



Needham Board of Health AGENDA

Thursday July 27, 2017

6:00 – 8:00 PM

**Multipurpose Room – Center at the Heights
300 Hillside Avenue, Needham MA 02492**

- **6:00 to 6:05 - Welcome & Review of Minutes (June 16th)**
- **6:05 to 6:40 - Staff Reports (June)**
- **6:40 – 7:00 – Board of Health composition and structure**
- **7:00 to 7:10 – 12 Brookside Rd. Septic Variance review**
- **7:10 to 7:20 Board of Selectmen attend Board of Health meeting
September 2017**
- **7:20 to 7:30 Board of Health Goals**
- **7:30 to 7:40 Other Items**
- **7:40 Next Meeting**
- **Adjournment**

(Please note that all times are approximate)

**NEEDHAM BOARD OF HEALTH
June 16, 2017
MEETING MINUTES**

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

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

GUEST: Chris Coleman, Assistant Town Manager

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

DISCUSSION:

Called To Order - 7:05 a.m. - Jane Fogg, Chairman

APPROVE MINUTES:

Upon motion duly made and seconded, the minutes of the BOH meeting of May 12, 2017, were approved as amended.
The motion carried. The vote was unanimous.

DIRECTOR'S REPORT - Timothy McDonald

Mr. McDonald noted that Donna Carmichael is teaching the last CPR course for FY17 this morning. Catherine Delano is on vacation.

Mr. McDonald provided a brief update on the Environmental Health Agent position. He stated that his office had received over 148 applications. He also stated that he is pleased with the pool of applicants. Interviews would begin in a week. He described the interviewing process which would conclude with the Board meeting the preferred candidate.

Mr. McDonald updated the Board on second round interviews for the Public Health Nurse position. Mr. McDonald noted that this is the second attempt to fill this position. He spoke about the interviewing process. He stated that the interviewing team had reached consensus on a final candidate. Next steps involve checking references as well as a meeting with the Town Manager.

Mr. McDonald reported that the Program Coordinator position for the Council on Aging is filled. A job offer has been presented to the candidate. Mr. McDonald reported that the Assistant

Director position for the Council on Aging has posted. He stated that the Director of Youth and Family Services position has not posted. Mr. McDonald described changes to this position that will require input from additional town departments.

STAFF REPORTS

- **Public Health Nurses Report - Timothy McDonald reporting for Donna Carmichael**

Mr. McDonald presented a summary of the Public Health Nurses Report from Ms. Carmichael. The report included information on a case of ehrlichiosis associated with a 73-year-old male, a case of mumps associated with a 32-year-old female, and a case of pertussis associated with a 15-year-old male. The Board had a few questions regarding this information. A general discussion followed.

Mr. McDonald noted that summer camp applications have been submitted and are in the process of being reviewed for final approval. He added that there are approximately ten camps in all with a start date of June 26, 2017.

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

Ms. Dinell reported that the summer program would begin on June 26, 2017. She stated that the four women who had been hired last year reapplied and have been hired again for the summer season. Ms. Dinell reported that meal delivery is pretty steady. She noted that each month one or two clients are added to the program and in some cases one or two drop off. She stated that the clients that are on the program really need the service.

Mr. McDonald spoke about challenges regarding the affordability units at the Wingate Residences and access to meal plans for this population of residents. He stated that he is working with the Town to encourage a \$25/per day meal plan that would give access to meals with neighbors and encourage community engagement for this group. A general discussion followed.

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

Ms. Gurge reported on demolition reviews and approval. She noted that there were 17 demolition sign-offs for May. The Board had questions relative to the approval process and how new construction relates to the Large House Review Study Committee's recommendations. The conversation veered to a discussion on renovations and accessory dwelling units.

Ms. Gurge reported on an emergency call from the Needham Fire Department for assistance regarding an indoor air quality

concern in one of the units at the Charles River Landing. She stated that measurements of the air quality were taken and the tenants of the unit were evacuated. Ms. Gurge stated that her follow-up with building maintenance revealed a faulty water heater that was not venting properly. Ms. Gurge coordinated that replacement of the water heater and assisted with ensuring that the occupants had an alternate place to stay while the repairs were being made to their unit. Ms. Gurge reported that a follow-up inspection was conducted.

Ms. Gurge reported on the seasonal Farmer's Market food permit requests. She stated that with the assistance of the Public Health Intern, inspections were conducted on May, 28th and June 4th, and that inspection will continue each Sunday until the end of August.

Ms. Gurge reported on Food Plan Reviews for the #77A Street Café (Shark Ninja) and the Reveler Craft Beer Retail Store, and noted both Reviews had been approved. Ms. Gurge reported that a Food Plan Review for Goldberg's Deli and Grill is ongoing. She described some of the challenges associated with this review. The discussion veered to a conversation on preliminary plans regarding a new restaurant opening on Chestnut in the old Not Your Average Joes site and changes to the old New Garden site which will be the new home for the Crafts Beer Retail Store.

Ms. Gurge provided a brief update on three new Mobile Food Truck Plan Reviews for Dining Car, Capriotti's, and Rice Barn. Ms. Gurge described where the trucks would be located and explain that Mobile Food Trucks would use this space on a rotating bases. Ms. Gurge stated that she is working with Sandy Cincotta from the Town Manager's Office who is forwarding Mobile Food Truck applications to her for review. Ms. Gurge spoke about some of the challenges that have surfaced regarding this process which has resulted in some confusion for the vendors. Ms. Gurge stated that she has met with the Selectmen who have agreed to include the Health Department's checklist in the packet that is distributed to Mobile Food Truck vendors. A brief discussion followed. Ms. Gurge described the process for obtaining a Temporary Food Event Permit as well as Seasonal Food Permit and the differences between the two.

Ms. Gurge updated the Board on field flooding at Volante Farm and the West Street Pump Station. Ms. Gurge stated that a site visit was conducted by the new Animal Control Officer and Emergency 10-Day Beaver Trapping permits were issued to mitigate the Beaver population at both sites. Ms. Gurge stated that five Beavers were caught at the Volante Farm location and

the flooding has subsided. Ms. Gurge noted that the Conservation Commission is also in the loop.

Ms. Gurge referred to the pool inspections report. She stated that the request for a variance for having no lifeguards on site at the Rosemary Ridge Condominiums might not be needed. The complex is in the process of securing a certified lifeguard. This request is ongoing.

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

Ms. Read reported that the Substance Abuse Prevention Collaborative (SAPC) invited alcohol licensees to a TIPS (Training for Intervention Procedures) training and certification. She stated that of the four town collaboration, (Needham, Dedham, Norwood, and Westwood) ninety people registered for the event, 59 attended. Ms. Read noted that of the twenty-six licensees in Needham, eight businesses attended. Ms. Read noted that the TIPS Trainer has a four hour off site package store training. Ms. Read recapped survey questions and findings on alcohol related concerns that participants were asked at the training. She stated that the training was a good start and will open the door to doing more in the future.

Mr. McDonald stated that the Board of Selectmen is considering changes of licensure to the managers of licensed establishments and requiring the Licensees to be TIPS certified.

Ms. Read shared information on the Alcohol Task Force, which was appointed by State Treasurer Deborah Goldberg. Ms. Read stated that the Task Force has participated in hearings around the state. Ms. Read and her prevention colleagues have testified at hearings on known data and strategies to reduce excessive alcohol use, such as binge drinking, underage drinking, and drinking during pregnancy.

Ms. Read reported that she, Ms. Carmichael and Ms. Delano have been attending the monthly Crisis Community Intervention Team (CCIT) meetings. She added that the meetings are focusing on supporting Needham residents. Ms. Read spoke about the support the CCIT has received from Katherine Davidson, BIDN, CNO. Ms. Read spoke about data the group received from Newton-Wellesley Hospital regarding Needham residents in need of Mental Health Services and substance use prevention services. A brief discussion followed. Ms. Read shared that there are six Needham Officers trained in the CCIT model. She shared an update on the work they do.

opened from the previous meeting)

Bodyworks Regulations

Dr. Fogg resumed the discussion on revisions to Article 19, "Regulation Governing the Practice of Bodyworks." Dr. Fogg referred to changes discussed at a previous meeting that has been incorporated in the draft document. Dr. Fogg also revisited the administrative requirements. The Board engaged in a lengthy discussion on the proposed revisions. This is the second Public Hearing. After an extensive conversation on proposed changes, it was determined that the proposed regulations will require more time and research.

Motion and Vote

Upon motion duly made by Jane Fogg, and seconded by Edward Cosgrove, that the Needham Board of Health close the Public Hearing on Regulation Governing the Practice of Bodyworks at 8:38 a.m.

The motion carried. The vote was unanimous.

Tobacco Regulations

Dr. Fogg resumed the discussion on revisions to Article 1, "Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham." Mr. McDonald outlined proposed recommendations to the current tobacco regulations. A brief discussion followed.

Motion and Vote

Upon motion duly made by Edward Cosgrove, and seconded by Stephen Epstein, that the Needham Board of Health Approve revisions to Article 1, "Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham" as amended.

The motion carried. The vote was unanimous.

CONCUSSION TRAINING AND WEBSITE

Mr. McDonald provided an update on his conversations with the Center for Disease Control (CDC) regarding concussion training and website. He stated changes made by the CDC to the Public Health Department's module. Dr. Epstein asked if the CDC would be will to give Needham their old system. Mr. McDonald replied that it is possible. Dr. Epstein stated that he would like something online as soon as possible. Mr. McDonald will contact the CDC regarding the Board's interest.

RESIDENT CONCERNS ABOUT HEALTH IMPACT OF UTILITY WORK (Electrical Line EMF & Cellular RF)

Dr. Fogg noted that she will meet with Marianne Cooley, Chairman of the Needham Board of Selectmen after the meeting regarding the Board of Health's opinion on risk or lack of risk regarding this matter. Dr. Fogg thanked Ms. Tara Gurge, Assistant Public

Health Director for her excellent on this issue. A brief discussion followed. After a lengthy discussion, it was the consensus of the Board that there is enough concern to warrant more studies. Dr. Epstein stated that he would be helpful to review the dispersion patterns per the Radiation Standards. The Board's discussion also included establishing frequency guidelines that could be modeled after the guidelines established in San Francisco. Dr. Epstein noted that research does not exist regarding harmful exposure to human health. The Board discussed the benefit of hiring an outside expert. Mr. McDonald will compose a letter to Kate Fitzpatrick based on the Board's review of documents, which the Board has determined does not deem to be a public health threat. Also that the Board is suggesting the hiring of an outside expert.

OTHER ITEMS

- Mr. McDonald provided an update about the Needham resident on Riverside Street. He stated that there is some progress regarding his six properties. The property on Highland Terrance has been sold and has been demolished.
- The RTS Superintendent and the Director of Public Works asked for permission to use a new technology in their composting. Mr. McDonald stated that because the request is not expanding the volume of materials or the type of materials he gave approval on behalf of the Board. He also stated that the Board would like to see a presentation by the Public Works Department on the operation of this process by the end of the next fiscal year. Mr. McDonald added that if composting could be done without attracting pets, the Board should hold a public hearing and modify the RTS Operation's Permit rather than having an additional pilot project. Dr. Epstein expressed concerns about the off gas. Mr. McDonald stated that he would send the Board information on the gas capture mechanism.
- Mr. McDonald spoke briefly about plans to develop a detailed assessment of fees charged by other departments. He stated that that fees would not be changed this year but would be changed next winter.

ADJOURNMENT -

Motion and Vote

Upon motion duly made and seconded, that the June 16, 2017, BOH meeting adjourn at 9:05 a.m.

The motion carried. The vote was unanimous.

Next meeting is scheduled for, Thursday, July 27, 2017

Respectfully submitted: Cheryl Gosmon, Recording Secretary

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	2	0	3
Borrelia Miyamota													0	1	na
CAMPYLOBACTER			2	1				2					7	9	12
CRYPTOSPORIDIUM													0	0	0
Dengue						1							1	0	0
E-Coli													0	0	0
EHRlichiosis/ HGA		1									1		2	2	2
Enterovirus				1									1	3	2
GIARDIASIS			1	1									2	1	5
Haemophilus Influenza									1				1	0	0
HEPATITIS B		1		1	1			1	1		2	1	7	5	8
HEPATITIS C	3	1	3		1	2	3		1	3	2	2	20	12	13
Influenza	2		5	9		2	18	26	21	24	1		108	102	77
Legionellosis													0	0	2
Listeriosis													0	1	0
LYME	5	4	7		3	6	3	2	1	4	4	5	44	58	57
MENINGITIS													0	0	0
Meningitis(Aseptic)													0	0	0
Mumps							1				1		2	2	0
Noro Virus													0	2	0
PERTUSSIS				1							1		2	1	1
SALMONELLA	1					1				2			4	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		1		1	3	8	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	31	26	33	13	14	221	222	197
Revoked Diseases Investigated	3	1	1	0	0	1	2	2	1	0	0	2	13	8	7
Contact Investigation													0	0	NA
Animal/Human Bites															
DOG		1					1	2	5	2	1	3	15	8	10
CAT													0	2	0
BAT	1	1					1				1	1	5	5	5
SKUNK													0	1	0
RACCOON									1				1	0	0
other							1						1	0	0
TOTAL BITES	1	2	0	0			3	2	6	2	2	4	22	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	2	2	2	2	2	22	23	22
Flu (Seasonal)	0	0	0	497	164	5	0	8	0	0	0	0	674	816	723
TDap	1	0	0	0	0	0	0	0	0	0	0	0	1	0	2
Varicella	0	1	0	0	0	0	0	0	0	0	0	0	1		
Consult	30	48	62	54	54	54	71	46	54	34	42	43	592	475	390
Fire/Police	4	6	8	2	3	12	18	6	2	4	5	10	80	40	49
Schools	8	10	15	16	12	10	15	2	4	2	7	5	106	88	59
Town Agencies	12	22	24	28	23	20	22	20	26	16	15	18	246	216	125
Community Agencies	6	10	15	8	16	12	16	18	22	12	15	10	160	139	157

ASSISTANCE PROGRAMS

[illegible]

WELLNESS Programs
FY17 FY16 FY15

Office Visits	39	41	38	35	48	28	32	39	50	42	50	39	481	447	287
Safte Visits	0	0	0	1	1	0	2	0	0	0	0	3	7	10	33
Clinics	1	0	0	0	0	0	0	0	0	0	0	0	0	31	34
Housing Visit	2	0	0	1	2	0	0	0	0	0	0	3	6	8	27
Housing Call	6	0	2	6	3	1	2	2	0	3	0	18	37	70	186
Camps-summer	6	8	8	0	0	0	0	0	8	8	4	8	50	72	63
Tanning Insp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Articles	0	0	1	0	0	0	1	1	0	0	0	0	3	2	8
Presentations	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Cable	1	0	1	1	0	0	0	0	1	0	1	0	5	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	14	15	13	14	10	169	120	137
FLU VACCINE	0	0	0	36	10	0	0	2	0	0	0	0	48	87	52
CPR/AED INSTRUCTION	0	0	0	0	0	0	0	0	0	21	0	10	31	26	29
SMOKING Education	0	2	2	1	2	0	1	2	1	2	1	0	14	9	8
HEALTH ED Tick Borne	28	0	15	12	0	0	0	0	0	10	10	15	90	67	102
HEALTH ED Mosquito Borne	28	0	15	12	0	0	0	0	0	0	10	15	80	80	90
HEALTH ED FLU	0	0	10	28	25	12	50	15	20	0	0	0	160	327	221
FIRST AIDE	6	4	3	4	6	3	6	8	6	5	4	6	61	34	29
GENERAL HEALTH EDUCATION	20	12	22	26	25	20	28	17	25	20	25	18	258	188	230
Police weights	0	0	0	0	10	9	1	1	0	0	0	22	43	33	34
TOTAL EMPLOYEE CONTACTS	100	32	81	134	93	58	99	59	67	71	64	96	954	1028	981

Emergency Planning
LEPC Meeting
NC7 Meeting in Dedham

Meetings, Events, and Trainings

<i>Title</i>	<i>Description/Highlights/Votes/Etc.</i>
DVAC	Monthly Meeting with minutes
CCIT	Monthly Meeting at Police Station – Review of Mental Health Needs
webinar	MDPH Presentation on Vibrio
Staff Meeting	Updates and 10 essential services review
EP Supplies	Review of Emergency Preparedness supplies with Rebecca Ping(EP Coordinator)

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

Activities

<i>Activity</i>	<i>Notes</i>
Animal Permits	15 – Animal permit renewal permits issued/mailed out.
Bodywork Therapists	2 – Bodywork therapist permit applications received for B in Touch Massage: - 1 new therapist permit (CORI pending) - 1 renewal therapist permit (CORI pending)
Demo reviews/approvals	7 - Demolition sign-offs: • #90 Pickering St. • #42 Lakin St. • #54 Lakin St. • #57 Oak St. • #85 Maple St. • #26 Cross St. • #33 Mallard Rd.
Fire – Emergency Calls (x2)	2 – Emergency Fire calls: - Fire Dept. called to request Public Health Dept. assistance at Needham Post Office (located at #1150 Great Plain Ave.) to respond to an indoor air quality concern, due to Fire Dept. equipment showing high levels of CO on site. Site visit conducted, met with Building Dept. on site. Closed facility due to garage exhaust fan being down for repairs, and CO was getting into upstairs office areas. - Fire Dept. called over weekend to request HD to respond to a sprinkler malfunction/flood concern over at Restaurant Depot. Tim responded on Sat., and I responded on Sunday to conduct a follow-up inspection. Foods/pallets exposed to flood waters were disposed and area cleaned and maintained.
Food – Complaints / Follow-ups	3 – Food Complaints received for: - <u>Dunkin Donuts (#260 Chestnut Street)</u> – Report of pests. Spoke to food manager about concern. Got copies of routine pest control reports, which are now bumped up to weekly checks. Will continue to monitor. Weekly reports sent in for review. - <u>Fresco's</u> – Report of no gloves being worn to handle ready-to-eat food items and no hair restraints. Spoke to manager and owner about concern. Will remind employees of these strict requirements. - <u>McDonald's</u> – Report of foodborne illness received after eating a chicken sandwich. Inspection conducted to investigate concern. No critical food violations observed. Will continue to monitor.
Mobile Food (New) – Seasonal Inspections	2 – Seasonal Food Truck Inspections conducted: - <u>Capriotti's Mobile Food Truck</u> - Pre-operation inspection conducted. (Follow-up inspection pending due to broken refrigerator prep. unit that was observed during inspection.) In process of replacing unit. - <u>Sweet Tomatoes Food Truck</u> – Pre-operation inspection conducted for multiple temporary food events coming up.
Food – Needham Farmers Market Insp.	22 – Needham Farmers Market Inspections (Every Sunday)
Food – Temp. Event Needham Business Association (NBA) Street Fair at Needham Town	NBA Street Fair food vendor inspections conducted. No violations observed.

Common on Sat., June 3 rd .	
Food – Temp. Event Needham Exchange Clubs July 4 th Celebration at Memorial Park.	Inspected Memorial Pavilion on Friday, June 30th. Follow-up insp. conducted on July 4th. No violations observed.
Food – Temporary Food Event Permits	11 – Temporary Food Permits issued to: - <u>Needham Exchange Club</u> - July 4th Event @ Memorial Park. - <u>Sam's Hot Dog Cart</u> – July 4th Event @ Town Common. - <u>Charles River YMCA</u> – July 4th 5 K event @ Needham Public Library Lot. - <u>Sweet Tomatoes Food Truck</u> – Event @ Newman School. - <u>Sweet Tomatoes Food Truck</u> – Event @ St. Joe's School. - <u>Sweet Tomatoes Food Truck</u> – Event @ Needham Pool and Racquet. - <u>Newton/Needham Chamber of Commerce</u> – Re-Imagine Event @ Powers Hall. - <u>Hillside School PTC</u> – Spring Carnival Event @ Hillside School. - <u>North American Amusement</u> - Spring Carnival Event @ Hillside School. - <u>PanMass For Kids</u> - Event @ Pollard School. - <u>Newman School PTC</u> – Springfest Event @ Newman School.
Food – Plan Reviews	4 – Food Permit Plan Reviews conducted for: - <u>Relever Craft Beer Retail Store (located at old New Garden site @ #250 Chestnut St.)</u> – Received application/Retail Food Permit Plan Review materials. Plans approved. - <u>Goldberg's Deil & Grill (old Plates Too Café) located at #250 First Ave. lobby</u> - Change of owner. Received application/Food Permit Plan Review materials. Plans approved. - <u>Homewood Suites (#200 First Ave.)</u> – Food Permit plan review (on-going) - <u>Hillside School (New Suni Williams School)</u> – Plan review meeting conducted.
Food – Annual Permits	2 – Annual Permits issued for: - <u>#77A Street Café (Shark Ninja)</u> – Two pre-operation inspections conducted. Permit issued. - <u>Goldberg's Deil & Grill</u> - Pre-operation inspection conducted. Permit issued.
Housing – Complaints/ Follow-ups	2 – Housing Complaints/Follow-ups. - <u>#760 Highland Ave. (Avery Condos)</u> – Received an indoor air quality concern from the resident in unit #7. She reports that tobacco smoke and other odors (from cooking) are migrating into her unit from unit #6. Site visit conducted with Needham Building Dept. No smoking by-law in process of being submitted at the Registry for Avery Condos (which was recently voted in.) In process of working with building maintenance staff on ensure that the heat pump units and their venting is working properly in both units. Getting copies of recent pest control reports to ensure there are no nests present in the HVAC pipes, etc. (On-going.) - <u>#168 Linden St. (Unit B) (Needham Housing Authority)</u> – Occupant reported that trash containment on site is insufficient. Site visit conducted. No trash issues observed. Met with NHA building maintenance staff on site to review concern. Will continue to monitor.
Housing – Inspections at Walker Home and School	14 – Chap. II I Housing Inspections conducted (x7). Follow-up inspections conducted at each unit to ensure violations were addressed.

Nuisance – Complaints/ Follow-ups	5 – Nuisance Complaints/Follow-ups: - <u>Avery Manor/Avery Crossing Lot</u> – Report of medical waste/trash (used latex gloves) on parking lot. Spoke to building maintenance about report. Removed trash. - <u>John Eliot School</u> – Bad trash odors coming from trash that’s built up behind school. Spoke to Greg Smith about complaint. Trash removed. - <u>Speedway</u> - Report of pests. Spoke to store manager about concern. Got copies of routine pest control reports. Will continue to monitor. - <u>#38 Glendale Rd.</u> – Report of power sanding with no dust containment. Site visit conducted. No dust debris observed. Had HEPA vacuum attachment and tarps were put down to catch any paint chips. - <u>#79 Fair Oakes Park</u> - Report of power sanding with no dust containment. Site visit conducted. Dust debris observed. Homeowner was home and required painters to stop work, until proper dust containment protocols were put in place.
Pool Plan Reviews (Follow-ups)	3 – Follow-up Pool Plan Reviews conducted for: - <u>Rosemary Town Pools</u> – Plan review still in process for updated plans that were submitted. Working with the MA DPH Sanitation Program in reviewing proposed revised plans. (On-going.) - <u>Homewood Suites (#200 First Ave.)</u> – Pool plans approved. - <u>Moderna (#700 Greendale Ave.)</u> – (On-going)
Planning Board/Special Permit reviews	0 – Planning Board reviews conducted.
Septic Abandonment Forms	0 – Septic Abandonment Forms received.
Septic Soil Testing/ Trench Permit	1 – Soil Testing/Trench permit issued: - <u>#29 Pine St.</u>
Septic – Plan Reviews	1 – Septic Plan Review conducted for: - <u>#12 Brookside Rd.*</u> – Reviewed third set of revised plans. Comments sent. Town Engineer approved latest revised plan, however need to have BOH approve required variances (On-going). <u>Variance Reviews pending – Will hold variance reviews at July BOH meeting.*</u>
Septic Installation Inspections	6 – Septic installation inspections conducted at: - <u>#1554 Central Ave. (x6)</u>

Septic Installer Permit Renewal	1 – Septic Installer permit renewal issued for: - <u>Jimmy Brooks</u> – JPAC Enterprises
Subdivision Reviews	0 – Subdivision reviews conducted
Tobacco – Complaints	0 – Tobacco Complaints received.
Tobacco Insp.	2 – Routine Tobacco inspections conducted at: - Dunkin Donuts Mini-mart - 7-Eleven (Highland Ave.)
Well Permit application Approval to Drill letters issued	2 - Irrigation Well Approval to Drill letters issued for: - <u>#695 Charles River St.</u> - <u>#54 Whitman Rd.</u>
Well – Permits	0 – Well permits 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	2	0	0	0	0	13	10	0	Bodywork Pract. Permits
Bottling	0	0	1	0	0	0	0	1	0	0	0	0	2	1	1	Bottling Permit insp.
Demo	5	12	11	21	9	9	4	8	6	3	17	7	112	110	100	Demo reviews
Domestic Animal Permits/ Insp.	1/0	0/1	0	0	0	1	0	0	0	0	0	15/15	17/16	16	15	Animal permits/ Inspections
Food Service	12	16	11	18	18	19	21	17	13	19	17	17	198	209	220	Routine insp.
Food Service	3	1	11	6	2	0	1	3	1	2	2	5	37	35	26	Pre-oper. Insp.
Retail	2	10	6	6	7	3	4	6	9	5	9	2	69	71	71	Routine insp.
Resid. kitchen	0	1	1	0	0	0	2	3	0	0	0	0	7	11	8	Routine insp.
Mobile	6	1	0	0	0	0	1	0	0	3	2	2	15	9	10	Routine insp.
Food Service	7	3	5	2	5	2	4	5	4	5	5	4	51	50	52	Re-insp.
Food Service/ Retail	1	0	3	2	1	159	1	2	0	2	2	4	177	176	170	Annual/ Seasonal permits
Food Service	13/6	8/3	29/15	18/0	8/0	6/1	11/1	0/0	3	8/5	43/26	11/5	158/62	107/54	96/44	Temp. food permits/ Temp. food insp.
Food Service	0/0	0/0	0	0	0	0	0	0	0	0	7/11	0/22	7/33	9/16	18/45	Farmers Market permits/ Market insp.
Food Service	0/0	3/3	0/1	0	1/1	4/4	0/2	1/2	1/1	0	0	3/3	13/17	21/21	17/21	New Compl/ Follow-ups
Food Service	1	3	3	4	2	5	2	1	2	1	4	4	32	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 (Chap II Housing)	0/0	0/0	7/0	0/7	0	0	0	0	0	0	0	7/7	14/ 14	7/4	7/4	Annual routine insp./ Follow-up insp.
Housing	2/4	0/2	0/2	0	0	0	1	0	0	1	1/1	2/2	7/ 11	18/ 37	8/ 10	New Compl./ Follow-ups
Hotel	0	0	0	0	0	2	0	0	1	0	0	0	3/0	3/0	2/0	Annual insp./Follow- ups
Nuisance	2/9	3/9	2/3	0/1	3/2	3/2	1/2	1/1	2/3	4/4	4/4	5/5	30/ 45	44/ 50	43/ 47	New Compl./ Follow-ups
Pools	0	1/3	2/2	0	0	5	0	0/1	1	1	3/2	0	13/ 8	9/3	10/ 7	Pool insp./follow- ups
Pools	0	0	0	0	0	5	0	0	0	1	3	0	9	9	10	Pool permits
Pools	2	1	2	2	2	1	0	1	1	1	3	3	19	8	7	Pool plan reviews
Pools	1	0	0	0	0	4	0	0	0	0	1	0	6	4	6	Pool variances
Septic	1	3	3	1	2	2	1	0	2	2	1	0	18	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	5	6	6	43	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	3	5	4	4	7	62	61	61	Info. requests.
Septic	2	0	1	0	0	0	1	0	1	0	0	1	6	8	3	Soil/Perc Test.
Septic	0	1	1	1	2	0	0	0	0	2	1	0	8	6	4	Const. permits
Septic	1	0	2	0	0	5	2	0	0	0	0	1	11	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	2	2	0	7	3	3	Deed Restrict.
Septic	2	1	1	1	3	2	0	0	0	1	2	1	14	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	1	1	0	3/1	3/0	7/1	Plan review- Insp. of lots /Bond Releases
Special Permit/ Zoning	2	1	2	1	1	4	1	0	0	0	0	0	12	16	12	Special Permit/ Zoning

memos																
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	3/0	3/1	2/0	2/0	2/1	25/6	25/7	21/2	Routine insp./ Follow-up insp.
Tobacco	0	0	0	12	0	11	0	0	0	11	0	0	34	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	16/0	8	0	26/2	30/2	29/2	Trash Hauler permits/ Medical Waste Hauler permits
Wells	1	1	0	2	1/1	0	0/1	0	0	0/1	0	2	7/3	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. Unit replaced.
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.
Otrada Adult Day Care	4/14/17	- Cold Holding	- Need to ensure that refrigerator unit temp. is maintained at 41 deg F or below. Unit serviced. Replaced door gaskets.

Sheraton Needham Hotel	5/2/17	- Cold Holding	- Need to ensure that the 6-drawer prep refrigerator unit temp. is maintained at 41 deg F or below. Unit serviced.
Mandarin Cuisine	5/2/17	- Pest evidence observed.	- Need to bump up pest control to 1x/week ASAP. DONE Copies of weekly pest reports and daily cleaning logs must be submitted to Health Dept. for review. (On-going.) Need to work with landlord to fill any remaining foundation gaps, replace door sweeps, etc. Site visits conducted. Will continue to monitor.
Acapulcos	5/24/17	- Pest evidence observed.	- Need to bump up pest control to 1x/week ASAP. DONE. Copies of weekly pest reports AND daily cleaning logs must be submitted to Health Dept. for review. (On-going). Need to work with landlord to fill any remaining foundation gaps, replace door sweeps, etc. Site visits conducted. Will continue to monitor.
Comella's	6/6/17	- Pest evidence observed. - Handwash Facilites.	- Need to bump up pest control to 1x/week ASAP. DONE. Copies of weekly pest reports AND daily cleaning logs must be submitted to Health Dept. for review. (On-going). - Need to ensure liquid soap is provided for dispenser at hand sink next to dish machine. Need to ensure hand sink is checked on a more frequent basis to ensure it is fully supplied. DONE.
Sweet Tomatoes Pizza	6/26/17	- Handwash Facilites.	- Replace missing cold water faucet handle at hand wash sink. DONE.

Needham Public Health Department

June, 2017 Monthly Report

Maryanne Dinell- Traveling Meals Program Coordinator

Monthly

<i>Description</i>	<i>Reason</i>	<i>Notes/Follow-Up (ongoing, completed, etc.)</i>
Month of June, 2017	Residents of Needham, needing help with their daily meals.	40 clients on the Traveling Meals Program 28 Springwell Elder Services, Waltham clients 12 private pay clients - Needham residents
676 2- meal packages were delivered in June, 2017	19 Clients receive meals 5 times a week 18 Clients receive meals 3 days a week 3 Clients receive 7 meals within 5 day period	482 meals delivered to Springwell Clients 194 meal delivered to private pay residents Total #676 meals delivered @ 5.50 per meal =cost of \$3718.00
5 new clients on the Program for 1 st time	2 Springwell Clients 3 Private Pay	new clients- 2- Expected to be short term 3 –Expected to be long term
2 clients off Program	2 Clients in nursing home	1 clients– off Program since 2012 1 client on Program 10 days

<i>Category</i>	<i>Jul</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>FY '16 Total</i>	<i>FY '17 Total</i>	
Meal Delivery	728	812	786	737	645	757	648	628	784	588	671	676	9687	8460	
General Telephone Calls-received	40	78	92	65	95	92	65	60	59	62	55	48	1091	811	
Assistance Calls-to Springwell	3	2	6	4	3	4	2	2	3	5	4	2	34	40	
Not at home at delivery	7	2	3	2	2	1	2	4	2	6	2	3	77	36	
911	0	0	0	0	0	0	0	0	0	2	0	0	2	2	

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.]

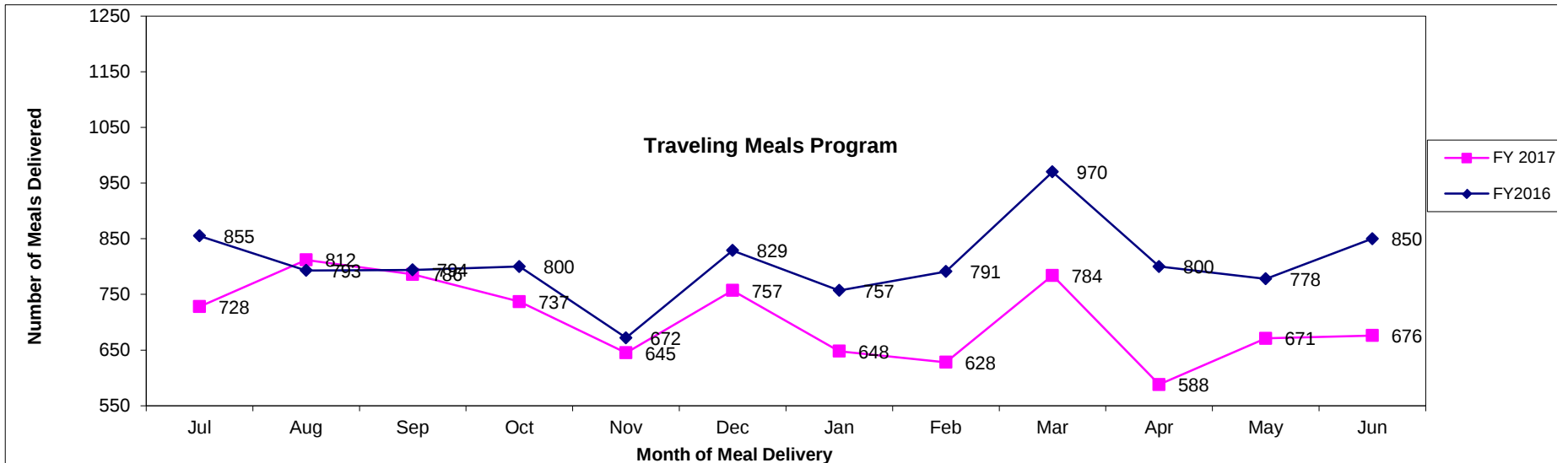
Description	Type (D,G,O)	Amount Given	Source	Notes

Traveling Meals Program

June, 2017 FY 17

Projected-12 Mo.	
\$	46,530.00
#	8,460

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	628	\$3,454.00	-21%
<u>Mar</u>	970	784	\$4,312.00	-19%
<u>Apr</u>	800	588	\$3,234.00	-27%
<u>May</u>	778	671	\$3,690.50	-14%
<u>Jun</u>	850	676	\$3,718.00	-20%
Totals:	9,689	8,460	46,530.00	



Needham Public Health Department

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

Section 1: Highlights

- Action team meetings
- Attended CADCA Academy week 2
- Monthly CCIT meeting
- Held SPAN Steering Committee meeting as well as SPAN Coalition meeting
 - Discussed restructuring SPAN meetings in terms of sustainability
- Completed bi-annual parent survey (759 response)
- Assisted with Public Health Nurse interviews
- Met with NW Hospital and other local public health departments to discuss data sharing
- Met with Angela (a previous graduate intern) who is heading our needs assessment of Needham Housing

Section 2: Goals

- Find a central location for the Department to work
- Build SPAN capacity/community recognition
- Build youth coalition capacity
- Get approval by Town to implement Alcohol Compliance checks
- Plan Youth Diversion Program

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

Section 1: Summary

During the month of June our primary focus was the 2017 Parent Survey to the Needham community for parents of 6th-12th graders, strategic planning review for the SPAN Action Teams, and attending CADCA Academy, Week 2, in Baltimore, MD.

Section 2: Activities

<i>Activity</i>	<i>Notes</i>
2017 Parent Survey	Biennial survey to Needham parents of 6th-12th graders. Distribution channels to parents included: Listserv emails from Youth Services, NPS Superintendent, Pollard MS Principal, NPD Chief, the NHS school newsletter, NPHD and NPC FB postings. We have over 800 completed surveys that are usable for data analysis.
Needham Parents Care	A core group of parent volunteers has assisted in launching a NPC Facebook page, organizing a pilot program for 5 th grade parent book groups, writing a press release for the local newspapers, and drafting content for the first monthly parent messaging initiative. Capacity building efforts continue for this group; current active membership is 6, with an additional 3 members looking to join, and an email distribution list of 22.
Data input	Entered accomplishments and outputs to REACH software

Section 3: Meetings & Conferences

<i>Title</i>	<i>Description</i>	<i>Attendance</i>
SPAN Leadership Team Meeting, 6/1	Discussion of SPAN meeting format, leadership team roles	8
SPAN Meeting, 6/6	Bi-monthly meeting	12
Needham Parents Care, 6/13	Launch of NPC FB page; drafting of first monthly parent messaging for elementary, middle and high schools for publication in June school newsletters; prepared minutes. Tanya Cherkerzian, NPC member and Broadmeadow School PTC member has launched two pilot 5 th grade parent book groups using the workbook, "Please Stop The Roller Coaster."	5
Conference call w/Kelli Keck, 6/13	Discussion of Action Teams and sustaining momentum over the summer, re-engaging the Leadership Team including review of their purpose and role in the coalition.	3
MJ Action Team meeting, 6/12	Debriefed on Extended Home Room event and strategized action plan for upcoming year (Sept-June).	9
CADCA Academy – Week 2, Baltimore, MD, 6/19-22/17	Attended Week 2 of three week program.	3- Monica, Karen and Catherine
Prescription Drug Action Team meeting 6/27	Strategized action plan for upcoming year (Sept-June)	7
DFC Staff Meeting , 6/1		4
BSAS Conference: "Aging with Dignity: Preventing and Responding to Substance Use	One day conference held in Worcester, MA hosted by BSAS/Ad Care	1-Karen

and Related Problems in Older Adults," 6/7		

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: June 6th Town Hall 9:00am & 6:00pm *unable to attend**

Impact Norwood coalition: No June meeting

Westwood Cares coalition: June 5th Westwood High 9:15am *Maggie Sliney attended*

SPAN coalition: June 6th NPL 7:30am *Maggie Sliney attended*

SAPC program, capacity building and strategy implementation preparation:

Outreach to regional leader/ stakeholder group for (1) Regional meeting planning June 20th (2) Alcohol Compliance check resource sharing with Chief Brooks (3) Alcohol policy advocacy Alcohol Task Force initiative (5) Education and advocacy recreational marijuana law legislative review (6) Prepare TIPS certification visits, including documentation for attendee failure for program retake

Alcohol Licensee visits: June 23rd & June 26th h. All TIPS trained licensee Section 12 & Section 15 Dedham- Norwood and Needham, **22 visits** certificate of completion delivery. 59 individuals trained. With Maureen Doherty.

SAPC Leadership meeting: June 12th. Review of initiatives: (1) SAPC Regional Leader/ Stakeholder meeting planning June 20th agenda *Needham PSAB 8:00am-9:30am* (2) TIPS Alcohol Training Certification media plan to promote program awareness and individual town licensee participation in TIPS. (3) **PhotoVoice** project update, strategies to connect with Dedham and Westwood youth – outreach and timeline update for Needham and Norwood implementation (4) Community Awareness posters proofing edits for each town (3 Lock It Up- Risk is Real- Social Host) (5) Media plan to promote awareness for Community Awareness program and poster distribution by town: press release newspapers (print/on-line version), website announcements and email distribution.

BSAS Project Manager: June 9th, June 16th & June 28th conference calls, Amal Marks. Review and discuss: (1) projected expenditures through June 30th (2) edit narrative justification wording for May FY 17 budget amendment approval (lap-top and cameras for PhotoVoice) (3) final budget allocations to be expended FY 17. Review for approval May supplemental invoice submission for Virtual Gateway EIM-EAM system.

BSAS- MassTAPP Alcohol policy work group: June 16th SAPC alcohol policy initiative, DJ Wilson, MMA consultant. Tracy Desovich, MPH, SAPC TA provider. Research review work group to create a policy tool kit and planning for options for building capacity with cluster town stakeholders for alcohol policy enhancements to impact access to alcohol. Liz Parsons, Melrose SAPC, Jessica Healy, Hudson SAPC and Sam Wong, Hudson Public Health Director.

Westwood Community Forum: June 14th Dr. Marisa Silveri, McLean Behavioral Neuroscientist, Associate Professor Harvard Medical School .*What were you thinking?!* *Understanding the Development of the Adolescent Brain and the Effects of Alcohol and Drug Use* cognitive and emotional maturation and milestones of organization, planning, impulse control and decision-making and how drugs and alcohol during the teen years effects brain development.

Norfolk District Attorney Prevention meeting: June 21st Michael Morrissey District Attorney, Jennifer Rowe Assistant District Attorney, Dave Morgan, Pharmacist. Review of past year initiatives, high level discussion for September program and county wide community awareness initiative targeting parent engagement in prevention.

Youth Health Connection/South Shore Hospital: June 20th Presentation Brad Heilman, President, Edventi. Online learning platform targeting real time, collaborative learning to educate and prevent marijuana, tobacco and alcohol use in underage youth. Review options to pilot platform among SAPC grant towns in health education class or options for cross discipline integration. Kim Noble, South Shore Facts-Barbara Green, Psy. D., Director YHC.

PhotoVoice project: June 13th, 20th & 26th Planning meetings, Intern Maggie Sliney. Review PhotoVoice project progress timeline, program outreach and implementation including weekly questions, photo collection and capturing participant feedback.

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

NPHD initiatives:

MetroWest Health Foundation: June 8th Regional meeting *Using Data for Public Health and Prevention*, using district-level data to inform local actions, idea sharing, strategizing, and planning Marty Cohen, President, Rebecca Donham, Grant Manager, Shari Kessel Schneider, MPH- EDC, MWAHS project manager. 2016 key indicator results review.

Alcohol Task Force Hearing: June 13th Prevention testimony, Andover Town Hall. Jon Ostrowsky, Senior Policy Adviser Commonwealth of Massachusetts Office of the Treasurer and Receiver General. Presentation of community prevention evidence based practices and public health perspective to impact access and availability to alcohol.

Town of Needham Employee Meeting: June 13th Kate Fitzpatrick, Town Manager John Bulian, Board of Selectman. Review and update of town of Needham initiatives, presentation by Needham Police Department on incident data and community programs and information sharing on building employee engagement.

Community Crisis Intervention Team (CCIT): June 14th Needham Police Department: Chris Baker and Sgt. John McGrath, Needham Fire: Donald Anastasi and Eddie Sullivan, Donna Carmichael, Latanya Steel and Kathy Davidson, BIDN Chief Nursing Officer. Data review and update on acute incident care for mental health and substance related emergency department admissions.

Needham Board of Health: June 16th Directors Report, staff public health initiatives, resident support programs, prevention reporting including health regulations hearings. 7:00am – 9:00am.

Boston Globe interview: June 20th Conference call, Felice Fryer Health reporter. Research presentation on alcohol policies to impact EAU (binge drinking incidents, underage drinking, heavy drinking and drinking while pregnant. Specific information on the history of retail alcohol tax in Massachusetts and price, a CDC validated strategy to impact EAU.

Commission on the Status of Women: June 21st Massachusetts State House, award nomination by Rep. Denise Garlick.

NPHD Staff Meeting: June 22nd Staff collaborative exercise on department programs and Strategic Planning related to accreditation.

Director meeting: June 30th Timothy McDonald, Performance Evaluation.

SAPC FY 17 budget review: June 1st & June 27th Tim McDonald. Review of SAPC grant programmatic and financial status. Update and review of grant budget expenditures, May amendment submission for lap-top and cameras (edit narrative) projected expenses and plan to manage change in UFR classifications by program.

NPHD programs meeting preparation outreach for research and resource gathering:
(1) NPHD monthly report (2) Alcohol policy research to impact underage local access to alcohol, promote responsible selling and serving and reduce OUI driving for SAPC towns (3) Letter to AG Maura Healy on behalf of John Sofis Scheft for candidacy for appointment to the MA Cannabis Control Commission, Law Enforcement sector.

Resident Support- Respond to calls or meeting requests related to mental health conditions and/or substance use disorder. Referral to counseling, assessment, treatment and recovery resources. 2 calls: (28 yr. old F SUD- MH children under 20 months) - (15yr. old F MH- suicide attempt)

SPAN Initiatives:

Respectfully submitted by Carol Read July 20, 2017

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

*Vacation (5 days)

Weekly
6/24/17

HELLO
I AM...

SOMEONE WHO
CAN HELP!

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617-332-3666 x1411
or 1-888-244-6843 x1411



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Call Monday-Friday 9:00 am-5:00 pm
to consult with a mental health
professional about resources and/or
receive personalized, matched referrals.

For additional information and resources, please
visit the Needham Public Health Department at
needhamma.gov/health. Funding for this valuable service
is generously provided by Beth Israel Deaconess Hospital/
Needham and The Kyle W. Shapiro Foundation.

Times 6/29/12

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FREE

What's In Your Medicine Cabinet?

Dispose of unwanted, unused and expired medications at Needham's medication take-back kiosk.

Where

Medication Return Kiosk
Needham Police Department
99 School Street

When

Any Day
24 hours a day
7 days a week

How to Prepare

Take inventory of all prescriptions and over-the-counter medications.

- Check the expiration dates on all medications in your home, including: cough, cold, allergy and prescription medications.
- Evaluate all medications for their intended purpose. Collect unused medications from a previous illness or condition.
- Remove all personal and identifiable information from containers.

Questions: Contact the Health Department at 781-455-7500

A partnership with the Needham Police Department, the Health Department and the Substance Prevention Alliance of Needham.

Needles, thermometers, medical waste or illicit drugs such as cocaine or marijuana will not be accepted.



NW 001384572

Times 6/22/12

HELLO
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Neckles 6/22/12

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BOH/TOBACCO PRODUCTS
LEGAL NOTICE

At a public meeting held on June 16, 2017, the Board of Health of the Town of Needham, County of Norfolk, Massachusetts, acting under the authority of Chapter 111, Section 31 of the Massachusetts General Laws, adopted revisions to Article 1, Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham in the interest of, and for the preservation of, the public health. This summary shall serve as notice to all.

Revise Article 1, "Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham", which was last revised in 2015 to clarify inaccurate definition language, to incorporate revised penalties, to adopt a longer tolling period, and other revisions.

The revisions will take effect on August 1, 2017.

AD#13582425
Needham Times 6/22, 6/29/17

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6/22 & 6/29

BOH/TOBACCO PRODUCTS
LEGAL NOTICE

At a public meeting held on June 16, 2017, the Board of Health of the Town of Needham, County of Norfolk, Massachusetts, acting under the authority of Chapter 111, Section 31 of the Massachusetts General Laws adopted revisions to Article 1, Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham in the interest of, and for the preservation of, the public health. This summary shall serve as notice to all.

Revise Article 1, "Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham", which was last revised in 2015 to clarify inaccurate definition language, to incorporate revised penalties, to adopt a longer tolling period, and other revisions.

The revisions will take effect on August 1, 2017.

AD#13582425
Needham Times 6/22, 6/29/17

Legal Notice

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6/22 & 6/29

**BODYWORK REGULATION
LEGAL NOTICE**
Notice of Public Hearings
Friday, June 16, 2017
7:00 AM – 9:00 AM

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

The purpose of this Public Hearing is to:

Revise Article 19, Regulation Governing the Practice of Bodywork in Needham in the interest of, and for the preservation of, the public health. The amendments to the regulation cover licensure, application, and renewal requirements. The regulation 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.

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Comments will be accepted at the public hearing, and will also be accepted through Tuesday, June 13th 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. A copy of the regulation is available for interested parties to review on the Public Health Department's website at www.needham.gov/health.

AD#13574065
Needham Times 6/1, 6/8/17

Notice of Public Hearings

*Weekly
6/18/17*
Friday, June 16, 2017, 7:00 AM – 9:00 AM
Charles River Room – Public Services Administration Building
500 Dedham Avenue, Needham MA 02492

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6/1 & 6/8

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AD#13574065
Needham Times 6/1, 6/8/17

Needham Parents

Weekly 6/18/17A

Care seeks volunteers

"Staying informed and starting conversations early is essential for parents in order to keep kids safe and healthy as it relates to substance use and misuse, particularly alcohol and drugs," says Tanya Cherkerzian, LICSW, Needham Parents Care (NPC) volunteer, Needham parent, and Director at Colony Care Behavioral Health. "We're excited that our NPC group, dedicated to empowering Needham parents with the tools to talk to their school-aged children about health and wellness, is expanding its presence throughout Needham."

Needham Parents Care is a subset of SPAN and is made up of Needham parents of school-aged children. Initiatives through NPC include developing a library of messages focused on a range of topics including: handling transitions, conflict resolution, social media, and safety and technology. "Our goal is to furnish parents with age-appropriate information," says Cherkerzian, "and encourage them to start discussions and routines early. With this, youth are more likely to be able to cope when pressures associated with substances and other risky behaviors come into play." These messages will be communicated through various outlets including

social media, schools, and PTC newsletters.

Additionally, a pilot parent book program at Broadmeadow Elementary School was recently launched. Parent groups are meeting to read and discuss "Please Stop the Roller Coaster! How Parents of Teens Can Smooth Out the Ride," an instructional and informational parenting guide by Sue Blaney. Depending on community interest, the pilot program may lead to more parent book group opportunities in other Needham schools.

Needham Parents Care meets quarterly at the Public Services Administration Building, 500 Dedham Ave. Volunteers are still needed to serve as communication liaisons to the school PTCs, to help with researching and writing topics, or to perform occasional tasks such as delivering brochures to schools and institutions and attending events and activities.

To get involved involved with Needham Parents Care or to join the email list, contact NeedhamParentsCare@needhamma.gov. Also follow NPC's Facebook page at <https://www.facebook.com/SPANNeedham/>.

SELECTMEN

Residents express fears over Verizon proposal

Company wants to install 12 cell phone antennae on poles

By Julie M. Cohen
jcohen@wickedlocal.com

During a crowded, contentious meeting last week on the proposed installation of Verizon cell phone antennae and equipment on 12 utility poles, Selectman John Bulian told the company's outside counsel he was acting in an "arrogant" and "cavalier" manner toward the town.

"I don't appreciate the legal lecturing," said Selectman Matthew Borrelli to attorney Joshua Lanzetta of McLane Middleton. "If you didn't need us (to approve the project), you wouldn't be here."

Lanzetta told the packed room the antennae were needed to improve coverage gaps in service for Verizon customers while radiation safety specialist Donald L. Haes described his data-gathering methods to determine whether the project met safety guidelines.

Multiple residents expressed fears to board members about potential health risks posed by the antennae as well as the possible devaluation of property located near them. Another resident was concerned it would be



From left, Verizon outside counsel Joshua Lanzetta of McLane Middleton, radiation safety specialist Donald L. Haes and Selectman Maurice Handel discuss the company's proposed cell phone antennae during a meeting at Needham Town Hall Tuesday. [WICKED LOCAL STAFF PHOTO/JULIE M. COHEN]

"precedent setting" if the selectmen approve Verizon's antennae, and open the door for other carriers to put up their own, thus increasing the maximum radio frequency exposure.

Several people who abut one of the 12 sites said they were worried about the young children who live near the proposed antennae and some started a petition against the project.

Haes, who was being paid by Verizon for his analysis, said in his report

he found Verizon's proposal, "would comply with FCC and MDHP (Massachusetts Department of Public Health) RF (radio frequency) exposure guidelines, including residential areas and in the surrounding neighborhoods."

He said the very detailed, technical report looked at "worse case" scenarios and was very conservative. However, these findings did not reassure audience members or the selectmen, who said they wanted input

from the town's Board of Health before making any decisions.

Lanzetta countered the audience's claims and concerns by saying, "From our standpoint, there is no safety issue."

He said there is a lot of work and research that goes into choosing locations for the antennae, and that many are located in densely populated areas since that's where the users are.

Chairman Marianne Cooley ultimately decided to continue the matter until June 27, so they could have enough time to confer with other experts and hear more input from the public.

"This board has a responsibility to the residents of Needham," she said.

New restaurant

Before the Verizon discussion, the board spoke with Paul Turano, executive chef and owner of Cook restaurant in Newton, about his plans to open Cook Needham at the former Not Your Average Joe's location on Chapel Street.

He told the selectmen the menu would be similar and that he plans to do some cosmetic renovations, but that "structurally, the place is in great shape."

After approving an all-alcohol license for the restaurant, they wished him good luck for his planned September opening.

Talking with your teen about alcohol

By Mary Kowalczuk

I started talking about alcohol and drugs with my boys when they were 10 and 12. The conversation went something like this: I want you both to know my expectation is that you will both remain alcohol- and drug-free while you're living at home with me. It's my hope that this remains the case until you are young adults. Cue eye roll.

As my teenage sons have gotten older and more mature, the conversation has evolved. They sometimes still roll their eyes when I bring up the topic, but they also listen and engage. They understand how substance use can harm teen brain development. They talk with some experience about the reasons their peers use alcohol and drugs, and have some insight into how using substances can interfere with other aspects of their lives.

The other conversation I have is with parents who want to know how to talk to their kids about alcohol and drug use. My usual response is for parents to

be clear, supportive and set clear expectations.

Studies show that parents have a significant influence on teenagers' decisions about alcohol use, especially when parents and caregivers create supportive and nurturing environments.

As a parent of teenagers, I often feel like I'm talking to a brick wall. I've lost track of how many times I've asked my kids to fill in the blank and it just doesn't happen. However, not only do our words matter as parents, our actions matter as well. Have conversations with your child about substance use. Model what healthy choices and healthy behaviors look like. Children watch their parents. If you drink alcohol, do so in moderation. Additionally, any alcohol that is not locked up is easy for kids to find, drink, and share. Monitor what you have at home.

When talking to your children be clear about your expectations for them and establish rules. It has been shown that children whose parents set clear rules and follow through

As a parent of teenagers, I often feel like I'm talking to a brick wall. I've lost track of how many times I've asked my kids to fill in the blank and it just doesn't happen. However, not only do our words matter as parents, our actions matter as well.

with consequences are less likely to use alcohol.

Tell your teen what not to do: Don't go to parties where alcohol is illegally served to minors. Don't drink and drive or get in a car with someone who has been drinking. Don't binge drink. Let your kids know how important their safety is and how much they mean to you. Remind them that they can call you, no matter what, if they ever feel unsafe or uncomfortable in any situation, and you'll be there to help them.

These conversations aren't always easy. Typical teen behavior triggers a lot of emotion in me and I often have to keep myself in check. But I know from experience, the more I talk about it the easier it gets and the better the conversation. A good reminder for anything we talk to our

children about—whether it's alcohol or drug use or maintaining good grades—the conversations and messages come through clearer when they are not clouded in anger or other emotions.

So parents, before summer is in full swing and your teen is off with friends, have the conversation about substance use. Be open, compassionate and be sure to clearly communicate your desire for them to remain alcohol- and drug-free. You are one of the biggest influences in their lives. Your words and actions can make a positive difference in their lives.

—Mary Kowalczuk, MSW, is the manager of substance abuse prevention programs at the Cambridge Public Health Department.

Steele is new Aging Services director



LaTanya Steele will be the Director of the Town's Aging Services Division and the manager of the Center at the Heights (CATH).

The Town of Needham has announced that LaTanya Steele has been chosen to be the next Director of the Town's Aging Services Division and the manager of the Center at the Heights (CATH). Steele was the unanimous choice of a diverse group of interviewers which included Aging Services Division staff members, managers from other Town departments, and members of the Council on Aging

Board.

"LaTanya Steele is a tremendous asset to our community," said Colleen Schaller, Chairperson of Needham's Council on Aging Board. "She is dedicated to assisting Needham's senior population and projects a warm but firm leadership quality. The COA Board is extremely pleased with her appointment"

Steele has worked for the Town

of Needham for more than a decade and has progressed to the position of Director by steadily assuming more responsibility over the past four years. She served as the Acting Director of the Aging Services Division for the past four months following the retirement of the previous director, Jamie Brenner Gutner. Prior to her Acting Director role, Steele served as the Aging Services Division's Assistant Director and Social Work Supervisor for more than three years, and before that was the Aging Services Division's primary social worker for nearly eight years.

"This is an exciting time for Needham's older residents," noted Timothy Muir McDonald, Needham's Director of Health & Human Services. "Ms. Steele and her team have already begun work to expand the range of programs and services offered during the early evening hours and to better utilize the kitchen at the Center at the Heights for a range of healthy cooking options for seniors."

The Aging Services Division is one of the most active departments in the Town, with 12 employees (9.8 FTEs) and dozens of community volunteers who are committed to making the Center at the Heights a welcoming environment where Needham's seniors have opportunities for learning, entertainment, friendship, nutrition, exercise, and wellness.



Board of Health

Edward Cosgrove, PhD
Chair

Stephen Epstein, MD, MPP
Member

Jane Fogg, MD, MPH
Vice Chair

Mission

The Needham Board of Health, founded in 1877, and its Public Health Division strive to prevent and control the spread of disease, to address environmental issues, to promote healthy lifestyles, and to protect the public health and social well-being of all Needham's residents, especially the most vulnerable.

Goals FY 2017 and 2018

Administrative

Ensure the necessary infrastructure to effectively provide essential public health services.

- Develop Public Health Division-wide communications strategy that incorporates a variety of methods (articles, videos, presentations to community groups, hosting of community forums) to ensure community outreach on pertinent public health issues.
- Pursue small grant funding opportunities to meet distinct community needs (similar to concussion education, and healthy aging initiatives).
- Enhance and refine financial tracking mechanisms to ensure complete and appropriate use of municipal, grant, and donated financial resources
- Develop processes and accrue resources to support the continual gathering of qualitative and quantitative data to inform the activities of the Public Health Division.
- Address the health and physical space challenges of the Public Health Division's office environment, and aggressively pursue an appropriate location for Public Health staff in the short, medium, and long-term.
- **Long-term** - Pursue Public Health Division accreditation and support the establishment of a culture of continuous quality improvement.

Community Health

Increase the quality, availability, and effectiveness of educational and community-based programs designed to prevent disease and injury, improve health, and enhance quality of life.

- Support existing community initiatives that address public health concerns including senior nutrition, elder isolation, mental health promotion, and domestic violence awareness.
- Sustain multi-disciplinary work to assist families and community members in need of mental health, domestic violence, and substance use support through the Needham Community Crisis Intervention Team (CCIT).
- Emphasize the importance of affordable and accessible housing as a public health issue for all Needham's residents and especially for the Town's senior citizens.
- Advocate for resources to support and enhance Healthy Aging in the community, such as accessible senior housing and more frequent forms of town or community-run transportation programs.

Emergency Management/Emergency Preparedness

Improve the community's ability to prevent, prepare for, respond to, and recover from a major emergency.

- Hire a part-time Emergency Management Coordinator to support achievement of Public Health Division and Town-wide emergency management goals.
- Revise and update Comprehensive Emergency Management Plan (CEMP), Hazard Vulnerability Analysis (HVA), and municipal safety and emergency guidelines.
- Establish a detailed calendar depicting assigned dates for training, exercises, and updates/revisions to existing emergency plans.
- Work towards full certification of the Needham Local Emergency Planning Committee (LEPC), and state and federal recognition as such.

Environmental Health (EH)

Promote health for all through a healthy environment

- Hire additional staff to maintain EH Unit capacity for inspections, environmental health monitoring, training, and vendor and general public education.
- Prioritize positive communication and relationships with food service owners and staff and tobacco vendor owners and staff.
- Develop regular schedule for detailed review and revision of all regulations
 - Review and revise Tobacco regulations (2017).
 - Review and revise Trash Haulers regulations (2017).
 - Review and revise Private Well regulations (2017-2018).
- Identify best practices and optimal platforms for electronic inspection reporting capacity.

Environmental Health (EH) continued

Promote health for all through a healthy environment

- **Long-term** - Research best practices and pursue regulatory standards for posting of calorie counts and nutritional information (FY 2018).
- **Long-term** - Develop and implement food establishment grading policies (FY 2020 approximately).

Public Health Nursing

Advance population health through quality community/ public health nursing education, research and service.

- Prepare for 2017 staff transition.
- Examine community demographics and population needs to identify priorities for public health nursing staff capabilities.
- Review and assess Needham's public health nursing capabilities.
- Develop community outreach calendar of focused educational and training programs such as sunscreen, tick borne illnesses, and other timely public health nursing issues.

Substance Use Prevention

Reduce substance use and misuse to protect the health, safety, and quality of life for all, especially children.

- Provide education and information to community about adverse health impacts of substance use and misuse for the youth, adult, and senior populations.
- Advocate for community level policy changes to impact access and availability of alcohol, akin to raising purchase age for tobacco and reducing sale outlet density.
- Expand community support for addressing alcohol compliance in the same fashion as tobacco compliance, with increased inspections (goal of semi-annual) and compliance checks (long-term goal of quarterly, interim goal of semi-annual).
- Increase awareness of proper prescription medication disposal options and secure storage practices within the Town of Needham.
- Research and develop regulations that will govern the use of recreational marijuana, and revise existing regulations that govern medical marijuana. The overall goal of such regulations should be to ensure the safe and sanitary operations of marijuana dispensaries and recreational marijuana establishments, while at the same time educating the community about the dangers of chronic use and general misuse of marijuana, and promoting a safe and healthy environment for all of Needham's residents.
- **Long-term** - Secure commitment for secondary safe and secure disposal locations for prescription medications, in addition to current medication disposal kiosk at the Police Station and the pair of sharps disposal kiosks at the RTS (FY 2020 approximately).

CHENEY ENGINEERING CO., INC.

53 Mellen Street
Needham, MA 02494
Tel. 781-444-2188

July 21, 2017

Needham Board of Health
1471 Highland Ave
Needham, MA 02492

Re: 193 Worcester Road Associates LLC
12 Brookside Road

To the Members of the Board,

On behalf of our client, 193 Worcester Road Associates LLC, I am writing to the Board to request the following variance to title 5 and Needham Board of Health Regulations:

- 1) 310 CMR 15,211 - The applicant requests relief from this regulation in order to install the septic field in front of the house, 6 feet from the street line and property line.
- 2) 310 CMR 15,211 - The applicant requests relief from this regulation in order to install the septic field in front of the house, 12.1 feet from cellar
- 3) 310 CMR 15,229 - The applicant requests relief from this regulation in order to install the septic field in front of the house by pumping more than 25% of the sewage to septic tank.

The existing house is served by a cesspool that lies to the middle rear of the house. It lies approximately 40 feet from the wetlands located on the rear of the property. Based on the request by the town engineer the leaching field and septic tank is proposed in front of the house in order to be more than 100 feet from wetlands.

It is felt that denying the request would be manifestly unjust to our client as development of the property relies on a 4 bedrooms septic. As for the environmental aspect, the new system would move the system completely away from the wetlands.

If you have any questions or require any additional information please call.

Sincerely,
CHENEY ENGINEERING CO., INC.



Ardi Rrapi
Applicant's Representative

193 Worcester Road Associates LLC



Gordon Russell
Manager



Needham Public Health Department

1471 Highland Avenue, Needham, MA 02492
www.needhamma.gov/health

781-455-7500 ext. 511
781-455-0892 (fax)



SEPTIC VARIANCE REQUEST

Fee = \$125.00

(check made payable to
the Town of Needham)

Name: 190 Worcester Road Associates LLC

Address: 12 Brookside Road

City/Town: Needham, MA

Phone Number: 781-888-0910

Regulation and nature of variance request (please note section(s):

Regulation: 15,211 - Leaching field less than 10 feet from Property Line

15,211 - Leaching field less than 20 feet from Cellar

15,229 - Pumping of sewage to septic tank more than 25%

Nature of Request: Existing 4 bedroom house to be re-constructed.

Reason for Request: Site limitations and request by town engineer

For Health Department use only

Date of site visit if any: _____

Date hearing notice was published: _____

Date hearing was held: _____

Health Department decision: _____

Variance in effect from _____ to _____

Please attach all pertinent documents including a copy of the written decision.

**Notification to Abutters of
Public Hearing
for Variance Request
Under 310 CMR 15.411**

This is notification that a Public Hearing will be held for a Variance Request from 310 CMR 15.000, Town of Needham Board of Health Regulations, specifically:

Name of Applicant: **190 Worcester Road Associates LLC**

Project Location: **12 Brookside Road, Needham, Mass.**

Public Hearing:

Place – Center at the Heights
300 Hillside Ave
Needham, MA

Date – July 27, 2017

Time – 7:00 PM

Variance Request:

- 15,211 - Leaching Field Less than 10 feet from Property Line;
- 15,211 - Leaching Field Less than 20 feet from Cellar;
- 15,229 - Pumping of sewage to septic tank more than 25% of the design flow.

Deed Restriction:

- Limit House to 4 Bedrooms and No Garbage Grinder Can Be Installed.

The applicant is proposing to up-grade existing septic system.

Except for these variance requirements, the system is in complete compliance with the Needham Board of Health Regulations and the State Environmental Code for the construction of an on-site sewage disposal system.

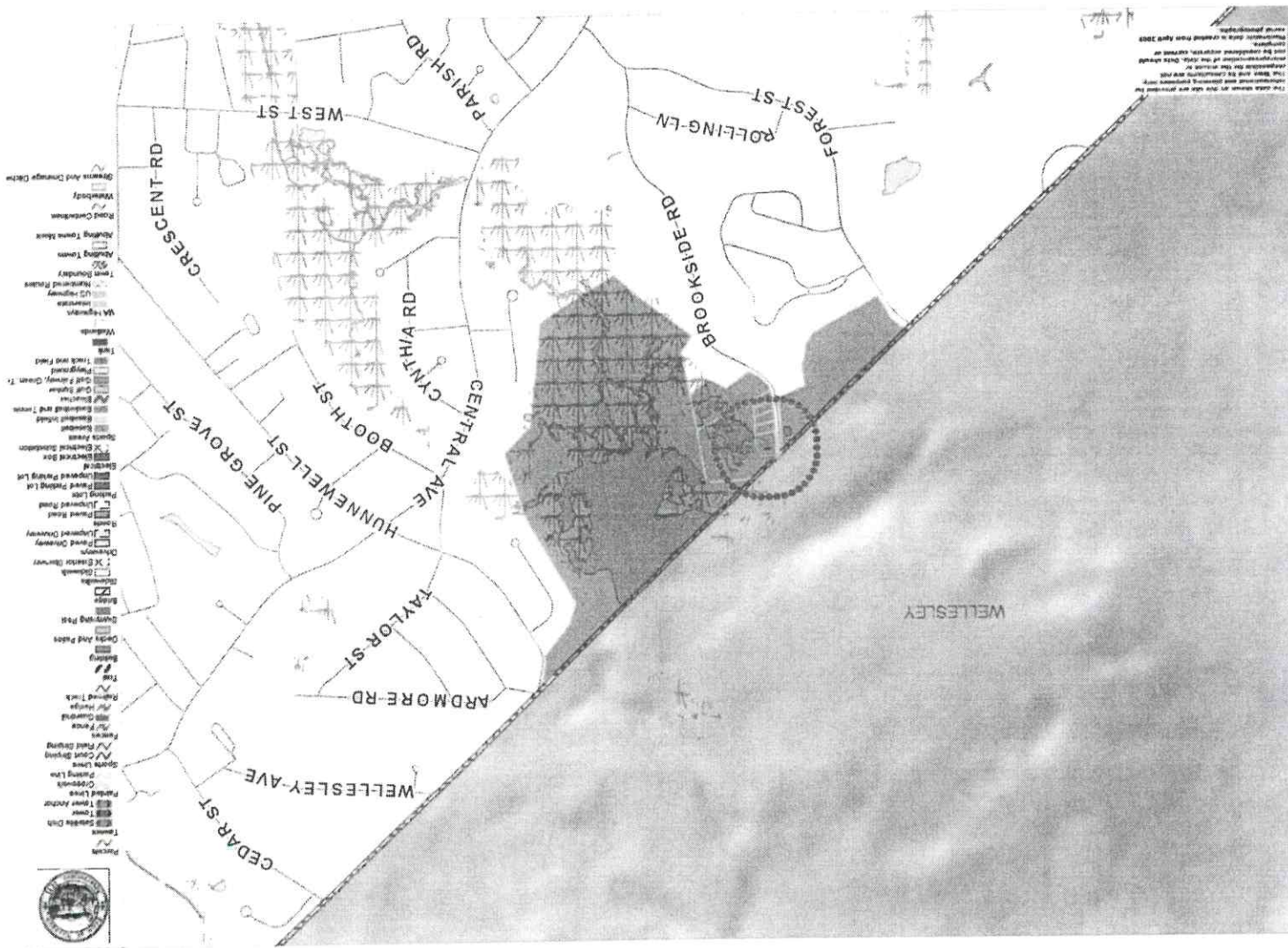
The applicant feels that strict enforcement by the Board of Health of these regulations would be manifestly unjust considering all the relevant facts and circumstances.

The plan as filed may be viewed at the Board of Health during regular business hours.

CHENEY ENG. CO., INC
53 Mellen Street
Needham, MA. 02494
contact@cheney-eng.com
(781) 444-2188



FILE COPY





Town of Wellesley Abutters List

Date: 05/23/2017
Address: 62 Brookside Rd
Parcel ID: 33-1
Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
419 Wellesley Ave. 25-4	Town of Wellesley Natural Resources Department	525 Washington St. Wellesley, MA 02482
228 Forest St. 40-1	Wellesley Country Club	300 Wellesley Avenue Wellesley, MA 02481

12 BROOKSIDE ROAD

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
WELLESLEY COUNTRY CLUB		WELLESLEY AVE	WELLESLEY HILLS	MA	02481	1991130002900000	0 FOREST ST
DASEY, KAREN D.		44 BROOKSIDE RD	NEEDHAM	MA	02492	1991130002200000	44 BROOKSIDE RD
COLLINS, MICHAEL T &	COLLINS, MEGHAN C	24 BROOKSIDE RD	NEEDHAM	MA	02492	1991130002500000	24 BROOKSIDE RD
MERCURI, ALBERT J. JR.		38 BROOKSIDE RD	NEEDHAM	MA	02492	1991130002300000	38 BROOKSIDE RD
FINK, ANDREW C. &	DIAMANTIS, ALLESSANDRA	30 BROOKSIDE RD	NEEDHAM	MA	02492	1991130002400000	30 BROOKSIDE RD
TOWN OF WELLESLEY	PUBLIC WORKS DEPT	P. O. BOX 217	WELLESLEY	MA	02482	1993100000100000	0 ROSEMARY MEADOW
BURKE, JORDAN E. &	BURKE, AMELIA S	18 BROOKSIDE RD	NEEDHAM	MA	02492	1991130002600000	18 BROOKSIDE RD
193 WORCESTER RD ASSOCIATES LLC		62 BROOKSIDE RD	WELLESLEY	MA	02482	1991130002700000	12 BROOKSIDE RD
RUSSELL, GORDON C., TR		62 BROOKSIDE RD	WELLESLEY	MA	02481	1993100000600000	62 BROOKSIDE RD
PONGOR, PAUL I. &	PONGOR, FAITH A.	60 BROOKSIDE ROAD	NEEDHAM	MA	02492	1993100000700000	60 BROOKSIDE RD

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
for the Needham Board of Assessors.....

7017 0660 0000 1832 6807

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☐ Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage and Fees \$6.59

07/15/2017

Sent To **JORDAN E & AMELIA S. BURKE**

Street and Apt. No., or PO Box No. **18 BROOKSIDE RD**

City, State, ZIP+4® **NEEDHAM, MA 02492**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7017 0660 0000 1832 6814

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07/15/2017

Sent To **WELLESLEY COUNTRY CLUB**

Street and Apt. No., or PO Box No. **300 WELLESLEY AVE**

City, State, ZIP+4® **WELLESLEY, MA 02481**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7017 0660 0000 1832 6821

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☐ Adult Signature Restricted Delivery	\$0.00

Postage \$0.49

Total Postage and Fees \$6.59

07/15/2017

Sent To **GORDON C. RUSSELL**

Street and Apt. No., or PO Box No. **62 BROOKSIDE RD**

City, State, ZIP+4® **WELLESLEY, MA 02481**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions