



Needham Board of Health



AGENDA

Friday, February 10, 2017

7:00 a.m. – 9:00 a.m.

**Charles River Room – Public Services Administration Building
500 Dedham Avenue, Needham MA 02492**

- 7:00 to 7:05 - Welcome & Review of Minutes (January 13th)
- 7:05 to 7:20 - Staff Reports (January)
- 7:20 to 7:40 - Eversource Reliability Project
- 7:40 to 7:55 - Bodyworks Discussion
- 7:55 to 8:05 - Public Health Office Suite
- 8:05 to 8:15 - Review Demolition Checklist

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Board of Health Public Hearing

- 8:15 to 8:30 - Revise Article 1: Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham
- 8:30 to 8:45 - Consider Article 24: Regulation to Ensure the Sanitary and Safe Operations of Commercial and Recreational Marijuana Establishments, and To Minimize Community Impacts and Collateral Consequences of Widespread Recreational Marijuana Use and Both Commercial and Personal Marijuana Cultivation

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- Other Items
- Next Meeting ... Friday March 10, 2017
- Adjournment

(Please note that all times are approximate)



Needham Board of Health



Notice of Public Hearings

Friday, February 10, 2017

8:15 p.m. – 8:45 a.m.

**Charles River Room – Public Services Administration Building
500 Dedham Avenue, Needham MA 02492**

At an open meeting and a public hearing on February 10, 2017, the Board of Health of the Town of Needham, County of Norfolk, Massachusetts, acting under the authority of Chapter 111, Section 31 of Massachusetts General Laws shall consider regulations. The purpose of these regulations is to:

- Revise Article 1: "Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham" to rescind labeling provision and to consider possible lessening of penalties for non-compliance as well as a longer tolling period and other changes to permit transfer processes and outlet density.
- Consideration of Article 24: "Regulation to Ensure the Sanitary and Safe Operations of Commercial and Recreational Marijuana Establishments, and To Minimize Community Impacts and Collateral Consequences of Widespread Recreational Marijuana Use and Both Commercial and Personal Marijuana Cultivation" to consider a number of regulatory provisions that govern the operation of commercial and recreational marijuana establishments in the Town of Needham including inspectional standards and staff training procedures.

These regulations shall be considered in Needham in the interest of, and for the preservation of, the public health. This summary shall serve as notice to all.

Comments will be accepted at the public hearing, and will also be accepted through Wednesday February 9th in writing via electronic or postal mail. Please send comments to healthdepartment@needhamma.gov or to Public Health Department, 1471 Highland Avenue, Needham, MA 02492. Both regulations are available for interested parties to review on the Public Health Department's website at www.needham.gov/health.

NEEDHAM BOARD OF HEALTH
January 13, 201
MEETING MINUTES

PRESENT: Edward V. Cosgrove, PhD, Chair, Jane Fogg, Vice-Chair, M.D., and Stephen Epstein, M.D

STAFF: Timothy McDonald, Director, Maryanne Dinell, Tara Gurge, Carol Read, Dawn Stiller

GUEST: Emma Murphy, Needham Times, Mathew Roth, Hawthorn Builders, Ryan McDonnell, Hawthorn Builders

CONVENE: 7:00 a.m. - Public Services Administration Building (PSAB), 500 Dedham Avenue, Needham MA 02492

DISCUSSION:

Call To Order - 7:10 a.m. - Dr. Cosgrove, Chairman

APPROVE MINUTES:

Upon motion duly made and seconded, the minutes of the BOH meetings of December 2, 2016 were approved as submitted.
The motion carried. The vote was unanimous.

DIRECTOR'S REPORT - Timothy McDonald

Mr. McDonald spoke briefly on how the transition of the Needham Health and Human Services Department is progressing. He stated that one of the biggest challenges is the budget. Mr. McDonald stated that he has ongoing discussions with the Finance Committee on the Health and Human Services Department budget. The Needham Health and Human Services Department consists of four divisions: Aging Services, Public Health, Veterans Services, as well as Youth and Family Services.

Mr. McDonald also spoke about office-related health concerns affecting two additional staff, Ms. Read, and Ms. Delano who are no longer working out of Town Hall and are spending more time at The Center at the Heights (CATH). Mr. McDonald described potential office space that the Town is considering. He stated that he is strongly advocating for a commitment from the Town on a viable timeline for a plan for a permanent location for staff. Mr. McDonald pointed out that it is challenging to keep the office at Town Hall open because of fewer and fewer staff. There are also space constraints for Public Health staff at CATH. A lengthy discussion followed on environmental effects to the Public Health suite since the renovation of Town Hall and the effects of reduced staff at the Town Hall location.

STAFF REPORTS

- **Public Health Nurses Report - Donna Carmichael, RN & Alison Paquette, RN**

Ms. Carmichael provided a detailed description of communicable diseases and animal bites.

Ms. Carmichael reported on a Zika that was a travel back and forth to Haiti. She also reported on the Dengue, which was a travel back and forth to India. Ms. Carmichael stated she received a Salmonella report for a small child. Ms. Carmichael stated that the Shigellosis report was a five-year-old traveling to India.

Ms. Carmichael reported on donations received from the First Baptist Church, the Congregational Church, and private residents. Ms. Carmichael provided an update on assistance programs. Ms. Carmichael stated she has Flu Vaccine available for some Flu Clinics by appointment at Town Hall.

- **Traveling Meals Coordinator Report - Maryanne Dinell**

Ms. Dinell reported on the number of clients on the Traveling Meals Program in December. There were 31 Springwell clients and 15 private pay Needham clients. Ms. Dinell reported on a \$300 donation from a family who's loved one was a consumer of the program. An additional donation of \$1,000.00 was received from a volunteer of the Traveling Meals Program. Ms. Dinell noted that the numbers are down. She explained that this often happens when clients are in and out of the hospital and or Rehabilitation Facilities. A general conversation followed on the Traveling Meals provider and abutting neighbors.

- **Environmental Health Agents Report - Tara Gurge**

Ms. Gurge reported that Environmental Health Agents found a discrepancy with pest control documents for Hawthorn Builders relative to several residential demolition sites. Ms. Gurge stated that she informed Town Counsel and the Building Department of this discovery. Ms. Gurge explained that the Building Department has legal authority to investigate and issue notification of a violation. Ms. Gurge stated that Hawthorn Builders has been asked to attend the Board of Health meeting to talk about their protocol going forward to ensure that this does not happen again. They must also let the Board know who will be in charge of their pest control operation. Ms. Gurge pointed out that the Public Health Department has also improved its review process in terms of needing an original signed copy

of the pest control document. This would be enforced going forward. Mr. McDonald noted that co-owner Mathew Roth spoke with him and Ms. Gurge and explained that this was the first time this has happened. Mr. McDonald pointed out that there were five other incidences where this had happened. Dr. Fogg asked if there were other areas of discrepancy other than pest control. Ms. Gurge replied that she had triple checked the asbestos paperwork and there were no discrepancies. Dr. Fogg asked what are other items that must be reported. Ms. Gurge replied the main reports are asbestos and pest control as well as septic abandonment (If a septic system is present). A lengthy discussion followed.

Ms. Gurge reported that the owner of a Needham base bodyworks establishment would like to meet with the Board to talk about the Regulations Governing the Practice of Bodywork, Article 19. Ms. Gurge stated that the owner would be available for the February Board meeting. A lengthy discussion followed on other town regulations. Mr. McDonald noted that there are four bodyworks establishments in Needham. Mr. McDonald described the process for which Environmental Agents conduct inspections of bodywork establishments in Needham. He stated that a State Inspector and a Needham Police Officer accompany the Environmental Agent on an inspection. He explained that this assures that the facility can be inspected by the local jurisdiction or the state jurisdiction. Mr. McDonald went on to say that in the case of this one owner, her concerns are on the administrative aspects of the regulation. The Board discussed ways in which the process could be less onerous. Mr. McDonald stated that he would continue to do additional administrative work on best practices from other towns.

Ms. Gurge spoke about a Spa establishment on 400 Hunnewell Street that is not licensed and has a licensed therapist that practices bodywork but is not licensed with the Needham Public Health Department. Mr. McDonald noted that there were reports of unusual activity at this establishment. Ms. Gurge has scheduled an upcoming inspection of that facility with the local police and State inspector.

Ms. Gurge reported on a revised septic plan review for 12 Brookside Road. Ms. Gurge recapped the history on this request. She stated that initially, it was a failed septic. She described the process to investigate the failed system as well as mitigation recommendations from the Town Engineer and from the State. Mr. McDonald stated that a variance hearing would be scheduled. A discussion followed

on submitting a recommendation to the Town to seriously consider adding sewer to Brookside Road.

- **Senior Substance Use Prevention – Catherine Delano**

Ms. Delano stated that the name of the coalition has been changed to SPAN (Substance Prevention Alliance of Needham) and that a website is currently under construction. Ms. Delano reported that coalition has developed three action teams: marijuana, alcohol, and prescription drugs. She stated that the group meets bimonthly to discuss accomplishments and collaborate on ideas.

Ms. Delano provided an update on the work she is doing with the Cardinal Health Grant. She stated that Public Services Announcements have been created for NC7 Towns, which are disseminated on local cable channels.

Ms. Delano stated that the coalition is working on an educational pharmacist breakfast, which will happen at the end of March. Ms. Delano stated that she, Ms. Read and Ms. Carmichael attended a meeting at Newton-Wellesley Hospital to discuss developing a comprehensive program designed to work with patients that have substance use disorders, and connecting them with resources. A lengthy discussion ensued on suboxone treatment programs and pain management.

- **Substance Abuse Prevention and Education – Carol Read**

Ms. Read stated that she too enjoyed the meeting at Newton-Wellesley Hospital and was glad that Ms. Carmichael encouraged the coalition to attend the meeting. Ms. Read stated that she appreciates that the team at Newton-Wellesley has been meeting with local Public Health Departments, and State Public Health to address addiction and substance dependence issues of the patients who come to Newton-Wellesley Hospital emergency department as well as for surgical inpatient services and after discharge connect to local public health departments.

Ms. Read stated that a representative from Newton-Wellesley Hospital attended the Community Crisis Intervention Team (CCIT) meeting. Ms. Read shared an update on this meeting. Ms. Read stated that the partnership between Public Health and hospitals is powerful in a lot of different ways.

Ms. Read provided an update on grant activity for the four towns. She stated that conversations involve what the four towns want to do collectively on alcohol compliance. Ms. Read referred to the Boston Globe article, "Where and when OUI convicts had their last drinks before an arrest." Ms.

Read stated that commonwealth is trying to encourage communities to be transparent as to what is happening in locales with over pouring. Ms. Read stated that reports and data such as this would be the validation need to enhance the alcohol regulations and moving the alcohol compliance around the four regions more closely with what Needham does with tobacco compliance and training. Ms. Read added that Mr. McDonald is presenting on January 27th the Public Health perspective of legalizing marijuana for recreational use at the event sponsored by District Attorney Michael Morrissey. Ms. Read shared an update on the effects of this referendum on local communities.

BOARD OF HEALTH PUBLIC HEARING - Began at 8:24 a.m.

- **Revise Article 1: Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham**

Mr. McDonald stated that Public Hearing remained opening from last month. He stated that there were no public comments on the tobacco regulations. He did however, received comments from two vendors on labeling. He noted that the Board was advised by the Mass Municipal Association to either revise or take out. Mr. McDonald reviewed revisions and changes to the draft with the Board. The conversation that followed included a lengthy discussion on establishing a 36-month tolling period for tobacco vendors, clarification on violations attached to the issuance of tobacco permits, and establishing a distance setback requirement. Target a memo for next months meeting with revised language to include changes as discussed. Mr. McDonald spoke about his budget request for funding from the Town for compliance checks.

- **Consider of Article 24: Regulation to Ensure the Sanitary and Safe Operations of Commercial and Recreational Marijuana Establishments, and to Minimize Community Impacts and Collateral Consequences of Widespread Recreational Marijuana Use and Both Commercial and Personal Marijuana Cultivation**

Mr. McDonald noted that he received comments on this regulation. Mr. McDonald reviewed changes to this policy with the Board. The conversation that followed included a discussion on whether or not to include labeling language on the potency of edible marijuana products and inhalants. Also on how to shape the regulations and whether or not the regulations would mirror the Medical Marijuana regulations. A general discussion followed on home cultivation.

Public Hearing will be kept opened.

OTHER ITEMS -**Hawthorn Builders**

Mr. McDonald welcomed Mathew Roth and Ryan McDonnell co-owners of Hawthorn Builders and invited to address the Board regarding their protocols on demolitions. Ms. Gurge gave a brief overview of the purpose for this Administrative Hearing. She stated that the pest control paperwork with regard to demolition review work was not validated. Ms. Gurge pointed out that this is an opportunity for Hawthorn Builders to explain their Pest Control Plan going forward. Mr. Roth gave an overview on protocols that are now in place. He described what staff would be required to do. Both Mr. Roth and Mr. McDonnell expressed their disappointment that this happened. They ensured the Board that this is not the type of business that they engage in, and that they have respect for town procedures. Mr. McDonnell stated that Hawthorn Builders no longer employs the individual involved with this oversight. A lengthy discussion followed. Ms. Gurge asked that their proposed Demolition Checklist be forwarded to her for review. Mr. Roth said that he would get that to her in a timely manner.

Board of Health Mission and Goals

Mr. McDonald presented changes and revisions to the Board of Health Mission and Goals FY2017-2018. A brief discussion followed.

Motion and Vote

Ed Cosgrove moved and Jane Fogg seconded the motion to adopt the Board of Health Mission and Goals FY2017-2018 as written.

The motion carried. The vote was unanimous.

Concussion Training

Mr. McDonald stated that a beta site is available but do not have the posted domain with the town to test the site. Once beta testing is complete he would be able to post the final product. Mr. McDonald described what the testing would involve and how this would be communicated to the user groups.

Healthy Aging

Mr. McDonald stated that he and his staff are working on a \$20K grant that would continue the work that was done on the assessment of housing and transportation options for seniors. Mr. McDonald stated that the grant would fund the Transportation Summit and the implementation of a Task Force to investigate how to coordinate and publicize transportation options available in Needham. A second phase of the grant would include funding to determine how to make homes accessible for seniors. This would involve a how to guide/brochure on modifying the home for accessibility. A brief discussion followed.

Adjournment -

Upon motion duly made and seconded, that the January 13, 2017 BOH meeting adjourn at 9:05 a.m.

The motion carried. The vote was unanimous.

Next meeting is scheduled for, Friday, February 10, 2017

Respectfully submitted: Cheryl Gosmon, Recording Secretary

Needham Public Health Department
January 2017
Health Agents - Tara Gurge and Brian Flynn

Activities

<i>Activity</i>	<i>Notes</i>
NEW Bodywork Establishment Inspections	1 – New Bodywork Establishment inspection conducted, with local police and state inspector, at: - <u>My Spa 2 (#400 Hunnewell St., Suite 3A)</u> – Inspection conducted. License applications will be submitted for review/approval. (For state and local.)
Bodywork Practitioner Application Review	2 – Bodywork practitioner permit applications received/reviews still in process. CORI/SORIs still under review. (NOTE: Three more applications still pending for B In Touch.)
Demo reviews/approvals	4 - Demolition sign-offs: • #176 Melrose Ave • #159 Marked Tree Rd • #42 Sterling Rd • #43 Hewett Circle
Food – Annual Permits issued	1 – Annual Food permits issued to: - <u>Buddha Superfoods (residential kitchen)</u>
Food – Complaint Follow-ups	2 – Food Complaint Follow-ups: - <u>Acapulcos</u> – Continuing to get updates from food consultant. They are meeting with her every other week for 3 months (or longer if required.) Establishment is also still forwarding to me their nightly cleaning logs for review. Food consultant stated that establishment is much improved. (On-going.) - <u>Dunkin Donuts Mini Mart</u> – Continuing to monitor this establishment for fruit flies. Having establishment forward nightly floor drain cleaning logs for review. Issue has greatly improved.
Food – Temporary Food Permits	11 – Temp. food event permits issued to: - <u>Knights of Columbus Hall (x2)</u> – For annual Super Bowl party event and St. Patty's Day dance event. Inspection conducted. Permits issued. - <u>Needham Human Rights Committee</u> – For Martin Luther King Jr. Day event at Needham High School. - <u>Newton/Needham Chamber of Commerce</u> - Re-Imagine Needham Event at Powers Hall. - <u>Eliot/Hillside School PTC</u> - Eliot/Hillside B.Ball Game. - <u>Hillside School PTC</u> - Let's Build Engineering event. - <u>Hillside School PTC</u> - Hillside Candy Bingo. - <u>Park and Recreation Dept. (x4)</u> - Kids Night Out events at PSAB.
Food – Plan Reviews/Approvals	2 – Food Permit Plan Reviews/Approvals conducted for: - <u>Buddha Superfoods (#14 Brewster Dr.)</u> – New residential kitchen food permit plan review packet received. Pre-operation inspection conducted. Approval issued. - <u>Linden/Chambers (#5 Chamber St.)</u> – Springwell is looking to apply for a food permit in order to have a site to provide already prepared food delivered for service (similar to Center at the Heights site.) Plan review conducted and approved. Pre-operation inspection pending.
Food – Pre-operation inspections	1 – Pre-operation food establishment inspections conducted at: - <u>Buddha Superfoods (#14 Brewster Dr.)</u> – For new residential kitchen.

Housing – Complaints/ Follow-ups	1 – Housing Complaints/Follow-ups at: - <u>Webster Green (#757 Highland Ave.)</u> – Report of insufficient heat on site. Site visit conducted. Met with complainant and also with the facilities manager. Oil burner needed a new part. Repaired.
Nuisance – Complaint/ Follow-up	1 – Nuisance Complaint/Follow-up: - <u>Restaurant Depot</u> – Report of a lot of trash debris in back parking lot near trash compactor. (Report issued by Building Dept.) Site visit conducted. Met with store manager about complaint. Trash items picked-up. Will also put compactor on a more frequent pick-up schedule. (Continuing to monitor.)
Planning Board/Special Permit reviews	1 – Planning Board review conducted for: - <u>Amendment to Major Project Site Plan Special Permit No. 2012-06, located at #50 Dedham Ave. Amendment to Major Project Special Permit 2014-04, property located at #10-16 Charles St.</u>
Septic – Enforceable Agreement/Conditional Pass	2 – Septic Enforceable Agreement / Conditional Pass letters issued for: - <u>#3 Burrill Lane</u> - Received a failed septic Title Five report. Sent letter to owner to ensure septic system is abandoned and connected to the municipal sewer line in a timely manner. Homeowner in process of submitting agreement. (Pending.) - <u>#380 Grove St.</u> – A ‘conditional pass’ septic Title Five report was received. Letter sent to homeowner to connect to the municipal sewer system. Homeowner is in the process of working on that requirement. Will submit septic abandonment form back for our record. (Pending.)
Septic – Plan Reviews/Approvals	1 – Septic Plan Review conducted for: - <u>#12 Brookside Rd.</u> – New revised septic plan submitted for review. (Plan review still in process.) UPDATE – Additional soil testing conducted in front yard. New Plan to be submitted for review. (Still pending.)
Septic – Certificate of Compliance	0 – Septic Certificate of Compliance issued.
Septic – Trench Permits	2 – Septic trench permits issued for: - <u>#12 Brookside Rd.</u> - <u>#267 Cartwright Rd. (Additional soil testing pending)</u>
Septic Installer Permit Application Reviews/ Permits issued	2 – Installer permit renewals issued.

Tobacco – Complaints	2 –Tobacco Complaints received for: - <u>CVS (#980 Great Plain Ave.)</u> – Report of staff smoking right outside back store door. Smoke is reported getting into abutting restaurants. Site visit conducted. Met with new store manager about complaint. She set up employee smoking area 20 feet from back door. Signage posted. - <u>7-Eleven (#845 Highland Ave.)</u> – Report of store manager smoking e-cigarette inside store. Spoke to manager about concern. Forwarded signage to be posted on site. Manager reminded staff of no smoking requirement.
Tobacco Insp.	2 – Tobacco inspections conducted.
Waste Hauler Permits	3 – Additional Waste hauler permits issued.
Well – Plan Reviews	0 – Plan review s conducted for new wells.
Well Permit - Irrigation/Site visit	1 – Well permit issued for the following well: - <u>#5 Mackintosh Ave.</u> – Site visit conducted with Water and Sewer Dept. to verify no cross connections and also to check required signage for irrigation well. Permit issued.
Zoning Board of Appeals Project reviews	0 – Zoning Board of Appeal reviews conducted.

Yearly

Category	Jul	Au	S	O	N	D	J	F	M	A	Ma	Ju	FY' 17	FY' 16	FY' 15	Notes/Follow-Up
Biotech	0	0	0	0	0	2	0	0	0	0	0	0	2	2	2	Biotech registrations
Bodywork	0	1	0	0	0	4	1	0	0	0	0	0	6	11	0	Bodywork Estab. Insp.
Bodywork	0	1	0	0	0	4	0	0	0	0	0	0	4	3	0	Bodywork Estab. Permits
Bodywork	0	2	0	0	0	8	1	0	0	0	0	0	11	10	0	Bodywork Pract. Permits
Bottling	0	0	1	0	0	0	0	0	0	0	0	0	1	1	1	Bottling Permit insp.
Demo	5	12	11	21	9	9	4	0	0	0	0	0	71	110	100	Demo reviews
Domestic Animal Permits/ Insp.	1/0	0/1	0	0	0	1	0	0	0	0	0	0	2/1	16	15	Animal permits/ Inspections
Food Service	12	16	11	18	18	19	21	0	0	0	0	0	115	209	220	Routine insp.
Food Service	3	1	11	6	2	0	1	0	0	0	0	0	24	35	26	Pre-oper. Insp.
Retail	2	10	6	6	7	3	4	0	0	0	0	0	38	71	71	Routine insp.
Resid. kitchen	0	1	1	0	0	0	2	0	0	0	0	0	4	11	8	Routine insp.
Mobile	6	1	0	0	0	0	1	0	0	0	0	0	8	9	10	Routine insp.
Food Service	7	3	5	2	5	2	4	0	0	0	0	0	28	50	52	Re-insp.
Food Service/ Retail	1	0	3	2	1	126	1	0	0	0	0	0	134	176	170	Annual permits
Food Service	13/6	8/3	29/15	18/0	8/0	6/1	11/1	0	0	0	0	0	93/26	107/54	96/44	Temp. food permits/ Temp. food insp.
Food Service	0/0	0/0	0	0	0	0	0	0	0	0	0	0	0/0	9/16	18/45	Farmers Market permits/ Market insp.
Food Service	0/0	3/3	0/1	0	1/1	4/4	0/2	0	0	0	0	0	8/11	21/21	17/21	New Compl/ Follow-ups
Food Service	1	3	3	4	2	5	2	0	0	0	0	0	20	32	35	Plan Reviews
Food Service	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	Admin. Hearings
Grease/ Septage Haulers	0	0	0	1	0	22	1	0	0	0	0	0	24	29	25	Grease/ Septage Hauler permits
Housing	0/0	0/0	7/0	0/7	0	0	0	0	0	0	0	0	7/7	7/4	7/4	Annual

(Chap II Housing)																routine insp./ Follow-up insp.
Housing	2/4	0/2	0/2	0	0	0	1	0	0	0	0	0	3/9	18/ 37	8/ 10	New Compl./ Follow-ups
Hotel	0	0	0	0	0	2	0	0	0	0	0	0	2	3/0	2/0	Annual insp./Follow-ups
Nuisance	2/9	3/9	2/3	0/1	3/2	3/2	1/2	0	0	0	0	0	14/ 28	44/ 50	43/ 47	New Compl./ Follow-ups
Pools	0	1/3	2/2	0	0	5	0	0	0	0	0	0	8/5	9/3	10/ 7	Pool insp./follow-ups
Pools	0	0	0	0	0	5	0	0	0	0	0	0	5	9	10	Pool permits
Pools	2	1	2	2	2	1	0	0	0	0	0	0	10	8	7	Pool plan reviews
Pools	1	0	0	0	0	4	0	0	0	0	0	0	5	4	6	Pool variances
Septic	1	3	3	1	2	2	1	0	0	0	0	0	13	8	9	Septic Abandon Forms
Septic	1	2	1	1	0	0	0	0	0	0	0	0	5	9	10	Addition to a home on a septic plan rev/approval
Septic	0	8	5	1	1	11	0	0	0	0	0	0	26	23	14	Install. Insp.
Septic	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2	COC for repairs
Septic	0	0	1	0	1	1	0	0	0	0	0	0	3	3	0	COC for complete septic system
Septic	6	6	7	5	4	6	5	0	0	0	0	0	39	61	61	Info. requests.
Septic	2	0	1	0	0	0	1	0	0	0	0	0	4	8	3	Soil/Perc Test.
Septic	0	1	1	1	2	0	0	0	0	0	0	0	5	6	4	Const. permits
Septic	1	0	2	0	0	5	2	0	0	0	0	0	10	9	10	Installer permits
Septic	1	0	2	1	0	2	0	0	0	0	0	0	6	6	6	Installer Tests
Septic	0	0	2	0	1	0	0	0	0	0	0	0	3	3	3	Deed Restrict.
Septic	2	1	1	1	3	2	0	0	0	0	0	0	10	14	8	Plan reviews
Sharps permits/ Insp.	0	0	0	0	0	9	0	0	0	0	0	0	9	10	10	Disposal of Sharps permits/Insp.
Subdivision	0/0	1/0	0/1	0	0	0	0	0	0	0	0	0	1/1	3/0	7/1	Plan review- Insp. of lots /Bond Releases
Special Permit/ Zoning memos	1/1	0/1	0	1	1	2/2	1	0	0	0	0	0	6/4	16	12	Special Permit/ Zoning

Tobacco	1	0	0	0	0	11	0	0	0	0	0	0	12	13	12	Tobacco permits
Tobacco	1/1	3/1	2/0	2/0	2/1	1/0	2/1	0	0	0	0	0	13/4	25/7	21/2	Routine insp./ Follow-up insp.
Tobacco	0	0	0	12	0	11	0	0	0	0	0	0	23	48	36	Compliance checks
Tobacco	0/0	0/0	0/0	0	0	0	2/2	0	0	0	0	0	2/2	4/4	3/3	New compl./ Compl. follow-ups
Trash Haulers/ Medical Waste Haulers	0/0	1/0	0/0	0	0	0/1	1/1	0	0	0	0	0	2/2	30/2	29/2	Trash Hauler permits/ Medical Waste Hauler permits
Wells	1	1	0	2	1/1	0	0/1	0	0	0	0	0	5/2	6/0	14/1	Permission to drill letters/ Well permits

FY 17 Critical Violations Chart (By Date)

Restaurant	Insp. Date	Critical Violation	Description
Fuji Steakhouse	7/18/16	- Cold Holding - Conformance with Approved Procedures/HACCP Plan (for Acidified Sushi Rice) - Food Contact surfaces cleaning and sanitizing	- Need to ensure that walk-in cold-holding temp. is maintained at 41 deg F or below. Had serviced. - Need to ensure that Sushi pH Log is maintained and entries are made when rice is prepared (Log was not up to date). Updated log; - Ensure that dish machine reaches a min. temperature of 180 deg F or greater for final hot water sanitizing rinse. Had serviced.
Gianni's Deli	10/4/16	- Hot Holding	- Need to ensure that calzones are hot held at min 140 deg F. (Moved to warmer.)
Dunkin Donuts (Highland Ave.)	10/25/16	- Cold Holding	- Need to ensure that prep reach-in cold-holding unit temp. is maintained at 41 deg F or below. (All items moved to walk-in unit.) Had unit serviced. New unit pending.
Rice Barn	11/1/16	- Cold Holding	- Need to ensure that prep reach-in cold-holding unit temp. is maintained at 41 deg F or below. Had unit serviced.

January, 2017 Monthly Report
Maryanne Dinell- Traveling Meals Program Coordinator

Maryanne Dinell- Traveling Meals Program Coordinator

<i>Description</i>	<i>Reason</i>	<i>Notes/Follow-Up (ongoing, completed, etc.)</i>
Month of January, 2017	Residents of Needham, need help with their daily meals.	42 clients on the Traveling Meals Program 29 Springwell Elder Services, Waltham clients 13 private pay clients - Needham residents
648 2- meal packages were delivered in September	26 Clients receive meals 5 times a week 16 Clients receive meals 3 days a week 4 Clients receive 7 meals within 5 day period	473 meals delivered to Springwell Clients 175 meal delivered to private pay residents Total #648 meals delivered @ 5.50 per meal =cost of \$3564.00
3 new clients, 2 previously on the Program 1 for 1 st time	1 Springwel l Clients 2 private pay	2 consumers expected to be short term 1 consumer expected to be long term
3 clients off Program	2 clients into nursing home 1 Client passed away	2 clients on Program since 2016- short term client on Program one month December 2016

[illegible]

Category		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY '16 Total	FY '17 Total	

Meetings, Events, and Trainings

BI	Type	Description/Highlights/Votes/Etc.	Attendance
Board of Health Meeting		Monthly meeting held at PSAP	9

Donations, Grants, and Other Funding [List any donations received, grants funded, etc. over the past month.]

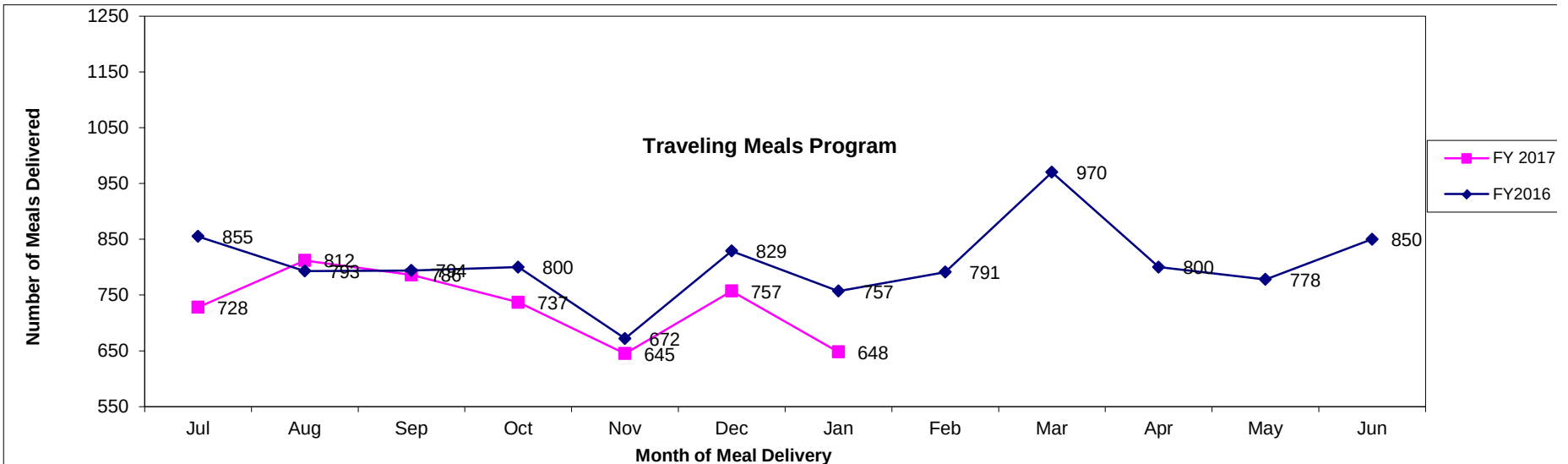
Description	Type (D,G,O)	Amount Given	Source	Notes
Donation	Donation	\$1000.00	Volunteer driver for Traveling Meals Program	

Traveling Meals Program

January, 2017 FY 17

Month	# Meals FY2016	# Meals FY2017	FY17 Cost	% Change # Meals
<u>Jul</u>	855	728	\$4,004.00	-15%
<u>Aug</u>	793	812	\$4,466.00	2%
<u>Sep</u>	794	786	\$4,323.00	-1%
<u>Oct</u>	800	737	\$4,053.50	-8%
<u>Nov</u>	672	645	\$3,547.50	-4%
<u>Dec</u>	829	757	\$4,163.50	-9%
<u>Jan</u>	757	648	\$3,564.00	-14%
<u>Feb</u>	791			
<u>Mar</u>	970			
<u>Apr</u>	800			
<u>May</u>	778			
<u>Jun</u>	850			
Totals:	9,689	5,113	28,121.50	

Projected-12 Mo.	
\$	48,208.29
#	8,765



Needham Public Health Division – Nurses Report

Donna Carmichael RN & Alison Paquette RN

COMMUNICABLE DISEASES and Animal Bites

NEEDHAM HEALTH DEPARTMENT

FISCAL YEAR 2017

DISEASES:	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Apr	MAY	JUN	T17	T16	T15
BABESIOSIS				1									1	0	3
Borrelia Miyamota													0	1	na
CAMPYLOBACTER			2	1									3	9	12
CRYPTOSPORIDIUM													0	0	0
Dengue						1							1	0	0
E-Coli													0	0	0
EHRlichiosis/ HGA		1											1	2	2
Enterovirus				1									1	3	2
GIARDIASIS			1	1									2	1	5
HEPATITIS B		1		1	1								3	5	8
HEPATITIS C	3	1	3		1	2	3						13	12	13
Influenza	2		5	9		2	18						36	102	77
Legionellosis													0	0	2
Listeriosis													0	1	0
LYME	5	4	7		3	6	3						28	58	57
MENINGITIS													0	0	0
Meningitis(Aseptic)													0	0	0
Mumps							1						1	2	0
Noro Virus													0	2	0
PERTUSSIS				1									1	1	1
SALMONELLA	1					1							2	5	1
SHIGA TOXIN	1	1											2	0	0
SHIGELLOSIS						1							1	3	2
STREP Group B													0	3	2
STREP (GAS)													0	1	2
STREP PNEUMONIAE													0	0	1
TUBERCULOSIS													0	0	1
TULAREMIA				1									1	0	0
Latent TB- High Risk				1									1	1	0
Varicella			1		2	1	1						5	9	6
Vibrio				1									3	1	1
West Nile virus													0	0	0
Zika					1								1	0	0
TOTAL DISEASES	12	8	19	17	8	14	26						104	222	197
Revoked Diseases Investigated	3	1	1	0	0	1	2						8	8	7
Contact Investigation													0	0	NA
Animal/Human Bites															
DOG		1					1						1	8	10
CAT													0	2	0
BAT	1	1					1						2	5	5
SKUNK													0	1	0
RACCOON													0	0	0
other							1						0	0	0
TOTAL BITES	1	2	0	0			3						6	10	18

Immunizations	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY17	FY16	FY15
B12	2	2	2	2	2	2	2						14	23	22
Flu (Seasonal)	0	0	0	497	158	6	0						661	816	723
TDap	1	0	0	0	0	0	0						1	0	2
Varicella	0	1	0	0	0	0	0						1		
Consult	30	48	62	54	54	54	71						373	475	390
Fire/Police	4	6	8	2	3	12	18						53	40	49
Schools	8	10	15	16	12	10	15						94	88	59
Town Agencies	12	22	24	28	23	20	22						151	216	125
Community Agencies	6	10	15	8	16	12	16						83	139	157

ASSISTANCE PROGRAMS												FY17	FY16	FY 15
Food Pantry	0	1	3	2	2	2	0					10	21	35
Food Stamps	0	0	0	1	0	0	0					1	6	4
Friends	0	0	0	0	0	0	0					0	1 - \$300.00	1- YTD
Gift of Warmth	0	0	0	0	3	1	0					4 YTD \$870.00	YTD 17	22 - YTD
Good Neighbor	0	0	0	0	0	0	2					2	YTD- 5	6- YTD
Park & Rec	0	1	0	0	0	0	0					1	5	3
RTS	0	0	0	0	0	0	0					0	0	1
Salvation Army	0	0	0	0	0	0	0					0	0	0
Self Help	0	0	3	5	11	3	3					25	27	51
Water Abatement	0	0	0	0	0	0	0					0	2	2

WELLNESS Programs

														FY17	FY16	FY15
Office Visits	39	41	38	35	48	28	32							261	447	287
Safte Visits	0	0	0	1	1	0	2							4	10	33
Clinics	1	0	0	0	0	0	0							0	31	34
Housing Visit	2	0	0	1	2	0	0							3	8	27
Housing Call	6	0	2	6	3	1	2							14	70	186
Camps-summer	6	8	8	0	0	0	0							22	72	63
Tanning Insp	0	0	0	0	0	0	0							0	0	2
Articles	0	0	1	0	0	0	1							2	2	8
Presentations	0	0	0	0	0	0	0							0	2	2
Cable	1	0	1	1	0	0	0							3	1	4

EMPLOYEE WELLNESS	July	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	FY17	FY16	FY15
BP/WELLNESS - DPW/RTS	18	14	14	15	15	14	13						103	120	137
FLU VACCINE	0	0	0	36	10	0	0						46	87	52
CPR/AED INSTRUCTION	0	0	0	0	0	0	0						0	26	29
SMOKING Education	0	2	2	1	2	0	1						8	9	8
HEALTH ED Tick Borne	28	0	15	12	0	0	0						55	67	102
HEALTH ED Mosquito Borne	28	0	15	12	0	0	0						55	80	90
HEALTH ED FLU	0	0	10	28	25	12	50						125	327	221
FIRST AIDE	6	4	3	4	6	3	6						32	34	29
GENERAL HEALTH EDUCATION	20	12	22	26	25	20	28						153	188	230
Police weights	0	0	0	0	10	9	1						20	33	34
TOTAL EMPLOYEE CONTACTS	100	32	81	134	93	58	99						597	1028	981

Emergency Planning

NC7 - Dedham

Meetings, Events, and Trainings

<i>Title</i>	<i>Description/Highlights/Votes/Etc.</i>
Office Space	Walk through some alternative space for Health Dept with Tim and Town departments
PAD Program	Updates to PAD Program (Public Access Defibrillation) Updating materials for teaching CPR – Instructor Update with BID Needham
DVAC	Monthly Meeting with minutes
SAPC Meeting	Mtg in Dedham
CCIT	Meeting at Police Station – Review of Mental Health Needs
MAPHN	Planned and hosted Regional Public Health Nurses Training – Domestic Violence and Sexual Assault 45 people attended
NWH	Community meeting with NWH – Opioids
Riverside Home based Program	Meeting with Riverside Home based Program to review program needs as well as documentation and reporting to Health Department
Conference Call	Commissioner Bharel's quarterly Webinar and Conference

Needham Public Health Department

Catherine Delano, Senior Substance Use Prevention Program Coordinator
January 2017 Monthly Report

Section 1: Highlights

- Continued meetings with our three action teams. Each team tries to meet every other week.
- Completed our continuation application which included a 12 month action plan and 3 year projected spending.
- Worked on the SPAN website with Summer Koop, which is almost completed.
- Participated in monthly CCIT meeting. Newton – Wellesley joined us for a conversation about data and resources.
- Continued planning pharmacists breakfast – secured speakers and location.
- Attended a forum that discussed the specifics of the recreational marijuana law.

Section 2: Goals

- Start a monthly segment on the Needham Channel related to varying public health topics.
- Build SPAN capacity/community recognition.
- Build youth coalition capacity.
- Find a central location for the Department to work.
- Get approval by Town to implement Alcohol Compliance checks.

Needham Public Health Department

January 2017

Substance Abuse Prevention & Education
Needham Coalition for Youth Substance Abuse Prevention ~ NCYSAP
Karen Mullen, Project Coordinator/Capacity Building

Section 1: Activities

Activity	Notes
SALSA Activities- <i>Students Advocating Life Without Substance Abuse</i> 2016-17 SALSA is comprised of 136 High School club members- one of the largest clubs at NHS.	SALSA Field Trips to Pollard Health Classes- Prep for 1/6 & 1/7 trips. Arrange transportation, rehearsals, confirm students attending, distribute trip forms, order lunches. Prepare for 2/27 & 2/28 Pollard field trips to grade 8 Health Classes. Arrange transportation, rehearsals, confirm students attending, distribute trip forms, order lunches. Coordinate with Robyn Briggs (NHS Graphics teacher) to have students design new SALSA logo and t-shirt. New logo and t-shirts completed Jan. 2017. 2 SALSA Leadership Team Meetings to discuss new Public Service Announcement being developed and identify 10 NHS opinion leaders to agree to discuss on video why they have chosen not to use alcohol and other drugs. Meeting with NHS student (Conner Jahn) and NHS TV studio teacher and Needham Channel employee Natalie Guthrie. Natalie agreed to tape and edit student PSA. SALSA Leadership Team members have approached NHS Administration about bringing SALSA to younger students vs. just grade 8. They believe the refusal skills and training is needed in grade 6 before risky behaviors begin. High Rock Health Teachers have agreed to a SALSA pilot with 6th Graders in the spring with a target of fall, 2017 to implement full program for 6th Graders. Distracted Driving Awareness program- SALSA students successfully encouraged over 150 NHS students to take DA Morrissey sponsored program. SALSA sponsored a \$25 Dunkin Donuts Gift Card to 1 randomly selected student who completed the interactive online program. Program and contest were communicated via NHS Newsletters and emails directly to NHS students. <i>More NHS students have</i>

Activity	Notes
	<i>completed the online distracted driving awareness program than any other high school in Norfolk County to date.</i> Event & rehearsal administration, membership administration, project management
Fundraising- SALSA & 5th Quarter	Needham Golf Charities and Needham Exchange Club have agreed to sponsor 5 th Quarter events in the fall.
Needham Channel Prevention Videos	Needham Channel to edit our 2 prevention videos. Targeted completion March for distribution in April.
SPAN Marijuana Action Team Meeting	Working with Administration to have NHS students produce a PSA video & activity to be shown in extended homerooms, to remove bathroom doors from 900s to reduce smoking in school and to draft a parent/student communication regarding the new recreational marijuana law and how it will affect NHS students. Include 5 tips for parents about MJ.

Needham Health Department
Monica De Winter, Program Support Assistant
Karen Shannon, Program Support Assistant
January 2017 Monthly Report

Section 1: Summary

During the month of January we primarily worked on the DFC grant required Continuation Grant. We also coordinated work of the SPAN coalition, namely, the three action teams (Alcohol, Marijuana and Prescription). We attended an important workshop on marijuana legalization as well.

Section 2: Activities

<i>Activity</i>	<i>Notes</i>
DFC Continuation Application 2017	Prepared all required documentation for report including: 12 month Action Plan and all other required forms (Catherine prepared Budget Narrative & Summary), and submitted report on 1/26/17, one day before due date.
Research	Researched recreational marijuana laws for state of Washington, including edibles, home cultivation, advertising and signage. Researched case for change on tobacco compliance.
Epiphany Community Services conference calls	Conference calls with Kelli Keck, Karen S., Monica and Catherine to resolve data entries on REACH and provide updates on coalition work.
Data input	Entered accomplishments and outputs to REACH software in preparation of DFC Semi Annual Progress Report due on 2/17/17.
Needham Parents Care	Planned next meeting: 2/13/17. Collaborated with parent members on disseminating our message to Needham schools; one parent member attended Broadmeadow School PTC meeting and made presentation about NPC mission and how parents can volunteer.

Section 3: Meetings & Conferences

<i>Title</i>	<i>Description</i>	<i>Attendance</i>
Prescription Drug Action Team meetings: 1/5, 1/19	Continued planning work for Pharmacy Breakfast, NHS Student Email Messaging, Hidden in Plain Sight event, and Pill Pod Distribution Campaign.	7-8
Marijuana Action Team meetings, 1/10, 1/31	Continued planning for student-created PSA video for use in extended homeroom (May 2017) on educating NHS students on substance use. Also began planning for educational campaign on impacts of marijuana, "5 Things You Need to Know" designed for both NHS students and parents.	10
Alcohol Action Team meeting, 1/10	Discussed a range of initiatives to present education and awareness to both NHS students and their parents around underage drinking. Emphasis on rising 9 th graders and their parents, potential presentations and speakers at 8 th grade Step Up Day. Also, prom season campaign, alcohol compliance checks and creation of a Youth Diversion Program.	8
Marijuana Legalization, "Community Strategies Following the Passage of Question 4," Canton, MA, 1/27/17	Attended 3 hour forum on overview of new marijuana law, strategies for law enforcement, and guidance for towns on local control of retail outlets.	75+ (?)

Meetings with Catherine	Discussed Continuation Grant requirements	3
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Substance Use Prevention and Education ~ Initiative Highlights

Needham NPHD, Needham SPAN and Substance Abuse Prevention Collaborative (SAPC) grant * collaboration with the towns of Dedham, Needham, Norwood and Westwood.

SAPC grant

Town coalition meetings:

Dedham Prevention coalition meeting: No January meeting

Impact Norwood coalition meeting: January 30th Norwood High School 3:00pm

Westwood Cares coalition meeting: January 9th Westwood Youth & Family 7:00pm

Strategies to reduced youth access to marijuana including town votes to opt out, marijuana health curriculum and community health impact messages targeting youth impact.

Dialogue on individual and family support opioid addiction and access to Narcan. Advocacy with town leaders to adopt AlcoholEdu for 9th grade students. Strategic Planing (Westwood)

SAPC program and capacity building initiatives:

SAPC Leadership Team: January 9th SAPC Strategic Plan implementation planning, Action Team formation outreach alcohol use and initiatives to inform and educate town leaders on the December 15th marijuana legalization structures and impacts: home growing and possession parameters, resources for youth marijuana education and community education materials.

SAPC Program Manager meeting: January 10th. Liz Parsons, Melrose (5 towns) Lyn Frano, Stoughton (4 towns) Collaboration on best practice implementation SPF – cluster towns, alcohol policy to impact Excessive Alcohol Use (EAU) and resource sharing on SAPC youth initiative. Responsible Beverage Service Training (RBS) Mike Marcantonio, marijuana educational materials and strategies to impact marijuana accesses post legalization December 15th home grow and possession.

MassTAPP Technical Assistance: (January 19th Conference call) - (January 20th In-person) Tracy Desovich, MPH. Review of Needham SAPC Strategic Plan, progress on prevention initiative implementation across cluster towns. Identification of capacity building steps to enhance local coalition engagement with regional prevention initiatives, Action Team outreach planning and follow-up.

SAPC strategic planning: January 17th Lyn Frano, Stoughton. Collaboration on implementation and subsequent resource sharing for youth PhotoVoice project and AlcoholEdu for High school parents.

Dedham Coalition Leadership planning: January 18th Parent survey implementation Public Health, School Health and Board of Selectman draft survey review, potential edits, town implementation planning, stakeholder outreach and survey promotion partners.

SAPC RBS training planning: January 19th Alcohol licensees Dedham, Needham, Norwood and Westwood contact information, RBS program planning part 1 with Maureen Doherty.

Norwood Pubic Health: January 23rd Drug Free Communities (DFC) 2017 FOA. Review application: narrative questions, budget parameters (federal request and In kind) budget narrative synthesis with 12 Month Action Plan and grants.gov online submission requirements.

Needham Public Health (NPHD) -Needham Substance Abuse Prevention Network (SPAN)

NPHD initiatives:

Coalitions Learning Together: January 4th Regional prevention collaboration planning to educate Norfolk County towns on the public health, public safety and legal implications of the passage of Q 4 approving the enactment of The Regulation and Taxation of Marijuana Act (Act) codified, in part as G.L. c.94G as of December 15th 2016 personal use including home grow and possession is legal. January 27th Tim McDonald presenter/ panel speaker.

Community Crisis Intervention Team (CCIT): January 11th Needham Police Department: Chris Baker and Sgt. John McGrath, Needham Fire: Donald Anastasi and Eddie Sullivan, Donna Carmichael, Latanya Steel, Catherine Delano Riverside CC Community Liaison Noelle Kelly, LICSW (absent) Lauren Lele, Newton Wellesley Hospital, Community Benefits.

Newton Wellesley Hospital: January 12th Dr. Antje Barreveld facilitator presenting NWH initiatives in multidisciplinary pain management and substance abuse treatment, prevention, and education. Collaborative planning with NWH physician leaders and clinicians from the emergency department, infectious disease, pain service, palliative care, primary care, anesthesiology, mental health and others and local Public Health departments.

Needham Board of Health: January 13th Director report, staff public health and prevention reporting.

Marijuana regulation meeting: January 17th NPHD prevention staff conference call. Outreach to states of WA-CO-OR-AK to identify health and safety procedures and policies involved in oversight of recreational marijuana industry. CD-KS- CR.

Norfolk District Attorney Prevention meeting: January 18th Michael Morrissey District Attorney, Jennifer Rowe Assistant District Attorney, Dave Morgan, Pharmacist. Overview 2016 accomplishments and 2017 goals and grant opportunities, Jennifer Rowe, A.D.A. Data presentation on county deaths related to OUI driving, ODD and POLD data ABCC. Norfolk coalition program updates, resource sharing and networking. March 14th Safe Prescribing Conference (CEUs provided pharmacists) MD, DO, DMD, NP, PA 5.75 AMA PRA Cat. 1 credits.

Metrowest Substance Abuse Prevention Alliance (SAPA): January 23rd Ashland, Concord, Dover, Framingham, Hopkinton, Hudson, Natick, Medfield and Wayland, core members. Collaborative partnership funded by a MWHF grant. Initiatives: alcohol policy, youth engaging, prevention networking, resource sharing and impacting youth access to marijuana.

NPHD Staff monthly meeting: January 26th Staff sharing and Strategic Planning overview.

SAPC 2017 budget review: January 26th Preliminary review of grant budget expenditure timeline, projected expenses and plan to manage change in expenses. Tim McDonald.

Needham High School media initiative: January 29th Natalie Guthrie, NHS faculty, Juan Antonio, student project coordinator. Documentary screening: *Marijuana Q4 recreational marijuana legalization in Massachusetts*. CR interview, sharing public health impact on youth access, road safety and perception of risk and youth use rates.

Marijuana event: January 27th *Marijuana Legalization: Community Strategies*. Collaborative conference Norfolk DA Morrissey, Stoughton OASIS coalition, Needham Public Health and Canton Fire Department. Presentations: Katherine Laughman, Kopleman & Paige, John Scheft, Law Enforcement Dimensions, Timothy McDonald, Chief John Carmichael, Walpole and Governors Opioid Task Force. Bank of Canton 9:00am-12:30pm

NPHD Staff review: January 30th Review of Needham data on social worker wrap around services, referral protocols, communication procedures and scope of services provided by Riverside Community Care. TM-DC-CD.

NPHD programs and meeting preparation, outreach for research and resource gathering:

(1) Marijuana regulations CO- 2 calls Denver Public Health (2) CCIT - Synthesize resources, draft resource support contacts for CCIT packet: SUD assessment, treatment, MH conditions, domestic violence including peer support groups, educational information and helplines with 24/7 live support. (pocket card, introductory letter and resource page) Formatting and print: Dawn Stiller.

Resident Support- Respond to calls or meeting requests related to mental health conditions and/substance use disorder resources. Referral to counseling, assessment, treatment and recovery resources. **2 requests:** (F- 28 yrs. SUD opioids, parenting support) (F- 19yrs. SUD- MH)

SPAN initiatives:

SPAN – January 6th Catherine Delano, Coalition capacity building membership, Leadership Team capacity building- new members, coalition history and best practice operations.

Holidays (2) : New Years Day January 2nd – Marlin Luther King January 16th

*SAPC technical assistance calls, coordinator meetings, and compliance related to the SAPC grant program are extensively documented in the BSAS-SAPC online quarterly reports.

Respectfully submitted by Carol Read February 6, 2017

Page 3 of 3 pages END

times
11/26/12

RELIABILITY
PROJECT

Route choice meets protests

Many urge
Eversource to
use South Street

By Emma R. Murphy
emurphy@wickedlocal.com

Emotions were high at the public hearing on Eversource Energy's reliability project, which filled the Broadmeadow School performance center Jan. 23.

The Needham Board of Selectmen and Park and Recreation Commission held the meeting to hear questions and concerns from the public on the project that would add 2.6 miles of underground transmission lines through Needham.

Connecting the West Roxbury Baker Street substation with the Needham substation on Chestnut Street, the project is intended to enhance reliability in the area.

Eversource is requesting

SEE PROTESTS, C7

PROTESTS

From Page A1

approval for a permit from the Energy Facilities Siting Board. Before granting the permit the board is reviewing the project's preferred route that would extend underground lines from Greendale Avenue parkland to Chestnut Street.

Residents have become increasingly vocal over concerns related to the potential health risks, environmental impact and disruption to the surrounding neighborhoods.

The biggest concern for many residents is the health impact of the Electromagnetic Fields, EMFs, emanating from the transmission lines. The preferred route would run by two Needham schools, leading residents to worry that their children's health would be affected.

"My primary concern is that this is not necessarily the best and safest solution," said Needham resident Steven Brunelli in an interview.

In response to earlier concerns, the Needham Board of Health looked into the potential health effects of EMFs and determined that there were no clear or conclusive negative health impacts.

The two-page report submitted to the Board of Selectmen on the Public Health Department's findings did not ease the concerns of all residents.

Resident Clair Fialkov questioned the length of the report and whether the town had done its due diligence in researching EMFs.

In an interview, Director of Public Health Tim McDonald explained that Public Health Department staff had reviewed several studies and

Roads included in Eversource Energy's preferred under- ground route:

Greendale Avenue
("gravel pit")
Grosvenor Road
Broad Meadow Road
Great Plain Avenue
Harris Avenue
School Street
Grant Street
Junction Street
Chestnut Street

Roads included in the alternate under- ground route:

Peacedale Road
Great Plain Avenue
South Street
High Rock Street
Chestnut Street

reports before submitting the report which they were asked to keep short.

"We think EMFs are risks that can be managed and are very minor risks at that," McDonald said.

According to McDonald, the key to relieving concerns is to better communicate the information.

"I don't want to dismiss their concerns," said McDonald. "It's on the town to communicate to people how to understand the small risks in context."

For Fialkov and Brunelli, both members of a neighborhood group formed in response to the project, the question is not a matter of how big the risk is: it is a question of why take the risk at all.

Only one resident spoke in favor of the project.

"I'm old enough to remember having to hide under my desk when the nuclear bomb was going to go off. I think worrying about EMFs is ridiculous," said James Royal.

If approved, the project

Town departments get Healthy Aging Initiative grants

The Town of Needham's Council on Aging and Public Health Department, part of the town's Health and Human Services Department, recently received a grant award from the MetroWest Health Foundation.

The grant award of \$20,000 was based upon a proposal to address those community conditions that confront Needham's seniors and that were presented in the Assessment of Housing and Transportation Options for Needham Seniors.

A Healthy Aging report presented to the Board of Health and Council on Aging revealed that finding

an affordable and accessible home may be a big challenge for seniors, and that with limited housing supply and high cost of housing, seniors' best choice may be renovating their current home to make it more accessible.

The other issue highlighted in the Healthy Aging Report was transportation for Needham's seniors.

The Council on Aging has worked to address transportation issues for seniors, many of whom may be considering giving up their cars, by working with other town departments and looking for funding opportunities, including grants such as the one from the MetroWest

Health Foundation.

The two divisions will utilize the grant funding to address some of the most immediate challenges identified in the Healthy Aging Report including better organizing and better coordinating existing transportation resources in Needham, and more effectively publicizing the transportation resources that already exist in the community and developing easy to use resources and a careful guide on how to modify a home to make it more accessible for seniors as they age in place.

For information: 781-455-7500, ext. 278; lschoeff@needhamma.gov.

A2 times 11/28/17

WHAT'S UP

Alcohol compliance checks

The Needham Police Department, as an agent of the Needham Board of Selectmen, will conduct Massachusetts Alcoholic Beverage Control Commission compliance checks within the upcoming year.

The purpose of the checks is to ensure that liquor license holders within the town of Needham are complying with regulations put forth by the ABCC and the town of Needham rules and regulations.

The Needham police may conduct underage stings as part of these compliance checks. This public notice will serve as public notice for the entire year of 2017.

would likely require the clearing of 200 to 250 trees, something that many residents spoke against.

"The preferred route is going right next to my house, and it's going to take down all of my trees," said resident James Phelan.

Several residents questioned how Eversource identified the preferred route and accused the company and the town of giving preferential treatment to certain areas of Needham such as South Street, which had been identified as an alternate route.

"This is corporate nonsense being driven down the throats

of taxpayers," said resident Ted Villa. "Someone's got to stand up for East Needham."

Residents argued that the alternate route was the better choice, as it would stretch through more rural parts of Needham, thus causing less disruption.

"I beg the town to really think about South Street as the optimal option, there are no sidewalks," said one resident.

Others wanted to know why the company would not route the lines through their existing easement along the commuter rail - an area that underwent extensive clear cutting for a different Eversource project.

Installing above-ground lines along the commuter rail is an option for the company, though in past meetings the selectmen urged against that option.

"Burying it is better than being above ground," said McDonald.

The town was recently granted intervenor status, which will permit the town to be involved in the siting board's review of the proposed project.

According to Selectmen Chairman Matt Borrelli, the board is working with Eversource on an agreement to mitigate the impact to

abutters.

"No matter where this goes, it's going to impact someone," Borrelli said.

At the close of the hearing the neighborhood group submitted a petition with what members said were more than 200 signatures to select the alternate route.

"It is up to us to demand that the town's Board of Selectmen reject Eversource's 'preferred' route and approve the 'alternate' route for the West Roxbury to Needham Reliability Project," the online petition reads.

Reliability Project
Cont'd

Tuesday

**WICKED
LOCAL NEEDHAM**

Posted Jan 17, 2017 at 1:37 PM

Updated Jan 17, 2017 at 1:37 PM includes content from the Needham Times

Local builder filed forged documents to Needham Health Dept.

By Emma R. Murphy

emurphy@wickedlocal.com

Follow

Hawthorn Builders, a Needham-based company with several projects in town, recently admitted to filing forged documents to the Needham Public Health Department.

According to Tim McDonald, director of Public Health, Hawthorn Builders had filed forged paperwork claiming that homes up for demolition had been inspected for pests.

The department's environmental health agent, Tara Gurge, made the discovery when she noticed a discrepancy in paperwork for a specific home and called the pest inspector listed as completing an inspection. According to McDonald, the inspector informed Gurge that they had never worked at the property listed by Hawthorn Builders.

Upon further investigation, the department determined that Hawthorn Builders submitted forged pest inspection paperwork for six of the homes it demolished in 2016, McDonald said.

New homes have since been constructed on those sites.

Before the building department issues a demolition permit, the Health Department and Fire Department have to both sign off on the project.

When approving a requested demolition, the Health Department requires the builder to have the building inspected for pests and asbestos. Only after the necessary inspections are completed will the department sign off, allowing the builder to request a demolition permit

Tuesday

McDonald said.

Updated Jan 17, 2017 at 1:37 PM

According to McDonald, the pest inspection was the only portion of the paperwork that had been forged.

After the discovery, the Board of Health called Hawthorn Builders to a hearing on Jan. 13.

At the hearing, Hawthorn Builders co-founders Ryan McDonnell and Matthew Roth explained that an employee who is no longer with the company had submitted the forged paperwork for all six projects.

"We're very sorry this happened," said McDonnell. "This has been eating us up for obvious reasons."

Failure to inspect a house for pests before demolition is a public health problem because if a building with pests is demolished before the pests are removed, it could send those pests to neighboring homes or buildings, McDonald said.

"We don't take pest control lightly," said Edward Cosgrove, a Board of Health member. "It isn't just a minor impact on the building that you're dealing with; it impacts the whole neighborhood."

According to McDonnell, Hawthorn Builders is in the process of conducting a complete overhaul of its processes to ensure that the incident is not repeated. As part of the overhaul the company is developing a checklist for all employees to follow when submitting paperwork to Needham

In response to Board of Health member Stephen Epstein's point that the mistake was made repeatedly, McDonnell stressed that it wouldn't happen again.

"This is not the kind of business we run," McDonnell said.

According to McDonald, because Hawthorne did not forge any of the documents submitted to the Building Department, the town cannot legally ban the company from operating in town, nor can it fine the company.

The town does not have any regulations that outline penalties for violating the pre-check paperwork submitted to the Health Department, McDonald explained.

Tuesday

In light of the incident the department is going to explore other ways to ensure that all builders are submitting accurate paperwork, McDonald said.

The department will pay closer attention to Hawthorn Builders starting with Gurge reviewing the company's revised checklist for filing accurate paperwork and meeting town requirements.

McDonald said the department might also increase spot checks on all submitted paperwork.

Builder forged health docs

By Emma R. Murphy
emurphy@wickedlocal.com

Hawthorn Builders, a Needham-based company with several projects in town, recently admitted to filing forged documents to the Needham Public Health Department.

According to Tim McDonald, director of Public Health, Hawthorn Builders had filed forged paperwork claiming that homes up for demolition had been inspected for pests.

The department's environmental health agent, Tara Gurge, made the discovery when she noticed a discrepancy in paperwork for a specific home and called the pest inspector listed as completing an inspection. According to McDonald, the inspector informed Gurge that they had never worked at the property listed by Hawthorn Builders.

Upon further investigation, the department determined that Hawthorn Builders submitted forged pest inspection paperwork for six of the homes it demolished in 2016, McDonald said.

New homes have since been constructed on those sites.

Before the building department issues a demolition permit, the Health Department and Fire Department have to both sign off on the project.

When approving a requested demolition, the Health Department

Thursday, January 19, 2017

FORGERY

From Page A1

requires the builder to have the building inspected for pests and asbestos. Only after the necessary inspections are completed will the department sign off, allowing the builder to request a demolition permit McDonald said.

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"We're very sorry this happened," said McDonnell. "This has been eating us up for obvious reasons."

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McDonald said the department might also increase spot checks on all submitted paperwork.

Tips for staying safe during winter storms

By the Needham Public Health Department

Winter blues got you down? Actually, Old Man

Winter made sure to give us a taste of winter a little early this year. This winter season has just begun, and we need to remember that it is very important to be prepared. This article talks about some important safety tips to follow in preparation for a winter storm.

Winter storms are deceptive killers because most deaths are indirectly related to the actual storm. The major causes are automobile or other transportation accidents, exhaustion and heart attacks caused by over-exertion, hypothermia or asphyxiation from improper heating sources. House fires occur more frequently in the winter due to lack of proper safety precautions when using alternate heating sources, like unattended fires and space heaters. Carbon monoxide poisonings also occur due to improper venting of emergency generators or secondary heating sources. As with most potential disasters: preparedness, monitoring the media and common sense can minimize the danger to you and your family.

The Massachusetts Emergency Management Agency suggests that everyone should have emergency supplies which would prepare you to survive on your own for at least three days. Here are some suggestions to help you in preparation for a storm at home:

Have sufficient heating fuel, as regular sources may be cut off. Have emergency heating equipment and fuel (a gas fireplace, wood burning stove or fireplace) so you can keep at least one room livable. Be sure the room is well



National Guardsmen Sgt. Jay Lund (left) and Sfc. Neil Horton dig out a fire hydrant on Mary Chilton Rd. on Wednesday afternoon, Feb. 11, 2015. WICKED LOCAL STAFF PHOTO/DAVID GORDON

Make sure your home is properly insulated. Caulk and weather-strip doors and windows to keep cold air out.

Install storm windows or cover windows with plastic from the inside to provide insulation.

To keep pipes from freezing, wrap them in insulation or layers of newspapers, covering the newspapers with plastic to keep out moisture.

Let faucets drip a little to avoid freezing.

Know how to shut off water valves.

Everyone should have a winter emergency supply kit handy, in case a bad storm hits and you are at home. Here are some items to include in your home kit: flashlight and extra batteries; portable radio or NOAA Weather Radio with extra batteries or power crank shaft; first-aid kit; essential prescription medicines; nonperishable food; nonelectric can opener; one gallon of water per person, per day; baby items; extra blankets and sleeping bags; and a fire extinguisher.

Develop a Family Emergency Plan

MEMA also recommends developing a family emergency communication plan in case family members are separated from one another during an emergency—a real possibility during the day when adults are at work and children are at school—and have a plan for getting back together. Ask an out-of-state relative or friend to serve as the family contact. After a disaster, it is often easier to call long distance than across town. Also, calling outside the area will be easier than calling into a disaster area. Make sure everyone knows the name, address and telephone number of the contact person. Sometimes an emergency could impact your neighborhood or small section of town. Decide on an alternate meeting area for family members. Be familiar with the emergency plans at your children's school and your place of business. This should help reassure everyone's

stress associated with emergencies.

One more cool tip...

Taking preventive action is your best defense against having to deal with extreme cold-weather conditions. By preparing in advance for winter emergencies and by observing safety precautions during times of extremely cold weather, you can reduce the risk of weather-related health problems.

—For more ideas on how you and your family can prepare for emergencies, you can check out ready.gov. You can also check out the Massachusetts Emergency Management Agency website for more winter safety tips at mass.gov/eopss/agencies/mema. Download the free Massachusetts Alerts app to your smart phone to receive important weather alerts and messages from MEMA. Easy instructions are available at mass.gov/mema/mobileapp. To view a list of Health Department past articles, visit our website at need-

Public Health encourages *Weekly 11/5/17* winter storm safety

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The Massachusetts Emergency Management Agency (MEMA) suggests that everyone should have emergency supplies that would enable them to survive on their own for at least three days.

Some further suggestions:

- Have sufficient heating fuel, as regular sources may be cut off. Have emergency heating equipment and fuel (a gas fireplace, wood burning stove or fireplace) to keep at least one room livable. Be sure the room is well ventilated.

- Make sure the home is properly insulated. Caulk and weather-strip doors and windows to keep cold air out.

- Install storm windows or cover windows with plastic from the

inside to provide insulation.

- To keep pipes from freezing, wrap them in insulation or layers of newspapers, covering the newspapers with plastic to keep out moisture.

- Let faucets drip a little to avoid freezing.

- Know how to shut off water valves.

Everyone should also have a winter emergency supply kit handy. Some items to include in a home kit include:

- Flashlight and extra batteries
- Portable radio or NOAA Weather Radio with extra batteries (or power crank shaft)
- First-aid kit
- Essential prescription medicines
- Non-perishable Food
- Non-electric can opener
- Water (one gallon per person/ per day)
- Baby items
- Extra blankets and sleeping bags
- Fire extinguisher

MEMA also recommends developing a family emergency communication plan in case family members are separated from one another during an emergency (a real possibility during the day when adults are at work and children are at school), and have a plan for getting back together. Ask an out-of-state

relative or friend to serve as the 'family contact.' After a disaster, it is often easier to call long-distance than across town. Also, calling outside the area will be easier than calling into a disaster area. Make sure everyone knows the name, address and telephone number of the contact person. Sometimes, an emergency could impact one's neighborhood or small section of town. Decide on an alternate meeting area for family members. Be familiar with the Emergency Plans at your children's school and your place of business. This should help reassure everyone's safety and minimize the stress associated with emergencies.

Taking preventive action is your best defense against having to deal with extreme cold-weather conditions. By preparing in advance for winter emergencies and by observing safety precautions during times of extremely cold weather, the risk of weather-related health problems can be reduced.

For more ideas on how to prepare for emergencies, visit <http://www.ready.gov/>. You can also check out the Massachusetts Emergency Management Agency (MEMA) website for more winter safety tips at <http://www.mass.gov/eopss/agencies/mema/>. Download the free 'Massachusetts Alerts' app to your smartphone to receive important weather alerts and messages from MEMA. Easy instructions are available at www.mass.gov/mema/mobileapp. To view a list of Health Department past articles, visit the Department's

Officials plan for pot in town

times 11/5/17

By Emma R. Murphy
emurphy@wickedlocal.com

Medical marijuana dispensary Sage Cannabis, Inc. expects to open in Needham this summer.

Going through the final review process with the state, the company expects to request building permits in January or February, according to town Director of Health Tim McDonald.

Expecting to open shop at 29-37 Franklin Street, Sage competed against three other dispensaries for a letter of non-opposition from the Board of Selectmen, which it received in June.

Before issuing the letter for Sage, the board required the company to sign a Community Benefit Agreement with the town.

Included in the agreement, which outlines a business plan and annual payment system, is the provision that the dispensary cannot begin selling recreational marijuana unless approved by the board.

This was a precautionary measure ahead of the Nov. 8 statewide vote on legalizing marijuana.

Since the ballot question passed, Needham officials are exploring options for

ways to handle any recreational dispensaries that might want to open in Needham.

According to Stephen Epstein, a member of the Board of Health, the three major concerns for the town are youth access, impaired driving and home growing.

"This is a different ball game," said Chairman of the Board of the Selectmen Matt Borrelli during a meeting Dec. 20.

The town expects that compliance checks conducted by the local health department will help in restricting youth access.

Similar to those the town conducts on tobacco vendors, the compliance checks would test vendors with surprise visits to ensure they do not sell marijuana products to anyone underage.

Complicating the Board of Health's concern over youth access is the recent mixed-use zoning change in the N2 Innovation District. 2016 May Town Meeting approved the change, which allowed residential and commercial zoning in the same area.

According to Epstein, that change makes it difficult to create a buffer

CANNABIS

From Page A1

help with zoning for commercial marijuana," he told selectmen.

While several board members worried about the possibility of residents growing marijuana plants at home - now legal - Selectman John Bulian urged town officials to think carefully about any home-grow policies as it would relate to what residents can do in their homes.

between recreational marijuana dispensaries and nearby residences. As a solution, Epstein suggested looking into zoning options. "The Board of Health may have unique power to

According to Epstein another obstacle for Needham will be in identifying ways to determine if a driver is impaired by marijuana. As of yet there is no concrete way to measure intoxication from marijuana, Epstein said.

Under the new

legalization law, towns can vote to opt out of hosting recreational dispensaries. This would require a town-wide vote - something the board is considering. With several options on the table town officials agreed on Dec. 20 to wait and see what legislation the state comes up with.

SEE CANNABIS, A9



NEEDHAM PUBLIC HEALTH



Memorandum

To: Needham Board of Health
From: Tara Gurge, Assistant Public Health Director
Donna Carmichael, Public Health Nurse
CC: Timothy Muir McDonald, Director of Health and Human Services
Date: January 31, 2017
Re: Body Work Regulation requirements/Updates

The Needham Public Health Division has received many inquiries from one of our Body Work establishment owners, specifically Bonnie Matross-Antoniou, LCMT, from *B In Touch Massage Therapy* located at 1253 Highland Avenue. Ms. Matross-Antoniou expressed a number of concerns about the Public Health Division's Body Work permit renewal requirements (which were reviewed in the previous Memo to you, dated November 29, 2016.)

As a result of these concerns, Needham Public Health Division staff members conducted additional research on what Board of Health administrative requirements other communities require for their Bodywork permit reviews. This inquiry was specifically in the context of CORI/SORIs requirements, annual physical requirements, 2 forms of IDs, etc. These requirements from other communities are included below:

ARLINGTON

- Include certified copy of birth certificate or its equivalent to establish that the applicant is at least 18 years old at time of application.
- Submit passport type photo taken within the last 12 months.
- **Applicant shall complete CORI/SORI.**

NEWTON

- Include certified copy of birth certificate or its equivalent to establish that the applicant is at least 18 years old at time of application.
- Submit passport type photo taken within the last 12 months.
- Must submit evidence of good moral character consisting of two original letters from health care professionals attesting to the applicant's personal character and professional ethics.
- **Applicant shall complete a CORI/SORI.**

WALTHAM

- Include certified copy of birth certificate or its equivalent to establish that the applicant is at least 21 years old at time of application.
- Attach a passport type photo taken within the last 12 months.
- **Applicant shall complete a CORI/SORI.**

- Applicant shall submit proof of a negative Tuberculin test performed by a properly licensed facility in MA with a new Bodywork License to be repeated at the discretion of the Board.

WEYMOUTH

- Applicant shall provide supporting documentation that they are at least 18 years old by presenting 2 forms of positive ID; one form must include a photo, such as a valid driver's license, state ID card with photo and/or valid passport; the second form of ID may be a certified long-form birth certificate, certified baptismal record, certified record of marriage, certified copy of social security card or other photo ID.
- **Complete CORI/SORI check.**
- Individual therapists shall allow one front faced digital photo to be taken by the Weymouth Health Department at the time of license application submittal. The photo will be attached to the license, if granted.
- Individual therapists shall obtain a physician's letter dated no earlier than 6 months prior to submittal of the initial application, stating that the applicant has had a physical exam and to the physician's knowledge is in good general health, up-to-date with adult immunizations, and free from communicable diseases and/or conditions that may be transmitted due to close physical contact and detrimental to the public's health.
- Renewal applications must be dropped off in person.

HINGHAM

- Satisfactory evidence the applicant is 18 or older by presenting 2 forms of positive ID.
- One front face photo at least 2 inches by 2 inches in size taken within 30 days prior to submission of the application.
- Evidence of good moral character. Such evidence may consist of 2 original letters attesting to the applicant's personal character and professional ethics. Said letters should be professional references from a prior employer, licensed medical professional, clergy or person deemed acceptable by the Board.
- **Complete CORI/SORI check.**

As a result of conducting this background research, the Needham Public Health Division believes that the following Bodywork permit renewal requirements are necessary for the preservation of public health and community wellness.

- A letter confirming a physical examination conducted in the previous 12 months. This signed/dated letter shall state that, "you (to the physician's knowledge) are in good general health, up-to-date with adult immunizations, and free from communicable diseases and/or conditions that may be transmitted due to close physical contact and detrimental to the public's health."
- Annual CORI/SORI check.
- Need 2 forms of ID, and applicant must hand deliver their application so that IDs can be verified at the time of submittal.

Additional permit application requirements may be needed, including:

- Each massage establishment shall to submit a current valid copy of the state Massage Establishment license.
- Each practitioner must submit proof that their state massage therapist license is in good standing, along with their permit application.

The purpose of this regulation is to protect the public health and safety of the Needham community, including the patrons, employees, and owners of businesses offering legitimate services such as Bodywork Therapy, Reflexology, and others. The Public Health Division, along with the Needham Police Department and MA DPH Inspectional Services Department, will continue to work together to ensure a safe and healthy community, and the Division staff looks forward to reviewing this memo and its recommendations with the Board at the next Board of Health meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Tara E. Gurge".

Tara E. Gurge, R.S., C.E.H.T., M.S.
Assistant Public Health Director

A handwritten signature in black ink, appearing to read "Donna M. Carmichael".

Donna Carmichael, R.N.
Public Health Nurse

DEMOLITION PERMIT CHECKLIST

Property Address: _____

Client/Property Owner: _____

Performed by: Operations Manager: _____ initial

Reviewed by: VP of Operations: _____ initial

A. ELECTRICITY & GAS SHUT-OFF – these steps have longest lead time and should be started immediately following the closing on the property

a. Electric

- i. Complete Eversource disconnect form (found in Demo folder on server) including meter number – take picture of meter on site to ensure accuracy
- ii. Obtain signature from owner of the property (from client if client owned)
- iii. Email form to manewservice@eversource.com
 1. Follow up if A) service is not timely shut off/removed and/or B) confirmation is not timely received

- b. Gas – note: positive confirmation of shutoff/removal is required regardless of whether there is gas connection at the existing house**
- i. Contact Eversource - Michelle @ 617-424-2306 / (Fax) 617-424-2391 / michelle.perdigao@eversource.com to request disconnect and/or confirmation of shutoff/removal of equipment
 - ii. Email or fax the disconnect request form in the demo folder on server

B. BOARD OF HEALTH: Review updated Demo Guidelines form located in Demo folder on server to ensure all steps are complete

a. Pest/Rodent Inspection

- i. Contact NW Pest Control – 781-891-5313
 1. Schedule inspection (must be w/in 3 months prior to demolition)
 - a. If garage is detached, ensure that garage is included in scope of inspection and in the paperwork provided

2. Obtain original copy of paperwork for submission to BoH
- b. Asbestos
 - i. Contact Federal Environmental – 978-835-1891 / toni@morandoaccountants.com to set up sampling & abatement
 1. If garage is detached, ensure that garage is included in scope of inspection and in the paperwork provided
 2. Note that there is lead time associated with this step – important to initiate sampling prior to closing if a) property is vacant
 - ii. Provide abatement contractor with copy of BoH Demo Guidelines to ensure complete compliance with reporting requirements
 - c. Septic – in cases where existing or abandoned septic systems are present, refer to the BoH Demo Guidelines and follow procedures accordingly
 - d. Mercury Thermostats – any and all mercury thermostats need to be removed and properly disposed
 - i. Mercury thermostats can be brought to the Needham RTS, the Public Work Dept or to the BoH
 - ii. Failure to properly dispose of a mercury thermostat can lead to a \$100-\$300 fine per thermostat
 - iii. If unsure whether a thermostat contains mercury, err on the side of caution and remove/dispose accordingly
 - e. Fire Department – contact fire department to confirm that there are no underground fuel storage tanks on the property
 - f. Abutter Letter – include sample of abutter letter sent notifying neighbors of demolition
 - i. Letters must be sent via certified mail (keep receipts for submission to Building Dept with Demolition Permit application)
 - ii. Send letters to lateral and rear abutters as well as neighbors directly across the street
 - g. HVAC – if home has central air conditioning – obtain proper disposal receipt from the Building Department
 - h. BoH Notification of Demolition Form – once all steps above are complete, fill out form (found in Demo folder on server) and combine with supporting documentation
 - i. Review BoH material with VP of Operations to ensure completeness of deliverables
 - ii. Bring complete package to BoH

C. NOTICE TO ABUTTERS:

- a. Use Zillow to find abutting property (3 across, 2 on each side).

- b. Use town assessors database to identify residents - <http://epas.csc-ma.us/PublicAccess/Pages/SearchParcel.aspx?town=NEEDHAM>
- c. Use letter template in Demo folder on server– letters need to be sent via certified mail to all abutters
- d. Summary letter & certified mail receipts to be included in Building Department Demolition permit application package
- e. Copy of one of the abutter letters needs to be included in BoH package

D. WATER / SEWER:

- a. Cut/Cap water & sewer
 - i. Confirm w/ VP of Operations as to site contractor engaged for the project
 - ii. Contact site contractor and arrange for water/sewer to be shut off and capped
 - iii. Follow up with site contractor to confirm services have been disconnected and inspected by the town
 - iv. Town will send confirmation of inspection to the Building Department

E. TELEPHONE/CABLE CO.: Determine the existing service provider (or providers). Contact service provider to request removal of service from pole to house and obtain a confirmation

- a. Verizon (most common) – email carlyn.k.metcalf@verizon.com
- b. Comcast – Todd Phillips 6/1-279-1375 or email Todd_Phillips@cable.comcast.net
- c. RCN – Nicole – 617-670-2926

F. CONSERVATION:

- a. Contact Debbie Anderson (781-455-7550 x 248) AndersonD@needhamma.gov to request memo.

G. FIRE DEPT:

- a. Arrange for oil tank to be removed and properly disposed (if present)
 - i. Contact Tanks A-lot – 617-666-0177 to schedule work
 - ii. Obtain supporting disposal documentation
- b. Pre-Demo Inspection – once oil tank, thermostats & all utilities have been removed AND BoH form is in hand, contact FD for inspection - Bonnie (781-441-3341)
 - a. Bring FD copy of BoH form to inspection.

H. DEMO AFFIDAVIT: Complete Template in Demo folder on server for specific property

I. PROOF OF OWNERSHIP: Copy of Quitclaim deed

- a. Obtain from closing documents in Purchase Docs located in property folder on server (if HB owned)
- b. Request copy from client (if client owned)



NEEDHAM PUBLIC HEALTH



Memorandum

To: Needham Board of Health
From: Tara Gurge, Assistant Public Health Director
Monica De Winter, Project Coordinator
Date: February 10, 2017
Re: Tobacco Regulation Updates and Discussion Points

Tobacco use remains a significant health concern and according to the Surgeon General it is considered the leading preventable cause of disease and death in the U.S.¹ and it causes at least 12 cancers.² Specifically, addiction to nicotine can lead to respiratory disease, cardiac disease, and negative birth outcomes.³ Nearly 9 out of 10 adult daily smokers smoked their first cigarette by the age of 18.⁴ and more than 90 percent do so before the end of their teen years.⁵ In addition, nicotine harms youth brain development. Namely, e-cigarette products containing nicotine are unsafe and can potentially cause permanent changes to the adolescent brain and lungs.⁶

We propose the following five (5) recommendations to the current tobacco regulations:

1. Ban new retailers within 500 feet of a school. A Tobacco Product Sales Permit should not be issued to a new applicant for a retail location within 500 feet of a school as measured by a straight line from the nearest point of the property line of the school to the nearest point of the property line of the site of the applicant's business premises. A school would be a public or private elementary or secondary school in Needham. Research shows that reducing access and availability of tobacco can reduce youth use rates.⁷

In a similar vein, potential new tobacco vendors should be prohibited from obtaining a permit if they are located within 100 feet of each other. This reduces density, spaces out retailers from being so close to one another, and eliminates the option for price wars.⁷

2. Regarding e-cigarette and vaping regulations, we recommend incorporating the Massachusetts AG Regulation 940 CMR 21.00 which states, "The sale or distribution of tobacco products, as defined herein, must comply with those provisions found at 940 CMR 21.00 ("Sale and Distribution of Cigarettes, Smokeless Tobacco Products, and Electronic Smoking Devices in Massachusetts").

3. In order to tighten enforcement for penalties a flat \$300 is recommended when the tobacco vendor is in violation of selling to a minor. This is the highest dollar amount that can be charged under Non-Criminal Disposition. Compliance checks have been consistently done quarterly for the 12 tobacco vendors in town and, when illegally sold tobacco to minors, were brought before the Board of Health and had their permits suspended and were issued a fine.

4. Tighten enforcement by increasing the tolling period. That is, increase from 24 to 36 months the period of performance in which a violation of the regulation is considered current on a permit

holder's "record." We propose the following updated suspension schedule across a 36 month period of performance:

Violation	Permit Suspension	Fine
First Violation	1 Week Suspension	\$300 fine (Non-Criminal Disposition)
Second Violation	2 Week Suspension	\$300 fine (Non-Criminal Disposition)
Third Violation	1 Month Suspension	\$300 fine (Non-Criminal Disposition)
Fourth Violation	3 Month Suspension	\$300 fine (Non-Criminal Disposition)
Fifth Violation	6 Month Suspension	\$300 fine (Non-Criminal Disposition)
Sixth Violation	Indefinite Permit Suspension	\$300 fine (Non-Criminal Disposition)

5. Cartridge labeling (section 1.9.8 in current Needham regulations, below) requires that the nicotine content and the complete list of ingredients are to be added on the label of liquid e-cigarette cartridges. We propose requiring accurate nicotine content labeling with the following language:

1.9.8 No retailer, retail establishment, or other individual or entity shall sell or distribute or cause to be sold or distributed nicotine in a liquid or gel substance in Needham unless the liquid or gel product lists ~~the ingredients and~~ nicotine content, measured in milligrams per milliliter, of that liquid or gel product.

There is compelling evidence that warning labels on cigarettes and nicotine containing products will improve health and discourage smoking.^{8,9}

We would like to discuss the following three items with you at the next Board of Health meeting.

1. We had an existing owner come in and question our single cigar sale regulations so we propose updating the language regarding Section 1.9 "Cigarette Packaging and Cigar Sales."

1.9.1 The sale or distribution of tobacco products, as defined herein, in any form other than an original factory-wrapped package is prohibited, including the repackaging or dispensing of any tobacco product, as defined herein, for retail sale. No person may sell or cause to be sold or distribute or cause to be distributed, any cigarette package that contains fewer than twenty (20) cigarettes, including single cigarettes. ~~No person shall sell or distribute or cause to be sold or distributed a single cigar unless the single cigar has a retail price of two dollars and fifty cents (\$2.50) or more.~~

~~**1.9.3** No retailer, retail establishment, or other individual or entity shall sell or distribute or cause to be sold or distributed any original factory-wrapped package of two or more cigars, unless such package is priced for retail sale at \$5.00 or more. This Section shall not apply to a person or entity engaged in the business of selling or distributing cigars for commercial purposes to another person or entity engaged in the business of selling or distributing cigars for commercial purposes with the intent to sell or distribute outside the boundaries of Needham~~

2. We have been advised that there is good public health reasoning to change the language in 1.9.8 to take out "...the ingredients and" so that we require accurate nicotine content labeling. It

may, however, cause a second “cease and desist” letter.

3. Regarding warning signs *near* e-cigarettes within the store, we propose the following, “E-cigarette solutions may or may not contain the following ingredients, some of which are found to be dangerous.” We cannot be too specific with the language, but if we stay sufficiently broad then this sign is permitted.

4. Regarding tobacco sales permits we currently maintain a waiting list with a cap of 12 permits. Our suggestion would be to give the Board discretion as whether to grant a returned permit or to refrain from granting a permit to the subsequent tobacco vendor. For example, if a tobacco vendor leaves the town, then the Board would retract the permit and, at its discretion, decide whether to issue that permit to a future applicant. Perhaps the decision would be to reduce the total number of permits allowed in the town altogether.

Sincerely,



Tara E. Gurge, R.S., C.E.H.T., M.S.
Assistant Public Health Director



Monica J. De Winter, MPH
Project Coordinator

¹ U.S. Department of Health and Human Services. The Health Consequences of Smoking—50 Years of Progress. A Report of the Surgeon General. Atlanta, GA: US Dept. of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health; 2014. <https://www.surgeongeneral.gov/library/reports/50-years-of-progress/>

² U.S. Department of Health and Human Services. Smoking and Cancer (Fact Sheet). Atlanta, GA: US Dept. of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health; 2014. https://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/index.htm

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