



Needham Board of Health



AGENDA

Friday December 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: 865 1996 2153

Passcode: 254448

Or click the link below to register:

<https://us02web.zoom.us/j/86519962153?pwd=dkc4QXN4MW93ZHg4Y3k4VjRqcG1pUT09>

	9:00	Welcome & Public Comment Period Citizens are encouraged to inform the Needham Public Health Department in advance via email (healthdepartment@needhamma.gov), telephone (781) 455-7940 ext. 224, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes.
1.	9:10	Public Hearing: Biosafety Regulation Changes Julie McCarthy, Epidemiologist
2.	9:15	Community Health Assessment Julie McCarthy, Epidemiologist
3.	9:25	Rice Barn Restaurant Request to Reopen - Tara Gurge, Assistant Public Health Director - Sai Palani, Environmental Health Agent - Joe Prondak, Building Commissioner - Charles Intha, Rice Barn Owner

4.	9:45	Code of Conduct • Timothy McDonald, Director of Health & Human Services
5.	9:55	Board Discussion • Public Comment Policy • FY25 Budget
7.	10:05	Staff Updates • Traveling Meals – Rebecca Hall • Environmental Health – Sai Palani & Tara Gurge • Substance Use Prevention MassCALL3 – Carol Read & Lydia Cunningham • Emergency Management – Michael Lethin • Emergency Preparedness – Taleb Abdelrahim • Epidemiology – Julie McCarthy • Substance Use Prevention –Karen Shannon, Karen Mullen, Monica DeWinter, Angi MacDonnell, Vanessa Wronski • Shared Services (Public Health Excellence, Regional Field Training Hub, Contact Tracing/Investigating) – Kerry Dunnell & Samantha Medard • Accreditation – Lynn Schoeff • Nursing – Ginnie Chacon-Lopez, Hanna Burnett & Tiffany Benoit
8.	10:50	Other Items/Updates • Public Health Strategic Plan Update

(Please note that all times are approximate)

Next Meeting: Friday, January 12, 2023, 9:00-11:00am
Public Service Administration Building, Charles River Room



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



MEETING DATE: 12/8/23

Agenda Item	Proposed changes to Biosafety Regulation
Presenter(s)	Julie McCarthy, Epidemiologist

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Julie McCarthy will discuss areas of proposed change to Biosafety Regulation, based on feedback from the first Needham Biosafety Committee meeting, first review of a Biosafety Permit application, and 11/17/23 Board of Health meeting.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
A vote is required by the Board of Health.	
3.	BACK UP INFORMATION:
a. Biosafety Regulation_edits_BOH_12.8.23	



Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

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

ARTICLE 11 **BIOSAFETY REGULATION**

SECTION 11.1 **AUTHORITY**

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

SECTION 11.2 **PURPOSE**

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

SECTION 11.3 **DEFINITIONS**

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

Biological Agents: any microorganism (including, but not limited to, bacteria, viruses, fungi, rickettsia or protozoa) or infectious substance, or any naturally occurring, bioengineered or synthesized component of any such microorganism or infectious substance that is identified as part of any defined risk group as defined by the National Institutes of Health (NIH) Guidelines (as defined below); or requires a BSL 3 containment as determined by an Institutional Biosafety Committee (as defined below); or is identified by the United States Department of Health and Human Services (“DHHS”) or the United States Department of Agriculture (“USDA”) as a “Select Agent” (as defined below).

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

Needham Biosafety Committee (the Committee): The Needham Biosafety Committee shall be composed of the Chairman of the Board or his/her designee, the Town's Director of Health and Human Services or her/his designee, and a up to three other members to be appointed by the Board of Health. Members are selected through an application process based on their professional experience or advanced graduate level studies in biotechnology, rDNA technology, public health, or another related scientific field.

Director: The Town Director of Health and Human Services.

Guidelines:

- (1) National Institutes of Health (NIH) Guidelines for Research involving Recombinant DNA or Synthetic Nucleic Acid Molecules published in the Federal Register of July 23, 1976, and any subsequent federal amendments thereto adopted by the Recombinant DNA Advisory Committee within the NIH.
- (2) Biosafety in Microbiology and Biomedical Laboratories (BMBL), newest edition as provided by the [Centers for Disease Control and Prevention \(CDC\)](#).
- (3) Any amendments, revisions or substitutions enacted subsequent to the above-referenced guidelines. In the event that there is a conflict between the NIH Guidelines and the BMBL, the Needham Biosafety Committee will review and opine on the appropriateness of next steps. It is incumbent on the IBC, however, to seek the appropriate legal advice from federal authorities concerning the conflict and present such advice to the Board.

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

Institutional Biosafety Committee (IBC): A committee established in accordance with Subsection IV-B-2 ([Institutional Biosafety Committee or IBC](#)) of the NIH Guidelines and any applicable requirements of this regulation ([see 11.5.3\(L\)a](#)). The IBC shall be the final arbiter within an institution with regard to the implementation of this regulation, [subject to guidance from](#) the Board of Health [and Needham Biosafety Committee](#) as described herein.

Select Agent: shall mean any microbial and toxic agents listed at 42 CFR §73, 7 CFR § 331 and 9 CFR §121, and the rulings made by the CDC and the USDA relative thereto, as such regulations and rulings may be amended from time to time. However, Select Agent shall not include any de minimis amount of agents or toxins which are excluded from 42 CFR 73.00 et seq.

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

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

SECTION 11.4 NEEDHAM BIOSAFETY COMMITTEE

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

11.4.2 The Needham Biosafety Committee shall review reports, applications, and recommendations by the IBC and approving them where appropriate. This includes reviewing of all submissions required in this regulation and any special determinations as it deems necessary.

SECTION 11.5 LABORATORY REGISTRATION REQUIREMENTS

11.5.1 The use of biological agents requiring Biosafety Laboratory 3 containment shall not be permitted within the Town without a variance from the Board and the Biosafety Committee. BSL 4 containment shall not be permitted in Town.

11.5.2 All permitted institutions proposing any use of biotechnology or rDNA technology, as defined in and not exempted by the NIH Guidelines, which seeks to operate in the Town must first register with the Board before engaging in any biotechnology or rDNA activity, and the Board must be notified prior to construction or renovation of facilities for those use(s).

11.5.3 The institution shall:

- (1) Submit an initial registration to the Needham Public Health Department before engaging in any activity that requires a biosafety level.
- (2) Renew and update the registration annually by May 30th of each calendar year.
- (3) Submit all the following documentation for new registrations and renewals:
 - A. Names and contact information for site-based personnel who may be contacted in the event of a facility emergency
 - B. Name and emergency contact information for site-based personnel who are familiar with the work involving recombinant DNA and biological agents and the institution's biosafety program
 - C. Plot plan showing the proposed location of the facility and floor plan showing internal layout
 - D. A listing of all organisms, containment levels, and decontamination procedures to be employed
 - E. The screening process to ensure the purity of the strain of host organisms used in the experiments and to test organisms resulting from such experiments for their resistance to commonly used therapeutic antibiotics. Host organisms obtained from independent laboratories shall undergo the same screening process
 - F. A plan for systematic monitoring of waste to assure that viable rDNA organisms will not be released into the environment
 - G. A description of the training program of safeguards and procedures for personnel using rDNA and a copy of the training manual
 - H. A plan for systematic pest control management in laboratories, contiguous facilities and food service establishments in the same building
 - I. A plan for systematic security of the premises
 - J. A plan for orienting representatives of the Needham health, fire, and police departments to the physical plant and to procedures to be utilized in the event of an emergency
 - K. The institution's health monitoring, health surveillance and safety manuals, together with the plan for an appropriate medical surveillance program as determined by the IBC and in accordance with NIH guidelines for all persons engaged in the use of rDNA. This includes:
 - a. Immediate reporting of any employee exposure of illness, facility spill, or release that could potentially be related to the use of rDNA or biological agents used on site from an approved IBC protocol.
 - b. A description of the training program of safeguards and procedures for personnel using rDNA and biological agents, and a copy of the training manual
 - L. Institutional Biosafety Committee (IBC):
 - a. List of members with titles, IBC membership composition may vary from requirements in NIH Guidelines Section IV-B-2a. The Needham Biosafety Committee may appoint a member to participate in IBC meetings if the Needham Biosafety Committee feels it is necessary or appropriate.
 - b. All minutes of the IBC meetings must be forwarded to the Needham Biosafety Committee
 - c. A description of each protocol approved by the IBC, including all organisms and the containment to be used, and a statement certifying the experiments conform with all applicable regulations, shall be filed with the Needham Biosafety Committee
 - M. Evidence of an effective compliance program to detect and prevent wrongdoing, in accordance with guidance from the U.S. Department of Health and Human Services' Office of the Inspector General (OIG).

- N. An annual report summarizing the work performed over the past year and addressing any ongoing work, as well as a current list of IBC members, copies of the previous year's IBC minutes, and a summary of the changes in research in the past year.
- O. If applicable, sharps permit as required by Needham Public Health.

- (4) Allow inspections, at reasonable times, of both the institution's facilities and records, as related to this regulation.
- (5) Submit any major modifications to the plans (including without limitation building modifications, changes in work that would require a new registration with the institutions' IBC, or changes in any of the above plans) for a required updated registration with the Needham Public Health Division. All new paperwork would need to be submitted and reviewed by the Needham Biosafety Committee 60 days before modifications or changes are made.

11.5.4 The Needham Biosafety Committee will have 60 days from the filing of an initial registration or renewal to review all documentation and requirements as laid out in this regulation and submit it for approval or denial of the registration to the Public Health Department.

11.5.5 Pre-existing Institutions shall have 90 days from adoption of this regulation to register with the Board.

11.5.6 Clinical laboratories located within licensed healthcare facilities, professional analytical services that directly support clinical or healthcare services, professional analytical laboratories conducting routine air, water or food quality tests, or veterinary facilities shall not be required to obtain a permit or comply with this regulation unless these facilities are also engaged in research or production of biological agents. Educational institutions utilizing only commercially available molecular biology teaching kits that have been designated by the manufacturer for use at BSL 1 shall not be required to obtain a permit or comply with this regulation.

11.5.7 Fees:

- (1) Registration and renewal fees are \$500.00
- (2) Modification to plans and reinspection fees are \$250.00

Commented [JM1]: Refer to current fee schedule?

SECTION 11.6 **CONFIDENTIALITY**

11.6.1 Information submitted to the Board or its agents may be subject to G.L. c.66. The Board will make good faith effort to withhold from release all maps, layout plans, security schematics and other information that may fall within the confines of G.L. c.4, §7(26)(n). Any institution seeking to qualify any record as confidential shall mark such record as "Confidential" so that the Board may inform the institution if the record is subject to a public records request and give the institution an opportunity to seek judicial relief within the 10-business day response period required by G.L. c.66. To protect proprietary or confidential information, institutions may redact documents provided in the Biosafety Permit application, as long as it does not prevent the Needham Biosafety Committee from providing a proper assessment of the requirements of the application. If additional information is necessary, the Needham Biosafety Committee holds the right to request it.

SECTION 11.7 **ANIMALS**

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

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

Each institution that performs research, experiments, or biotechnical procedures using animals shall maintain or establish an Institutional Animal Care and Use Committee, which, according to federal and state ordinances, shall have a member

who is not and has not been affiliated with the institution. In addition to previously listed Biosafety Permit Requirements, institutions using animals for research are required to submit:

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

SECTION 11.8 ENFORCEMENT AND PENALTIES

11.8.1 Any institution that violates the terms of this regulation shall be subject to a fine of five hundred dollars \$500 per offense. Each day shall constitute a separate offense.

11.8.2 Violations of this regulation and penalties listed in Section 11.8.1 may be subject to non-criminal disposition, M.G.L. Chapter 40, Section 21D, and Town of Needham, General By-Laws, July 1996 compilation, Section 9.2.2.6, Board Regulations, and as amended. Each day that the offense continues shall constitute a separate offense.

11.8.3 This regulation may be enforced by the Board and/or by the Town's Director of Health and Human Services or his/her designee, the Fire Chief or his/her designee, or by the Building Commissioner or his/her designee. If the enforcing official determines that an institution has violated this regulation, the official may issue a written order to the institution to correct violations within a reasonable specified time. The institution may request a hearing before the Board by filing a written request for a hearing with the Board within seven (7) days of being served with the order. Upon receipt of the request, the Board will schedule a hearing to occur no later than fourteen (14) days of receiving the request.

11.8.4 The Board may suspend or revoke a registration if it determines that the institution has failed to comply with the terms of this regulation or other permit condition. Suspension or revocation shall follow a written notice and hearing procedure as described above.

11.8.5 If the Board or its agent determines that there is an imminent threat to public health or safety, it may immediately suspend a registration without prior notice. In this instance, the Board shall schedule a hearing within five (5) days of the suspension. After the hearing, the Board may affirm, modify, or rescind the suspension or take other action it deems appropriate.

11.8.6 The Board retains the authority to designate independent consultants to review applications, perform inspections, conduct testing and investigate incidents at the institutions. The frequency of inspections will be determined by the Board. Such consultants shall act as agents of the Board.

SECTION 11.9 VARIANCE

The Board may take requests for varying the application of any provision of this regulation with respect to any particular case when, in its opinion, the enforcement thereof would do manifest injustice, provided that the decision of the Board is not in conflict with the spirit of these standards. Any request for a variance, including a change of biosafety level, must be made in writing, set forth the specific variance sought, and explain the reasons for the variance. The request for a variance will be made available for public comment and a public hearing before it is considered by the Board of Health and Biosafety Committee. Any variance granted by the Board must be in writing with a copy available to the public at all reasonable hours in the Office of the Town Clerk and in the Office of the Board. The Board may establish additional conditions in connection with the granting of such a variance when the interest of public health so requires.

SECTION 11.10 SEVERABILITY

In the event any section, subsection or provision of the regulation is held to be invalid or unenforceable, the remainder of this regulation shall remain in full force and effect.

SECTION 11.11 EFFECTIVE DATE

Substantial revisions to Article 11 were discussed by the Board of Health at its public meetings in November and December 2022, and again at its meetings in January, February, March, and April 2023. Public Hearings on the proposed revisions were conducted on February 16, 2023 and March 17, 2023. The revisions to Article 11 were formally adopted by the Needham Board of Health at its meeting on April 14, 2023 following a unanimous vote. The revised regulation shall take effect on 6/15/2023.

The original Article 11, Biotechnology Registration Regulation, took effect following public hearings and a Board of Health vote on July 20, 1993.



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



MEETING DATE: 12/8/23

Agenda Item	Community Health Assessment (CHA) presentation
Presenter(s)	Julie McCarthy, Epidemiologist

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Julie McCarthy will present some data from the Community Health Assessment (CHA). The CHA, which is a requirement to receive accreditation through the Public Health Accreditation Board (PHAB), identifies key health needs in Needham through comprehensive data collection and analysis.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	None.
3.	BACK UP INFORMATION:
	a. CHA_presentation_BOH_12.8.23



COMMUNITY HEALTH ASSESSMENT (CHA)

Julie McCarthy, Epidemiologist

12/8/23

ABOUT THE CHA

Structure:

- Utilized the priority areas found in the most recent BID-N Community Health Needs Assessment (CHNA):
 - Social Determinants of Health
 - Equitable Access to Care
 - Mental Health and Substance Use
 - Complex and Chronic Conditions

Some limitations:

- Missing data on residents ages 18-59!!
 - A community health survey would help us obtain data on these residents
- Up-to-date data collected by the MA DPH can be difficult to obtain (this is improving!)



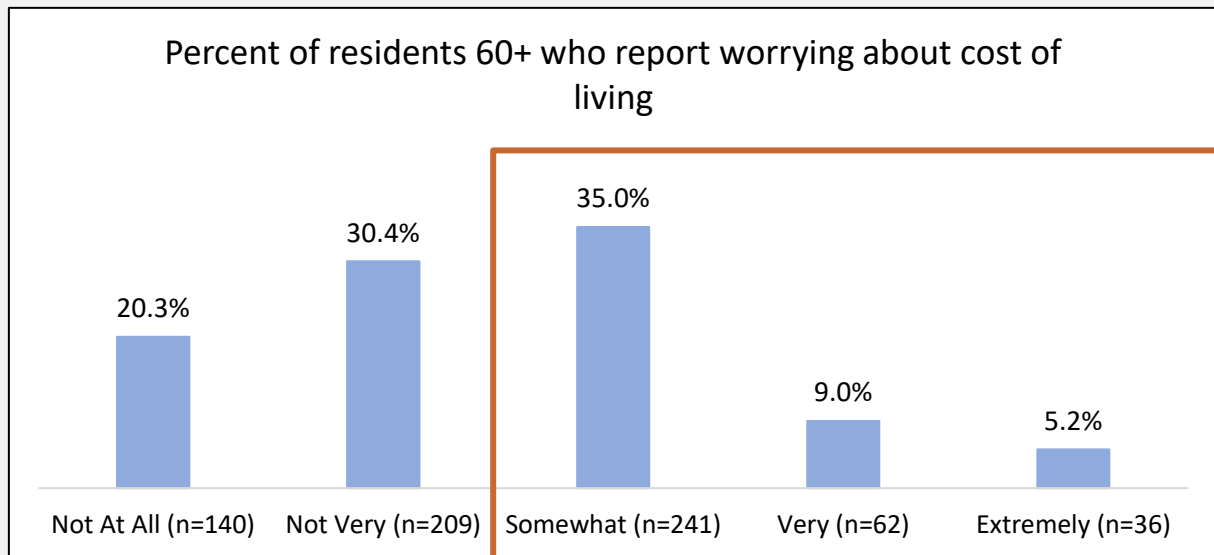
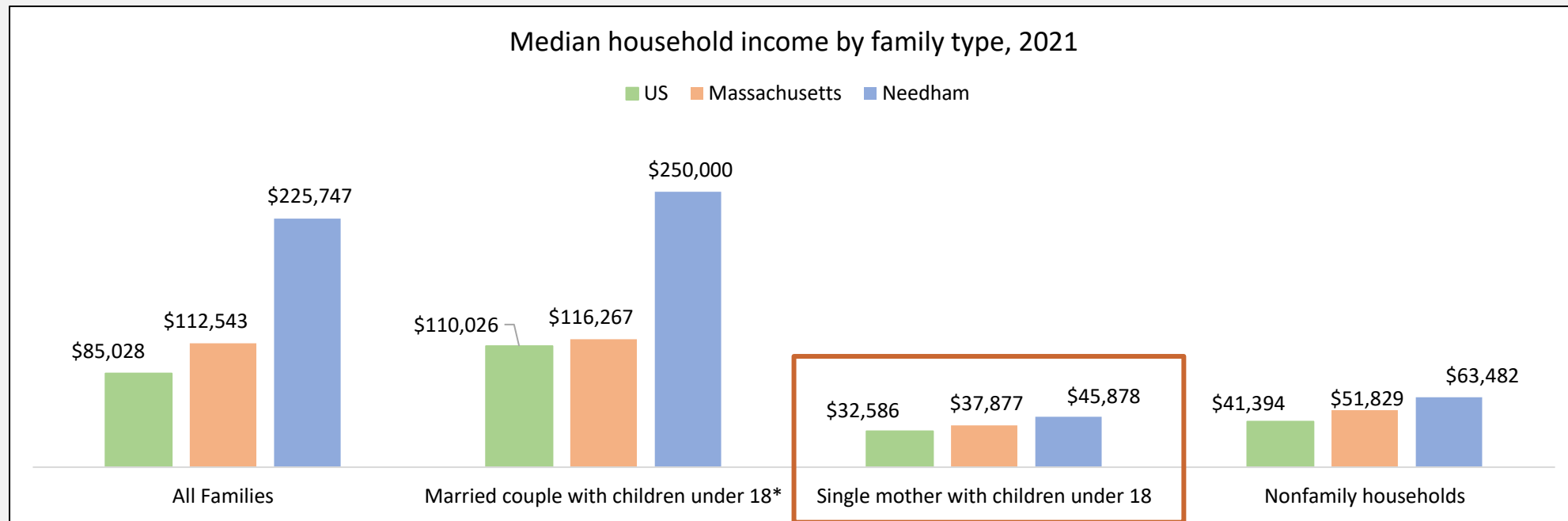
Needham Public Health Division



SOCIAL DETERMINANTS OF HEALTH

“Non-medical factors that influence health outcomes. They are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. ”

INCOME



“Many seniors need help and financial assistance paying bills, utilities, rent, food, transportation...it’s an awful situation growing older, living alone, without financial security...”

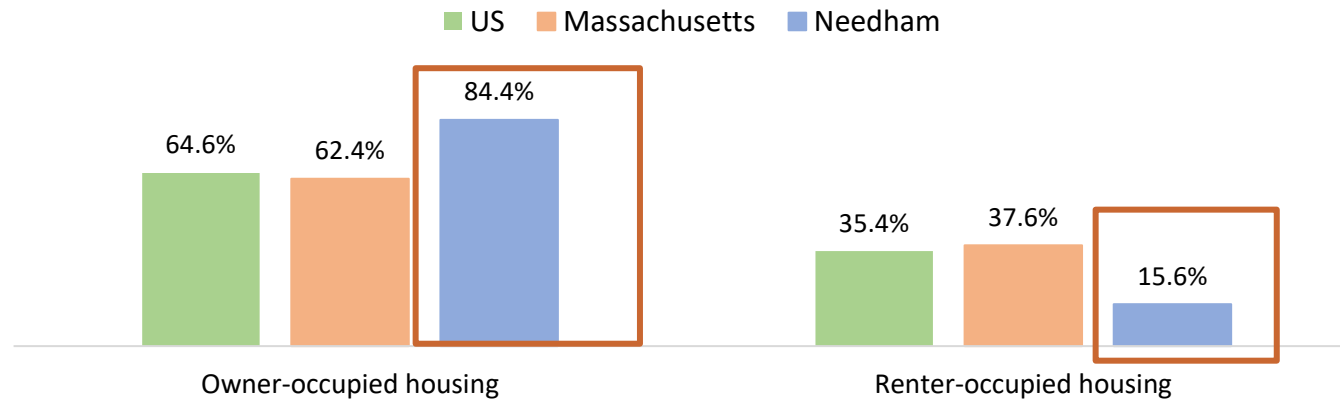
“I like living here very much but I could never afford to rent an apartment or buy a house on my own.”

“Needham is unaffordable to those who wish to age in place.”

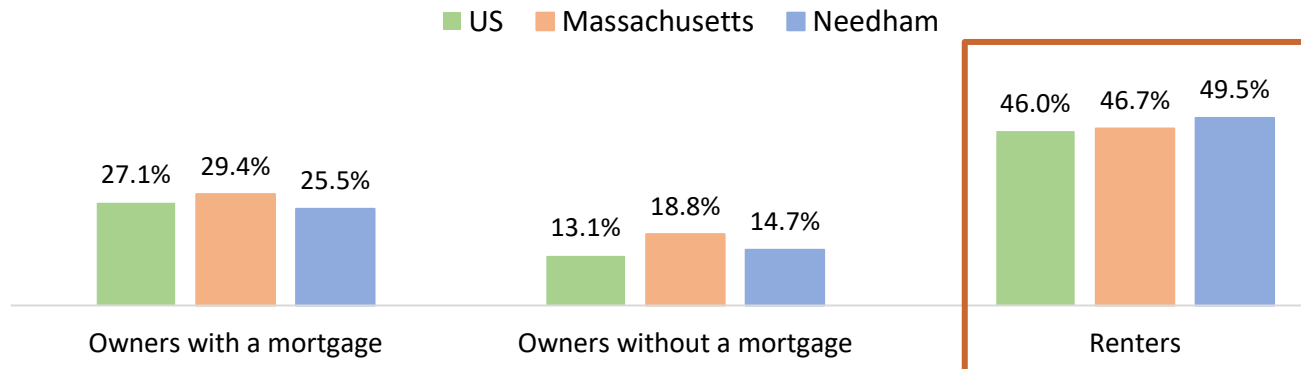
“The cost of living in Needham has risen substantially. I cannot afford to make repairs to my home.”

HOUSING

Percent of owner vs. renter-occupied households, 2021



Percent of cost burdened households by owner vs. renter status, 2021



Facet of Needham-Needham Community Survey	% Positive
Cost of living	20%
Availability of affordable quality housing	17%
Variety of housing options	25%

“...I love Needham, but I feel there are very few options when one decides that one wants to downsize.”

“...Small homes are becoming scarcer. Seniors don’t need or want huge, expensive homes”

“I would like to remain in Needham, but there is no housing available.”

“Needham lacks affordable housing for those who would like to downsize.”

TRANSPORTATION

Transportation methods for Needham residents 60+ (n=655)	Never	Rarely	Sometimes	Very Often
Drive self	10.2%	1.2%	4.6%	84.0%
Walk	26.6%	16.9%	33.3%	23.2%
Have others drive	45.2%	24.6%	20.6%	9.6%
Use ride-sharing service like Uber or Lyft	69.3%	18.3%	9.2%	3.2%
Ride a bike	78.6%	10.1%	8.1%	3.2%
Use public bus or shuttle	82.1%	12.5%	4.7%	0.6%
Take a taxi or cab	82.9%	12.7%	3.8%	0.6%
Special transportation service	93.4%	3.2%	2.4%	0.9%

Importance of community transportation resources to Housing Authority Assessment respondents

■ Unfamiliar ■ Not ■ Fairly ■ Very

Transportation options by Springwell, Inc.

56% 11% 12% 21%

Needham medical taxi ride program

51% 8% 17% 24%

Transportation options by the Needham Community Council

42% 8% 20% 30%

Van operated by Center at The Heights

39% 7% 20% 34%

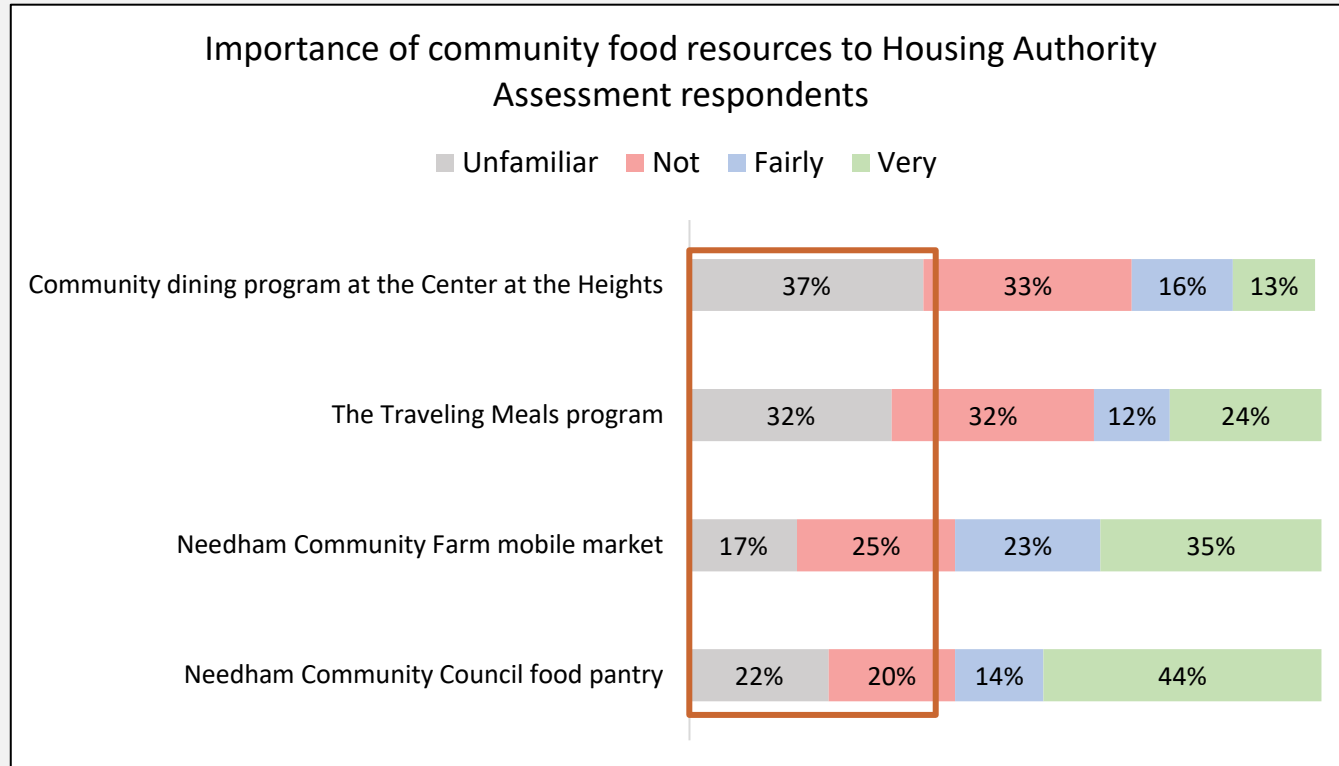
“I am very concerned that when I cannot drive, transportation is very limited”

“Seabeds is not conveniently located. It is nearly two miles out of Needham Center.”

“The lonely elderly need help when they live alone, can’t get out, can’t get to the Senior Center. Some are very lonely, lacking human interaction, medical attention, not eating adequately, and are depressed”

FOOD ACCESS AND FOOD SECURITY

Food Access for Needham residents 60+	Number	Percentage
You had difficulty finding the kind of food that you wanted	84	12.2%
You had difficulty getting transportation to the grocery store	37	5.4%
You had difficulty having groceries delivered	34	5.0%
Food Preparation for Needham residents 60+		
You were not able to prepare or cook food because of health problems	52	7.6%
Food security for Needham residents 60+		
You felt that you couldn't afford to eat balanced meals	31	4.5%
You worried that your food would run out before you could get more	26	3.8%
Each row was asked as a Yes/No question. Percentages represent "Yes" responses.		



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

EQUITABLE ACCESS TO CARE

Difficulty Accessing Health Care in Past 6 Months for residents 60+ (n=666)	Number	Percentage
Did not need health care	58	8.7%
No difficulty accessing health care	478	71.8%
Had trouble accessing health care	130	19.5%
Missing	72	-

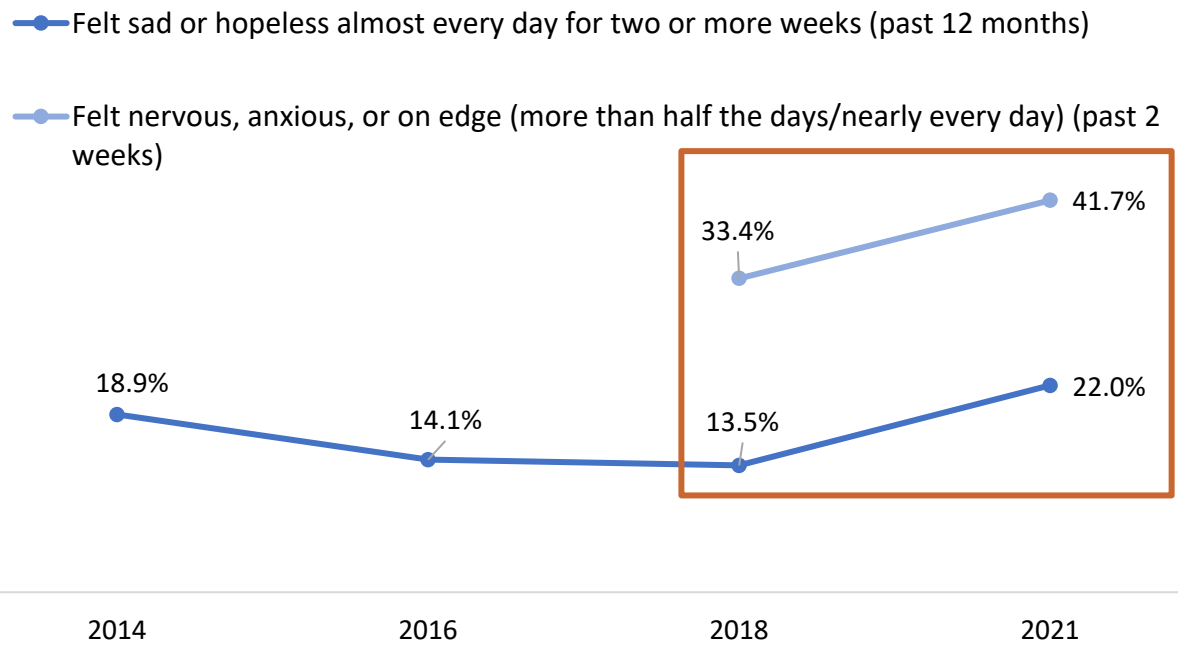
Preventative Healthcare Type	4031	4033	4572	4034	4035
Lack of health insurance among adults aged 18-64 years*	2.0	2.0	2.2	2.4	2.6
Annual checkup among adults aged 18 years and older*	75.6	76.1	75.9	76.3	75.2
Dental visit among adults aged 18 years and older	82.0	82.4	81.1	80.6	79.1
Blood pressure medication among adults aged 18 years and older with high blood pressure*	74.8	75.8	76.1	77.3	75.5
Cholesterol screening among adults aged 18 and older*	93.4	93.5	93.0	92.3	92.1
Mammography used among women aged 50-74 years	81.8	82.1	81.3	81.4	80.9
Cervical cancer screening among women aged 21-65 years	90.1	90.3	89.4	88.5	88.7
Colorectal cancer screening among adults aged 50-75 years	82.9	82.9	82.7	82.5	81.2
Preventative services used among men aged >=65 years	61.2	61.6	60.2	59.6	59.2
Preventative services used among women aged >=65 years	47.5	47.3	45.5	43.4	43.8

Reported difficulty doing errands such as visiting your doctor's office or shopping for Housing Authority residents	Number	Percentage
No	71	65.7%
Yes	37	34.3%
Missing	7	-

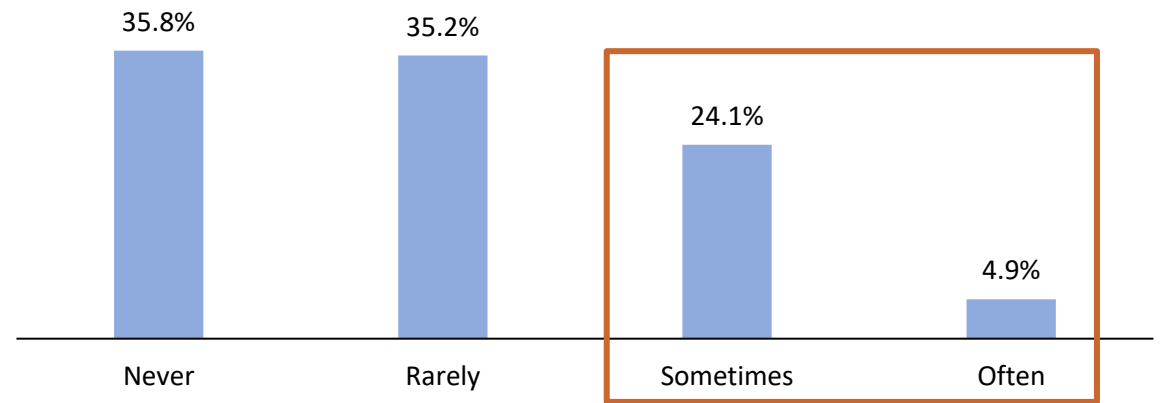
MENTAL HEALTH AND SUBSTANCE USE

MENTAL HEALTH

Percentage of Needham High School students reporting depression or anxiety symptoms, 2021



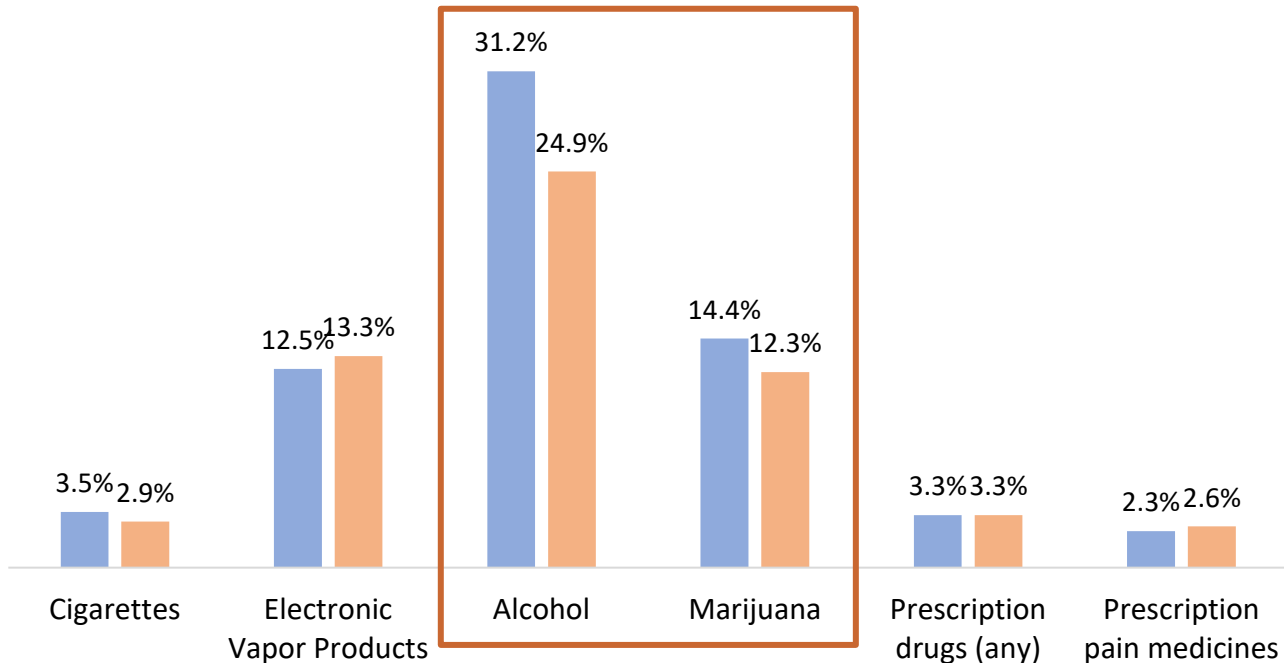
Percentage of Healthy Aging Survey Respondents Reporting Feeling Isolated or Lonely



SUBSTANCE USE

Percent of Needham High School students reporting substance use in the last 30 days, 2021

■ Needham ■ MetroWest Region



	Adults Age 18+ Binge Drinking in the Past 30 Days
Needham	17.70%
Massachusetts	16.76%
United States	15.50%

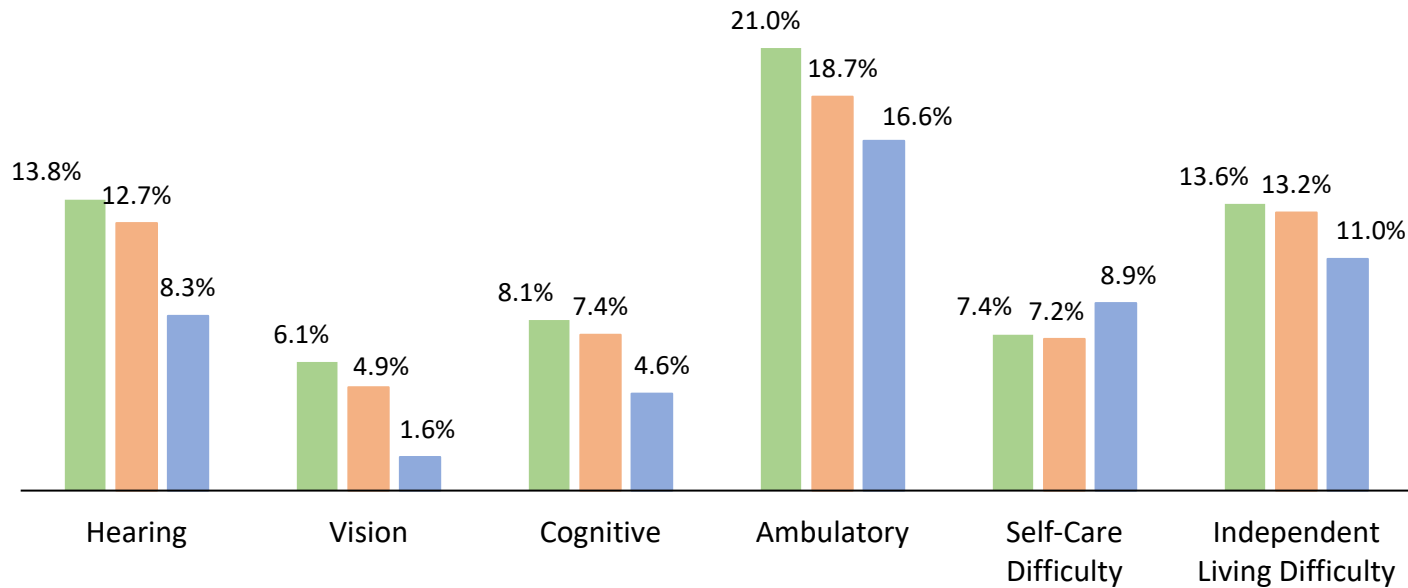
Needham drug overdose data (Police)	2020	2021	2022
Opioid related overdose deaths	2	3	1
Total suspected drug overdoses	12	17	9
Opiate drug overdoses	6	8	3
Non-opiate drug overdoses	6	9	6

COMPLEX AND CHRONIC DISEASES

DISABILITY STATUS

Disability status of population ages 65 Years and over, by disability type

■ US ■ Massachusetts ■ Needham



Reported difficulty walking or climbing stairs by Housing Authority Residents (n=107)	Number	Percentage
No	54	50.5%
Yes	53	49.5%
Missing	8	-

“I walk home for exercise. My back sometimes acts up, but benches seem rare.”

“More benches to sit on around town.”

“It is difficult to get into buildings and doctor’s offices. They often have no push button to open automatically when I bring friends for appointments- they use walkers so it is hard for them.”

CHRONIC DISEASES AND CAUSES OF DEATH

Census Tract	4031	4033	4572	4034	4035
% Arthritis	23.1	23.7	23.8	24.5	23.3
% Asthma	9.5	9.4	9.5	9.7	9.7
% High Blood Pressure	25.9	26.7	26.8	27.6	26.5
% Cancer	8.1	8.4	8.4	8.9	8.0
% High Cholesterol	37.0	37.6	37.3	37.5	36.6
% Kidney Disease	2.5	2.6	2.6	2.8	2.7
% COPD	4.1	4.1	4.4	4.7	4.9
% Heart Disease	4.5	4.7	4.8	5.2	5.1
% Diabetes	6.8	6.9	7.1	7.4	7.4
% Depression	18.7	18.9	18.4	18.6	19.0
% Obesity	23.8	23.5	23.4	22.6	23.9
% Stroke	2.2	2.3	2.4	2.6	2.4

# of Deaths	Needham 2021	Needham 2020	Needham 2019
Overall	271	319	245
Cancer	53	44	52
Heart Disease	52	66	37
Unintentional injuries	14	14	13
Stroke	13	11	7
COVID-19	9	52	-
Alzheimer's Disease	7	12	12
Parkinson's	6	4	7
Pneumonitis	6	4	4
Diabetes Mellitus	5	12	6
Nephritis	5	2	7

CONCLUSIONS FROM CHA

Community Health Assessment Priority Areas				
Beth Israel Deaconess Hospital – Needham Priority Areas	Equitable Access to Care	Social Determinants of Health	Mental Health and Substance Use	Complex and Chronic Conditions
NPHD Priority Areas	Access to Transportation Resources for Healthcare Needs	Cost of Living Burden	Mental health and substance use	Physical Health, heart disease and other risk factors

- Community Health Assessment →

Community Health Improvement Plan

The CHIP links to the Public Health Division's 5-year Strategic Plan, Board of Health Goals, and goals for all Public Health staff members!

The CHIP provides guidance to the Public Health Division, its partners, and stakeholders for improving the health of the population of Needham!



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



MEETING DATE: December 8, 2023

Agenda Item	The Rice Barn Restaurant Request to Reopen
Presenter(s)	Tara Gurge, Assistant Public Health Director Sainath Palani, Environmental Health Agent Joe Prondak, Building Commissioner Charles Intha, Rice Barn Owner

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The owner, Charles Intha, submitted a letter to the Public Health Division requesting the re-opening of his restaurant. We will be reviewing with the Board the latest updates on the food permit plan review for this food establishment, which also includes the latest updates on the status of the outstanding items noted by the Building Department inspectors. One of the conditions of our food permit plan review approval for re-opening this establishment, was that all items noted by the Building Department, specifically those items noted during the March 6, 2023 inspection, needed to be fully addressed and signed off. A follow-up joint inspection was conducted by reps of the Building and Health Division on Wednesday, November 29th, in order to assess the current status.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No vote required, nor is one requested.	
3.	BACK UP INFORMATION:
a. Copy of letter from owner b. Copy of previous joint site visit summary report from March 6, 2023 inspection, submitted by the Building Department. c. Copy of recent joint inspection summary report conducted on Nov. 29th.	

The Rice Barn
1037 Great Plain Ave
Needham, MA 02492

November 29, 2023

Timothy Muir McDonald, Director
Needham Public Health Division
178 Rosemary Street
Needham, MA 02494

Dear Mr. McDonald:

The Rice Barn, following your order, has been closed for more than a year now. While closed, we maintain certain activities; because we want to re-open: The administration, the maintenance, coordination of vendors/trades and utilities. Communication/Interviewing tradesman and contractors. All these are the works at no income.

The landlord worked on the roof and some exterior. They continue to have income. The Rice Barn continues to pay.

In terms of correction per health inspections (Tara Gurge and Monica Pancare) we have fixed everything accordingly. We inherit a basement that is very large. We have thrown away excessive storage contents (stuff mostly belonged to the former owner). That doesn't help much; the primitive structural system (load bearing walls) obstructs the space organization and maintenance. We sacrifice floor areas for ease of pest control/monitor; we re-set shelving away from the walls and painted bright color at the floor to make it easy to detect mouse dropping. In fact Ms Pancare made a remark that The Rice Barn had done a lot in her last walked through.

We created food date labels that can be easy to use. And perhaps, the best in the industry.

To date, with our in-house work, combined with the landlord's work, The Rice Barn is in a much better shape than before the order to close. We are not a public health threat.

Items that are stubborn have been those that were ordered on March 6, 2023 by Electrical, Plumbing, and Building Department.

Contractors, knowing our situations, overpriced and demanded unreasonable financial outlays. An electrical contractor has abused us by stretching the project time absurdly. Started on August 23, 2023, after one day of work they determined to quit. One of our staffs manages to bring them back. But unluckily their progress is very minimal. They turn around and blame on the inspector busy schedules. At the moment they left a wine cooler and a POS printer without the power. This contractor may not finish the job.

For the plumbing trade, I found Robert Stanley who has been working in Needham for decades. The inspector likes his knowledge and experience. He disappeared for three weeks. On the phone he told us that he came down with a spine disorder. He could not move very well anymore. We continue looking for plumbers. What we found were mostly every expensive. We however is waiting for one more bid.

The absurdity in stretching the working schedule and the time consuming and wasting in searching for the available contractors have bite into our saving. While we cannot open the restaurant we are required to continue to pay the rent/tax/utilities. One time we shut off the cooler/refrigerator/ freezers. When we turned them back on, some were dead, requiring repair. This is an old story. You have an apartment for rent. When the tenant leaves you shut the

refrigerator off. If your equipment is old you may have to replace it. That's what we find out at The Rice Barn when we try to save the electric bills.

We have reached the point that we need to borrow funding in preparing to open The Rice Barn. The worst part we learned was that all lending institutions require at least three months of income statements. As we continue to stay closed, we will not be able to produce such income statements.

We are here by requesting a permission to re-open The Rice Barn. Please let us open for six months; we will fix those items in the new list. Please keep in mind that, to date, with our in-house work, combined with the landlord's improvement, The Rice Barn is in a much better shape than before the order to close. We are not a public health threat.

Your consideration is greatly appreciated.

Sincerely

THE RICE BARN

A handwritten signature in black ink, appearing to read 'Chalernpol Intha', with a long horizontal flourish extending to the right.

Chalernpol Intha, Owner

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

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

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

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

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

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

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

Building=

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

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



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



MEETING DATE: December 8, 2023

Agenda Item	Board of Health Code of Conduct Policy
Presenter(s)	Timothy McDonald, Director of Health and Human Services

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. The Board of Health will vote to adopt a Code of Conduct Policy that has been adapted from the Needham Select Board Code of Conduct Policy.
2.	VOTE REQUIRED BY BOARD OF HEALTH That the Needham Board of Health vote to adopt the Code of Conduct Policy.
3.	BACK UP INFORMATION: a. Board of Health Code of Conduct Final



NEEDHAM BOARD OF HEALTH



Code of Conduct Adopted: TBD

The Board of Health for the Town of Needham establishes the following Code of Conduct. This self-enforcing set of guidelines is designed to supplement all relevant state laws and regulations governing to 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 Board of Health (BOH) and Town government.

1. General

- 1.1 BOH 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 health and welfare of its residents.
- 1.2 BOH 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 BOH 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 BOH 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 BOH's jurisdiction outside of posted public meetings. This includes, for example, refraining from discussion of agenda topics and matters within the BOH'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.

TBD 1



NEEDHAM BOARD OF HEALTH



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 Board of Health Chair and Director of Health & Human Services 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 Board of Health 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 BOH meetings.

3.4 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.

3.5 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.

3.8 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

TBD 2



NEEDHAM BOARD OF HEALTH



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 BOH 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 BOH are always permitted to voice their opinions on issues at hand in their capacity as a private citizen or candidate for elected 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 Board of Health. 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 BOH, 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 BOH may be asked to attend community events. The BOH 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 the Public Health Division or the Health & Human Services Department, the Director of Health & Human Services will respond or will provide the Chair with information necessary to respond on behalf of the Board.

Commented [TM1]: I'm not sure whether this is particularly relevant. Maybe we remove this in its entirety?

Commented [TM2]: Also, the Public Health Division has funding to send BOH members to certain trainings or events, like the MA Association of Health Board's meeting.

TBD 3



NEEDHAM BOARD OF HEALTH



~~5. Policymaking versus Administration of Policy~~

~~5.1 — The Board of Health is a goal-setting and policymaking body. The Director of Health & Human Services is appointed by the Town Manager to oversee administration of the Health & Human Services Department, and is designated by vote of the Board of Health to act as the Board's agent and with the Board's authority. Members will generally direct questions or concerns relative to Health & Human Services Department operations to the Director of Health & Human Services.~~

Commented [TM3]: Do we want to cut out this section?

~~6. Use of Town Counsel~~

~~6.1 — Members of the BOH may 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. Members should confer with the Director of Health & Human Services who will facilitate interactions with Town Counsel.~~

~~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).~~

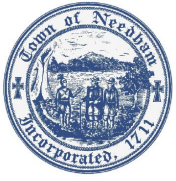
~~7.2 — Members shall not delete such documents, texts, emails, or other communications, whether stored on Town issued or private email systems or devices, unless it is in accordance with the Municipal Records Retention Schedule.~~

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.

TBD 4



NEEDHAM BOARD OF HEALTH



AGREED TO BY:

Member, Needham Board of Health

Date: _____

TBD 5

178 Rosemary Street, Needham, MA 02494
E-mail: healthdepartment@needhamma.gov

781-455-7940 (tel); 781-455-7922 (fax)
Web: www.needhamma.gov/health



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



MEETING DATE: December 8, 2023

Agenda Item	Public Comment Policy
Presenter(s)	Board Discussion Timothy McDonald, Health and Human Services Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board of Health and Mr. McDonald will discuss the Select Board Public Comment Policy and to adopt the policy to fit the scope of the Board of Health public meetings and hearings.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
None, discussion only.	
3.	BACK UP INFORMATION:
a. Select Board Public Comment Policy – DRAFT with BOH Changes	



NEEDHAM BOARD OF HEALTH



Public Comments and Participation in Needham Board of Health Meetings

Policy

In accordance with State law, all meetings of the Needham Board of Health, along with any official subcommittees or advisory committees, shall be open to the public. The Needham Board of Health will comply with the requirements of the Commonwealth of Massachusetts Open Meeting Law ([940 CMR 29.01-29.11](#)). All meetings will be publicly noticed at least 48 hours before the meeting is scheduled to commence, except where a public health emergency or other urgent condition exists which necessitates more immediate action (see exceptions in [MGL Chapter 111](#)).

While the Open Meeting Law grants the public the right only to observe public meetings, the Board of Health recognizes that meetings may provide an important opportunity for the Board to hear the viewpoints of residents, business owners, and others who visit our community.

Public Comment Period

The Board of Health may provide a period during meetings, generally not to exceed **ten minutes**, for public statements or comments. This "Public Comment Period" is a forum limited to only comments on subject matters within the scope of the Board of Health's authority. Those who wish to speak during the Public Comment Period are encouraged to inform the Needham Public Health Division in advance, by telephone, e-mail, or in person, by the end of the business day prior to the meeting. Such advance notice is not mandatory to speak but is helpful and, during the Public Comment Period, the Board Chair will first recognize those who have communicated in advance their desire to speak. If time allows, other individuals wishing to speak will be recognized in an order determined at the discretion of the Chair.

Commented [TM1]: 5 minutes? 10 minutes?

Rules for Public Comments

1. All public comments are to be addressed to the Chair.
2. Persons making public comments must identify themselves by name and city or town of residence.
3. Comments may be either oral or written; if written, seven hard copies should be provided for the Board of Health, or alternatively, a copy provided by email to healthdepartment@needhamma.gov at least **one business day** before the noticed meeting.
4. Speakers will have three minutes to speak.
5. The Public Comment Period shall be a forum limited only to comments on matters that are within the scope of the Board of Health's authority.
6. As the time allotted to public comments is limited, large groups addressing the same topic are encouraged to consolidate their remarks and/or select a single spokesperson.
7. The Chair will not interrupt speakers who have been recognized to speak, except to terminate speech that is not Constitutionally protected because it constitutes a threat, incites others to

Commented [TM2]: More time? Select Board has two business days.

imminent lawless conduct, is sexually explicit, is in excess of the three minutes allotted for each speaker, or concerns a matter outside the scope of the Select Board's authority.

8. The Board shall not be required to respond to any public comments and shall generally refrain from asking questions or commenting on public comments, other than to ask questions of clarification.

Board of Health Members' Role in Public Comment Period

The Public Comment Period is not a time for debate or response by Board members. Comments made during the Public Comment Period do not necessarily reflect the views or the positions of the Board of Health.

Communications to and from Select Board Members

Speaking during the Public Comment Period is only one means of communicating with the members of the Board of Health. Members of the public are encouraged to ask questions of, or express opinions, to the Board by U.S. mail, e-mail, or by phone.

Emailing healthdepartment@needhamma.gov will reach all five members. Whether received through the Public Comment Period or other methods, the Chair may summarize questions and answers of general interest at the start of a future Board meeting and/or may include some matters on the agenda of a future meeting. Other matters may be referred to the Director of Health & Human Services for administrative response.



Kathleen Ward Brown, ScD



Edward Cosgrove, PhD



Stephen Epstein, MD, MPP

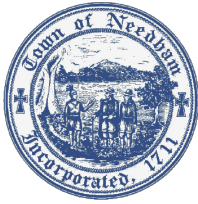


Tejal Gandhi, MD, MPH



Robert Partridge, MD, MPH

DRAFT



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



MEETING DATE: December 8, 2023

Agenda Item	FY2025 HHS Budget
Presenter(s)	Timothy McDonald, Director of Health and Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will discuss the Health & Human Services Budget, and ways the the Board of Health, Youth & Family Services and Council on Aging can help support the budget submissions and needs for the coming years.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
None, discussion only.	
3.	BACK UP INFORMATION:
N/A.	



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Traveling Meals Program

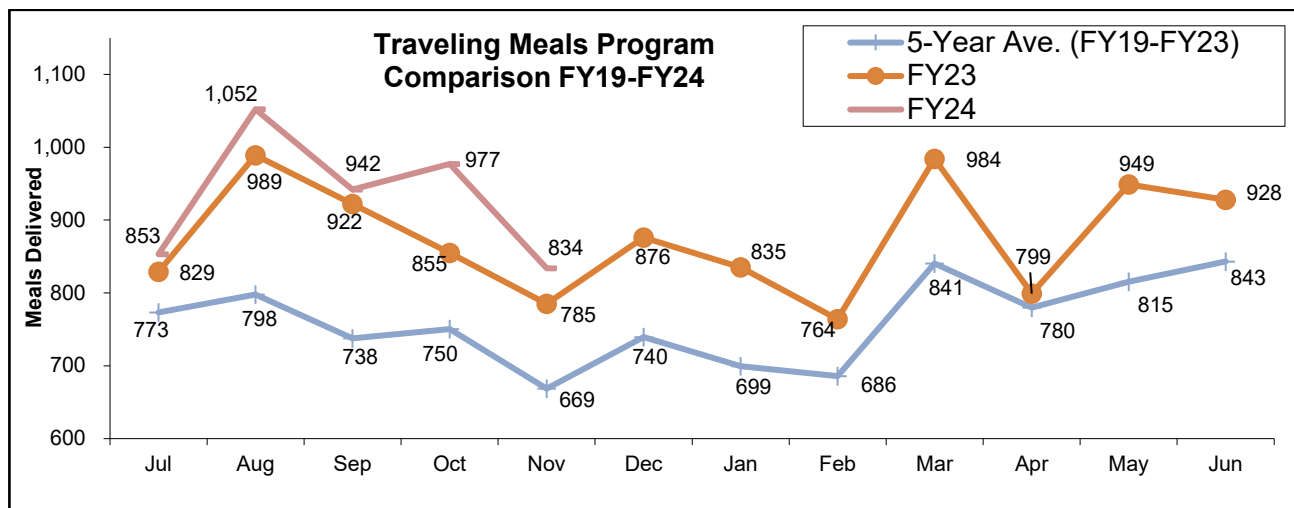
Monthly Report for November 2023

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 28 Volunteer Drivers and Community Partners</i> <i>10 COVID test kits distributed to 8 clients</i>
<i>834 Meals delivered in November 2023</i> <i>47 Clients at end of September</i> <i>38 Springwell Consumers</i> <i>9 Private Pay Consumers</i> <i>1 New Client (1 Private)</i> <i>4 Canceled Program (3 Springwell, 1 Private)</i>	<i>No 911 calls initiated</i>
<i>Included flyers about Milk Carton Materials Shortage in meal bags</i>	<i>BIDN notified us of a nationwide shortage of materials used to manufacture milk cartons; they hope it will be resolved by end of January 2024</i>
<i>Included flyers about Thanksgiving Day Meal Sign-Up in meal bags</i>	<i>Thanksgiving Day Meals organized by Needham Community Council and prepared/distributed by Needham Golf Club and Needham Rotary on 11/22/23</i>

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



11/2023



Needham Public Health Division



November 2023

Assist. Health Director - Tara Gurge

Full-time Health Agent – Sainath Palani

Part-time Health Agents – Monica Pancare and Pamela Ross-Kung

Unit: Environmental Health

Date: December 8, 2023

Staff members: Tara Gurge, Sainath Palani, Monica Pancare and Pamela Ross-Kung

Activities and Accomplishments

Activity	Notes
Tobacco Permit Suspension/Fine Issued	The Board of Health held a hearing with Speedway due to a recent Tobacco Compliance Check that was conducted, where a sale of a tobacco product was made to a minor. At this hearing, the Board voted to suspend the Tobacco permit for 7-consecutive days, and to issue a \$300.00 fine. The week-long suspension is to take place the <u>week of Dec. 1 – 8th</u> . We will be meeting with the store manager the morning of the start of the suspension to drop off the required signage to be posted and will verify that all tobacco and nicotine delivery products are removed from the shelves. We will also be conducting a spot check during the week to verify continued compliance with the suspension.
Food Safety Excellence Program Pilot Program	We initiated our pilot program for our Food Safety Excellence Program starting the week of November 1 st . The scores for the grading were added to our Food Code Pro food establishment inspection software, so they show up on the inspection reports, so we have started to educate our food establishment owners/managers on that grading system and review with them how the grading works at the conclusion of our inspections. The fines are to be added next. We will aim to gather the necessary feedback from our food establishments throughout the six-month pilot program. We will share those feedback reports with the Board of Health once that information is available.
Post Food Establishment evaluation surveys	Once we completed our in-person Food Establishment Forum Trainings we were able to confirm which establishments were able to attend at least one of the trainings. We then reached out and emailed the link to the recorded training to those establishment owners/managers that were unable to attend and encouraged them to watch the training and provide us with some valuable feedback. We included the link to the post training evaluation survey and have asked those evaluation forms to be filled out and completed after watching the recorded training. We have started to gather and summarize that feedback, which will help us improve our future trainings.
Annual Food Advisory Board meeting	Our Annual Food Advisory Board meeting was held via Zoom on November 14 th . Representatives from mainly the industry side and regulatory side attended this meeting. In the meeting Sai briefly presented that the Needham Public Health Division had plans to adopt the 2022 version of the FDA Code to maintain its commitment to Standard 1 of the Retail Food Standards and went over changes between the 2013 version and the 2022 version of the code. In addition, there was brief discussion about some of the challenges facing local food establishments.
Annual Permit Renewal campaigns sent/Permit Reviews	Annual online permit renewal application campaigns sent out to all permit holders via ViewPoint Cloud. Permit applications are in the process of being received and reviewed. We will be conducting annual inspections for relevant permits, prior to issuance.
The Rice Barn	We will be reviewing the current status of The Rice Barn food establishment. The owner has submitted a letter requesting to reopen his restaurant. We conducted a joint site visit with the Building Commissioner, Joe Prondak. We have also provided a copy of the initial Building Inspection summary report that was issued after the joint inspection that was conducted

	back on March 6, 2023, for your review. Joe Prondak and his staff will be personally following up the electrician that pulled the initial permit as this electrician has told this food establishment that the Building Department was responsible for causing the delays. Joe will update Environmental Health staff about what he finds out. There have also been continued delays with acquiring a licensed plumber to address at least 4 plumbing concerns.
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Other Public Health Division activities this month: (See report below.)

Activities

Activity	Notes
Demo Reviews/ Approvals	2- Demolition signoffs: - #17 George Aggott Rd. -#277 Harris Ave.
Disposal of Sharps Permits	0 – Disposal of Sharps Permits issued.
Septage/Grease Waste Hauler Permits Issued	4 – Septage/Grease Waste Hauler Permit Issued for: - ALL DRAIN SERVICES, INC. - A-Best Enterprises & Portable - Wind River Environmental - Liquid Environmental Solutions
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	9 – Food Permit Plan Reviews/Follow-ups conducted for: - The Rice Barn: UPDATE: Received a letter from owner requesting Public Health to allow the re-opening of the restaurant. Sai conducted a joint inspection with the new Building Commissioner. The Commissioner became familiar with layout of the establishment and confirmed that issues had yet to be addressed and his wiring inspector had not been contacted for any inspections. A plumber has yet to be contracted and no plumbing permits have been pulled. The Commissioner will follow up with the electrician about status and the requirements for inspections from the electrical inspector. - Dragon Chef: Final renovations are underway and likely to be re-permitted after a passing inspection soon and plumbing permit is pulled for the mop sink. - Just Salads (previous 3 Squares site): Plan review completed and approved. Full renovations of the inside and grand opening may be in Spring 2024. Pre-operation inspection still pending. - New Garden – An updated Hazard Analysis Critical Control Point (HACCP) plan review was conducted for the acidification of their sushi rice. Spoke to owner's daughter about Items needed to finalize this plan to be approved and uploaded to their food permit file. - #140 Kendrick St. (Guckenheimer) - Requested additional materials about equipment and menu that is being proposed. - Panella's Mobile Food Trailer – Had a meeting with owners after incomplete application was submitted. All deficiencies were reviewed and awaiting additional materials. - Sunita Williams School – Due to an increase in reported pest activity, a follow-up inspection was conducted with Eco Systems Pest Management owner, Eric Polito, to walk the interior and exterior of the school to determine areas that needed to be addressed. During our exterior check, multiple potential entry points were observed, which will need to be addressed in order to exclude pests from entering the building. Eco Pest will work with the

	Assistant Principal, who also joined us on the inspection of the interior, and will come up with an immediate plan of action. We will continue to receive copies of the pest reports for our file and will stay in the loop and receive updates on the exclusion work conducted. - <u>Kids and Company</u> – Building Department was contacted as establishment owner started to Convert one of the bathrooms into a kitchenette for this proposed establishment. Cease Order was issued and bathroom facilities will need to be redone. This office is working with the establishment to have catered food be delivered in individual packaging so there is no direct food service being conducted on site. - <u>#865 Central Ave. (North Hill Bar Area)</u> - Plan review in process and gathering required documents. Approval was granted to begin project in meantime.
Food – Temporary Food Event Permits issued	3 – Temporary Food event online permit application reviews and permits issued to: - PTC Event at Broad Meadow School (December 13th) - Friends of NHS Soccer at Powers Hall (December 3rd) - Needham Counsel Thanksgiving Dinner prepared at Needham Golf Club (November 22nd)
Food Complaints/ Follow-ups	0 – Food Complaints received.
Housing - Complaints/Follow-ups, etc.	0/4 - New Housing Complaints/Follow-ups conducted at: – <u>Marsh St. (0/1)</u> - Open Housing case. Occupant was to move out at the end of October and owners will be renovating 2nd floor. Reinspection will be done prior to renting out residence. <u>Update:</u> Occupant is claiming they still reside there. Renovations were started on 1st floor. An inspection was performed to confirm that 2nd floor was still habitable and inspection report has been sent out documenting present conditions. – <u>Chambers St. (0/1)</u> - Continuing to work with the Needham Housing Authority on this ongoing smoking concern reported by an abutting occupant. <u>UPDATE:</u> Tara spoke with Reg Foster, Needham Housing Authority Board of Commissioners Chair, and he will be contacting Cheryl, the NHA Exec. Director, and have her reach out so we can come up with a joint plan of action to help address this ongoing public health nuisance concern. The Housing Authority had also recently updated and strengthened their Smoke Free Policy, which will help them in addressing these ongoing smoking concerns. – <u>Greendale Ave. (0/1)</u> - Fire Department contacted our office after responding to a residence where unsanitary and unsafe conditions were present. An inspection was performed and orders to correct and inspection report has been sent out. Occupants have started to make repairs and progress will be assessed in a month. <u>Update:</u> There were two check ins with occupants and conditions have improved. Priorities were assigned to occupant on which areas to work on next. – <u>St. Mary's St. (0/1)</u> - <u>UPDATE:</u> A joint Teams meeting was set up to review the next steps. Meeting was held with reps from Health, Town Managers office, Building and Town Counsel. (Will continue to provide updates.)

Nuisance complaints/Follow-ups	(1/3) – New Nuisance Complaints/Follow-ups: - <u>Petco (0/1) - Update:</u> Touched based with EHS staff to get update about pest activity. - <u>Chapel St. (0/1)</u> - Report of additional pest activity identified across from French Press Bakery. Received report of someone leaving out bags of birdseed to feed the birds. Will be talking to individual to discourage that ongoing practice. Owner of Anton's is about to install security cameras to catch culprit and it has been recommended to install signage to help deter this individual. <u>UPDATE:</u> Antons caught individual on video and video footage was submitted to Needham Police. The police are continuing to help us track down this individual so we can educate them on this public health nuisance concern. - <u>#50 Dedham Ave. (Shared Dumpster in back of Sweet Basils and Latina Kitchen, etc.) (1/1)</u> - Report of overflowing recycling dumpster received. Sai and Tara conducted a site visit and met with the landlord. Insufficient trash and recycling capacity observed. The landlord was willing to go back to using a full-size trash dumpster and agreed to adjust the pick-up days for both the recycling and the trash dumpsters to ensure proper containment of these waste debris. (Will continue to monitor.)
Indoor/Outdoor pool spot check inspections (some conducted by shared services inspectors)	0 – Indoor/Outdoor pool spot check inspections conducted.
Planning Board Special Permit reviews	0 – Planning Board reviews conducted.
Septic Certificate of Compliance (COC)	1 – Septic Certificate of Compliance final signoffs issued. - <u>299 Charles River St.</u>
Septic – Construction permit issued	1 – Septic Construction Permit issued for: - <u>#1688 Central Ave.</u>
Septic Failure	1 – Septic system failure letter sent to: - <u>#145 Brookside Rd.</u> - Letter sent, and owner has two years to either connect to town sewer (proposed), if found to be feasible, or if not feasible, fall back to upgrading their septic system, which is currently a cesspool.
Septic Installation inspections	1 – Septic installation inspections conducted at: - <u>#211 Stratford Rd.</u>
Septic Deed Restrictions	0 – Septic Deed Restrictions received.
Septic Installer Exams/Permits Issued	0 - Septic System Installer Exams and Permits issued.
Septic Addition/Reno. to a Home on a Septic reviews	1 – Addition/Reno. to a Home on a Septic reviews conducted for: - <u>#300 Charles River St.</u>- Due to present size of the septic system and the nature of the additions being made, the current septic system will need to be upgraded. Will continue to work with owner on the next steps.
Septic Plan Reviews/Approval issued	4 – Septic Plan reviews conducted/approvals issued for: - <u>#299 Charles River Rd.</u> - Septic as-built plan review items reviewed and approved. - <u>#211 Stratford Rd.</u> - Septic as-built submitted, septic measurements off, so new as-builts will need to be submitted for our review and approval. (Still pending.) - <u>#1688 Central Ave.</u> - Septic plan review conducted. Approval letter sent and Permit to Construct was issued. - <u>#1230 South St.</u> - Septic as-built plan received. Need to resubmit updated as-built plan for our review and approval. (Still pending.)

Septic – Soil/Perc Tests	0 – Septic Soil/Perc Tests conducted.
Septic Trench permit issued	0 – Septic Trench permit issued.
Septic – Abandonment Forms	0 – Septic abandonment/connection to sewer forms received.
Tobacco Inspections conducted	6 – Routine Inspections conducted. - All permitted facilities were inspected.
Well Permit online plan reviews	0 – Well permit online plan reviews conducted.
Zoning Board of Appeals plan review	1 – Zoning Board of Appeals plan review conducted for: - <u>#1688 Central Ave.</u> - To be discussed.

FY 23 Priority FBI Risk Violations of Interest

Establishment	Date	Violation(s)	Corrective Action/Follow-up
Shark Ninja Cafe	11/27	Temperature of foods on buffet line were too warm.	Products were not allowed to chill properly before putting them out after preparation. PIC was instructed to do this prior to putting them out on the buffet line. This will be rechecked later to confirm this new procedure is being followed.

Gari	11/27	Dishwasher was not dispensing sanitizer.	Dishwasher is being serviced, and in the meantime, establishment will be using an alternative method to sanitize dishware, utensils, etc.
Mitchell Elementary School	11/27	Cut fruit was being held at >41F.	
Wingate	11/20	Spray bottle of sanitizer was stored next to a food product.	
Panera Bread	11/20	Some of the food product was being held to warm	Product was discarded and unit is being serviced.
Dunkin on Chestnut	11/18	One of the fridges was running too warm.	Food in that section of the fridge was discarded and fridge was instructed not to be used. Fridge was serviced and checked to be functioning.
McDonalds	11/18	Blender container was chipping and cracked.	Container was replaced and a backup one has been ordered.
High Rock School	11/6	Some TCS food items were being held for longer than seven days and were starting to show signs of mold.	Food items were tossed.
Comellas	11/6	Hot held and cold held food were held out of time.	Items were tossed out.

Needham Nutrition	11/4	Lack of employee reporting agreements	Establishment has started to keep these.
Needham House of Pizza	11/4	Droppings found in pizza dough sheeter gearing. Food (cut peppers) being held at room temperature. Use of open bait traps.	Reinspection was performed and all violations have been addressed.

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	1	0								1	3	3	0	1	1	1
Bodywork Estab. Insp.	0	0	0	0	0								0	5	5	6	7	14	11
Bodywork Estab. Permits	0	0	0	0	0								0	6	5	13	9	9	6
Bodywork Pract. Permits	0	0	0	0	0								0	5	8	12	23	21	22
COVID 19 Complaints	0	0	0	0	0								0	0	3	123	0	0	0
COVID 19 Follow Ups	0	0	0	0	0								0	0	3	122	0	0	0
Demo reviews	18	9	13	10	2								52	53	89	76	73	104	105
Domestic Animal permits	3	0	0	0	1								4	17	15	29	1	21	19
Domestic Animal Inspections	0	0	0	0	1								1	1	10	8	3	22	3
Food Service Routine insp.	20	24	7	25	17								93	214	194	134	149	200	225
Food Service Pre-oper. Insp.	1	3	5	2	0								11	22	22	16	48	12	32
Retail Food Routine insp. Or 6 month check in	2	0	1	0	0								3	13	11	12	33	46	60
Residential Kitchen Routine insp.	1	1	0	1	1								4	8	5	5	3	6	8
Mobile Routine insp.	0	0	0	0	0								0	10	10	10	4	17	13
Food Service Re-insp.	11	9	4	4	13								41	37	27	7	21	28	53
Food Establishment Annual/Seasonal Permits	1	0	2	0	35								38	130	138	134	155	140	171
Temp. food permits	9	2	6	0	3								20	33	37	9	67	134	163
Temp. food inspections	9	1	3	0	0								13	16	9	3	10	37	29
Farmers Market permits	2	2	1	0	0								5	11	16	15	14	14	14
Farmers Market insp.	19	11	14	9	0								53	73	149	124	158	229	127
Food Complaints	0	2	4	4	0								10	11	13	7	49	18	20
Follow-up food complaints	0	1	2	4	0								7	12	15	8	48	21	21
Food Service Plan Reviews	3	3	2	2	5								15	75	13	12	14	20	42
Food Service Admin. Hearings	0	0	0	0	0								0	0	2	1	3	0	0
Grease/ Septage Hauler Permits	0	0	0	0	4								4	29	22	13	20	21	24
Housing (Chap II Housing) Annual routine inspection	1	0	0	6	3								10	9	10	7	7	0	14
Housing Follow-up insp.	1	0	0	2	3								6	13	3	2	0	0	5
Housing New Complaint	2	1	3	3	0								9	26	41	40	41	22	22
Housing Follow-ups	5	3	2	6	4								20	69	65	63	56	28	24
Hotel Annual inspection	0	0	0	0	0								0	3	3	3	3	3	3
Hotel Follow-ups	1	0	0	0	0								1	2	0	1	15	0	0
Nuisance Complaints	5	2	3	4	1								15	36	35	45	34	55	42
Nuisance Follow-ups	11	6	6	8	3								34	58	41	60	55	69	42
Pool inspections	0	9	4	0	0								13	14	15	15	13	20	12
Pool Follow up inspections	0	3	1	0	0								4	5	4	5	3	12	7
Pool permits	0	0	0	0	0								0	14	15	17	11	19	12
Pool plan reviews	0	0	0	0	0								0	5	0	5	0	3	44
Pool variances	0	0	0	0	0								0	7	6	5	6	5	7
Septic Abandonment	1	0	1	1	0								3	4	9	17	21	9	5
Addition to a home on a septic plan rev/approval	0	0	0	0	1								1	2	15	5	5	2	2
Septic Install. Insp.	4	0	8	8	1								21	22	19	11	13	21	28
Septic COC for repairs	0	0	0	0	0								0	2	3	2	5	3	1
Septic COC for complete septic system	0	1	0	1	1								3	3	4	1	3	4	3
Septic Info. requests	7	5	4	8	6								30	62	64	86	61	62	51
Septic Soil/Perc Test.	0	0	0	1	0								1	6	5	8	1	1	2
Septic Const. permits	1	0	1	0	1								3	5	6	6	6	6	5
Septic Installer permits	0	2	0	0	0								2	16	11	8	6	8	9
Septic Installer Tests	0	3	0	0	0								3	9	4	3	2	5	3
Septic Deed Restrict.	0	1	0	2	0								3	0	0	4	1	1	3
Septic Plan reviews	2	2	0	3	4								11	29	21	14	8	9	23
Septic Trench permits	1	1	1	1	0								4	11	12				
Disposal of Sharps permits	0	0	0	0	0								0	10	7	8	7	7	9
Disposal of Sharps Inspections	0	0	0	0	1								1	12	8	8	7	7	7
RMD	1	0	0	0	0								1	2					

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



NEEDHAM PUBLIC HEALTH DIVISION



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

Date: November 2023

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

Activity	Notes
Youth Engagement Intern Onboarding- 11/1, 11/8, 11/15, 11/22, 11/29 Natascha Nussbaum, Boston University Health Sciences Student, part-time position.	Comprehensive overview of protocols, responsibilities and requirements related to Town of Needham Public Health (fiscal agent) DPH-BSAS (funder) and Communities. MassCALL3 grant mission, strategic planning processes cluster town coalition activities. Background on PhotoVoice project and history across four towns.
Needham Homelessness Task Force- 11/1 Jessica Moss, LICSW, Assistant Director of Counseling, Needham Council on Aging, Tiffany Benoit, RN, MPH Assistant Public Health Director-Chris Baker, Needham Police- Sarah Shine, Director Youth & Family Services	Agenda: Data, town department updates Case examples Wrap around services opportunities Newton Wellesley Hospital funding initiatives (2 programs 1.9 million) Connection with state and foundation funding sources Migrant family supports – proactive planning Outreach to Suzannah Hann, NPS nurse leader, request to join.
Jessica Goldberg, Prevention Solutions @ EDC- 11/1, 11/9, 11/14, 11/20	Review and discussion: MassCALL3 strategic plan steps 3 and 4, comprehensive overview, planning, drafting, and revisions, logic model development, strategy description, action plan development.
Timothy McDonald, Director of Health and Human Services, Town of Needham - 11/2	Discussion: MassCALL3 strategic planning goals - FY24 budget reallocation options aligned with grant goals. Review: Staff salaries and contracted expenses for Line Item Amendment plan.
Melissa Ranieri, Public Health Director, Walpole & Amanda Decker, Bright Solutions LLC - 11/2	Discussion: Walpole prevention capacity building goals: coalition and leadership team structure, alignment with MassCALL3 goals. Six month contract for services through March 31, 2024.
MassCALL3 Connections Monthly Meeting- 11/7 Carol Read & Lydia Cunningham, MassCALL3 grant staff. Melissa Ranieri, Walpole Public Health, Kylie Sullivan, Dedham Public Health, Jared Orsini, Westwood Public Health	Agenda: Welcome and introductions Natascha Nussbaum, Youth Engagement Intern- PhotoVoice project goals, Prevention Partners social media update, Opioid Settlement Funds Tool kit overview- NPHD website access- open discussion and information sharing.
BSAS Logic Model and Strategic Planning Office Hours- 11/8 Emily Bhargava, Education Development Center, Andy Robinson, Lead Program Coordinator, BSAS. Scott Formica, PhD, SSRE.	Agenda: Introductions, group sharing: successes, challenges, collecting demographic data, collecting meeting feedback data, intervening variable prioritization strategies, coalition building and connecting with communities and logic model formatting.
Lisa McDonough, Needham Town Accountant- 11/9	MassCALL3 October monthly invoice submission, EIM reimbursement, FY24 salaries review and confirmation spening YTD by UFR line.



NEEDHAM PUBLIC HEALTH DIVISION



Needham Public Health Division Staff Meeting- 11/14 Tim McDonald, Director of Health and Human Services, Tiffany Benoit and Tara Gurge, Assistant Public Health Directors.	Agenda: Needham IT updates, Public Health Division budget updates, board responsibilities (Board of Health, Select Board), children's hospital funds, Needham observer interview requests and articles and staff work updates.
Walpole Prevention Coalition Leadership Team- 11/15 Melissa Ranieri, Walpole Health Director, Amanda Decker, Bright Solutions LLC.	Agenda: Coalition By Law review, recap of previous meeting, discussion on review of materials created by process team (mission, vision, name, membership), discussion on filling leadership positions, 12 sector representation, data discussion, data selection for in-person coalition retreat.
MPHA 2023 Annual Conference & Meeting. <i>Beyond Buzzwords: Action for Health Equity-</i> 11/16 Carlene Pavlos, MTS, MPHA Executive Director, Bisola Ojikutu, MD, MPH, Boston Public Health Commissioner, Robert Goldstein, MD, PhD, Commissioner, MA DPH.	Agenda: Welcome and opening remarks, Keynote: Boston Public Health Commission, Data in Action Panel, In-event Appeal: Jasmine Naylor Enterprises. LLC, Conversation with the Commissioner, MPHA policy work, student session.
Charles River Health District Advisory Board – PHE Shared Services- Needham, Medfield, Dover, Sherborn - 11/16 Kerry Dunnell, MPH, Director	Agenda: Intermunicipal agreement review Update on Fiscal year24 budget approval Workplan progress Posting methods complying 940 CMR 29.03 (3) Proposed Amendment to MOU Relevant Software update Next meeting: December 21 st
Needham Community Crisis Intervention Team Community Partners - 11/16 Deputy Chief Chris Baker and Sargent Michael Lamb	Quarterly partners meeting agenda: Data sharing BIDN – Newton Wellesley Hospitals – Police incidents related to substance and mental health (acute – chronic) Status of collaboration with community partners to support Needham residents
Health@Work: Supporting Workers with Chronic Conditions- 11/16 Peter Schnall, University of California Irvine, Center for Social Epidemiology	Agenda: Work Stressors and Illness in the U.S. The Healthy Work Campaign- work stress epidemic, chronic disease link to work stress, job stressors and cardiovascular disease, threat-avoidant vigilant work, costs of work-related stress, what is healthy work?, The health work survey, next steps: building a safer and healthier work future.
Needham Board of Health- 11/17 Tim McDonald, Director of Health and Human Services, Tiffany Benoit and Tara Gurge, Assistant Public Health Directors, Samantha Menard, Shared Services, Virginia Chacon-Lopez, Public Health Nurse. Next meeting: December 8th	Agenda: Welcome and public comment, review of October 13 minutes, Biosafety Regulation changes, Tobacco Hearing, Individual Serving Alcohol Bottles discussion, Select Board Code of Conduct discussion, FY25 budget discussion, staff updates, other items/updates.
Sgt. Jason Sullivan, Dedham Police Department – 11/20	Review TIPs training recertification timeline, trainer portal access barriers and future in person training date options- Dedham- Needham licensees.
Norfolk County Sheriff's Office- Prevention Meeting- 11/20 Kathryn	Agenda: Welcome & introductions, "Good Decision Making Class" by Norfolk DA's office & BayState



NEEDHAM PUBLIC HEALTH DIVISION



Hubley, Community Affairs Coordinator, Cheryl Portman, Baystate Community Services. Next meeting: 12/18/23	Community Services, Breakout rooms- student negativity in schools and curriculum/programs that promote positive thinking, large group discussion, questions.
MetroWest Substance Awareness & Prevention Alliance Meeting- Amy Turncliff, Rock Fern Scientific- 11/28	Agenda: welcome & introductions, SAPA Business-virtual/in-person, policy updates- JCCP hearing for H113 (cannabis billboard ban), Alcohol Policy, regional collaborative projects/community sharing updates, collaborative letter to MIAA regarding substance use infractions. Next meeting: January 23, 2024.
Amy Turncliff , Rock Fern Scientific, MetroWest SAPA Director- 11/28	Discussion: cannabis use data, youth access, state billboard ban, local alcohol policy- protocol to increase town licenses- ABCC outreach for data collection related to sales to minor violations, consequences, potential update to ABCC alcohol regulations.
Massachusetts Alcohol Policy Coalition- 11/29 David Jernigan, Boston University School of Public Health, Elizabeth Parsons, Center for Advancing Alcohol Science to Practice.	Agenda: awareness of alcohol report education efforts/legislative education opportunities for youth, awareness of community coalition alcohol policy strategies and opioid abatement prevention efforts, awareness of tax campaign effort updates and development of an Alcohol Tax Coalition, Attorney General's lawsuit to Meta re: algorithms targeting youth, gambling advertisement, other items. Next meeting: January 2024.
Middlesex County District Attorney Marian Ryan Opioid Task Force- 11/29 Dr. Samantha Harris, Johns Hopkins Bloomberg, Dr. Mohammad Jalali, Harvard Medical School.	Agenda: opioid overdose updates, general updates, post-overdose care and understanding the experience of nonfatal overdose survivors in the critical aftermath of an overdose to identify opportunities to better support those at risk. Data-driven model designed to help policymakers better understand and address the opioid crisis through the generation and use of reliable data. Q & A.
BSAS Logic Model and Strategic Planning Office Hours- 11/29 Emily Bhargava, Education Development Center, Andy Robinson, Lead Program Coordinator, BSAS. Scott Formica, PhD, SSRE.	Discussion: Introductions, group sharing: successes, challenges, coalition building and connecting with communities, logic model design and formatting.
Needham Public Health Division Staff Meeting- 11/30 Tiffany Benoit and Tara Gurge, Assistant Public Health Directors.	Review and discussion: Needham Public Health Strategic Plan- mission, vision, values, guiding principles, strategic priorities, goals for year one, staff feedback and suggestions. Holiday party date!

Holiday: (2) November 10th Veterans Day | November 23rd Thanksgiving Day

*All processes related to on-boarding new part-time Youth Engagement Intern

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

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NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Management

Date: November 2023

Staff member: Michael Lethin

Activities and Accomplishments

Activity	Notes
Public Awareness	Michael Lethin presented on the importance of personal and family preparedness to the Needham Finance Department at their quarterly meeting.
Grants	The Needham LEPC application for \$5,000 from the Hazardous Materials Emergency Preparedness Grant for an EOC Functional Exercise regarding a hazardous materials incident at the Rosemary Recreation Complex was approved. The Town will apply for \$8,500 from the non-competitive Emergency Management Performance Grant to go towards the same exercise.
Training	Michael Lethin attended the Intermediate Emergency Operations Center course offered by the Massachusetts Emergency Management Agency. Michael Lethin attended a training on state-level disaster response and the recovery process for municipalities offered by the Massachusetts Municipal Association.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Emergency Preparedness

Month: November 2023

Staff members: Tiffany Zike and Taleb Abdelrahim

Activities and Accomplishments:

Activity	Notes
Medical Reserve Corps	• Created comprehensive survey for 2023 MRC training program to assess volunteer training experience, satisfaction levels, challenges faced, and suggestions for improvement. • On 11/3, assisted nurse unit with COVID vaccination clinic at CATH. • Junior MRC recruitment materials have been delivered for review. • Completed NC-8 MRC activity survey to report our activities to the federal government.
Accreditation	Continuing to work on Domain 2 - STANDARD 2.2 Documentation Checklists.
Shelter Management & Migrant Family Resources	Ongoing putting together resources documents.



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Epidemiology

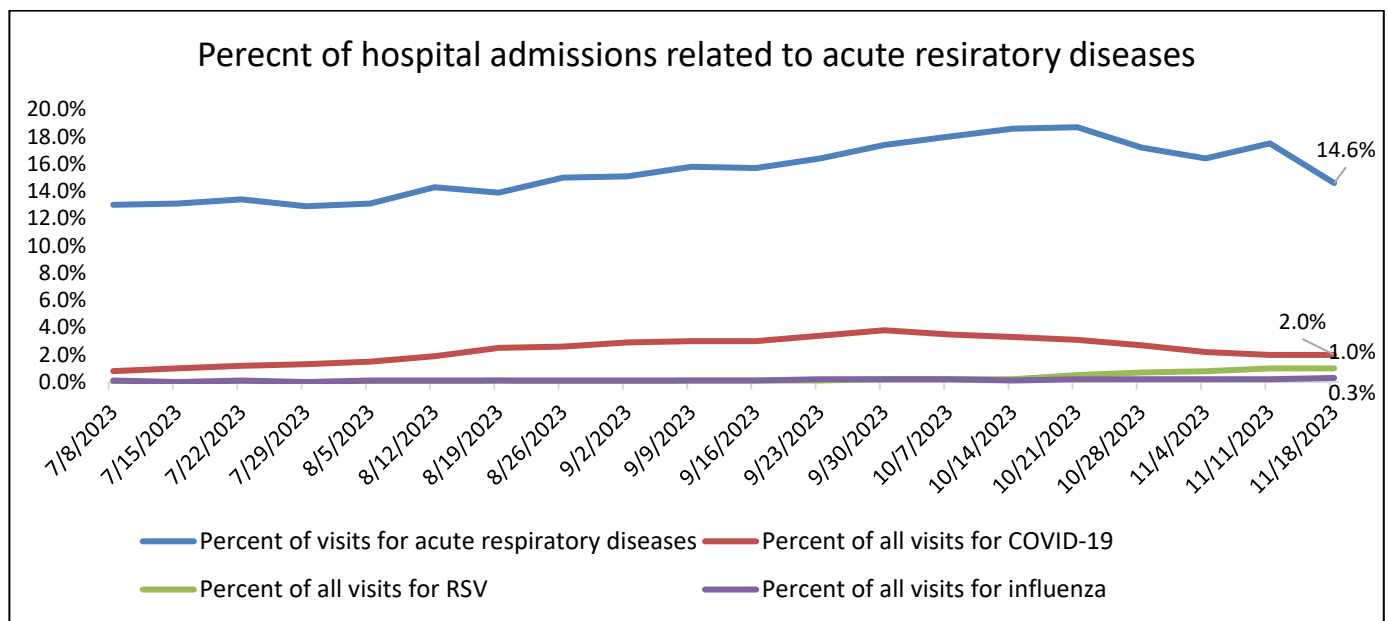
Date: November 2023

Staff member: Julie McCarthy

18 confirmed COVID-19 cases in Needham Nov 1-29 (41 cases last month, 77 cases in Nov 1-29, 2022)

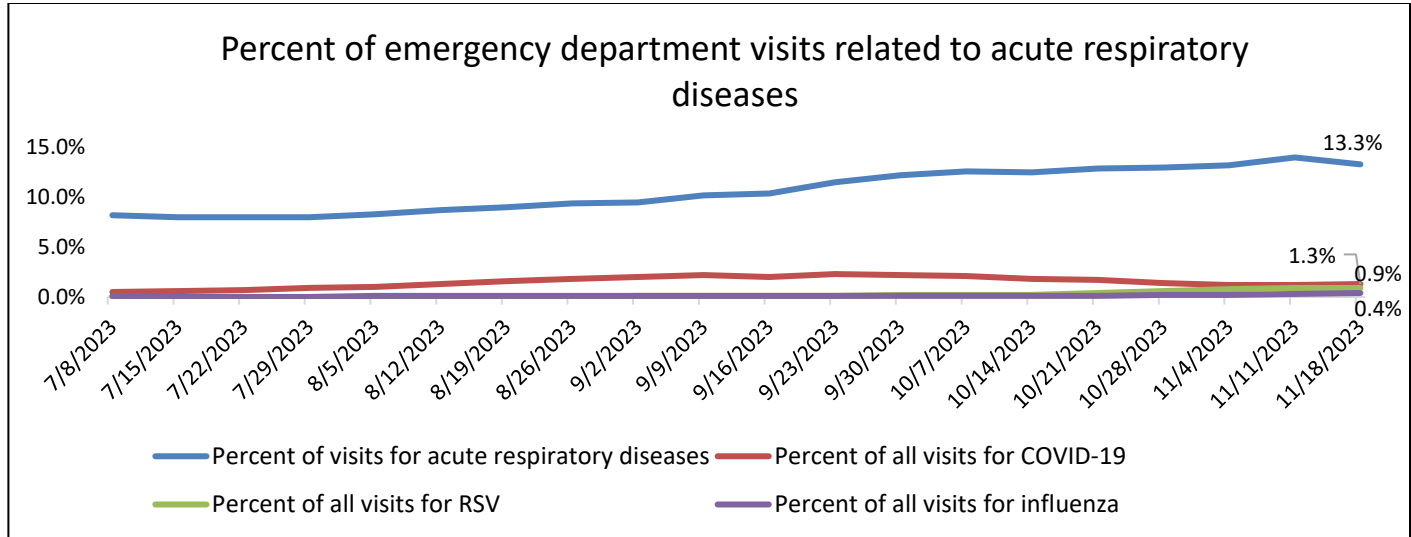
Mass Dept of Public Health sent a draft spreadsheet with vaccine data (for COVID-19, flu, RSV) by municipality as reported between July and 11/25/23. These data will be included in the weekly posting starting 12/7. A note: data is sometimes shown as a range as opposed to the exact proportion.

Age	Population Estimate	Proportion vaccinated- COVID	Proportion vaccinated- flu	Individuals vaccinated- RSV
Under 5 Years	1811.506348	< 20%	40-60%	126
5-19 years	7385.299805	20%-40%	40-60%	0
20-34 years	3428.374817	< 20%	20-40%	*
35-49 years	5960.377869	20%-40%	40-60%	*
50-64 years	7308.576538	20%-40%	40-60%	146
65-79 years	4286.568268	40%-60%	60-80%	796
80+ years	1910.296173	40%-60%	60-80%	244





NEEDHAM PUBLIC HEALTH DIVISION



Activity	Notes
Accreditation	Worked with Tiffany to draft objectives and strategies of Community Health Improvement Plan (CHIP) to review with CHIP committee at the beginning of December. Objectives and priorities were drafted based on needs identified in CHA, feedback from the initial CHIP committee meeting, as well as current efforts and capacity of the NPHD. CHA summary was finalized and translated into Spanish, Mandarin, and Russian. These will be posted on the website with the final CHA, which we aim to have finished by the end of the year.
Hiring	Interviewed candidates for Environmental Health Agent Regional Trainer position.
Biosafety Committee/Regulation	Worked on edits to Biosafety Regulation regarding IBC composition and confidentiality. Received 2 applications for new companies to Needham. Both applications to be reviewed at meeting on December 19th.
Misc.	11/6, 11/13, 11/20, 11/27/23- Regional Epidemiologists Meeting 11/14/23- Needham Strategic Planning 11/14/23- Presentation to Select Board re: Aging Assessment and Community Health Assessment 11/15/23- Meeting with BME re: QI, Performance Management, CHIP tracking and progress 11/15/23, 11/29/23- Needham Branding meeting with MORE Advertising 10/11/23- Meeting with BME re: linkage between Strategic Plan and Community Health Improvement Plan 11/30/23- Strategic Plan Staff Meeting



NEEDHAM **PUBLIC HEALTH DIVISION**



Unit: Substance Use Prevention

Date: November 2023

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

Activities and Accomplishments

Activity	Notes
SPAN Projects/Events	• SPAN meetings held: Mental Health Action Team, Education Action Team and the Steering Committee. • SPAN Policy Action Team – planning for this new coalition team includes member recruitment, collection of best practices for a community-based policy team, an assessment of local and state policy opportunities and how those opportunities align with the SPAN strategic plan. SPAN met with staff from the Center for Advancing Alcohol Science to Practice to begin collecting technical knowledge. • SPAN Positive Community Norms Campaign – 12 SALSA students canvassed the Needham community to distribute 72 copies of a Positive Community Norms poster to schools and community organizations. The poster, the fourth in the series, promotes the message that most Needham High School students do not use electronic vapor products. The messaging uses substance use data from the Metro West Adolescent Health Survey to decrease the misperceptions about student use rates and reinforce the positive norms that most Needham youth are not using substances. • Harm reduction: Distribution of Narcan by Public Health prevention staff continues. Most recently, prevention staff attended a flu clinic for Needham Public School staff to train and distribute naloxone. 14 boxes distributed. • SPAN Communications: • SPAN social media – new posts on Facebook: https://www.facebook.com/SPANNeedham/
Needham Public Health Peer Recovery Coach	On October 30 the Needham Special Town Meeting approved the use of a portion of Needham's Opioid Settlement Funds to fund a peer recovery coach in the Needham Public Health Division (NPHD). Angi MacDonnell, NPHD Substance Use Prevention Coordinator, will complete a 500-hour practicum as the final requirement for her certification as a Certified Addictions Recovery Coach in MA.



NEEDHAM PUBLIC HEALTH DIVISION



	Planning is underway for drafting procedures for providing recovery coach services to the Needham community. We are grateful to have Ms. MacDonnell to provide recovery coaching to individuals in the community. The practicum is anticipated to run from January – May 2024.
STOP Act grant	SAMHSA grant: STOPing Underage Access and Use of Alcohol: Codifying Youth, Parent and Retailer Education and Compliance in Needham, MA: Alcohol compliance – TIPS training – follow up from the October 16 in-person training included: certificates mailed to licensees and administrative trouble-shooting with assistance from Carol Read to request replacement certificates. STOP Act Grant Reporting: the grant staff prepared and submitted the Continuation Application to SAMHSA for year 4 of the grant.
SALSA	54 SALSA members contributed 202 hours of service in Needham in October. • 10 SALSA members represented Needham High School at the annual Norfolk County Peer Leadership Conference hosted by the Norfolk County District Attorney Michael Morrissey at Gillette Stadium. • 1 member led the MA DPH Health Equity Survey at NHS. 124 NHS students participated in the survey surpassing the goal of 100 surveys by 24%.
SBIRT Screening	The Director of Health Services for Needham Public Schools requested assistance from Needham Public Health to conduct SBIRT screenings for 9 th grade students at Needham High. Four NPHD staff completed SBIRT training offered by BU Shield and will conduct screening interviews during the first weeks of December: Tiffany Zike, Monica De Winter, Angi Mac Donnell and Karen Shannon.
Mental Health First Aid	Planning is in place to conduct Teen Mental Health First Aid for all Needham High School 10 th grade students during their Wellness classes from January – March 2024. Sara Shine, Director of Needham Youth and Family Services (NYFS) is coordinating the scheduling with Denise Domnarski, Director of Wellness for Needham Public Schools. Karen Shannon will participate in facilitating the training with three NYFS staff and Sari Musmon, Coordinator of the Needham Youth Diversion Program.
Parent Al-anon group	SPAN community resource for parents navigating their child's substance use addiction. 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.

Summary for Month of November 2023: Focus this month included the SPAN action team meetings, preparation and submission of the STOP Act Grant Continuation Application, SBIRT training, ongoing content development and posting for SPAN social media accounts.



Needham Public Health Division

November 2023



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

Date: 11/29/2023

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

Activities and Accomplishments

Activity	Notes
Shared Services-Environmental Health	Part-time Regional Health Agent Thaleia Stampoulidou-Rocha continues to assist Needham with various routine food establishment inspections, re-inspections, and pre-operational inspections. Ms. Stampoulidou-Rocha has been promoted to a full-time position effective November 27, 2023. Shared services staff convene bi-weekly meetings with Needham Environmental Staff to discuss inspectional topics. Assistant Manager Sam Menard obtained two certifications this month- System Inspector (Title V) and Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS). These credentials meet requirements of the workforce standards released October 11, 2023 by MA Department of Public Health (MA DPH) Office of Local and Regional Health (OLRH) (https://www.mass.gov/info-details/workforce-standards).
Shared Services-General	Charles River Health District Advisory Board met on November 16th. A voting member from each of the four communities was present. An alternate posting process for the Advisory Board was approved and members discussed specific provisions of the proposed intermunicipal agreement that will document the relationship among the four communities. The Advisory Board will meet in December for further discussion on this topic, and plan to have an agreement signed by January 31, 2024. Additionally, members discussed specifics of a job description for a proposed public health nurse position to serve Dover and Sherborn. The position is being created by combining a Dover commitment for twenty-five public health nursing hours weekly with funds from Shared Services. Members will have a final draft of the description by December 31, 2023. Shared services staff continue to work with communities as they complete the software and data uploading processes to enable use of FoodCode-Pro, a product of Relevant Systems, Inc. Sufficient licenses to enable use of this inspection and reporting tool by inspectors and staff in all four communities, and shared services staff, have been purchased by the Charles River Health District. Upon completion of software and data uploading all license holders will attend a Relevant Systems training.
Training Hub	Needham Hosted Regional Training Hub has a new name - North Central & Metro West Field Training Hub. This name reflects the geographic area of the 39 municipalities we serve.

	Field Training Hub staff met with the Shared Services Coordinator for Nashoba Associated Boards of Health, one of the five shared services arrangements in our territory. Field Training Hub staff led the creation of a monthly collaborative space meeting for staff from all ten Massachusetts field training hubs. The first meeting was held on November 27, 2023 A list of prerequisites for enrollment in the MA PHIT Food course was released by the MA DPH Central Training Hub. The anticipated learning time to complete all prerequisites is twenty-six hours. Field Training Hub staff will coordinate with the five shared services groups to ensure awareness and planning for completion of the prerequisites. The Field Training Hub will offer to host group study sessions for interested parties. In addition to organizing completion plans for all inspectors served by the Field Training Hub, staff of the Field Training Hub must complete these online courses by mid-January when the MA Central Training Hub will offer a field trainers only session of MA PHIT Food. Field training hub staff are gathering contact information for all required local health department staff and Board of Health members from the five Shared Services arrangements in our field training hub. This contact information will be used to create accounts on TRAIN Massachusetts for each individual. TRAIN Massachusetts, the new MA DPH learning management system affiliated with CDC TRAIN, will host all MA developed courses. Field training hub staff will be able to create courses, enroll students and track training completion status for all individuals in the thirty-nine communities and the field training hub. Second round interviews for the Regional Trainer position will be held December 4, 2023.
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NEEDHAM PUBLIC HEALTH DIVISION



Unit: Accreditation
Date: November 2023
Staff: Lynn Schoeff

Activity	Notes
Annual report	Gathered and edited sections from NPHD programs, Aging Services, and Youth & Family Services.
Application for accreditation	PHAB has recommended that we submit an application for accreditation by December 16, 2023. Once accepted, we will have 12 months to submit all documentation.
PHAB Readiness	Reviewed PHAB feedback and recommendations with individual staff members
Strategic planning	Continued working with consultants to ensure that the strategic plan meets PHAB requirements. The consultants will also assist with performance management and quality improvement plans.
Policy review and update	Tracking Public Education and Conference Presentations Tobacco Compliance Checks Youth Transportation to NPHD events Information Technology Requests Staff Continuing Education Condemning a House Occupant Housing Complaints DHHS Contracts Procedures
Communication plan	Continued work with consultant on comprehensive communication plan



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Public Health Nursing

Month: November 2023

Staff members: Hanna Burnett and Ginnie Chacon-Lopez

Activities and Accomplishments

Activity	Notes
Vaccinations	Flu vaccines given in the office. 2 COVID clinics held at CATH, multiple smaller clinics at RRC. Most of purchased COVID 12+ stock distributed. State COVID vaccines for all ages and/or underinsured/uninsured still available. All flu stock has been administered.
Community Outreach	First CPR Skills Lab was conducted. Social media accounts routinely updated.
Education	Ginnie: various webinars, MAPHN Meeting. Hanna: From Buzzwords to Action (MPHA Annual Conference)
DVAC	Donation from Friends of Needham BOH. Participated in HHS strategic planning meeting as a community group. Cell phone drive social media post with good effect. Brandeis University internship cont.
Other	NPHD application for the Community Naloxone Program (CNP) through MDPH has been accepted. Next steps to be an official CNP site are being done. More info here: https://www.mass.gov/info-details/community-naloxone-program-cnp

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NEEDHAM PUBLIC HEALTH DIVISION



Immunizations Injections	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
B12			1										1	3	14
Influenza			201	535	34								770	719	812
Tdap													0	1	3
Covid-19				5	177								182	461	3792
VFC													0	0	4
Other													0	0	0
Total	0	0	202	540	211	0	0	0	0	0	0	0	953	1184	4625

Animal-to-Human Bites	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
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

Assistance Programs	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
Food Pantry													0	4	0
Friends													0	0	0
Gift of Warmth	2	2	3	0	5								12	51	23
GoW Amount	350	2070	1486	0	2882								6788	25921	13141
Parks & Rec													0	0	0
Self Help													0	6	1

Education	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	2024	2023	2022
CPR Education	9	9	11	19	2								50	197	53
Matter of Balance Graduates													0	34	10
Narcan		41	7	67	1								116	25	

Donations:	0
Giftcards Distributed:	0



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



MEETING DATE: December 8, 2023

Agenda Item	Other Items/Updates
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mrs. Benoit will give the Board an update on the Public Health Strategic Plan.
2.	VOTE REQUIRED BY BOARD OF HEALTH
	None, discussion only.
3.	BACK UP INFORMATION:
	N/A.