Prevention Solutions @ EDC- 8/2, 8/7	Review and discussion: FY24 EDC Scope of Work and contract review, MassCALL3 strategic planning and logic model design, capacity building documentation.
Kristina King, Dedham Drug Free Communities Coordinator and Tae Averett, Part-time Substance Use Prevention Coordinator, Dedham Public Health- 8/2, 8/9, 8/16,	Review and discussion: Dedham Organization for Substance Awareness (DOSA) and MassCALL3 capacity building, youth engagement, community member and staff introductions.
MassCALL3 Connections Monthly Meeting- 8/7	Agenda: Welcome & introductions, additions to today's agenda, strategic planning process update, SAMHSA Talk, They Hear You campaign update: walk-through, data, open discussion.
Needham Public Health Division Staff Meeting- 8/8 Tim McDonald, Director of Health and Human Services, Tiffany Zike and Tara Gurge, Assistant Public Health Directors	Agenda: Introductions, document requests from walk-ins, strategic plan, staff updates, Staff & Cultural Appreciation Committee, reminders/new methods, other items.
Jessica Moss, Assistant Director, Needham Council on Aging- 8/8	Discussion: Behavioral health services for residents, CCIT quarterly meeting agenda, Homelessness Task Force, new Department of Mental Health, behavioral health referral support resources (behavioral health clinical referral line, 2 community behavioral health centers- Norwood, Waltham).
District Attorney Marian Ryan, Opioid Task Force Meeting- 8/9	Agenda: Dr. Caleb Dresser, MD, MPH, Director of Health Care Solutions Harvard University's Center for Climate, Health and the Global Environment (C-CHANGE)- new heat alert pilot program. Power of Recovery -Marie Donohue, National Director/Recovery Advocate. Damon Weinberg, Director Business Development, program review.
Charlotte Breef-Pilz, Academic Public Health Corps (APHC)- 8/9	Review and discussion: introduction to student interns, overview of Opioid Litigation Fund toolkit document created by APHC interns for Needham



NEEDHAM PUBLIC HEALTH DIVISION



	Public Health Division, further requests for edits/additions to document.
Needham PHD Monthly Supervision- 8/10 Tiffany Zike Benoit, MPH, RN Assistant Public Health Director	Review and discussion: MassCALL3 grant and NPHD staff responsibilities, youth engagement project FY24, social media campaign updates, new grant budget reporting process.
Cultural Humility as a Methodology for Collaborating with Massachusetts Native Communities- 8/11 Jacqueline Vorpahl, PhD, Cedric Woods, PhD, & Elena Stone, PhD, University of Massachusetts Boston	Agenda: Intros and icebreakers, An Introduction to the Massachusetts Native American Community, Substance Abuse in Native American Communities: data and best practices, A Cultural Humility Approach to Serving Diverse Communities, action plan development, discuss action plans, evaluation.
Needham Homelessness Coalition- 8/16 Jessica Moss, Assistant Director of Counseling and Volunteers, Needham Council on Aging, Next meeting: 9/20	Review and discussion: reassessing mission, looking ahead to future needs for the community, putting together resource packets with gift cards for homeless individuals, concerns around increasing migrant populations and winter approaching.
Melissa Ranieri, Walpole Health Director- 8/16	Discussion: opioid litigation funds, formation of Walpole Prevention Coalition leadership team, leadership team recruitment and requests of new members.
Amanda Decker, Bright Solutions LLC- 8/17, 8/31	Discussion: Walpole Public Health coalition capacity building, leadership team recruitment and correspondence, logo, mission, and vision statement redesign, coalition meeting planning.
Lisa McDonough, Town Accountant- 8/22	MassCALL3 July monthly invoice submission, EIM reimbursement, review and discussion of August invoice. FY24 MassCALL3 budget UFR line review.
Ethics in Prevention- Train the Trainer program - 8/21 & 8/22 National Prevention Technology Transfer Center (PTTC) Virtual 11 hours.	MDPH- BSAS initiative. Training content for Foundations Ethics in Prevention: Processes to conduct focused – whole content trainings and Ethics training curriculum including the Prevention Code of Ethics – six principles- how to apply the ethical decision-making process to situations in community prevention. Creating resource lists for local participants to support residents and service provider needs as prevention specialists.
County Health Rankings and Roadmaps- Segregation: A Threat to Health Equity- 8/22 Dr. Christine Muganda, County Health Rankings and Roadmaps, Dr. Tiffany Manuel, President and CEO, TheCaseMade	Agenda: Historical and present-day context, the relationship between segregation and equity, segregation's link to civic participation, Q & A panel, discussion group.
MA Department of Public Health (MDPH) OLRH Interagency monthly webinar- 8/22 Dr. Sam Wong, Rachel Cain, Erica Piedade, Amy Berube-Rivera	Presentation: Hepatitis B overview, Conflict of Interest Law- overview, prohibitions, and exemptions specific to local Boards of Health,



NEEDHAM PUBLIC HEALTH DIVISION



Office of Local Regional Health Dr. Fowler, Cheryl Sbarra, JD, MAHB	municipal employees, Board members and health agents.
The Role in Prevention in Addressing Alcohol Use in the U.S. Military- 8/22 Alicia Sparks, PhD, MPH U.S. Alcohol Policy Alliance. PTTC Pacific Southwest (HHS Region 9)	Presentation of historic cultural norms of alcohol use, environmental factors contributing to alcohol access and availability, direct marketing to service members. Risk factors inherent in military culture (stress- deployment- family separation- frequent relocation- accepted culture of alcohol use) Data: Service Branch use rates Binge Drinking – 30 Day Use - Use by Gender. Active Duty use: Gender and Age 30 Day- Heavy drinking and alcohol consequences: OUI – Lost productivity – Risky drinking. Evidence informed strategies to impact alcohol use rates- access and availability, connection with local National Guard base leaders.
Substance Prevention Alliance of Needham (SPAN) Strategic Planning Meeting- 8/23 Amanda Decker, Bright Solutions	Agenda: Vision/mission & data review, reflection activity, risk and protective factor review, brainstorming & ranking risk factors activity, identify local conditions activity, aligning current programming with local conditions activity, structure review, next steps and closing.
Walpole Coalition for Alcohol and Drug Awareness - 8/29 Melissa Ranieri, Walpole Health Director	August coalition meeting- Updates from stakeholder representatives: school, police, public health and faith based. Next steps on building coalition capacity, Leadership Team member announcement.
Kristina King, Dedham Drug Free Communities Coordinator- 8/30	Discussion: Dedham Organization for Substance Awareness (DOSA) capacity building, DFC spending goal and plan creation for FY24.
Amanda Decker, Bright Solutions, LLC- 8/31	Review and discussion: Walpole capacity building, formation of coalition structure, initial leadership team meeting, MassCALL3 alignment with coalition goals and processes.

Monthly report: July 2023 monthly activities.

Needham CCIT Community Partners quarterly meeting: Prepare Needham Health & Human Services update for including: Behavioral Health support resources (Massachusetts) Interface referral processes and access - Data requests BIDN- NWH for strategic planning (opioid litigation and prevention)

Walpole prevention capacity building (logo and name evaluation): Graphic design consultations, feedback on design options to meet program goals.

Alcohol access: Review data and research related to alcohol small bottle (NIP) access and availability, public health and environmental impact and alcohol use rate change with regulation/ordinances banning sales.

NPHD Accreditation requests: Response to prevention policies, programs and operating procedures.



NEEDHAM PUBLIC HEALTH DIVISION



Social media messaging- MassCALL3 upstream prevention: Identifying evidence informed resources related to engaging youth in conversations related to navigating away from underage substance use, videos/weblinks articulating “what is community prevention” and “what are the protective factors” related to youth making healthy choices

Page 4 of 4 END

DRAFT



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Substance Use Prevention

Date: July and August 2023

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

Activities and Accomplishments

Activity	Notes
SPAN Projects/Events	• SPAN Strategic Planning: Amanda Decker of Bright Solutions facilitated the third and fourth coalition meetings in July and August as part of SPAN's strategic planning process: July 27 & August 23 – 18 people attended the July session and 15 attended the August sessions (incl. NPHD staff). The August session was a 3-hour retreat to update the SPAN logic models, by examining the risk and protective factors that exist in Needham and the root causes of local conditions. Coalition capacity building included one-on-one meetings with key stakeholders Denise Domnarski, Needham Public Schools (NPS) Director of Wellness for grades K-12 and Dana Plunkett, NPS Director of Guidance for Grades 7-12. • SPAN August Newsletter was created and emailed to the SPAN distribution list. • SPAN social media – new messaging content was created to increase SPAN's reach and promote education on youth substance use and mental health. • SPAN Mental Health Action Team met on July 26 to review and update the plan for the <i>Rethinking Success?</i> newsletter. • Public Health observances calendar – The Prevention Team created a plan for observing annual observances, examples include National Recovery Month & National Suicide Prevention Month (September). Activities planned include social media messaging and resource materials stationed at Needham locations including school administration offices and Town Hall. • Social Host Event recording – the recording of the in-person community presentation on May 2 about the MA Social Host Law was sent to the middle and high school principals to request sharing to the parent community. • NARCAN distribution – several members of the Prevention Team have trained to assist with the distribution of Narcan to community members. • NHS Coaches' Meeting – On 8/16 Karen S. and two SALSA students presented at the annual coaches' meeting to share prevention messages and data about youth substance use. Takeaway message: coaches are a protective factor for youth!



NEEDHAM PUBLIC HEALTH DIVISION



	• Needham Overdose Awareness Day vigil – The Prevention Team assisted in event preparation for the 2nd annual observance of International Overdose Awareness Day, led by Deb Schmill of the Becca Schmill Foundation. As of the preparation date of this report, SPAN, SALSA and NPHD Public Health Nursing are scheduled to host resource tables at the event.
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 certificates from the 5/15 in-person session- mailed 7/6 to Needham participants and hand delivered to Officer Jason Sullivan of Dedham PD for Dedham participants. • Post Award Amendment -Change in Key Personnel to SAMHSA for adding Vanessa Wronski to the grant, submitted 7/6 through eRA Commons • Alcohol compliance – grant staff met with Needham Chief of Police John Schlittler and Lt. Matt Forbes on 7/26 to prepare for next alcohol compliance check. Follow up steps included creation of recruitment material for underage operatives, editing of congratulatory letter to alcohol licensees who have a successful compliance check. This letter will be reintroduced in the compliance check procedures and is drafted from a letter from police chiefs used during compliance checks implemented under the SAPC grant (2017-2019). On 8/9 met with Town Manager staff, Emily Meyer and Myles Tucker, to discuss alcohol licensee data tracking and other municipal requirements that impact alcohol compliance check procedures. • Alcohol education for parents -research for identifying appropriate online education unit for middle or high school parents that can be incorporated into NPS Wellness curriculum. • SAMHSA reporting: Post Award Amendment -Change in Key Personnel for adding Vanessa Wronski to the Needham grant, submitted 7/6 through eRA Commons Annual FFR – submitted Year 2 report on 7/19 with Town Accountant Grant Officer monthly call with Jacqueline Beale, 7/26 Grant Action Plan for years 3 and 4 updates are in progress.
SALSA	MetroWest Health Foundation Grant: Youth-led project to establish SALSA club at Pollard Middle School (PMS). Funding- \$10,000. 3 NHS SALSA leaders recruited and hired an advisor (Julianne Bruce, Pollard Guidance Counselor) and began planning for the new club at PMS. The 84 Survey Grant: Youth-led project to promote a survey created by The 84 to Needham youth in grades 7-12. The survey assesses access and barriers to food, housing, transportation and other social determinants of health. Funding: \$1,000. SALSA member Isabel Tashie '26, was invited to join the MA 84 Movement Statewide Leadership Team. The SLT consists of youth representing 20 MA



NEEDHAM PUBLIC HEALTH DIVISION



	Chapters who identify ways to improve the program, talk about tobacco issues in their communities, lead statewide events and trainings, and represent The 84 in the media.
Accreditation	Karen S. continued work on deliverables for the NPHD accreditation application for the Public Health Accreditation Board. This includes deliverables for the NPHD Quality Improvement program.
Summer intern	Jackie Pucillo, NHS Class of 2022 and rising sophomore at UC Santa Barbara, is assisting the Prevention Team this summer. She is creating new social media messaging for SPAN and finalizing captions for the social host event recording to prepare it for distribution to the community.
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	PTTC webinar: importance of evaluation in prevention part 1 led by Josh Esrick and Emily Patton, 7/18, Monica attended Prevention Leadership through a Cultural Lens, 7/19, Monica & Vanessa attended LGBTQ Youth and Substance Use Disorder, 7/26, Monica & Vanessa attended PTTC Social Media Best Practices, 3-part series, V. Wronski attended PTTC Facilitation Skills webinar, 7/25, Karen S. attended PTTC and SAMHSA, "Cannabiniol "(CBD) – Potential Harms, Side Effects and Unknowns" 8/8 – Monica attended Screenagers, "Under the Influence," CADCA hosted screening, 8/15, Karen S., Vanessa attended
Meetings	SPAN Strategic Planning consultation meetings with Amanda Decker of Bright Solutions, 7/6, 7/12, 7/17, 7/24, 8/2, 8/14, 8/16, 8/21 SAMHSA STOP Act grant call with Grant Officer J. Beale, 7/26 NPHD Accreditation meetings: 7/6, 7/20, 8/10, 8/22, 8/24 Student transportation policy mtg, 7/17 (with T. Benoit, Karen M.) SALSA meeting with Rep. Denise Garlick, 7/18 (Maureen Callahan represented Rep. Garlick, Karen S. attended MetroWest Action for Recovery meeting, Angi attended Outreach- Krissy Kream, Sudbury PHD, 7/12, Karen S. provided info for Needham's Overdose Awareness Day event, Anna Martin, Arlington PHD, Karen S. provided coalition info for prevention work. NPHD Cultural Appreciation Committee, 7/27, Karen S. & Angi attended Youth Mental Health First Aid training, planning meeting with Sara Shine, 7/18 Prevention Team meetings, 7/13, 7/19, 7/27, 8/3, 8/9, 8/17, 8/23 MassCALL3 check-in meeting with Prevention Partners, 8/7 – Monica and Karen S. attended Needham Overdose Awareness Day meetings, 8/2, 8/8, 8/22, 8/24(flag display installation), Prevention Team STOP grant meeting with Evaluator, S. Formica of SSRE, 8/9, Monica, Vanessa, Karen S.



NEEDHAM PUBLIC HEALTH DIVISION



	Needham Select Board Meeting, Proclamation of Needham Overdose Awareness Day, 8/15, Karen S. attended Outreach – Zinc Esteime of Southern Berkshires Substance Use Coalition, 8/18, Karen M., Karen S.-provided info on Needham SALSA program
--	--

Summary for Month of July and August 2023: Focus this month included SPAN strategic planning under guidance of consultant, Amanda Decker of Bright Solutions, coalition capacity building through outreach to community stakeholders, creation of new content for SPAN social media messaging, updating STOP grant Year 3 prevention strategies including preparation for the next alcohol compliance check.



Needham Public Health Division



July 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
Summer Intern – Madison Poisson

Unit: Environmental Health

Date: September 8, 2023

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

Activities and Accomplishments

Activity	Notes
Environmental team staff updates	Our part-time Needham Health Agent, Thaleia Stampoulidou-Rocha, has returned to work, and at the end of June had switched over to shared services, under Diana Acosta. Thaleia's position has been reposted. In July, Diana announced that she has accepted a full-time shared services position at the MA Dept. of Public Health, for the Office of Local and Regional Health.
Staff Conferences	Sainath Palani attended the annual National Environmental Health Association (NEHA) educational conference in New Orleans, LA from July 31 st to August 3 rd . Our FDA Training/Travel grant funding was used to cover the conference registration and costs associated with travel. Tara was able to also attend the NEHA conference remotely.
Food Safety Excellence Program	Ecom Lu and Madison Poisson have been continuing to draft and finalize educational brochures to be distributed to the public and to our food establishment permit holders. They each also conducted an interview with the Needham Cable Channel on the Food Safety Excellence Program. See the links that were recently released, below: Food Code Enforcement https://youtu.be/pJ5PxAN9Zd4 Restaurant Grading https://youtu.be/ZF2WSvER5oi And we've also developed a direct link to the Food Code Enforcement Policy, which is posted on our Public Health Division website. This link was also added to the footer of our electronic food establishment inspection forms to enable all food establishment staff to access the policy - https://www.needhamma.gov/DocumentCenter/View/42939/Food-Code-Enforcement_REVISED_8-10-23PDF
Nutritionally Needham Healthy Eating Program	Ecom continued working with our permitted food establishments on planning our next healthy eating promotion event, Nutritionally Needham, to take place this coming fall, throughout the entire month of October. We are excited to bring this healthy eating event back to Needham.
FDA Program Standard updates	Madison worked on finalizing our FDA Standards 6 and 7, to get them ready for the auditor. The auditor conducted an initial round of audits on those standards and offered us guidance on what additional information was needed in order for Needham to adopt those standards. A second follow-up audit is scheduled to be conducted during the first week in August.

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

Activities

Activity	Notes
Demo Reviews/ Approvals	18 - Demolition signoffs: - #25 Ridgeway Ave. - #211 Stratford Rd. - #1-12 East Militia Hts. - #25 Mallard Rd. - #34 Mary Chilton Rd. - #55 Linden St. - #36 Elder Rd.
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	0 - Trash and Recycling Waste Hauler Permits issued.
Medical Waste Hauler Permit Issued	0 – Medical Waste Hauler Permits Issued.
Food - Plan reviews/Follow- ups/Permits issued	3 – Food Permit Plan Reviews/Follow-ups conducted for: - Carter Memorial Methodist Church (Bread of Life Program) – Pre-operation inspection still pending. UPDATE: Applicant is looking to go back to the initial food prep model and conduct limited food prep, including only non-grease producing foods, on site due to issues with not having a grease trap installed. Spoke to kitchen manager about submitting a list of proposed Menu items and foods to be prepped on site for our review and approval. (Still pending.) - Rice Barn (UPDATE): Applicant has proposed an acceptable location for a mop sink and has found licensed professionals to address various electrical and plumbing concerns. - #140 Kendrick St. (Exchange Barista Station): Sai conducted a pre-operation inspection of this retail coffee station in the lobby of the building. Permit issued.
Food – Temporary Food Event Permits issued	9 – Temporary Food event online permit application reviews and permits issued to: - Memorial Park Concession Stand - Cushing Amusements (7 permits) - Needham Exchange Club
Farmers Market Food Vendor online permit reviews/ Permits issued	2 - Farmers Market Food Vendor permit application reviews/Permits issued for: - Bettina's Bakery - Basil n 'Spice
Food Complaint/Follow- up	0 – Food Complaints received.
Housing Complaints/Follow- ups	2/5 - New Housing Complaints/Follow-ups conducted at: – House near Newton line (near Reservoir St.) (0/1) - UPDATE: Tara met with owner, along with reps. from Town Manager's office, Building Dept. and Fire Dept., to conduct a follow-up exterior inspection on 7/27. No improvements with the clean-up of the

	exterior items observed. Town Manager's Office, along with the Building Commissioner, issued a second order letter to the owner via constable. Will continue to follow this case and receive updates and help coordinate future on site meetings with the owner. - <u>Hasenfus Rd. (0/1)</u> - Open housing case. UPDATE: Occupant has agreed to move out and that will allow the owner to be able to go in and make the repairs. A follow-up inspection will still need to be conducted with the landlord, prior to re-occupancy. - <u>Marsh St. (1/1)</u> - New housing case. Inspection performed and order letter issued; some conditions deemed to endanger were present and have been addressed. Case is progressing. - <u>Rosemary Apts. (Building #69) (1/1)</u> - No hot water in unit. Tara spoke to on site manager about issue. Two new hot water heaters were installed. Issue addressed. - <u>Linden St. (0/1)</u> - UPDATE: House was demolished. Additional wildlife pest control reported was submitted along with regular rodent pest control. Public health and safety issues addressed.
Housing Pre-occupancy inspection	0 – Housing pre-occupancy inspection conducted.
Nuisance complaints/Follow-ups	(5/11) – New Nuisance Complaints/Follow-ups conducted at: - <u>Petco (0/1)</u> – Pest activity in store. UPDATE: Sai followed up and met with store manager. All the areas that were noted as issues from prior site visits by our office and pest control service have been fully addressed. Pest activity has decreased in both the Petco and Staples. Pest control is coming on at least a weekly basis. - <u>Complex (0/1)</u> - Sai followed up on pest issue. Bait boxes were set up across from dumpster and there was evidence of rodent burrows. UPDATE: Sai met with facilities and pest control service. Appears bait consumption has decreased. Will continue to monitor. - <u>Mellen St. (0/1)</u> - Resident was concerned about fire hazard in backyard due to piles of dried bamboo and piles of wood. UPDATE: Sai ordered homeowner to clean up pile of bamboo and met with homeowner. Homeowner made considerable progress on backyard and will continue to clean and maintain the property. Compliance met. - <u>Autobody Shop by Echo Bridge (0/1)</u> - Anonymous complaint was made to MassDEP who contacted our office about odors/vapors. An investigation has started and information about this concern has started to be collected. UPDATE: Complainant says they are now only operating in the evenings. They will contact Sai when the odors are present, so he is able to head out to the site to confirm and notify the MassDEP office. - <u>Pickering St. (0/1)</u> - Pest issue on their property, likely originating from neighboring business. Being investigated and handled. UPDATE: Neighboring business is addressing, and now the pest activity has dropped. Business is open to servicing neighboring lots as needed. - <u>Chapel St. Parking Lot/Tracks by Highland Ave. (0/1)</u> - Pest activity has been identified. Active rodent burrows observed. Continuing to work with abutting businesses/food establishments, pest control companies and MBTA/Keolis to come up with a plan of action. The Town Pest Control Service has bumped up their monthly service schedule to a weekly schedule to help address this concern. Tara has recently heard back from DPW who just confirmed that they will help assist with the necessary rodent exclusion work that can be conducted in this location to prevent future rodent burrows, once the pests have been eliminated. (Still in process.) - <u>Beth Shalom (1/1)</u> - Complaint received about overflowing dumpsters. Sai performed site visits and met with facilities who stated they would do a better job managing dumpster. Some extra surveillance of this area will be performed. - <u>Stephen Palmer Apartments (1/1)</u> - Complaint about dog in building creating unsanitary conditions. A site visit was performed, and Sai followed up with management company who will be following up with dog owner about this concern. - <u>Sheraton (1/1)</u> - Complaint received about unsanitary conditions in hotel and pest problems. Several site visits were made, and kitchen, rooms and overall facility were inspected. Sai had meetings with GM, facilities and kitchen management who

	acknowledged the problem and were taking the necessary steps to address them. - <u>Gary Rd. (1/1)</u> - Tara received a call from the neighbor about concerns with an ongoing house construction project occurring next door. Complainant had concerns about the following: Porta-potty odors, trash (i.e., empty water bottles) around the porta-potty, large brush pile on property line that could pose as a potential pest harborage risk, and sediment/sand debris accumulating from water runoff located at the base of the driveway. Spoke to builder about concerns. Public health nuisance and unsanitary issues addressed. Also gave the Building Dept. a heads up. - <u>Dedham Ave. (Shared dumpster) (1/1)</u> - Tara received a complaint about a shared dumpster overflow concern. Working with new hauler and property management company to address the concern. May need to have owner of property request a hearing before the Planning Board in order to request an additional parking space on site be used to accommodate an additional dumpster on site. (Still in process.)
Outdoor Seasonal Pool spot check inspections	0 - Outdoor seasonal pool permit application reviews/Permits issued:
Planning Board Special Permit reviews	0 – Planning Board reviews conducted.
Septic Certificate of Compliance (COC)	0 – Septic Certificate of Compliance final signoffs issued.
Septic – Construction permits issued	1 – Septic Construction Permits issued. - <u># 299 Charles River St.</u>
Septic Installation inspections	4 – Septic installation inspections conducted. - <u># 299 Charles River St. (x3)</u> - System Completed. - <u># 61 Crestview Rd.</u> - Final Grade Inspection
Septic Installer Exams/Permits Issued	0 - Septic System Installer Exams and Permits issued.
Septic Addition/Reno. to a Home on a Septic review	0 – Addition/Reno. to a Home on a Septic review conducted.
Septic Plan Reviews/Approval issued	2 – Septic Plan reviews conducted for: - <u>#211 Stratford Rd.</u> - Plan review conducted and a conditional approval letter sent. - <u>#165 Brookside Rd.</u> - Proposed septic plans submitted. (Review in process.)
Septic – Soil/Perc Tests	0 – Septic Soil/Perc Tests conducted.
Septic Trench permits issued	1 – Septic Trench permit issued for: - <u>#299 Charles River St.</u>
Septic – Abandonment Forms	0 – Septic abandonment/connection to sewer forms received.
Tobacco Inspections conducted/Permits Issued	0 – Inspections conducted and Tobacco permits issued.

Well Permit online plan reviews	2 – Well permit online plan reviews conducted for: - <u>#68 Garden St.</u> - <u>#31 Gage St.</u>
Zoning Board of Appeals plan reviews	3 – Zoning Board of Appeals plan reviews conducted for: - <u>#165 Brookside Rd.</u> - <u>#73 Highland Ave. (Previous Chef Mike's)</u> - <u>#673 Highland Ave. (Previous 3 Squares)</u>

FY 23 Priority FBI Risk Violations of Interest

Establishment	Date	Inspection Type	Violation(s)	Corrective Action/Follow-up
Café Fresh Bagel	7/1	Routine	7-201.11 Storage Separation - Kitchen - Pr - Toxic chemicals such as grease-cutter, oven cleaner need to be stored separately and away from food and equipment.	Follow up via email.
Capella	7/2	Routine	3-501.17 (A)(C) Date Marking RTE Foods - On Premises Prep - Kitchen - Pf - Walk in cooler observed wrapped fish and meat without a date of use by.	Issues addressed.
Cook	7/15	Routine	3-304.11 Food Contact with Soiled Items - - Pr - Ice machine needs cleaning. 4-301.11 Cooling/Heating/Holding Capacities - Kitchen - Pf - The left rolltop refrigerator was not working properly. Numerous TCS products were at least 61 F	Followed up and items were addressed.

Gari	7/15	routine	37-201.11 Storage Separation - Kitchen - Pr Toxic chemicals stored in food preparation area. Store away from food and equipment. 5-201.11 Approved - Basement - Pr - Condensate drain from Freezer draining improperly into pan on shelf where food equipment is stored.	
Gianni's Gourmet Deli	7/15	routine	3-304.11 Food Contact with Soiled Items - Kitchen - Pr - Food contact surface needs cleaning.	Re-inspection performed and violations addressed.
Panchos	7/14	routine	3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Front of House - Pr - Several foods ~65 F 3-501.18 Ready-to-Eat Food Disposition - Kitchen - Pr - Must remove expired use by date food from walk in. Discard.	Reinspection performed
Sheraton	7/11	routine	3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Kitchen - Pr - Left most Bain Marie of area with 3 Bain Marie's in a row that also had water leaking inside of it, was running warm (~45 F). The one to the right of it was also running warm at the same temperature.	Reinspection done and one of fridges were serviced while the other was in progress.
Subway	7/15	routine	3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Storefront - Pr	Several re-inspections performed.
Sweet Boba	7/1	routine	5-205.15 (A) System Maintained/Repair - Kitchen - Pr - Three compartment sink has significant leaks under the sanitizer bay. Repair or replace within 10 days or less.	Informal reinspection performed noting that leak was fixed.

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Biotech registrations/Plan rev./Insp.	0												0	3	3	0	1	1	1
Bodywork Estab. Insp.	0												0	5	5	6	7	14	11
Bodywork Estab. Permits	0												0	6	5	13	9	9	6
Bodywork Pract. Permits	0												0	5	8	12	23	21	22
COVID 19 Complaints	0												0	0	3	123	0	0	0
COVID 19 Follow Ups	0												0	0	3	122	0	0	0
Demo reviews	18												18	53	89	76	73	104	105
Domestic Animal permits	3												3	17	15	29	1	21	19
Domestic Animal Inspections	0												0	1	10	8	3	22	3
Food Service Routine insp.	20												20	214	194	134	149	200	225
Food Service Pre-oper. Insp.	1												1	22	22	16	48	12	32
Retail Food Routine insp. Or 6 month check in	2												2	13	11	12	33	46	60
Residential Kitchen Routine insp.	1												1	8	5	5	3	6	8
Mobile Routine insp.													0	10	10	10	4	17	13
Food Service Re-insp.	11												11	37	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	1												1	130	138	134	155	140	171
Temp. food permits	9												9	33	37	9	67	134	163
Temp. food inspections	9												9	16	9	3	10	37	29
Farmers Market permits	2												2	11	16	15	14	14	14
Farmers Market insp.	19												19	73	149	124	158	229	127
Food Complaints	0												0	11	13	7	49	18	20
Follow-up food complaints	0												0	12	15	8	48	21	21
Food Service Plan Reviews	3												3	75	13	12	14	20	42
Food Service Admin. Hearings	0												0	0	2	1	3	0	0
Grease/ Septage Hauler Permits	0												0	29	22	13	20	21	24
Housing (Chap II Housing) Annual routine inspection	1												1	9	10	7	7	0	14
Housing Follow-up insp.	1												1	13	3	2	0	0	5
Housing New Complaint	2												2	26	41	40	41	22	22
Housing Follow-ups	5												5	69	65	63	56	28	24
Hotel Annual inspection	0												0	3	3	3	3	3	3
Hotel Follow-ups	1												1	2	0	1	15	0	0
Nuisance Complaints	5												5	36	35	45	34	55	42
Nuisance Follow-ups	11												11	58	41	60	55	69	42
Pool inspections	0												0	14	15	15	13	20	12
Pool Follow up inspections	0												0	5	4	5	3	12	7
Pool permits	0												0	14	15	17	11	19	12
Pool plan reviews	0												0	5	0	5	0	3	44
Pool variances	0												0	7	6	5	6	5	7
Septic Abandonment													0	4	9	17	21	9	5
Addition to a home on a septic plan rev/approval	0												0	2	15	5	5	2	2
Septic Install. Insp.	3												3	22	19	11	13	21	28
Septic COC for repairs	0												0	2	3	2	5	3	1
Septic COC for complete septic system	0												0	3	4	1	3	4	3
Septic Info. requests	7												7	62	64	86	61	62	51
Septic Soil/Perc Test.	0												0	6	5	8	1	1	2
Septic Const. permits	1												1	5	6	6	6	6	5
Septic Installer permits	0												0	16	11	8	6	8	9
Septic Installer Tests	0												0	9	4	3	2	5	3
Septic Deed Restrict.													0	0	0	4	1	1	3
Septic Plan reviews	2												2	29	21	14	8	9	23
Septic Trench permits	1												1	11	12				
Disposal of Sharps permits	0												0	10	7	8	7	7	9
Disposal of Sharps Inspections	0												0	12	8	8	7	7	7
RMD	1												1	2					

Planning Board Subdivision Sp Permit Plan reviews/Insp. of lots	0													0	19	21	20	4	1	1
Subdivision Bond Releases	0													0	1	0	1	0	1	0
Special Permit/Zoning	3													3	19	21	18	17	34	15
Tobacco permits	0													0	7	6	7	10	10	11
Tobacco Routine insp	0													0	7	12	7	8	14	18
Tobacco Follow-up insp.	0													0	0	0	1	8	3	3
Tobacco Compliance checks	0													0	6	6	6	30	30	41
Tobacco complaints	0													0	6	0	0	2	3	4
Tobacco Compl. follow-ups	0													0	6	0	0	1	3	4
Trash Hauler permits	0													0	20	23	16	15	17	14
Medical Waste Hauler permits	0													0	6	2	2	2	2	1
Well - Plan Reviews, Permission to drill letters, Insp.	2													2	14	10	11	2	6	2
Well Permits	0													0	1	4	1	1	1	0



Needham Public Health Division



August 2023

Assist. Health Director - Tara Gurge
Full-time Health Agent – Sainath Palani
Part-time Health Agent – Monica Pancare

Unit: Environmental Health

Date: September 8, 2023

Staff members: Tara Gurge, Sainath Palani and Monica Pancare.

Activities and Accomplishments

Activity	Notes
Environmental team staff updates	Ecom Lu secured a full-time job, and he put in his notice. His last day was on August 4 th . Madison Poisson also wrapped up her summer internship with us, and her last day was on Friday, August 18 th . We are actively conducting interviews for the part-time Needham 10 hr. per week Health Inspector position. We have a couple of promising applicants that have applied for this position.
Food Safety Excellence Program in person and virtual Forum trainings	We are working with Berger Food Safety in conducting four food establishment owner/manager mandatory forum trainings for this October. We have three in-person trainings that will be taking place in Powers Hall at Needham Town Hall. And we will also have one virtual Spanish training that we will be conducting via Zoom. Here are the confirmed dates and times noted for each training below: The in-person trainings will take place in Powers Hall at the Needham Town Hall on: - Tuesday, 10/3 at 2:00 - 3:30 PM - In person (English) - Wednesday, 10/11 at 9:30 - 11 AM - In person (English) - Tuesday, 10/17 at 5:30 - 7 PM - In person (English) And the virtual online Zoom training will take place on: - Wednesday, 10/18 at 5:30 - 7 PM - Virtual (Spanish) We will be sending out another reminder email to all our food establishments owners/managers with these dates and have them confirm which training they will be attending. We will also be working with Needham Cable in taping one of the sessions.
Nutritionally Needham Healthy Eating Program - Month of October	Tara and Sai will continue where Ecom left off on working with our permitted food establishments on confirming the approved menus for the food establishments that have shown an interest in taking part in our next healthy eating promotion event, Nutritionally Needham. More information and promotion of this program to follow in the coming weeks.
Annual Fall Food Advisory Board meeting	We will be inviting all our Food Safety stakeholders together again to have our annual fall Food Advisory Board meeting take place this coming October/early November. We have also discussed the possibility of inviting our shared services towns to this year's meeting, which was recommended by our FDA Standard auditor, which would enhance our FDA Standard 7 stakeholder initiative.
FDA Program Standard updates – Adoption of FDA Standards 6 & 7	Madison worked with our FDA Standard auditor to complete the required paperwork needed in order to adopt FDA Standards 6 and 7. We are happy to report that we met the standard requirements. So now we will continue our efforts to adopt the last remaining standard, FDA Standard 8, within the coming year. We will also aim to update FDA Standard 1 and adopt the newest version of the FDA Food Code. We will also work towards the maintenance of the already previously adopted standards, FDA Standards 2-5 and 9. The

	FDA grant application portal has just opened, so Tara and Sai will be applying for additional grant money to continue this great work during the coming year.
Online permit applications for Viewpoint cloud	Sai and Tara met with Terry from IT to start drafting our online Body Art establishment and practitioner permit applications. (Still in process.)

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

Activities

<i>Activity</i>	<i>Notes</i>
Demo Reviews/ Approvals	9 - Demolition signoffs: - #234 Valley Rd. - #91 Winding River Rd. - #47 St. Mary St. - #15 Douglas Rd. - #103 Wayne Rd. - #1659 Great Plain Ave. - #8 Dawson Dr. - #66 Oakcrest Rd. - #1780 Central Ave.
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	0 - Trash and Recycling Waste Hauler Permits issued.
Medical Waste Hauler Permit Issued	0 – Medical Waste Hauler Permits Issued.
Food - Plan reviews/Follow- ups/Pre-operation inspections	7 – Food Permit Plan Reviews/Follow-ups conducted for: - <u>Rice Barn (UPDATE)</u>: Licensed electrician has pulled a permit to begin work. - <u>Dunkin on Highland Ave.</u> - Cosmetic renovations. - <u>Epicurean on Kendrick St.</u> - Establishment is re-opening. Plan review process on-going. - <u>North Hill</u> - Addition to the existing Bistro food establishment. - <u>Roche Bros.(x2)</u> - Initial pre-operation inspection conducted with Building and Fire for stocking of dry goods; second inspection for the freezer and long shelf stable dairy stocking. - <u>#140 Kendrick St. Café</u> – Food prep expansion request. (Still in process.)
Food – Temporary Food Event Permits issued	2 – Temporary Food event online permit application reviews and permits issued to: - Abbott’s Ice Cream for Needham Night BBQ - PanMass Challenge
Farmers Market Food Vendor online permit reviews/ Permits issued	2 - Farmers Market Food Vendor permit application reviews/Permits issued for: - Swanski Bakeshop - Maple & Thyme

Food Complaints/ Follow-ups	2 – Food Complaints received for: - <u>Volante Farms</u>- Investigated. - <u>Gianni's Deli</u> - Customer Complaint, staff not wearing gloves. Discussed with owner.
Housing Complaints/Follow- ups	1/3 - New Housing Complaints/Follow-ups conducted at: – <u>Hasenfus Rd. (0/1)</u> - Open housing case. A follow-up inspection will still need to be conducted with the landlord, prior to re-occupancy. – <u>Marsh St. (0/1)</u> - Open Housing case. Parts of residence are being renovated. Reinspection will be done after completion. – <u>Chambers St. (1/1)</u>- Working with housing authority.
Housing Pre- occupancy inspection	0 – Housing pre-occupancy inspection conducted.
Nuisance complaints/Follow- ups	(2/6) – New Nuisance Complaints/Follow-ups - <u>Autobody Shop by Echo Bridge (0/1)</u> - Anonymous complaint was made to MassDEP who contacted our office about odors/vapors. An investigation has started and information about this concern has started to be collected. UPDATE: Complainant says they are now only operating in the evenings. They will contact Sai when the odors are present, so he is able to head out to the site to confirm and notify the MassDEP office. (Still ongoing.) - <u>Chapel St. Parking Lot/Tracks by Highland Ave. (0/1)</u> - Pest activity has been identified. Active rodent burrows observed. Continuing to work with abutting businesses/food establishments, pest control companies and MBTA/Keolis to come up with a plan of action. The Town Pest Control Service has bumped up their monthly service schedule to a weekly schedule to help address this concern. UPDATE: DPW is assessing staffing and rodent exclusion materials needed to assist. - <u>Beth Shalom (0/1)</u> - Complaint received about overflowing dumpsters. Sai performed site visits and met with facilities who stated they would do a better job managing dumpster. Some extra surveillance of this area will be performed. (Still ongoing.) - <u>Dedham Ave. (Shared dumpster) (0/1)</u> - Tara received a complaint about a shared dumpster overflow concern. Working with new hauler and property management company to address the concern. May need to have owner of property request a hearing before the Planning Board in order to request an additional parking space on site be used to accommodate an additional dumpster on site. (Still in process.) UPDATE: Working with trash hauler to add additional recycling only totes on site to help contain the overflow. Will continue to monitor. - <u>Nehoiden Glen Apts. (1/1)</u> - Odor complaint. (In process.) - <u>Central Ave. (1/1)</u> - Overgrown vegetation complaint.
Indoor/Outdoor pool spot check inspections (some conducted by shared services inspectors)	12 – Indoor/Outdoor pool spot check inspections conducted at: - YMCA - Town Pools (x2) - Homewood Suites (x2) - Wingate - NPRC (x2) - Rosemary Ridge - The Kendrick (x2) - Modera
Planning Board Special Permit reviews	0 – Planning Board reviews conducted.
Septic Certificate of Compliance (COC)	1 – Septic Certificate of Compliance final signoffs issued for: - <u>#61 Crestview Rd.</u>

Septic – Construction permits issued	0 – Septic Construction Permits issued.
Septic Installation inspections	0 – Septic installation inspections conducted.
Septic Deed Restriction	1 – Septic Deed Restriction received for: - <u>#211 Stratford Rd.</u>
Septic Installer Exams/Permits Issued	2- Septic System Installer Exams and Permits issued to: - Hoffer Construction LLC - Unique Builders Inc.
Septic Addition/Reno. to a Home on a Septic review	0 – Addition/Reno. to a Home on a Septic review conducted.
Septic Plan Reviews/Approval issued	2 – Septic Plan reviews conducted for: - <u>#18 Brookside Rd.</u> - <u>#94 Brookside Rd.</u>
Septic – Soil/Perc Tests	0 – Septic Soil/Perc Tests conducted.
Septic Trench permits issued	1– Septic Trench permits issued for: - <u>#165 Brookside Rd.</u>
Septic – Abandonment Forms	0 – Septic abandonment/connection to sewer forms received.
Tobacco Inspections conducted/Permits Issued	0 – Inspections conducted and Tobacco permits issued.
Well Permit online plan reviews	1 – Well permit online plan reviews conducted for: - <u>#1177 Central Ave.</u> - (Irrigation well)
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
Restaurant Depot	8/5	Routine	Improper cold holding temperatures. Electronic alarm system for cold holding units was down.	Required to keep manual temperature logs and electronic system back running. A follow up inspection will be performed.
Kostas	8/5	Routine	Use of latex gloves in kitchen. Improper ware washing observed.	Educated owner about issues and observed change.
Needham Golf Club	8/12	Routine	Improper cooling observed	Discussion with staff.
NPRC	8/13	Routine	Improper cold holding temperature	Reinspection performed.

Trip Advisor	8/16	routine	Use of soft serve machine without monthly microbial test results.	Discontinued use of soft serve machine.
Fuji Steakhouse	7/22	routine	Some improper storage of raw meats in walk-in fridge. Lack of air gap on floor drain below dishwasher.	Walk in will be reorganized a bit. Reinspection on other items due.

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY'24	FY'23	FY'22	FY'21	FY '20	FY' 19	FY' 18
Biotech registrations/Plan rev./Insp.	0	0											0	3	3	0	1	1	1
Bodywork Estab. Insp.	0	0											0	5	5	6	7	14	11
Bodywork Estab. Permits	0	0											0	6	5	13	9	9	6
Bodywork Pract. Permits	0	0											0	5	8	12	23	21	22
COVID 19 Complaints	0	0											0	0	3	123	0	0	0
COVID 19 Follow Ups	0	0											0	0	3	122	0	0	0
Demo reviews	18	9											27	53	89	76	73	104	105
Domestic Animal permits	3	0											3	17	15	29	1	21	19
Domestic Animal Inspections	0	0											0	1	10	8	3	22	3
Food Service Routine insp.	20	24											44	214	194	134	149	200	225
Food Service Pre-oper. Insp.	1	3											4	22	22	16	48	12	32
Retail Food Routine insp. Or 6 month check in	2	0											2	13	11	12	33	46	60
Residential Kitchen Routine insp.	1	1											2	8	5	5	3	6	8
Mobile Routine insp.	0	0											0	10	10	10	4	17	13
Food Service Re-insp.	11	9											20	37	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	1	0											1	130	138	134	155	140	171
Temp. food permits	9	2											11	33	37	9	67	134	163
Temp. food inspections	9	1											10	16	9	3	10	37	29
Farmers Market permits	2	2											4	11	16	15	14	14	14
Farmers Market insp.	19	11											30	73	149	124	158	229	127
Food Complaints	0	2											2	11	13	7	49	18	20
Follow-up food complaints	0	1											1	12	15	8	48	21	21
Food Service Plan Reviews	3	3											6	75	13	12	14	20	42
Food Service Admin. Hearings	0	0											0	0	2	1	3	0	0
Grease/ Septage Hauler Permits	0	0											0	29	22	13	20	21	24
Housing (Chap II Housing) Annual routine inspection	1	0											1	9	10	7	7	0	14
Housing Follow-up insp.	1	0											1	13	3	2	0	0	5
Housing New Complaint	2	1											3	26	41	40	41	22	22
Housing Follow-ups	5	3											8	69	65	63	56	28	24
Hotel Annual inspection	0	0											0	3	3	3	3	3	3
Hotel Follow-ups	1	0											1	2	0	1	15	0	0
Nuisance Complaints	5	2											7	36	35	45	34	55	42
Nuisance Follow-ups	11	6											17	58	41	60	55	69	42
Pool inspections	0	9											9	14	15	15	13	20	12
Pool Follow up inspections	0	3											3	5	4	5	3	12	7
Pool permits	0	0											0	14	15	17	11	19	12
Pool plan reviews	0	0											0	5	0	5	0	3	44
Pool variances	0	0											0	7	6	5	6	5	7
Septic Abandonment	1	0											1	4	9	17	21	9	5
Addition to a home on a septic plan rev/approval	0	0											0	2	15	5	5	2	2
Septic Install. Insp.	4	0											4	22	19	11	13	21	28
Septic COC for repairs	0	0											0	2	3	2	5	3	1
Septic COC for complete septic system	0	1											1	3	4	1	3	4	3
Septic Info. requests	7	5											12	62	64	86	61	62	51
Septic Soil/Perc Test.	0	0											0	6	5	8	1	1	2
Septic Const. permits	1	0											1	5	6	6	6	6	5
Septic Installer permits	0	2											2	16	11	8	6	8	9
Septic Installer Tests	0	3											3	9	4	3	2	5	3
Septic Deed Restrict.	0	1											1	0	0	4	1	1	3
Septic Plan reviews	2	2											4	29	21	14	8	9	23
Septic Trench permits	1	1											2	11	12				
Disposal of Sharps permits	0	0											0	10	7	8	7	7	9
Disposal of Sharps Inspections	0	0											0	12	8	8	7	7	7
RMD	1	0											1	2					

Planning Board Subdivision Sp Permit Plan reviews/Insp. of lots	0	0												0	19	21	20	4	1	1
Subdivision Bond Releases	0	0												0	1	0	1	0	1	0
Special Permit/Zoning	3	0												3	19	21	18	17	34	15
Tobacco permits	0	0												0	7	6	7	10	10	11
Tobacco Routine insp	0	0												0	7	12	7	8	14	18
Tobacco Follow-up insp.	0	0												0	0	0	1	8	3	3
Tobacco Compliance checks	0	0												0	6	6	6	30	30	41
Tobacco complaints	0	0												0	6	0	0	2	3	4
Tobacco Compl. follow-ups	0	0												0	6	0	0	1	3	4
Trash Hauler permits	0	0												0	20	23	16	15	17	14
Medical Waste Hauler permits	0	0												0	6	2	2	2	2	1
Well - Plan Reviews, Permission to drill letters, Insp.	2	1												3	14	10	11	2	6	2
Well Permits	0	0												0	1	4	1	1	1	0



Needham Public Health Division

August 2023



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

Date: 8/31/2023

Staff members: Kerry Dunnell, Samantha Menard, Kristin Scoble, Roland Abuntori, Thaleia Stampoulidou-Rocha

Activities and Accomplishments

Activity	Notes
Environmental Health Work and Training	Roland Abuntori and Thaleia Stampoulidou-Rocha continue to assist Needham with various routine food establishment and pool inspections. In the month of August they assisted with 11 pool inspections. In the month of July they conducted 14 routine and 8 re-inspections of food establishments. In the month of August they conducted 9 routine and 1 re-inspection of food establishments.
Shared Services Work	Kerry Dunnell started on July 17th in the role of Shared Services and Regional Training Manager. Samantha Menard started on August 14th in the role of Lead Trainer & Assistant Manager of Shared Services. Kerry and Samantha met with Relevant staff to get an update on the status of licensing agreements. Subsequently, all SSA members have signed the license agreements with Relevant. Waiting for final build out to complete member accounts and onboarding process. Samantha and Kerry scheduled initial software training with Relevant. Tobacco Control Program forms sent to SME for review before dispersing to other communities in SSA. Positions posted for Regional Health Environmental Health Agent and Regional Environmental Health Agent/Trainer. Applications are currently being reviewed.
Contact Tracing	FY24 Budget was submitted and FY24 funds have been received.
Training Hub	Kerry and Samantha met with DPH to discuss the training hub and attended the August PHE Grantee Meeting. Currently DPH is still staffing/developing curricula at the State level. State reports that the RFR for MAPHIT has been awarded.



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



MEETING DATE: September 8, 2023

Agenda Item	Other Items/Updates
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Any items to be discussed or updates to/from the board. a. Needham Public Health Strategic Planning	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Discussion only.	
3.	BACK UP INFORMATION: