



Needham Board of Health AGENDA

**Friday September 15, 2017
7:00 – 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 (July 27th)**
- **7:05 to 7:50 - Staff Reports (July & August)**
- **7:50 – 8:00 – Board of Health composition and structure**
- **8:00 to 8:10 – Senior Housing—Affordability and Accessibility**
 - **Executive Summary (*draft*)**
 - **Full Report (*draft*)**
 - **Talking Points (*draft*)**
- **8:10 to 8:40 – Food Regulatory Program Standards**
- **8:40 to 8:50 – Mobile Food Vendors and Town Pilot Program**
- **8:50 to 8:55 – Board of Selectmen attend Board of Health meeting
September 2017**
- **8:55 to 9:00 Other Items**
- **9:00 Next Meeting (Thursday October 5th 6:00 – 8:00 p.m.)**
- **Adjournment**

(Please note that all times are approximate)

NEEDHAM BOARD OF HEALTH
July 27, 2017
MEETING MINUTES

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

STAFF: Timothy McDonald, Director, Donna Carmichael, Catherine Delano, Maryanne Dinell, Tara Gurge, Dawn Stiller

GUEST: Ardi Rrapi, Cheney Engineering, Gordon Russell, Resident

CONVENE: 6:00 p.m. - The Center at the Heights, 300 Hillside Avenue, Needham MA 02494

DISCUSSION:

Called To Order - 6:03 p.m. - Jane Fogg, Chairman

APPROVE MINUTES:

Upon motion duly made and seconded, the minutes of the BOH meeting of June 16, 2017 were approved as submitted.

The motion carried. The vote was unanimous.

DIRECTOR'S REPORT - Timothy McDonald

Mr. McDonald introduced Tiffany Zike, the new Public Health Nurse. Ms. Zike provided a brief description on her background. She stated that her background in nursing is in substance abuse and mental health. She is currently working on her master's degree in public health nursing at Boston University.

Mr. McDonald reported on job postings. He stated that the Environmental Health Agent position is closed, an offer is being presented to the chosen candidate by the Human Recourse's Department. Ms. Gurge described the interviewing process. She stated that Diane Acosta, was offered the position and has accepted. Ms. Gurge added that Ms. Acosta received her master's degree in May and has great credentials with a willingness to learn more. Mr. McDonald noted that the offer for this position was contingent on receiving a set of certifications that he and Ms. Gurge have agreed upon within two years of hire. Mr. McDonald also noted that the town supports education to keep and retain licensure. He added that the Public Health Division is excited to have her and she would start on August 21.

Mr. McDonald updated the Board on the construction timeline for the building that will house the Rosemary Recreational Complex.

He stated that he and Ms. Gurge attend the weekly construction meetings for project. Mr. McDonald stated that there are a few items that he is concerned about. He is concern about the pool being up to code, the air quality in the building and proper venting of the chemical storing room for the pool.

Mr. McDonald stated that on Friday, July 28 the Director of Family and Youth Services position will close. He described the interviewing process and stated that he hope to have a person hired for this position by September 15. Mr. McDonald stated that applicants for the Assistant Director of Aging Services position are being reviewed and first round interviews will start on August 6 and 7, final round on August 11. He stated that once these positions are filled it will complete the full time hiring schedule for the Health and Human Services Department.

Mr. McDonald stated that the Board of Selectmen would attend the September meeting and will talk about supporting Board priorities. A brief discussion followed.

STAFF REPORTS

- **Public Health Nurses Report - Donna Carmichael, RN**

Ms. Carmichael presented a brief review on communicable diseases and animal bites. A general discussion followed. Ms. Carmichael reported that camps are in full swing this season and are doing well. She added that one additional two-week camp is scheduled to open in August. Ms. Carmichael stated that she held three CPR classes. Ms. Carmichael also shared a brief update on Assistance Programs. A general discussion ensued on the decreasing number of Lyme disease cases.

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

Ms. Gurge reported on emergency fire calls. She stated that the Fire Department called the Public Health Division for assistance to a call they received regarding an indoor air quality concern at the Needham Post Office on 1150 Great Plain Avenue. The issue was identified and addressed. Ms. Gurge also reported that the Needham Fire Department also responded to a sprinkler malfunction, flood concern at the Restaurant Depot on 114 1st Avenue. A follow-up inspection was after mitigation of the concerns.

Ms. Gurge updated the Board on Seasonal Food Truck Inspections. She stated that an inspection is pending for Capriotti's Mobile Food Truck due to broken refrigerator prep unit. Ms. Gurge noted that two Seasonal Food Truck vendors have passed inspection and were permitted to operate.

Ms. Gurge stated that Brian Flynn assisted with the Needham Business Association Street Fair inspections. She noted that the inspections went well, no violations were observed.

Ms. Gurge provided an update on Food Permit Plan Reviews. Ms. Gurge stated that Food Permit Plan Reviews were conducted for Relever Craft Beer Retail Store at 250 Chestnut Street, Goldberg's Deli and Grill, 250 First Avenue, and Homewood Suites, 200 First Avenue. Food Permit Plans were approved.

Ms. Gurge reported on Housing Complaints that have been resolved. Ms. Gurge reported that Pool Plan Reviews for Rosemary Town Pools are ongoing. Ms. Gurge stated that Homewood Suites Pool Plans have been approved. The Modera Needham, 700 Greendale Avenue, Pool Plans are ongoing. A brief discussion followed on the relocation of air vent per Board specifications. Mr. McDonald will follow-up with David Roche.

Ms. Gurge reported on variance reviews for 12 Brookside Road. She has received a third set of revised plans. The Town Engineer has approved the latest revised plan. The Board would review the approved required variances during the Public Hearing.

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

Ms. Dinell presented a brief update on the Traveling Meals program. Ms. Dinelle stated that the women that were hired last year are doing a great job this year. She also has a volunteer who is a veteran, he delivers meals two days per week.

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

Ms. Delano reported that she is working on a sustainability plan with her grant committee. Ms. Delano also report that she and Ms. Read has completed the bi-annual parent survey. She received 759 responses. This information would be presented at the September Coalition meeting along with the Metro West Adolescent Health Survey Data.

Ms. Delano reported on outreach to the Needham Housing Authority, in terms of grief counseling for residents regarding the recent homicide in that community. Ms. Delano stated that a number of issues have been expressed by residents of the Needham Housing Authority's senior housing program at Linden Chambers. Ms. Delano reported that she is working with an intern who is doing a needs assessment on issues from this senior housing community Needham Housing Authority's Linden Chambers complex.

OTHER ITEMS

- Fooda Catering - Ms. Gurge reported on concerns regarding Fooda Catering. Ms. Gurge stated that she met with a representative from Fooda Catering in July regarding a proposal for a new concept for Needham. He is looking at two sites in Needham, 250 First Avenue and 117 Kendrick Street. Ms. Gurge stated that Fooda Catering contracts with permitted food establishments and that Fooda is proposing to be at thirty different restaurants each day of the week. Ms. Gurge stated that she informed Fooda Catering that a Food Permit Plan would need to be conducted for each site. The Fooda representative spoke with Ms. Gurge regarding Fooda plans on this in surrounding towns. Ms. Gurge stated that she follow-up on Fooda's plans in other towns and concerns were expressed from other towns regarding permitting compliances for this vendor. A discussion followed on the inspection process and on code violations that the Board is required to uphold. Mr. McDonald stated that the Public Health Division is being responsive to the amount of documentation regarding the Food Permit Review process but would not be willing to consider accept verification and or documentation from other towns verifying compliance for a vendor. Mr. McDonald stated that the Public Health Division would continue to conduct and rely on its own Food Permit Review inspections compliance process.
- Housing Complaints - Mr. McDonald expressed concern on the number of housing issues that the Public Health Division is responding to. Mr. McDonald stated that giving the volume of housing visit whether or not the issues could be addressed through the CCIT or to restart the Housing Task Force. Ms. Carmichael presented a summary on several complicated housing issues. A discussion followed.

BOARD OF HEALTH COMPOSITION AND STRUCTURE

Mr. McDonald stated that he reached out to the Mass Association of Health Boards in an effort to obtain data on the composition of Boards of Health. He stated that he is interested in the data on the number of members and the length of term, which would be useful information to the Town regarding a request to change the Town's Charter to include an additional Board of Health member. Mr. McDonald spoke about the process he will use to solicit the data he will need for discussion with the town on this item. Discussion veered on Dr. Fogg's pending vacancy.

PUBLIC HEARING

Motion and Vote

Stephen Epstein moved and Edward Cosgrove seconded the motion that the Board of Health open, at 7:00 p.m., the Public Hearing for 12 Brookside Road, Septic Variance Request.

The motion carried. The vote was unanimous.

Mr. McDonald welcomed Ardi Rrapi from Cheney Engineering Company, Inc. Mr. Rrapi on behalf of 190 Worcester Road Associates, LLC, presented to the Board a request for 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 request relief from this regulation in order to install the septic field in front of the house, 12.1 feet from the 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.

Mr. Rrapi provided background relative to this request. He stated that existing house, 12 Brookside Avenue, is served by a cesspool that lies to the middle rear of the house. Mr. Rrapi added that because of renovations to this property the town engineer felt it best that he request variances for setbacks from the building to the septic system rather than asking that the septic system be within 100 feet of the wetlands. He stated that based on the testing that he did, the leaching field would be placed in front of the reconstructed house, 6 feet from the street lined and property line. He stated that he is also relocating the water line so that it is away from the septic system. Mr. Rrapi stated the second various request is to be less than 20 feet from the basement. The request is relief from the regulation in order to install the septic in front of the house by pumping more than 25% of sewage to septic. Discussion followed on future development relative to the increase flow should the Board approve the variance.

Motion and Vote

Edward Cosgrove moved and Stephen Epstein seconded the motion to approve the Septic Variance Request 12 Brookside Road.

The motion carried. The vote was unanimous.

The Public Hearing closed at 7:13 p.m.

BOARD OF HEALTH GOALS

A brief discussion followed on topics to discuss with the Board of Selectmen and ongoing septic concerns.

OTHER ITEMS

- Verizon Proposal

Mr. McDonald thanked the Board for their attendance at the June Board of Selectmen meeting regarding the Verizon Proposal. Mr. McDonald provide a recap of the meeting. Mr. McDonald stated that Verizon has agreed to post-test monitoring. A discussion followed on siting guidelines and options for a siting plan.

Adjournment -

Upon motion duly made and seconded, that the July 27, 2017 BOH meeting adjourns at 7:30 p.m. The motion carried. The vote was unanimous.

Next meeting is scheduled for, Friday, September 15, 2017

Respectfully submitted: Cheryl Gosmon, Recording Secretary

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

Activities

<i>Activity</i>	<i>Notes</i>
Bodywork inspections conducted	Bodywork inspections conducted with Needham Police Dept. and State Inspector.
Bodywork Therapist Permits Issued	3 – Bodywork therapist permits issued for- - Joan Ellen Dante @ B in Touch Massage - Amy Supernor @ B in Touch Massage - Concepta McNamara @ Mind and Body
Bodywork Establishment Permits Issued	1 – Bodywork establishment permit issued at: - Mind and Body located at #400 Hunnewell St.
Demo reviews/approvals	9 - Demolition sign-offs: • #122 Richardson Dr. • #31 Fair Oaks Pk. • #7 Trout Pond Ln. • #43 Rybury Hillway • #45 Country Way • #59 Needhamdale Ave. • #32 Briarwood Cir. • #65 Sutton Rd. • #47 Spring Rd.
Bottling Permit renewal mailing	1 – Bottling permit renewal application materials sent out to Coca-Cola at 9 B Street. (Renewal application submittal still pending.)
Food – Complaint	1 – Food Complaint received for: - Fuji Steakhouse – Received report of back door being wide open during the evening meal service time frame, and no screen was observed. Follow-up site visit was conducted. Met with manager on site. No issues were observed. Screen door was present, but it had a hole in screen. Owner replaced screen.
Food – Needham Farmers Market Insp.	40 – Needham Farmers Market Inspections (Every Sunday)
Mobile Food (New) – Seasonal Inspections	1– Seasonal Food Truck Pre-operation Inspection conducted: - <u>The Dining Car Mobile Food Truck</u>
Food – Permits Issued (Mobile)	1 – Seasonal Mobile Food Permit issued for: - <u>The Dining Car (Mobile Food Truck)</u> – To be located in Industrial Park area (1 day/week).
Food – Temp. Event Needham Rotary Clubs first Annual Carnival at the Needham High School parking lot.	Inspected Carnival trailers (x4) on Friday, July 7th. No violations observed.
Food – Temporary Food Event Permits	8 – Temporary Food Permits issued to: - <u>Needham Rotary Club</u> – First Annual Carnival Event @ High School lot. - <u>Sam's Hot Dog Cart</u> – Carnival @ High School lot. - <u>Cushing Amusements/Marion's Ice Cream Trailer</u> - Carnival @ High School lot. - <u>Cushing Amusements/Sweet Shop Trailer</u> - Carnival @ High School lot. - <u>Cushing Amusements/Lemonade Stand</u> - Carnival @ High School lot.

	- <u>Cushing Amusements/Fried Doe Trailer</u> - Carnival @ High School lot. - <u>Needham Diversity Initiative</u> – Arts in the Parks event @Memorial Park - <u>Park and Recreation Dept.</u> – Kids Night Out Event @ PSAB.
Food – Plan Reviews	5 – Food Permit Plan Reviews conducted for: - <u>Homewood Suites (#200 First Ave.)</u> – Food Permit plan review conducted. Additional materials submitted for review (on-going). - <u>Hillside School (New Suni Williams School)</u> – Food Permit plan review conducted. Additional materials submitted for review (on-going). - <u>Booney Bunz</u> – Received Plan Review proposal to add an exhaust hood. Plans approved. Final inspection conducted. - <u>Cook Needham (old Not Your Ave. Joe's spot)</u> - Food Permit plan review conducted. Additional materials submitted for review. Plans approved. - <u>The Dining Car (Mobile Food)</u> - Food Permit plan review conducted. Additional materials submitted for review. Approved plans.
Housing – Complaints/ Follow-ups	7 – Housing Complaints/Follow-ups. - <u>#760 Highland Ave. (Avery Condos)</u> – Review - 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. Initial site visit conducted with Needham Building Dept. No smoke odors observed. <u>Follow-up</u> – Worked with Building Dept. in conducting a follow-up inspection after additional odors reported. Complainant's unit had issues with her own heater/HVAC venting (which was causing some odors). Unit owner had her heater serviced. No additional complaints received. - <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. <u>Follow-up</u> – An additional follow-up site visit was conducted after complainant issued another concern. Again, no trash issues were observed. (NOTE: There was a couch that was reported being illegally dumped by the trash area, which was removed when we got there.) Maintenance will again remind tenants on the proper steps that need to be taken to dispose of large furniture items. - <u>#140 B Linden St.</u> – This is the unit that had a fire back in March. Follow-up inspection conducted to re-check unit, once renovated. Unit is all set to rent. - <u>#52 Captain Robert Cook Dr.</u> – Report received from Donna C. re: unit with trash odors present, etc. Spoke to Needham Housing Authority Social Worker re: updates. He will be working with the Director of NHA and also with Springwell re: this concern. Will notify us of Plan of Action, once in place (Still pending.) - <u>#29 Fisher St.</u> – Report from Animal Control Officer of a lot of items being stored on exterior of property. Also reports from MSPCA of a lot of items stored on interior of property. Contacted family member about concern. (On-going.) - <u>#201 Rosemary St. (apt. #5)</u> – Report of A/C not working at his daughters rental property. <u>Follow-up</u> - He called back shortly after to report that landlord replaced A/C unit. - <u>#660 South St.</u> – Housing complaint received from occupant requesting an inspection be conducted to check multiple housing code violations (i.e. peeling lead paint, illegal boarding house, illegal salon, etc.) Site visit conducted with Building Commissioner and Needham Police. Order letter sent to owner re: multiple violations. (On-going – Final inspection pending.)

Nuisance – Complaints/ Follow-ups	5 – Nuisance Complaints/Follow-ups: - <u>#161/#169 St. Mary's Street</u> – Report of abandoned property (#161) and animals may be getting into home. Also concerned about the amount of items being stored on exterior of property (#169). Site visit conducted. Referred to Building Commissioner. He sent letter to owner of #161, and met with owner of #169, re: concerns. (On-going.) - <u>#16 Mills Rd.</u> – Neighbor called to report that tenants are not taking out trash and having it serviced in a timely manner, and animals/pests are getting into it. Site visit conducted. Spoke to landlord. Trash was removed. - <u>#49 Wachusett Rd.</u> - Report of rock/stone cutting with no dust containment. Site visit conducted. Dust debris observed. Homeowner was home and required stone cutters to re-connect water attachments on cutting equipment. - <u>#407 High Rock</u> – Resident reports that her neighbor has a lot of items stored on exterior of their property and also garage is packed full of items. Yard is not trimmed and it is attracting lots of pests into the area. Bushes overhanging sidewalk, etc. <u>Follow-up</u> – Neighbor cut all bushes that were overhanging over the sidewalk and mowed the lawn. - <u>Georges Autobody - #238 Chestnut St.</u> – As a result of on-going VOC odor complaints received from a resident that directly abuts this autobody/paint shop, a site visit was set up with shop owner and the Building Commissioner. Met with owner. Reviewed odor complaints and reviewed paint protocols/procedures. (On-going.)
Pool Plan Reviews (Follow-ups)	2 – 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. Tim and I in process of attending weekly progress meetings. (On-going.) - <u>Moderna Complex (#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 – Certificate of Compliance Issued	2 – Septic Certificates of Compliance issued for: - <u>#6 Charles River St.</u> - <u>#8 Charles River St.</u>
Septic – Plan Review/Variance Approvals	1 – Septic Plan Review/Variance Approvals for: - <u>#12 Brookside Rd.</u> – Variance requests approved at July BOH meeting. (Plan review still pending.)

Septic – Letter	1 – Letter sent due to nuisance water/run-off concerns as a result of the septic installation at #109 Brookside Rd. (Owner failed to properly seed/maintain area to sufficiently stabilize slope.) Neighbor issued a complaint to the Town Engineer re: his concerns with water run-off/outwash debris washing on to his property. Follow-up – Tom Ryder (Engineering Dept.) and I met with owner on site to review neighbor’s concerns. Owner is in process of working with a professional engineer in addressing these concerns. (On-going.)
Septic Installation Inspections (Final)	4 – Final Septic installation inspections conducted at: - <u>#6 Charles River St. (x2)</u> - <u>#8 Charles River St. (x2)</u>
Septic Installer Permit application reviews	1 – Septic Installer permit application review conducted for: - <u>Thomas Driscoll</u> – T.J. Driscoll Construction (Still on-going.)
Septic – Hauler Permit Application (New)	1 – Septic Hauler Permit Application approved, permit issued to: - <u>Town Sanitation</u>
Subdivision Reviews	0 – Subdivision reviews conducted
Tobacco – Complaints	0 – Tobacco Complaints received.
Well Permit application Approval to Drill letters issued	0 - Irrigation Well Approval to Drill letters issued.
Well – Permits	0 – Well permits issued.

Zoning Board of Appeals Project reviews	1 – Zoning Board of Appeal reviews conducted for: - #294-296 West St. - Comments sent.
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Yearly

Category	Jul	Au	S	O	N	D	J	F	M	A	Ma	Ju	FY' 18	FY' 17	FY' 16	Notes/Follow-Up
Biotech	0	0	0	0	0	0	0	0	0	0	0	0		2	2	Biotech registrations
Bodywork	3	0	0	0	0	0	0	0	0	0	0	0	3	6	11	Bodywork Estab. Insp.
Bodywork	1	0	0	0	0	0	0	0	0	0	0	0	1	4	3	Bodywork Estab. Permits
Bodywork	3	0	0	0	0	0	0	0	0	0	0	0	3	13	10	Bodywork Pract. Permits
Bottling	0	0	0	0	0	0	0	0	0	0	0	0		2	1	Bottling Permit insp.
Demo	9	0	0	0	0	0	0	0	0	0	0	0	9	112	110	Demo reviews
Domestic Animal Permits/ Insp.	0/0	0/0	0	0	0	0	0	0	0	0	0	0/0		17/16	16	Animal permits/ Inspections
Food Service	11	0	0	0	0	0	0	0	0	0	0	0	11	198	209	Routine insp.
Food Service	1	0	0	0	0	0	0	0	0	0	0	0	1	37	35	Pre-oper. Insp.
Retail	3	0	0	0	0	0	0	0	0	0	0	0	3	69	71	Routine insp.
Resid. kitchen	0	0	0	0	0	0	0	0	0	0	0	0		7	11	Routine insp.
Mobile	0	0	0	0	0	0	0	0	0	0	0	0		15	9	Routine insp.
Food Service	6	0	0	0	0	0	0	0	0	0	0	0	6	51	50	Re-insp.
Food Service/ Retail	1	0	0	0	0	0	0	0	0	0	0	0	1	177	176	Annual/ Seasonal permits
Food Service	8/4	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	0/0	0/0	0/0	8/4	158/62	107/54	Temp. food permits/ Temp. food insp.
Food Service	0/40	0/0	0	0	0	0	0	0	0	0	0/0	0/0	0/40	7/33	9/16	Farmers Market permits/ Market insp.

Food Service	1/1	0/0	0/0	0	0/0	0/0	0/0	0/0	0/0	0	0	0/0	1/1	13/17	21/21	New Compl./ Follow-ups
Food Service	5	0	0	0	0	0	0	0	0	0	0	0	5	33	32	Plan Reviews
Food Service	0	0	0	0	0	0	0	0	0	0	0	0		0	3	Admin. Hearings
Grease/ Septage Haulers	1	0	0	0	0	0	0	0	0	0	0	0	1	24	29	Grease/ Septage Hauler permits
Housing (Chap II Housing)	0/0	0/0	7/0	0/0	0	0	0	0	0	0	0	0/0		14/14	7/4	Annual routine insp./ Follow-up insp.
Housing	7/7	0/0	0/0	0	0	0	0	0	0	0	0/0	0/0	7/7	7/11	18/37	New Compl./ Follow-ups
Hotel	0	0	0	0	0	0	0	0	0	0	0	0		3/0	3/0	Annual insp./Follow-ups
Nuisance	5/5	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	5/5	30/45	44/50	New Compl./ Follow-ups
Pools	0	0/0	0/0	0	0	0	0	0/0	0	0	0/0	0		13/8	9/3	Pool insp./follow-ups
Pools	0	0	0	0	0	0	0	0	0	0	0	0		9	9	Pool permits
Pools	2	0	0	0	0	0	0	0	0	0	0	0	2	19	8	Pool plan reviews
Pools	0	0	0	0	0	0	0	0	0	0	0	0		6	4	Pool variances
Septic	0	0	0	0	0	0	0	0	0	0	0	0		18	8	Septic Abandon Forms
Septic	0	0	0	0	0	0	0	0	0	0	0	0		5	9	Addition to a home on a septic plan rev/approval
Septic	4	0	0	0	0	0	0	0	0	0	0	0	4	43	23	Install. Insp.
Septic	0	0	0	0	0	0	0	0	0	0	0	0		0	3	COC for repairs
Septic	2	0	0	0	0	0	0	0	0	0	0	0	2	3	3	COC for complete septic system
Septic	5	0	0	0	0	0	0	0	0	0	0	0	5	62	61	Info. requests.
Septic	0	0	0	0	0	0	0	0	0	0	0	0		6	8	Soil/Perc Test.
Septic	0	0	0	0	0	0	0	0	0	0	0	0		8	6	Const. permits
Septic	0	0	0	0	0	0	0	0	0	0	0	0		11	9	Installer permits
Septic	0	0	0	0	0	0	0	0	0	0	0	0		6	6	Installer Tests
Septic	0	0	0	0	0	0	0	0	0	0	0	0		7	3	Deed Restrict.
Septic	1	0	0	0	0	0	0	0	0	0	0	0	1	14	14	Plan reviews

Sharps permits/ Insp.	0	0	0	0	0	0	0	0	0	0	0	0		9	10	Disposal of Sharps permits/ Insp.
Subdivision	0/0	0/0	0/0	0	0	0	0	0	0	0	0	0		3/1	3/0	Plan review- Insp. of lots /Bond Releases
Special Permit/ Zoning memos	1	0	0	0	0	0	0	0	0	0	0	0	1	12	16	Special Permit/ Zoning
Tobacco	0	0	0	0	0	0	0	0	0	0	0	0		12	13	Tobacco permits
Tobacco	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0		25/ 6	25/ 7	Routine insp./ Follow-up insp.
Tobacco	0	0	0	0	0	0	0	0	0	0	0	0		34	48	Compliance checks
Tobacco	0/0	0/0	0/0	0	0	0	0/0	0	0	0	0	0		2/2	4/4	New compl./ Compl. follow-ups
Trash Haulers/ Medical Waste Haulers	0/0	0/0	0/0	0	0	0/0	0/0	0	0	0/0	0	0		26/ 2	30/ 2	Trash Hauler permits/ Medical Waste Hauler permits
Wells	0	0	0	0	0/0	0	0/0	0	0	0/0	0	0		7/3	6/0	Permission to drill letters/ Well permits

FY 18 Critical Violations Chart (By Date)

Restaurant	Insp. Date	Critical Violation	Description

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

<i>Description</i>	<i>Reason</i>	<i>Notes/Follow-Up (ongoing, completed, etc.)</i>
Month of July, 2017	Residents of Needham, needing help with their daily meals.	41clients on the Traveling Meals Program 28 Springwell Elder Services, Waltham clients 13 private pay clients - Needham residents
653 2- meal packages were delivered in July, 2017	20 Clients receive meals 5 times a week 18 Clients receive meals 3 days a week 3 Clients receive 7 meals within 5 day period	452 meals delivered to Springwell Clients 201 meal delivered to private pay residents Total #653 meals delivered @ 5.50 per meal =cost of \$3591.50
4 new clients on the Program for 1 st time	2 Springwell Clients 2 Private Pay	new clients- 3- Expected to be short term 1 –Expected to be long term
1 Client off Program	Into assisted living	On Program for 3 months

[illegible]

Category		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY '17 Total	FY '18 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.]

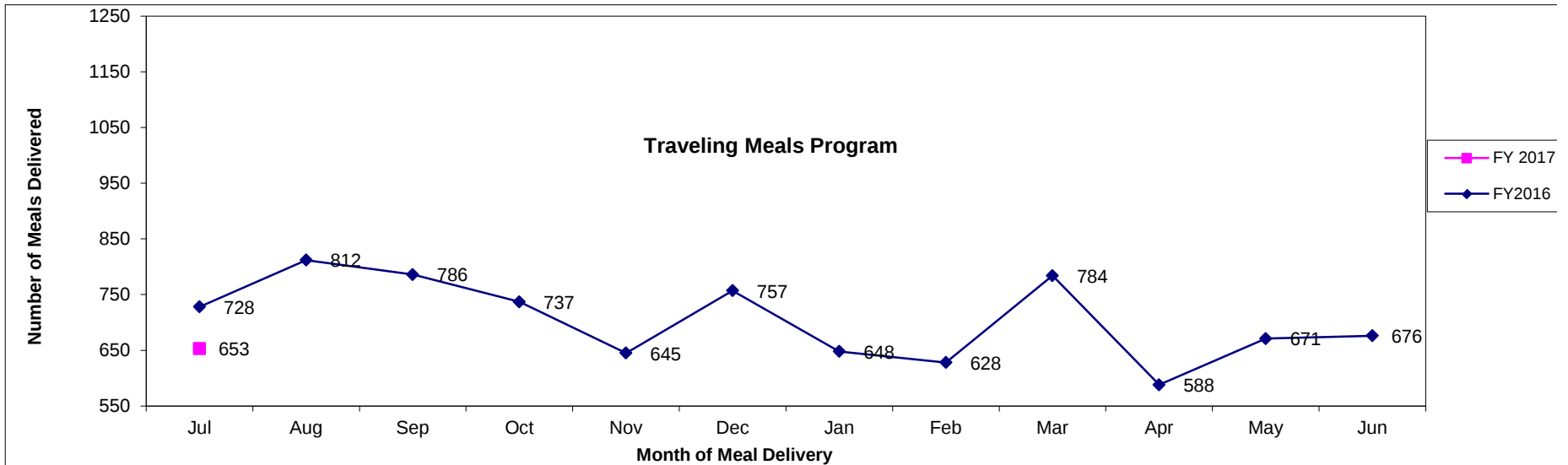
Description	Type (D,G,O)	Amount Given	Source	Notes
Donation		\$1000.00	Volunteer	

Traveling Meals Program

July, 2017 FY 17

Month	# Meals FY2017	# Meals FY2018	FY17 Cost	% Change # Meals
<u>Jul</u>	728	653	\$3,591.50	-10%
<u>Aug</u>	812			
<u>Sep</u>	786			
<u>Oct</u>	737			
<u>Nov</u>	645			
<u>Dec</u>	757			
<u>Jan</u>	648			
<u>Feb</u>	628			
<u>Mar</u>	784			
<u>Apr</u>	588			
<u>May</u>	671			
<u>Jun</u>	676			
Totals:	8,460	653		

Projected-12 Mo.	
\$	43,098.00
#	7,836



Tiffany Zike & Donna Carmichael

NEEDHAM PUBLIC HEALTH DIVISION

[illegible]

TOTAL BITES																00	22	10
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Immunizations	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY18	FY17	FY16
B12	2												2	22	23
Flu (Seasonal)	0												0	674	816
TDap	0													1	0
Consult	19												19	592	475
Fire/Police	8												8	80	40
Schools	3												3	106	88
Town Agencies	6												6	246	216
Community Agencies	2												2	160	139

ASSISTANCE PROGRAMS													FY18	FY17	FY 16
Food Pantry	1												1	20	21
Food Stamps	0												0	4	6
Friends	0												0	0	1-\$300
Gift of Warmth	2												2 (\$545.27)	11	17
Good Neighbor	1												1 (\$425.00)	8	5
Park & Rec	0												0	2	5
RTS	0												0	0	0
Salvation Army	0												0	0	0
Self Help	0												0	46	27
Water Abatement	0												0	0	2

Gift Cards Given – 2 Families

Gift Card Donation - #15 food cards \$200.00

WELLNESS Programs

														FY18	FY17	FY16
Office Visits	22													22	481	447
Safte Visits	1													1	7	10
Clinics	0													0	0	31
Housing Visit	3													3	6	8
Housing Call	12													12	37	70
Camps-summer	3													3	50	72
Tanning Insp	0													0	0	0
Articles	0													0	3	2
Presentations	0													0	0	2
Cable	0													0	5	1

EMPLOYEE WELLNESS	July	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	FY18	FY17	FY16
BP/WELLNESS - DPW/RTS	12												12	169	120
FLU VACCINE	0												0	48	87
CPR/AED INSTRUCTION	0												0	31	26
SMOKING Education	0												0	14	9
HEALTH ED Tick Borne	100												100	90	67
HEALTH ED Mosquito Borne	100												100	80	80
HEALTH ED FLU	0												0	160	327
FIRST AIDE	5												5	61	34
GENERAL HEALTH EDUCATION	5												5	258	188
Police weights	0												0	43	33
TOTAL EMPLOYEE CONTACTS	210												210	954	1028

Emergency Planning

- Region 4B
- NC7

Meetings, Events, and Trainings

<i>Title</i>	<i>Description/Highlights/Votes/Etc.</i>
Emergency Call	Fire call to Harvard circle for diesel fuel leak/trash hauler. Tara followed
CCIT Mtg	Monthly meeting at Police Station. Will be quarterly now.
Staff Mtg	Monthly Staff updates
BOH Mtg	Review of Report
COCA Call	Zika updates
Resume Review	Resume Review for Assistant Director Position.
Intern - Environmental	Met with Intern to discuss PHN role at the Health Department
DVAC Scholarship	Presentation and write up for paper. With Belinda Carroll and Tim McDonald

Needham Public Health Department

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

Section 1: Highlights

- Action team meetings
- Met with Angela (a previous graduate intern) to plan for focus groups for the Needham Housing Needs Assessment
- Assisted with 2nd round Environmental Health Agent Interviews
- Began research on alcohol compliance
- Attended a conference on Mindfulness and Cognitive Behavioral Therapy (CBT)

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
July 2017 Monthly Report

Section 1: Summary

During the month of July our primary focus was competing data input into REACH in order to complete the DFC Semi-Annual Progress Report due August 18th as well as action team meetings and NPC meeting.

Section 2: Activities

<i>Activity</i>	<i>Notes</i>
Needham Parents Care	email correspondence, attended meeting and drafted Parent Messaging Template for Authors
Data input	Entered accomplishments and outputs to REACH software
Own Your Peace	Beth Pinals/OYP- seeking possible collaboration with OYP – email correspondence

Section 3: Meetings & Conferences

<i>Title</i>	<i>Description</i>	<i>Attendance</i>
Alcohol Compliance Regulation	Began research by asking MA DFC's on their best practices for vendor education. Had conference call and meeting with CD SK and KS on alcohol compliance brainstorm plus BOS goals and BOH mutual goals; Alcohol compliance policy meeting with Tim and team 7/27 with 9 attending	4
Needham Parents Care, 7/18	template for messaging content and bios; distribution channels via school Health Offices Broadmeadow Book Group members to "like" the NPC FB page and share with other friends; FB Content needed – articles and ideas welcome by all; Claudia to forward TechMom presentation to Alyssa for posting; contact a Dad regarding possible membership to NPC and potential speaker or other contributor to growing Dad involvement.	6
Meeting Karen and Monica	Together reviewed/began planning for DFC Semi Annual Report which is due 8/18/17	2
MJ Action Team meeting, 7/18	Possible speaker for NHS Senior class during Spring 2018 e.g. Chris Herren, funding is a consideration; November community event with Denise Garlick	6

	organizing; “reach out” event at NHS in October for Sophomore class to building community; Back to School night packets to prepare for it;	
DFC Staff Meeting , 7/27		4

Needham Public Health Department

July 2017

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

Section 1: Activities

Activity	Notes
Fundraising	Prepared/Distributed fundraising letters for SALSA and 5 th Quarter. Contacted past donors, contacted new potential donors and followed up on donor checks after agreement to support.
General Administration/Project Management	Reviewed 3 PSA's produced by the Needham Channel and provided input for final edits.
SPAN MJ Acton Team Meeting	Prepared for meeting, took meeting minutes, prepared and distributed meeting minutes/action items to team post meeting.
SPAN Marijuana Action Team Project Mgmt.	Scheduled meetings with Beth Pinals, Kathy Pinkham, Tom Denton and Dan Lee (New AD) to solicit support for extended HR event in 2018 and a new Transition Conference for NHS Seniors prior to graduation/college.
Needham Parents Care Meeting	Discussed & planned for future projects w/team
Meeting with Beth Pinals (School Psychologist and Own Your Peace Advisor)	Karen Shannon & I discussed partnering with Own Your Peace group and SPAN in 2018.
Meeting with Barb Doherty/BID	Alyssa Kence requested that a SALSA student work with Barb on a community education presentation. Provided Barb with materials and connected her with a SALSA Leader (Conner Jahn) who co-presented with her in late July.

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: No scheduled meetings

Dedham Prevention coalition

Impact Norwood coalition

Westwood Cares coalition

Needham SPAN coalition

SAPC program, capacity building and strategy implementation preparation:

(1) Outreach efforts to SAPC regional leaders and stakeholders to recruit PhotoVoice youth participants (2) Alcohol tax article Boston Globe initiative (3) Alcohol compliance check protocol research (4) Compile SAPC grant program initiatives, outcomes, related meetings and strategic plan updates for Q4 programmatic report.

SAPC Leadership meeting: No July meeting

BSAS- MassTAPP Alcohol policy work group: July 18th SAPC alcohol policy initiative, DJ Wilson, MMA consultant. Tracy Desovich, MPH, SAPC TA provider. Review alcohol policy protocols for compliance checks and other CDC evidence based strategies for customization for policy tool kit including alcohol regulations. To potentially include capacity building strategies for alcohol policy enhancements to impact access to alcohol. Liz Parsons, Melrose SAPC, Jessica Healy, Hudson SAPC and Sam Wong, Hudson Public Health Director.

Allston - Brighton Task Force: July 20th Marijuana community forum, planning request. Alexis Walls, MPH, Coordinator of Youth and Family Prevention.

SAPC FY18 budget: July 25th Conference call Amal Marks, Grant Manager. Review of FY18 budget amendment process based on SAPC Leadership Team Strategic Plan review and priority setting.

SAPC Quarterly Report: July 31st Fourth quarter filing (April 1, 2017- June 30, 2017) On-line submission of all leader and stakeholder engagement, cluster processes, programs and trainings, strategy planning and implementation for the towns of Dedham- Needham- Norwood- Westwood. Scott Formica, SSRE, MDPH prevention program evaluator.

PhotoVoice project: July 18th Planning meeting, Intern Maggie Sliney. Review PhotoVoice project progress timeline, program outreach and implementation including weekly questions, photo collection and capturing participant feedback.

PhotoVoice project: July 20th Norwood Public Library. Youth group meeting, introduction of the SAPC grant collaborative strategic plan, dialogue of youth engagement goals to present final photos.

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

NPHD initiatives:

SAPC FY 18 budget review: July 20th Tim McDonald. Review of SAPC grant programmatic and financial status for Q 1 – FY 18. Plan to review and present FY18 budget to SAPC Leadership Team at August meeting.

Needham CATH program: July 21st Introduction to Aisha Kelly, newly hired Program Coordinator for older adult clients.

NPHD Staff Meeting: July 27th Staff networking, review of department programs, and Strategic Planning timeline related to accreditation.

Alcohol Compliance project: July 27th Needham Public Health Division prevention team. Review and discussion of Needham Alcohol Regulation proposed changes mandating licensee training and expansion of collaborative compliance check program.

Rep. Denise Garlick Community Forum: July 28th Conversation with Anne Weinstein regarding ideas and direction for November Community Forum, opioid addiction. With Catherine Delano.

NPHD programs meeting preparation outreach for research and resource gathering:
(1) NPHD monthly report

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. 1 call: (14 yr. F Bullying- MH)

SPAN Initiatives:

Respectfully submitted by Carol Read September 8, 2017

***Vacation (9 days) Holiday (1 day)**

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

Needham Public Health Department
August 2017
Health Agents - Tara Gurge, Diana Acosta and Brian Flynn

Activities

<i>Activity</i>	<i>Notes</i>
Demo reviews/approvals	10 - Demolition sign-offs: • #11 Colby St. • #90 Jarvis Cir. • #43 Oakhurst Cir. • #49 Eliot Rd. • #67 Evelyn Rd. • #105 Nehoiden St. • #11 James Ave. • #26 Eliot Rd. • #29 Highland Terr. • #33 Washington Ave.
Food – Complaints / Follow-ups	2 – Food Complaints received for: - <u>Gari Restaurant</u> – Received report of possible foodborne illness. Site visit conducted. Met with manager about complaint. Will let us know if additional complaints are received. - <u>Roche Bros. Supermarket</u> – Report of possible foodborne illness. Complainant bought an already prepared roasted chicken in prepared meal area. Site visit conducted. Met with Deli Dept. manager about complaint.
Food – Needham Farmers Market Insp.	24 – Needham Farmers Market Inspections (On Sunday's)
Needham Cable Channel Food Safety PSA	1 – Helenka and I conducted a Food Safety PSA for Needham Cable- - See following link - https://youtu.be/kB_Xg9e0KD0
Food – Temp. Event Annual Pan Mass Challenge event in Olin College parking lot.	Inspected all Food Vendors on Friday, August 4th. No violations observed.
Food – Temporary Food Event Permits	11 – Temporary Food Permits issued to: - <u>Pan Mass Challenge</u> – Hosted Annual Event @ Olin School parking lot. - <u>Nola's Fresh Foods</u> @ Pan Mass Challenge event. - <u>Vice Cream</u> @ Pan Mass Challenge event. - <u>Thirst Juice, Co.</u> @ Pan Mass Challenge event. - <u>Boston Sight</u> – Lecture for Eye Dr.'s @ Center at the Heights (CATH). - <u>Hillside School PTC</u> – Back to School Picnic. - <u>Hillside School PTC</u> – Koffee and Kleenex event. - <u>Jog Your Memory</u> – 5K event @ Mitchell School. - <u>Park and Recreation Dept.</u> – Kids Night Out Event @ PSAB (x3 events).
Food – Plan Reviews	5 – Food Permit Plan Reviews conducted for: - <u>Homewood Suites (#200 First Ave.)</u> – Food Permit plan review conducted. Additional materials submitted for review (on-going). - <u>Tahini Touch (#215 Fisher Street)</u> – New residential kitchen permit application received for review. (Still in process.) - <u>#117 Kendrick St. (Epicurean Feast)</u> – Received a change of owner request for the cafeteria located at #117 Kendrick St. in Needham. Food Permit Plan Review packet sent. (Plan Review materials still being submitted for review.)

	- <u>Sage Naturals (New Marijuana Dispensary)</u> – Received inquiry about what steps need to be taken in order to receive a Retail Food Permit in order to sell edibles at their new facility in Needham. Food Permit Plan Review Packet sent. Looking to open the end of November. (Plan Review materials still being submitted for review.) - <u>Gluten Free Food Bank</u> – This organization has been researching potential Needham sites. Plan review packet sent to coordinator. (Still on-going.)
Housing – Complaints/ Follow-ups	2 – Housing Complaints/Follow-ups. - <u>#29 Fisher St.</u> – Initial report from Animal Control Officer re: a lot of items being stored on exterior of property. Also reports from MSPCA of a lot of items being stored on interior of property, along with health and sanitation concerns. Contacted family member about concern. <u>Follow-up</u> – Received additional complaints. Site inspection conducted with Building Commissioner, Donna, Tiffany and Diana. Met with office manager on site. Building Commissioner ordered office manager to vacate property until Housing Code violations, along with sanitation issues, were addressed. Letter was sent to owner re: violations and stated that no one allowed to reside/work in residence until critical issues addressed. Met with owners to review letter. Owners are currently actively working with family members and their social worker to address issues and will not move back in to residence until a follow-up inspection is conducted. (On-going.) - <u>#660 South St.</u> – Initial housing complaint received from occupant requesting an inspection be conducted to check multiple housing code violations (i.e. peeling lead paint, illegal boarding house, illegal salon, etc.) Site visit conducted with Building Commissioner and Needham Police. Order letter sent to owner re: multiple violations. <u>Follow-up</u> – Final inspection conducted with Building Commissioner and Police Dept. Building Commissioner and I determined that Housing order violations had been addressed at the time of inspection. Additional report received from complainant that owner has re-rented basement unit. Final letter sent (in Sept.) stating the Building Commissioner and Health Depts. requirements with renters (max. 2 occupants) and which rooms are allowed to be rented on site (not basement room).
Nuisance – Complaints/ Follow-ups	6 – Nuisance Complaints/Follow-ups: - <u>#26 Highland Terrace, and Riverside properties</u> – Received complaint from neighbor of vacant and dilapidated houses and concerns with pests being present, etc. Building Commissioner is working with the state on handling these properties. <u>UPDATE</u> - #26 Highland Terr. is slated for demolition – It was already submitted for approval and signed off. Gave this recent pest/wildlife animal report to the new Animal Control officer. He will continue to monitor. - <u>K Organic Nail Salon (#330 Chestnut St.)</u> – Customer called to report that she got a nail infection shortly after her visit. Site visit conducted. Spoke to owner about complaint. Will increase her cleaning protocols and clean/disinfect more frequently with bleach to disinfect foot baths, etc. - <u>Eversource (#461 Chestnut St.)</u> – Report of large puddle present on dirt driveway that remains stagnant for days and could be a potential mosquito-breeding site. Site visit conducted. Called and spoke to manager on site. - <u>Sweet Basil/RFK Kitchen, etc.</u> – Report of shared dumpster not being clean/sanitary. A lot of odors present, etc. Site visit conducted. Will replace dumpster with missing covers and increase cleaning schedule. - <u>#73 Noanett Rd.</u> – Received a report re: stagnant water in swimming pool. Pool is currently not being treated and could be a potential mosquito-breeding site. Called owner to discuss concern. In process of closing pool. Also connected owner with Norfolk Cty. Mosquito control about putting Altosid briquette in stagnant pool. Pool was treated.

	- <u>Georges Autobody (#238 Chestnut St.)</u> – Additional complaint received Re: on-going VOC odors from neighbor that directly abuts this autobody/paint shop. <u>Follow-up</u> - Due to this most recent complaint, we ordered the shop owner to contact the Office of Technical Assistance and Technology (OTA). Owner has agreed to work with this organization to help him come up with strategies to help alleviate this nuisance public health and safety concern. (On-going.)
Pool Plan Reviews (Follow-ups)	2 – 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. Tim and I in process of attending weekly progress meetings. (On-going.) - <u>Mill Creek/Moderna Complex (#700 Greendale Ave.)</u> – Additional pool plan review materials submitted for review. (In process.)
Planning Board/Special Permit reviews	0 – Planning Board reviews conducted.
Septic Abandonment Forms	0 – Septic Abandonment Forms received.
Septic – Addition to a Home	1 – Septic Addition to a Home application received for: - <u>#44 Brookside Rd.</u> – Approval memo sent to Building Dept.
Septic – Letter (Follow-up)	1 – Letter sent due to nuisance water/run-off concerns as a result of the septic installation at #109 Brookside Rd. (Owner failed to properly seed/maintain area to sufficiently stabilize slope.) Neighbor issued a complaint to the Town Engineer re: his concerns with water run-off/outwash debris washing on to his property. Tom Ryder (Engineering Dept.) and I met with owner on site to review neighbor's concerns. Owner is in process of working with a professional engineer in addressing these concerns. (On-going.) <u>Recent Follow-up</u> – Tom Ryder conducted a follow-up inspection and determined that owner just needs to finish over seeding slope to establish long-term stabilization along with ensuring that the existing swale that was installed as part of this recent septic system installation, is kept clean and maintained, and free of any leaf/yard debris, so that run-off water from the slope can be property diverted away from down-gradient neighboring property. Owner has agreed to have his professional landscaper complete this remaining work in order to meet the requirements stated in our letter. (In process.)
Septic – Plan Review/Approvals	2 – Septic Plan Reviews conducted for: - <u>#29 Pine St.</u> – Plans received for review. (In process.) - <u>#12 Brookside Rd.</u> – Plan review conducted. Approval letter sent.

Subdivision Reviews	0 – Subdivision reviews conducted
Tobacco – Complaints	0 – Tobacco Complaints received.
Tobacco Insp.	1 – Routine Tobacco inspections conducted at: - 7-Eleven (#173 Chestnut St.)
Well Permit application Approval to Drill letters issued	0 - Irrigation Well Approval to Drill letters issued.
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' 18	FY' 17	FY' 16	Notes/Follow-Up
Biotech	0	0	0	0	0	0	0	0	0	0	0	0		2	2	Biotech registrations
Bodywork	3	0	0	0	0	0	0	0	0	0	0	0	3	6	11	Bodywork Estab. Insp.
Bodywork	1	0	0	0	0	0	0	0	0	0	0	0	1	4	3	Bodywork Estab. Permits
Bodywork	3	0	0	0	0	0	0	0	0	0	0	0	3	13	10	Bodywork Pract. Permits
Bottling	0	0	0	0	0	0	0	0	0	0	0	0		2	1	Bottling Permit insp.
Demo	9	10	0	0	0	0	0	0	0	0	0	0	19	112	110	Demo reviews
Domestic Animal Permits/ Insp.	0/0	0/0	0	0	0	0	0	0	0	0	0	0/0		17/16	16	Animal permits/ Inspections
Food Service	11	12	0	0	0	0	0	0	0	0	0	0	23	198	209	Routine insp.
Food Service	1	0	0	0	0	0	0	0	0	0	0	0	1	37	35	Pre-oper. Insp.
Retail	3	3	0	0	0	0	0	0	0	0	0	0	6	69	71	Routine insp.
Resid. kitchen	0	0	0	0	0	0	0	0	0	0	0	0		7	11	Routine insp.
Mobile	0	0	0	0	0	0	0	0	0	0	0	0		15	9	Routine insp.
Food Service	6	3	0	0	0	0	0	0	0	0	0	0	9	51	50	Re-insp.
Food Service/ Retail	1	0	0	0	0	0	0	0	0	0	0	0	1	177	176	Annual/ Seasonal permits
Food Service	8/4	11/4	0/0	0/0	0/0	0/0	0/0	0/0	0	0/0	0/0	0/0	19/8	158/62	107/54	Temp. food permits/ Temp. food insp.
Food Service	0/40	0/24	0	0	0	0	0	0	0	0	0/0	0/0	0/64	7/33	9/16	Farmers Market permits/ Market insp.
Food Service	1/1	2/2	0/0	0	0/0	0/0	0/0	0/0	0/0	0	0	0/0	3/3	13/17	21/21	New Compl/ Follow-ups
Food Service	5	5	0	0	0	0	0	0	0	0	0	0	10	33	32	Plan Reviews
Food Service	0	0	0	0	0	0	0	0	0	0	0	0		0	3	Admin. Hearings
Grease/ Septage Haulers	1	0	0	0	0	0	0	0	0	0	0	0	1	24	29	Grease/ Septage Hauler permits
Housing	0/0	0/0	7/0	0/0	0	0	0	0	0	0	0	0/0		14/14	7/4	Annual

(Chap II Housing)																routine insp./ Follow-up insp.
Housing	7/7	2/2	0/0	0	0	0	0	0	0	0	0/0	0/0	9/9	7/ 11	18/ 37	New Compl./ Follow-ups
Hotel	0	0	0	0	0	0	0	0	0	0	0	0		3/0	3/0	Annual insp./Follow-ups
Nuisance	5/5	6/6	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	11/ 11	30/ 45	44/ 50	New Compl./ Follow-ups
Pools	0	0/0	0/0	0	0	0	0	0/0	0	0	0/0	0		13/ 8	9/3	Pool insp./follow-ups
Pools	0	0	0	0	0	0	0	0	0	0	0	0		9	9	Pool permits
Pools	2	2	0	0	0	0	0	0	0	0	0	0	4	19	8	Pool plan reviews
Pools	0	0	0	0	0	0	0	0	0	0	0	0		6	4	Pool variances
Septic	0	0	0	0	0	0	0	0	0	0	0	0		18	8	Septic Abandon Forms
Septic	0	1	0	0	0	0	0	0	0	0	0	0	1	5	9	Addition to a home on a septic plan rev/approval
Septic	4	0	0	0	0	0	0	0	0	0	0	0	4	43	23	Install. Insp.
Septic	0	0	0	0	0	0	0	0	0	0	0	0		0	3	COC for repairs
Septic	2	0	0	0	0	0	0	0	0	0	0	0	2	3	3	COC for complete septic system
Septic	5	4	0	0	0	0	0	0	0	0	0	0	9	62	61	Info. requests
Septic	0	0	0	0	0	0	0	0	0	0	0	0		6	8	Soil/Perc Test.
Septic	0	0	0	0	0	0	0	0	0	0	0	0		8	6	Const. permits
Septic	0	0	0	0	0	0	0	0	0	0	0	0		11	9	Installer permits
Septic	0	0	0	0	0	0	0	0	0	0	0	0		6	6	Installer Tests
Septic	0	0	0	0	0	0	0	0	0	0	0	0		7	3	Deed Restrict.
Septic	1	2	0	0	0	0	0	0	0	0	0	0	3	14	14	Plan reviews
Sharps permits/ Insp.	0	0	0	0	0	0	0	0	0	0	0	0		9	10	Disposal of Sharps permits/Insp.
Subdivision	0/0	0/0	0/0	0	0	0	0	0	0	0	0	0		3/1	3/0	Plan review- Insp. of lots /Bond Releases
Special Permit/ Zoning memos	1	0	0	0	0	0	0	0	0	0	0	0	1	12	16	Special Permit/ Zoning

Tobacco	0	0	0	0	0	0	0	0	0	0	0	0		12	13	Tobacco permits
Tobacco	0/0	1/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	1/0	25/6	25/7	Routine insp./ Follow-up insp.
Tobacco	0	0	0	0	0	0	0	0	0	0	0	0		34	48	Compliance checks
Tobacco	0/0	0/0	0/0	0	0	0	0/0	0	0	0	0	0		2/2	4/4	New compl./ Compl. follow-ups
Trash Haulers/ Medical Waste Haulers	0/0	0/0	0/0	0	0	0/0	0/0	0	0	0/0	0	0		26/2	30/2	Trash Hauler permits/ Medical Waste Hauler permits
Wells	0	0	0	0	0/0	0	0/0	0	0	0/0	0	0		7/3	6/0	Permission to drill letters/ Well permits

FY 18 Critical Violations Chart (By Date)

Restaurant	Insp. Date	Critical Violation	Description
Boony Bunz	8/11/17	- Cold Holding	- Need to ensure that prep refrigerator cold-holding unit temp. is maintained at 41 deg F or below. Had refrigerator prep unit serviced. Work order submitted.

August, 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 August, 2017	Residents of Needham, needing help with their daily meals.	42 clients on the Traveling Meals Program 28 Springwell Elder Services, Waltham clients 14 private pay clients - Needham residents
718 2- meal packages were delivered in June, 2017	20 Clients receive meals 5 times a week 19 Clients receive meals 3 days a week 3 Clients receive 7 meals within 5 day period	507 meals delivered to Springwell Clients 211 meal delivered to private pay residents Total #718 meals delivered @ 5.50 per meal =cost of \$3949.00
2 new clients on the Program	2 Private Pay	1- Expected to be short term 1 –Expected to be long term
2 Clients no longer need Program	Into assisted living	On Program for short-term

[illegible]

Category		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY '17 Total	FY '18 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.]

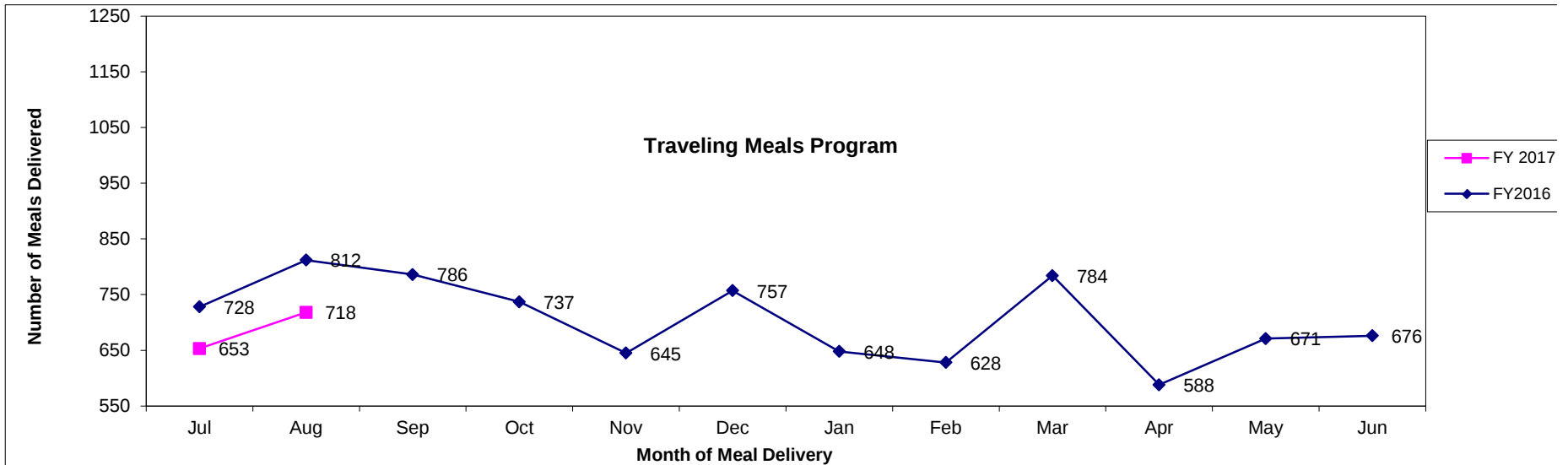
Description	Type (D,G,O)	Amount Given	Source	Notes

Traveling Meals Program

August, 2017 FY 17

Month	# Meals FY2017	# Meals FY2018	FY17 Cost	% Change # Meals
<u>Jul</u>	728	653	\$3,591.50	-10%
<u>Aug</u>	812	718	\$3,949.00	-12%
<u>Sep</u>	786			
<u>Oct</u>	737			
<u>Nov</u>	645			
<u>Dec</u>	757			
<u>Jan</u>	648			
<u>Feb</u>	628			
<u>Mar</u>	784			
<u>Apr</u>	588			
<u>May</u>	671			
<u>Jun</u>	676			
Totals:	8,460	1,371		

Projected-12 Mo.	
\$	43,098.00
#	16,452



Tiffany Zike & Donna Carmichael

NEEDHAM PUBLIC HEALTH DIVISION

[illegible]

other														0	1	0
TOTAL BITES	2	3												5	22	10

Immunizations	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY18	FY17	FY16
B12	2	2											4	22	23
Flu (Seasonal)	0	0											0	674	816
TDap	0	0												1	0
Consult	19	11											19	592	475
Fire/Police	8	3											8	80	40
Schools	3	2											3	106	88
Town Agencies	6	4											6	246	216
Community Agencies	2	2											2	160	139

ASSISTANCE PROGRAMS													FY18	FY17	FY 16
Food Pantry	1	2											3	20	21
Food Stamps	0	0											0	4	6
Friends	0	0											0	0	1-\$300
Gift of Warmth	2	2											4 (\$1240)	11	17
Good Neighbor	1	0											1 (\$425.00)	8	5
Park & Rec	0	0											0	2	5
RTS	0	0											0	0	0
Salvation Army	0	0											0	0	0
Self Help	0	2											2	46	27
Water Abatement	0	2											0	0	2

Gift Cards Given – 1 Family

Gift Card Donation - 0

WELLNESS Programs

														FY18	FY17	FY16
Office Visits	22	46												68	481	447
Safte Visits	1	0												1	7	10
Clinics	0	0												0	0	31
Housing Visit	3	2												5	6	8
Housing Call	12	10												22	37	70
Camps-summer	3	8												11	50	72
Tanning Insp	0	0												0	0	0
Articles	0	0												0	3	2
Presentations	0	0												0	0	2
Cable	0	1												1	5	1

EMPLOYEE WELLNESS	July	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	FY18	FY17	FY16
BP/WELLNESS - DPW/RTS	12	16											28	169	120
FLU VACCINE	0	0											0	48	87
CPR/AED INSTRUCTION	0	0											0	31	26
SMOKING Education	0	0											0	14	9
HEALTH ED Tick Borne	100	20											120	90	67
HEALTH ED Mosquito Borne	100	20											120	80	80
HEALTH ED FLU	0	0											0	160	327
FIRST AIDE	5	4											9	61	34
GENERAL HEALTH EDUCATION	5	8											13	258	188
Police weights	0	0											0	43	33
TOTAL EMPLOYEE CONTACTS	210	68											278	954	1028

Emergency Planning

- NC7
- Review of shelter supplies/High School

Meetings, Events, and Trainings

<i>Title</i>	<i>Description/Highlights/Votes/Etc.</i>
Staff Mtg	Monthly Staff updates
Vaccine Reimbursement	Annual updates
Project Linus	Meeting with project – provides blankets for trauma situations
Riverside Mtg	Updates and review of Riverside programs
Training	Trauma Response – 2 days - Tufts
Training	Serve Safe with certificate
MAPHN	Meeting on Holistic Nursing
Webinars	1.Stress Response 2.Antifungal Resistance

Needham Public Health Department

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

Section 1: Highlights

- Action team meetings
- Conducted focus groups with Angela G. for the Needham Housing Needs Assessment
- Assisted with Director of Youth Services interview process
- Continued research on alcohol compliance
- Met with Anne W. and Denise G. re planning for an event in November about Substance Use and Mental Health in the town of Needham

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
August 2017 Monthly Report

Section 1: Summary

During the month of August our primary focus was the preparation and submission of the DFC Semi-Annual Report, research of local and national alcohol compliance regulations, and strategic planning within the SPAN Action Teams for the upcoming grant year.

Section 2: Activities

<i>Activity</i>	<i>Notes</i>
DFC Semi Annual Report	Prepared and submitted report on August 10, one week before required deadline. Report covers activity from 2/1-7/31/17.
Alcohol Compliance Regulations	Prevention team met to discuss strategies for researching and preparing data on existing alcohol compliance regulations in local and national communities. The data will help inform the process for preparing recommendations to the Town of Needham on how to conduct compliance checks for alcohol licensees and enhancements to training and education of licensees.
Marijuana and Prescription Drug Action Teams	Both action teams met over the summer, including August. Strategic planning is underway for the upcoming grant/school year. MJ Action Team will focus on “Adults as Role Models” and is planning a packet of information to be distributed to parents at the NHS Back To School night. PD Action Team is focusing on parent, student and community education: potential speaker event for parents and students, HIPS event, and a second PD workshop for healthcare providers.
Needham Parents Care	Two new members have joined NPC and active membership is presently 8 members. Progress continues on new parent messaging campaign: 6 out of 10 monthly topics have volunteer authors assigned. September article drafted and ready for distribution to all NPS.

Section 3: Meetings & Conferences

<i>Title</i>	<i>Description</i>	<i>Attendance</i>
MJ Action Team Meeting, 8/21	Discussed strategic preventions for upcoming grant/school year. Focus will be "Adults as Role Models" this year.	5
Prescription Drug Action Team meeting 8/1	Strategized action plan for upcoming year (Sept-June)	6
Conference call w/Kelli Keck, 8/1	Preparation for DFC semi-annual report. Requested ECS report on August 7 – Kelli obliged.	3
DFC Staff Meeting , 8/15		4
BSAS Conference: "Life Skills for Middle School," 8/17	One day conference held in Taunton, MA hosted by BSAS/Ad Care	1-Karen
CADCA Academy On Line Session, 8/15	Review of material and preparation for Week 3 of Academy (8/18-21)	1
Needham Parents Care meeting, 8/17, 8/31	Strategic planning and updates on parent book groups, parent messaging campaign, facebook page, NHS parent conference.	6, 7
HR Solutions Team meeting, 8/21	Karen volunteered to participate on the New Employee Mentoring Program. Meetings will be monthly with the goal of developing recommendations for a mentoring program.	

Needham Public Health Department

August 2017

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

Section 1: Activities

Activity	Notes
Fundraising	Prepared/Distributed fundraising letters for SALSA and 5 th Quarter.
Tom Denton Meeting	Presented SPAN idea of Transition event for NHS Seniors. Tom supports idea and wants to participate in planning.
Kathy Pinkham Meeting	Presented SPAN idea of Transition event for NHS Seniors. Kathy supports idea and wants to participate in planning.
SPAN MJ Action Team Meeting	Met with team and provided updates from Tom/Kathy meetings. Communicated their support and ideas to team. Prepared meeting minutes and action items for team.
Needham Parents Care Meeting	Discussed current projects & planned for future projects w/team.
SALSA Leadership Team Meeting	Planned meeting with student leaders to plan events for the year, discussed roles/responsibilities, training, membership.
5 th Quarter Project Management	Contacted new DJ for music, event sponsors, volunteers. Booked space for 9/15 event. Requested POs for food/beverages, Sent PR to school & PTC.

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: August 1st Dedham Town Hall 9:00am and 6:00pm

Impact Norwood coalition: August 23rd Norwood Police Department 2:00pm

Westwood Cares coalition: No meeting scheduled

Needham SPAN coalition: No meeting scheduled

SAPC program, capacity building and strategy implementation preparation:

(1) Coordination of TIPS training Section 15 licensees (Off –site 4 hours) November 6th (2) Youth Engagement graduate intern position description (3) Alcohol compliance check protocol review (3) Narcan access protocol – common obstacles

SAPC Leadership Team meeting: August 14th Review and discussion of action plan initiative progress: PhotoVoice project, AlcoholEdu strategic planning, SAPC logo options and a TIPS alcohol server training for Section 15 licensees. Capacity building discussion, consensus on hiring a graduate intern focused on Youth Engagement. FY 18 budget review, consensus on increasing funding for Youth Engagement staff time 12 hours per week.

Virtual Gateway – SAPC grant reimbursement: August 15th July expense invoicing for reimbursement, Town Accountant Michelle Vaillancourt and Dawn Stiller.

SAPC FY18 budget: August 17th and August 25th Conference calls Amal Marks, Grant Manager. Review of FY18 budget shifts based on SAPC Leadership Team Strategic Plan review and priority setting to hire a graduate intern focused 12 hours per week on Youth Engagement.

PhotoVoice project: August 25th Planning meeting, Intern Maggie Sliney. Review PhotoVoice project progress timeline, program implementation including weekly questions, photo collection and capturing participant feedback. Options for Phase 1 wrap up, logistics of moving forward with Phase 2, photo display in Needham and Norwood.

Needham PhotoVoice project: August 29th Needham Public Library. Youth group meeting, introduction of the SAPC grant collaborative strategic plan, dialogue of youth engagement goals to present final photos. Confirmation of community service hours for Phase 1, incentive distributed.

Norwood PhotoVoice project: August 30th Norwood Public Library. Youth group meeting, photo review, discussion of project impact, group goals for community presentation and option to expand recruitment for fall PhotoVoice project. Confirmation of community service hours for Phase 1, incentive distributed.

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

NPHD initiatives:

BSAS AdCare Recovery Coach Academy training: August 7th- August 11th (5 days/Plymouth) Connecticut Community for Addiction Recovery (CCAR) model, Angela Dalessio LADC, Spectrum Health Peer Recovery Center and Paul Aves, Founder, *This Recovery Life*. Skills to guide, mentor and support people entering into or sustaining long-term recovery. Active listening, Motivational Interviewing and the full scope of the CCAR model including ethical considerations, stages of recovery, stages of change and the guiding principles of recovery.

MDPH Public Health intern: August 14th Helenka Lepkowski Ostrum. Training day centered on community prevention to reduce and prevent underage alcohol and other drug use through SAMHSA's Strategic Prevention Framework (SPF). Review of the coalition model and evidence- based strategies shown to impact access and availability to substances.

SAPC FY 18 budget review: August 17th and August 30th Tim McDonald. Review of SAPC grant FY 18 budget based on SAPC Leadership Team priority to hire a graduate intern.

Needham Housing focus group- August 22nd Seabed's Way with Angela Giordano, MPH, Exploring resident unmet needs, access to care issues, barriers to community supports and safety considerations. Hien Tran, Needham Housing Authority Program Manager.

NPHD Staff Meeting: August 24th Staff networking, review of department programs, and Strategic Planning timeline related to accreditation.

Norfolk County Prevention Director meeting: August 25th Strategic Planning to present a county wide Positive Community Norms (PCN) campaign targeting the low perception of harm of using alcohol and marijuana. Logistical format for monthly Norfolk District Attorney prevention meetings including a monthly teaching module spanning the SAMHSA's SPF, community engagement, coalition building, data review, program evaluation and advocacy for policy change.

Alcohol Compliance project: August 29th NPHD prevention team, second meeting. Review and discussion of Needham Alcohol Regulation proposed changes mandating licensee training and expansion of collaborative compliance check program. Review Needham Tool Kit binder, DVD, UMin report on alcohol compliance and research.

NPHD resident support: August 31st Tiffany Zike, Public Health nurse. Review strategies to support a resident navigating chronic mental health conditions. Safety planning, acute response resources and supervision structures through Riverside CC, Jim McCauley.

NPHD programs meeting preparation outreach for research and resource gathering: (1) NPHD monthly report (2) Support for elder residents at CATH, communication scaffolding and research related to mobile phone acquisition.

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 office visits** CATH (1) 85 yr. M Financial- Chronic pain (2) 77 yr. F Financial
2 calls: (1) 28yr. M stress/anxiety 1 year old twins (2) Grandparent afterschool program support 7 yr. old.

Respectfully submitted by Carol Read September 8, 2017 Vacation (1 day)

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



NEEDHAM PUBLIC HEALTH



Memorandum

To: Needham Board of Health
From: Tara Gurge, Assistant Public Health Director
Diana Acosta, Environmental Health Agent
CC: Timothy McDonald, Director of Health & Human Services
Date: September 12, 2017
Re: FDA Food Regulatory Program Standards

As you are aware, the Public Health Division received a U.S. Food and Drug Administration (FDA) Small Project grant last spring, which helped us accomplish the first step in conducting our Self-Assessment in order to start the process in meeting the requirements of the Voluntary National Retail Food Regulatory Program Standards set by the FDA. There are a total of nine standards that need to be met. We want to work to secure a Moderate Project grant to help us accomplish Standard 9, as explained below.

Standard 9: A risk factor study is conducted on the occurrence of the five foodborne illness risk factors and repeated at least once every 60 months to measure trends in the occurrence of the risk factors. Once the data is analyzed, a targeted intervention strategy is designed to address the occurrence of the risk factors and the effectiveness of such strategy is evaluated by subsequent risk factor studies or similar tools. The risk factor study can help identify elements in the program that may need improvement. Therefore, the desired outcome of this Standard is to be able to measure how food safety has improved after the program is implemented.

In order to reach this goal, we plan to conduct inspections based on "Risk Category Level." The food establishments in town will be categorized and will be inspected a certain amount of times a year based on their risk level (i.e. A level 1 establishment would be inspected once a year, a level 2 would be inspected twice a year, etc.).

Attached you will find these forms which help explain our strategy:

- Spreadsheet of Needham's retail food establishments categorized by Risk Based Category level
- Definitions of Risk Based Category levels
- Example letter from Melrose

Sincerely,

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

Diana Acosta, MPH
Environmental Health Agent

	Establishment Name		Estab Street	Estab Zip	Estab Telephone
1	Coca-Cola	bottling	9 B Street	02494	781-449-4300/455-7207
1	Bread of Life/Carter Church	church kitchen	800 Highland Ave.	02492	781-444-2460
1	Christ Epis Church-Expressions Aft School	church kitchen	1132 Highland Ave. - MAIL GOES TO PO BOX	02492	(781) 444-1469
1	Congregational Church of Needham	church kitchen	1154 Great Plain Ave.	02492	781-444-2510
1	First Baptist Church	church kitchen	858 Great Plain Ave.	02492	781-444-1179/444-0918
1	First Parish Unitarian	church kitchen	23 Dedham Ave.	02492	781-444-0823
1	Grace Lutheran Church	church kitchen	543 Greendale Ave.	02492	781-444-3315
1	Greendale Avenue Worship Center	church kitchen	754 Greendale Ave. (Good Shepherd Christian	02492	781-444-0321
1	Presbyterian Church	church kitchen	1458 Great Plain Ave.	02492	781-444-3728
1	St. Joseph's Catholic Church	church kitchen	1382 Highland Ave.	02492	781-444-0453/444-0245
1	Temple Aliyah	church kitchen	1664 Central Ave.	02492	444-8522/food-781-258-7639
1	Temple Beth Shalom	church kitchen	670 Highland Ave.	02494	781-444-0077; X10
1	Carleton Pavilion	event space	Dedham Ave./DeFazio Park	02492	781-455-7521
1	Knights of Columbus	event space	1211 Highland Avenue	02492	781-589-4227
1	Lt. Manson H. Carter-VFW	event space	20 Junction Street	02492	781-444-9797
1	Memorial Park Building	event space	Memorial Field	02492	781-444-8949
1	Needham Food Pantry	food pantry	570 Hillside Avenue	02494	781-444-2415
1	Needm Brownies, LLC	limited food, satellite bakery	147 Parker Rd.	02492	617-697-0088/781-444-6543
1	Needham BowlAWay	limited menu	16 Chestnut St.	02492	781-449-4060
1	Needham Junction Ice Cream	limited menu	40 Junction Street	02492	781-433-0336
1	Buddha Superfoods	limited menu, satellite bakery	14 Brewster Drive	02492	617-970-6305
1	Teri's Toffee Haus	limited menu, satellite bakery	44 Hunnewell St.	02494	339-225-0927
1	Fundamentally Nuts	limited menu, farmer's market	17 Lindbergh Avenue	02492	781-400-3608
1	Super Star Ice Cream Truck	mobile	164 Essex St. (Apt. 5)	01902	617-838-9224
1	The Kids Place	preschool	15 Highland Place	02492	781-444-2325
1	My Little Greek Cookie	residential kitchen	5 Crestview Rd.	02492	781-453-8949
1	Simply Scrumptious	residential kitchen	1210 Greendale Ave. #322	02492	617-304-6877/781-444-7474
1	Goldfish Swim School Store	retail food	45 Fourth Avenue	02494	781-881-2108
1	7-Eleven 37505H/Tedeschi	retail food	168 Garden Street	02492	781-444-9141
1	7-Eleven-32485C	retail food	845 Highland Ave.	02492	781-449-1154
1	7-Eleven-36044A	retail food	173 Chestnut St.	02492	781-449-0979
1	Avery Crossings Retail Store	retail food	110 West Street	02494	781-444-6655
1	CVS - #2128	retail food	922-938 Highland Ave.	02494	781-449-5593
1	Fast Splits	retail food	77 Charles Street	02494	781-449-4900
1	Fed Ex Office	retail food	25 Chapel St.	02492	781-433-0960
1	General Nutrition Center #7001	retail food	1450 Highland Ave.	02492	781-444-8757
1	Great Plain Avenue Gas, Inc.	retail food	1111 Great Plain Ave.	02492	781-444-2117
1	Necessities Store at North Hill	retail food	865 Central Ave.	02492	781-444-9910
1	Needham Center Fine Wine	retail food	1013 Great Plain Avenue	02492	781-400-1769
1	Needham Heights Auto. Service	retail food	875 Highland Avenue	02494	781-444-9745
1	Needham Pool and Racquet Club	retail food	1545 Central Ave.	02492	781-449-1393

	Establishment Name		Estab Street	Estab Zip	Estab Telephone
1	Needham Service Center, Inc.	retail food	1401 Highland Ave.	02492	781-444-5100
1	Needham Wine and Spirits	retail food	1257 Highland Avenue	02492	781-449-1171
1	Omaha Steaks	retail food	120 Highland Ave., Suite 103	02494	781-449-2240
1	Residence Inn Retail Store	retail food	80 B Street	02494	781-444-5750
1	Sheraton Needham Retail Store	retail food	100 Cabot St.	02494	781-444-1110
1	Speedway #2472	retail food	207 Highland Ave.	02494	(781) 433-8683
1	St. Sebastian's School Rink	retail food	1191 Greendale Ave.	02492	781-449-5200; Ext. #111
1	Staples the Office Superstore	retail food	163 Highland Ave.	02494	781-449-5766
1	Taylor's Stationery, Inc.	retail food	1451 Highland Ave.	02492	781-444-6578
1	Vinodivino Wine Shop	retail food	922 Highland Avenue	02494	781-444-9463
1	Walgreens #01852	retail food	1478 Highland Ave.	02492	781-444-5714
1	CVS - #674	retail food	980 Great Plain Ave.	02492	781-449-4488
1	360 Degrees of Fitness & Wellness	retail food, prepackaged phf's & nor	140 Gould St.	02494	781-444-5360
1	Bin Ends Wine Store	retail food, spirits	65 Crawford Street	02494	781-400-2087
1	YMCA Afterschool Program-FALL	seasonal camp, not susceptible popu	863 Great Plain Ave.	02492	781-444-6400; Ext. 236
1	YMCA Afterschool Summer Camp	seasonal camp, not susceptible popu	863 Great Plain Ave.	02492	781-444-6400x236
2	Riverside Community Care - Elliot House	community home	255 Highland Avenue	02494	781-449-1212
2	Riverside Community Care Kitchenette	community home	255 Highland Ave.	02494	781-433-0672
2	Needham Golf Club, Inc.	event space	49 Green Street	02492	781-444-5548
2	Captain Marden's Seafoods, Inc.	full sevice restaurant	35 Perwal Street	02090	617-803-8773
2	Town House of Pizza	limited	892 Highland Ave.	02492	781-444-4333
2	A New Leaf	limited menu	920 Great Plain Ave.	02492	781-449-6777
2	Abbott's Frozen Custard	limited menu	934 Great Plain Avenue	02492	781-444-9908
2	Acorns Bakery & Café	limited menu	1032 Great Plain Ave.	02492	781-455-8080
2	Bagels' Best Inc.	limited menu	113 Chapel Street	02492	781-433-0003
2	Boony Bunz (old Sweet Corner)	limited menu	1056 Great Plain Ave.	02492	781-449-1926
2	Brother's Pizza	limited menu	201 Reservoir Street	02494	781-444-5060
2	Café Fresh Bagel	limited menu	896 Highland Ave.	02494-4339	781-444-7444
2	D'Angelo's Sandwich Shop	limited menu	73 Highland Ave.	02494	781-444-0794
2	Domino's	limited menu	240 Chestnut St.	02492	781-449-5599
2	Dragon Chef Restaurant	limited menu	332 Chestnut Street	02492	781-449-4840
2	Dunkin Donut	limited menu	260 Chestnut Street	02492	(781) 453-0289
2	Dunkin Donuts	limited menu	1201 Highland Ave.	02494	781-449-2825
2	Dunkin Donuts Mini Mart	limited menu	399 Great Plain Avenue	02492	781-433-9989
2	French Press Bakery & Café	limited menu	74 Chapel St.	02492	781-400-2660
2	Gianni's Gourmet Deli	limited menu	853 Highland Ave.	02494	781-453-1164/1172
2	Glover Café - Beth Israel Deac Hosp	limited menu	148 Chestnut Street	02492	781-453-3010
2	Goldberg's Deli & Grill	limited menu	250 First Avenue, Lobby	02494	617-332-3354
2	Hazel's Bakery	limited menu	459 Great Plain Ave.	02492	781-444-4843
2	Kosta's Pizza and Seafood	limited menu	315 Chestnut Street	02492	781-449-2255
2	McDonald's	limited menu	340 Chestnut St.	02492	781-444-8592

	Establishment Name		Estab Street	Estab Zip	Estab Telephone
2	Mighty Subs	limited menu	250 Highland Ave.	02494	781-444-9610
2	Needham House of Pizza	limited menu	914 Great Plain Ave.	02492	781-444-1139
2	Nicholas' Pizza	limited menu	33 Chapel Street	02492	781-449-6303
2	Orange Leaf	limited menu	1185 Highland Ave.	02494	781-444-0200
2	Panella's Market and Deli	limited menu	50 Central Ave.	02494	781-400-2283
2	Panera Bread	limited menu	120 Highland Ave.	02494	(781) 453-4005/453-4009
2	Stacy's Juice Bar	limited menu	1257 Highland Ave.	02492	781-444-5842
2	Starbucks Coffee #7227	limited menu	910 Highland Ave.	02492	781-444-6234
2	Subway	limited menu	1187 Highlnd Avenue	02494	781-453-4031
2	Sweet Tomatoes Pizza	limited menu	320 Chestnut St.	02492	781-444-9644
2	Treat Cupcake Bar	limited menu	1450 Highland Ave.	02492	781-444-4995
2	Cookies by Design	limited menu, satellite bakery	54 Highland Ave	02494	781-444-8230
2	The Dessert Workshop	limited menu, self serve	1450 Highland Ave.	02492	781-444-3840
2	Billy's Canteen Service	mobile	275 Nevada Street	02460	617-306-7679
2	Knowledge Beginnings	preschool	206 A Street	02494	781-455-8723
2	Temple Beth Shalom Daycare	preschool	670 Highland Ave.	02494	781-444-0077
2	Broadmeadow Elementary	school not serving a highly susceptib	120 Broadmeadow St.	02492	781-455-0498 x4
2	High Rock School	school not serving a highly susceptib	77 Ferndale Road	02492	781-455-0455 x126
2	Hillside Elementary School	school not serving a highly susceptib	28 Glen Gary Rd.	02492	781-455-0461; x4
2	John Eliot School	school not serving a highly susceptib	135 Wellesley Ave.	02494	781-455-0452; x304
2	Mitchell Elementary School	school not serving a highly susceptib	187 Brookline Street	02492	781-455-0466; x5
2	Needham High School	school not serving a highly susceptib	609 Webster Street	02494	781-455-0800; x2461
2	Newman Elementary School	school not serving a highly susceptib	1155 Central Ave.	02492	781-455-0416 x347
2	Olin College	school not serving a highly susceptib	1000 Olin Way	02492	(781) 292-2361
2	Pollard Middle School	school not serving a highly susceptib	200 Harris Ave.	02492	781-455-0480; x326
2	Saint Joseph Elementary School	school not serving a highly susceptib	90 Pickering St.	02492	781-444-4459
2	St. Joe'Monsignor Haddad Middle School	school not serving a highly susceptib	110 May St.	02492	781-449-0133 x211
2	St. Sebastian's School	school not serving a highly susceptib	1191 Greendale Ave.	02492	781-444-1291
2	Walker, Inc. Main Kitchen	school not serving a highly susceptib	1968 Central Ave.	02492	781-449-4500
2	Roche Bros. Supermarket	supermarket	377 Chestnut Street	02492	781-444-0411
2	Sudbury Farms	supermarket	1177 Highland Ave.	02492	781-449-9180
2	Trader Joe's #504	supermarket	958 Highland Ave.	02494	781-449-6993
2	Volante Farms	supermarket	292 Forest St.	02492	781-444-2351
2	Volante Farms-Jordan Bros. Seafood Co.,	supermarket	292 Forest St.	02492	508-583-9797
2	Council on Aging		300 Hillside Ave.	02494	781-455-7555
2	WCVB/Five and Dine-Lovin' The Oven		5 TV Place	02494	(781) 449-0400
3	Bakers Best, Inc.	catering with phfs	150 Gould St.	02494	617-332-4588
3	Founders Café/Shark Ninja	catering with phfs	77 A Street	02494	978-372-7400
3	True Taste Catering	catering with phfs	301 Reservoir St.	02494	781-400-5097/305-434-0235
3	Cornerstone Café	full sevice restaurant	160 Gould Street	02494	781-444-2949
3	3 Squares Restaurant	full sevice restaurant	669 Highland Ave.	02494	781-444-4644

	Establishment Name		Estab Street	Estab Zip	Estab Telephone
3	Bertucci's Brick Oven Pizzeria	full sevice restaurant	1257 Highland Avenue	02492	(781) 449-3777
3	Blue on Highland	full sevice restaurant	882 Highland Avenue	02492	781-444-7001
3	Comella's	full sevice restaurant	1095 Great Plain Ave.	02492	781-444-5900
3	Farmhouse Restaurant	full sevice restaurant	970 Great Plain Ave.	02492	781-449-6200
3	Fresco	full sevice restaurant	35 Chapel Street	02492	(781) 453-1975
3	Hearth Pizzeria	full sevice restaurant	974 Great Plain Ave.	02492	781-433-0600
3	Mandarin Cuisine	full sevice restaurant	238 Highland Ave.	02494	781-455-8801
3	Petit Robert Bistro	full sevice restaurant	45 Chapel Street	02492	781-559-0532
3	RFK Kitchen	full sevice restaurant	30 Dedham Avenue	02492	781-444-1792
3	Spiga Restaurant	full sevice restaurant	18 Highland Circle	02494	781-449-5600
3	Sweet Basil	full sevice restaurant	942 Great Plain Ave.	02492	781-444-9600
3	The Rice Barn	full sevice restaurant	1037 Great Plain Ave	02492	781-449-8300
3	Masala Art Restaurant	full sevice restaurant	990 Great Plain Avenue	02492	(781) 449-4050
3	Residence Inn by Marriott Kitchen	limited menu	80 B Street	02494	781-444-5750
3	Sheraton Needham Hotel	limited menu	100 Cabot Street	02494	781-444-1110
3	Trip Advisor Kitchen	limited menu, satellite facility	400 First Ave.	02494	781-800-5858
3	RD Mass Inc., LLC/ DBA Restaurant Depot	retail food	114 First Avenue	02494	781-449-1010
3	PTC Corp. Kitchen	satellite kitchen	140 Kendrick St.	02494	781-400-8620
3	Cutler Lake Cafeteria		117 Kendrick St.	02494	781-400-2912
3	Lessings Food Service / Bluestone Café		63 Kendrick St. (63 Kendrick St. Café/Lessings)	02494	781-449-0395
4	Acapulcos Restaurant	full sevice restaurant	1 First Ave.	02494	339-225-4558
4	Beth Israel Deac Hosp Kitch	hospital	148 Chestnut Street	02492	781-453-3014
4	Avery Crossings Kitchen	nursing home	110 West Street	02494	781-234-6200
4	Avery Manor Nursing Home	nursing home	100 West Street	02494	781-234-6310
4	Avita of Needham	nursing home	880 Greendale Avenue	02492	781-444-2266
4	Briarwood Healthcare Center	nursing home	150 Lincoln Street	02492	781-449-4040
4	North Hill - Central Kitchen	nursing home	865 Central Ave.	02492	781-433-6281
4	North Hill Bistro (Café)	nursing home	865 Central Ave.	02492	781-444-9910
4	North Hill Main Kitchen	nursing home	865 Central Ave.	02492	781-444-9910
4	North Hill-Central Ave. Bakery and Café	nursing home	865 Central Avenue	02492	781-433-6281
4	One Wingate Way	nursing home	235 Gould St.	02492	781-707-9525
4	One Wingate Way (kitchenette)	nursing home	235 Gould St.	02494	781-455-9080/781-707-9525
4	Otrada Adult Day Care Center	nursing home	185 Second Ave.	02494	781-433-9855
4	Residences at Wingate	nursing home	235 Gould St.	02494	781-455-9080
4	Wingate at Needham	nursing home	589 Highland Ave.	02494-2205	781-455-9090
4	KinderCare	preschool	1000 Highland Ave.	02494	781-449-0774
4	Linden/Chambers Meal Site	susceptible population	5 Chambers St.	02492	617-972-5648/781-479-6701
4	Fuji Steakhouse	sushi, full service restaurant	1430 Highland Ave.	02492	(781) 726-7658
4	Gari Restaurant	sushi, full service restaurant	1019 Great Plain Ave.	02492	781-455-8882
4	New Garden Restaurant	sushi, full service restaurant	40 Chestnut Place	02492	(781) 449-1698
4	Sudbury Farms/Hissho Sushi	sushi, supermarket	1177 Highland Ave.	02492	781-449-9180

	Establishment Name		Estab Street	Estab Zip	Estab Telephone
	Pushcarts Unlimited/Bob Daniels	mobile; temporary	45 Cherry Place	02465	617-527-1000
	Sam's Hot Dog Cart	mobile; temporary	27 Cynthia Road	02494	617-513-6692
	Frosty Ice Cream/Boston Festive	mobile; temporary	78 Kendrick St.	02135	617-799-8413
	The Center Café (Closed 9/1/2017)		1027 Great Plain Ave.	02492	781-455-8800

Risk Categorization of Food Establishments

Risk Category	Description	Frequency #/yr
1	Examples include: Most convenience store operations, hot dog carts, and coffee shops. Establishments that serve or sell only pre-packaged, non-potentially hazardous foods (non time/temperature control for safety (TCS) foods). Establishments that prepare only non-potentially hazardous foods (non TCS foods.) Establishments that heat only commercially processed, potentially hazardous foods (TCS) foods) for hot holding. No cooling of potentially hazardous foods (TCS foods). Establishments that would otherwise be grouped in Category 2 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.	1
2	Examples may include: Retail food store operations, schools not serving a highly susceptible population, and quick service operations. Limited menu. Most products are prepared/cooked and served immediately. May involve hot and cold holding of potentially hazardous foods (TCS foods) after preparation or cooking. Complex preparation of potentially hazardous foods (TCS foods) requiring cooking, cooling and reheating for hot holding is limited to only a few potentially hazardous foods (TCS foods). Establishments that would otherwise be grouped in Category 3 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors. Newly permitted establishments that would otherwise would otherwise be grouped in Category 1 until history of active managerial control of foodborne illness risk factors is achieved and documented. Establishments that would otherwise be grouped in Category 1 but have NOT shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.	2
3	Examples include: Full service restaurant. Extensive menu and handling of raw ingredients. Complex preparation including cooking, cooling, and reheating for hot holding involves many potentially hazardous foods (TCS foods). Variety of processes require hot and cold holding of potentially hazardous food (TCS food). Establishments that would otherwise be grouped in Category 4 but have shown through historical documentation to have achieved active managerial	3

Risk Categorization of Food Establishments

	control of foodborne illness risk factors. Establishments that would otherwise be grouped in Category 2 but have NOT shown through historical documentation to have achieved active managerial control of foodborne illness risk factors. Newly permitted establishments that would otherwise would otherwise be grouped in Category 2 until history of active managerial control of foodborne illness risk factors is achieved and documented.	
4	Examples include preschools, hospitals, nursing homes, and establishments conducting processing at retail. Includes establishments serving a highly susceptible population or that conduct specialized processes, eg. Smoking and curing, reduced oxygen packaging for extended shelf life. Establishments that would otherwise be grouped in Category 3 but have NOT shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.	4

CITY OF



MELROSE

**Health Department
City Hall - 562 Main Street
Melrose, Massachusetts 02176
(781)979-4130 fax (781)979-7696
health@cityofmelrose.org**

Board of Health

Frank Brincheiro, MD
Maurine Garipay, RN
Joseph DiPietro, Psy.D.

Health Director

Ruth L. Clay, MPH

September 18, 2015

Michael Moore, Director
Food Protection Program
305 South Street
Jamaica Plain, MA 02130

RE: Risk based inspection schedule

Dear Mr. Moore,

As articulated in Section 8-401.10 (B) of the State Food Code, Chapter 10 of the State Sanitary Code, 105 CMR 590.00, the Melrose Board of Health is hereby requesting to adopt a risk based inspection schedule of licensed food establishments.

We request adoption of the current FDA Risk Based Inspection Schedule, copy enclosed, which includes four risk levels with inspection frequency ranging from once a year to four times a year. It is identical to the FDA schedule with the exception that we added the possibility of being moved up one category (1-3) for a poor compliance history.

Included with this letter is a list of all currently licensed food establishments with a brief description of their type of operation and proposed risk category. Those establishments with a risk category of less than two will be called six months after their last routine inspection to check and ensure that the nature of their food operations and management has not changed. This will be documented and kept in the establishment's file.

If you have any questions or require any further documentation, please feel free to contact me.

Sincerely,

Ruth L. Clay, MPH
Health Director

Encl.

**Accessory Dwelling Units:
A Report for Needham Public Health Division
8-9-17
DRAFT**

Acknowledgements

This report was funded by the Needham Public Health Division. The project was directed by Timothy M. McDonald, Director of Health and Human Services and Lynn Schoeff, Project Manager, Public Health Division. It was researched and written by Chris Miara, Advisor to the Public Health Division.

Thanks to the following for their input into the scope of the project and the interview questions: Moe Handel, Board of Selectmen; Karen Sunnarborg, Community Housing Specialist, Planning and Community Development Department; David Roche, Building Commissioner; Colleen Schaller, Chair of the Council on Aging; Jeanne McKnight, Planning Board; Elin Soderholm, League of Women Voters; Dorothea von Herder, Needham resident with an interest in affordable housing.

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Executive Summary

Background

This report on accessory dwelling units (ADUs) was commissioned as follow up to the report, *Assessment of Housing and Transit Options for Needham Seniors*, released in the fall of 2016. According to a survey conducted for that assessment, seniors want to remain in town as they age but many feel this won't be possible due to: "the high cost of housing (purchase price or rent, and upkeep); costliness of modifying existing homes to increase accessibility; and zoning regulations that prohibit accessory dwelling units." One of the recommendations in the assessment report was to pass a zoning bylaw to allow accessory dwelling units (ADUs). An ADU-- also known as accessory or "in-law" apartments-- is defined as "a self-contained apartment in an owner-occupied single family home that is either attached to the principal dwelling or in a separate structure on the same property." (Massachusetts EEA). ADUs are a low-impact, high-value way to address the problem of diminishing housing options. ADUs are of particular benefit to older residents, young adults, people with disabilities, and people with moderate incomes.

The report, *Accessory Dwelling Units: A Report for the Needham Public Health Division*, examines in some depth the experience of nine communities similar to Needham that have passed ADU bylaws. Their experiences, combined with recommendations from the Massachusetts Office on Energy and Environmental Affairs, can serve as an authoritative guide for local debate. The purpose of this study was to learn about the impact of these bylaws on issues of importance to Needham, including cost, density, traffic, appearance, and meeting the changing needs of our residents.

Data Collection Method

Nine cities and towns were selected because, like Needham, they are suburban communities within the I-495 beltway, but unlike Needham, they have had ADU bylaws in place for a number of years. Planning and community development staff in each community were interviewed by phone or in person about: 1) the specific regulations in their bylaws; 2) the impact of the bylaws on various aspects of community life; 3) experiences modifying bylaws; and 4) lessons learned from the process. In addition to interviews, information was collected by reviewing the text of each community's actual bylaw as well as supporting documents and reports from the town.

Results of interviews

Content of the bylaws

The text of the bylaws of all nine towns described similar goals: increase housing options while maintaining the character of the town; help young and older adults and people with disabilities stay in town as their needs change; and provide moderately-priced units in communities with ever-escalating home prices and reduced number of small homes. Two communities explicitly added the goal of helping workers live near their places of employment.

Interviewees noted that their bylaws were drafted to address key concerns residents expressed about ADUs, namely that they might: change the appearance of a neighborhood from one of single family homes to one that looks crowded; allow two-family homes in areas zoned for

single-family homes; and increase density, stress on public services, the number of children, traffic, and cars parked outside a house.

The regulations in the nine towns are similar in their intent to meet the goals and address the concerns listed above. They ensure that the unit is clearly part of, and smaller than, the main dwelling, and that the ADU doesn't change the overall character of the neighborhood. Most of the regulations are consistent with the recommendations in the Massachusetts Model Bylaw.

Impact of the bylaws

The impact of ADU bylaws on the communities surveyed has been minimal. Only a small number of ADUs have been created over the course of many years.

For residents who have been able to take advantage of this option, ADUs have served their intended purpose. Older adults and their children are able to share a property, or older adults are able to afford to stay in their home by renting out a unit. Other effects of passing an ADU bylaw have been bringing illegal, and possibly unsafe, units into compliance, and creating appropriate housing for people with disabilities.

None of the interviewees reported an increase in the number of school children, traffic, or a change in the character of the town due to the ADU bylaw.

Planning boards and housing advocates in seven of the nine communities decided to liberalize the regulations in the past few years to encourage more people to take advantage of this option. Six of the towns approved changes, indicating overall satisfaction with the general concept of accessory apartments.

Recommendations from interviewees re: advocating for an ADU bylaw

The interviewees in these towns offered several recommendations to Needham should it decide to enact an ADU bylaw, namely:

- Engage key partners with related interests
- Engage older adults
- Tie the proposed bylaw to demonstrated needs
- Educate the public about what the bylaw is, and what it isn't

Conclusion: Recommendations for Needham

The experiences of the nine communities described in this report provide compelling evidence that ADUs could contribute to the overall goal of increasing housing options for older adults, young adults, people with disabilities, and people with moderate incomes without negatively impacting the quality of life. Using the Mass Model Bylaw and the experiences of the nine communities as guides, Needham can create a bylaw that ensures units will be integrated into existing single family neighborhoods with little or no negative impact on the character of the neighborhood or on town services, provide new options for current Needham homeowners, and minimize the regulatory burden on town officials. The report recommends specific bylaw regulations—related to permitting, size, occupants, appearance and parking--to achieve the desired outcome.

Background on the Report

Needham has long been valued as a family-friendly suburban town with a mix of housing types and a population that is committed to setting down roots in the community. However, rapidly escalating housing prices combined with the growing number of tear-downs of small homes threatens to change the character of the town by raising the income level required to live here. One modest, but important, way to address the problem of diminished housing options is passage of a zoning bylaw to allow accessory dwelling units (ADUs). An ADU-- also known as accessory or “in-law” apartments-- is defined as “a self-contained apartment in an owner-occupied single family home that is either attached to the principal dwelling or in a separate structure on the same property.” (Massachusetts EEA, n.d.) This bylaw is of particular benefit to older residents, young adults, people with disabilities and people with moderate incomes. The Massachusetts Executive Office of Energy and Environmental Affairs encourages the adoption of ADU bylaws and has published a model ADU bylaw to guide communities interested in pursuing this option. (Massachusetts EEA, n.d.) A number of surrounding communities have passed ADU bylaws, and their experiences are instructive as Needham considers whether to go this route. This report summarizes both the Massachusetts model bylaw and the accessory apartment bylaws in nine cities and towns within the I-495 beltway.

This report on ADUs was commissioned as follow-up to the report, *Assessment of Housing and Transit Options for Needham Seniors*, released by the Needham Council on Aging and the Needham Public Health Division in August 2016. According to a survey conducted for that assessment, seniors want to remain in town as they age, but many feel this won’t be possible, due to “the high cost of housing (purchase price or rent, and upkeep); costliness of modifying existing homes to increase accessibility; and zoning regulations that prohibit accessory dwelling units.” (Needham Council on Aging and Needham Public Health Division, 2016)

While many Needham residents support ADUs, some residents express concerns about the potential impact which may result from that type of policy change. The Public Health Division commissioned a study of the experiences of a sample of towns similar to Needham that have had these zoning bylaws in place for a number of years in order to learn about the impact of these bylaws. Interview questions about zoning bylaws which permit accessory dwelling units were chosen based on issues of importance to Needham, including cost, density, traffic, appearance, and acceptance by residents.

Data Collection Method

Communities: The following cities and towns were selected because they have had ADU bylaws in place for a number of years, and are suburban communities within the I-495 beltway, and share characteristics with Needham:

- Acton
- Bedford
- Carlisle

- Lexington
- Milton
- Newton
- Scituate
- Sudbury
- Westwood

Appendix A summarizes the demographics of these communities and Needham, including population, median household income, land size, and number of housing units.

Interview questions: The interview form used the Massachusetts model bylaw as a framework. It also contained questions on 1) the specific requirements outlined in each town's bylaws, 2) the impact of the bylaws on various aspects of community life, 3) experiences modifying bylaws and 4) lessons learned from the process. Representatives of several elected and appointed boards in Needham helped develop the questions to ensure they addressed issues of local concern. A copy of the interview tool is in Appendix B.

Data sources: Information was collected by reviewing the text of each community's actual bylaw as well as supporting documents and reports from the town. In addition, planning and community development staff in each community were interviewed, either by phone or in person. Names and contact information and bylaws and supplemental resources are in Appendix C.

Results of Interviews

Background of bylaws

Goals: All nine towns expressed similar goals in the text of their ADU bylaws: increase housing options while maintaining the character of the town; help young and older adults and people with disabilities stay in town as their needs change; and provide moderately-priced units in communities with ever-escalating home prices and reduced number of small homes. Newton and Scituate explicitly added the goal of helping workers live near their places of employment.

Concerns: Interviewees noted that their bylaws were drafted with an awareness of key concerns residents expressed about ADUs, namely that they might:

- Change the appearance of a neighborhood from one of single family homes to one that looks crowded
- Allow two-family homes in areas zoned for single-family homes
- Increase density, stress on public services, increased public school enrollment, traffic and cars parked outside a house.

Key requirements in ADU bylaws in the nine communities

The bylaws in the nine towns are similar in their intent to meet the goals and address the concerns listed above. They ensure that the unit is clearly part of, and smaller than, the main dwelling, and that the ADU doesn't change the overall character of the neighborhood. The bylaws are generally consistent with the Massachusetts model bylaw. The following indicates in

italics the recommendations of the Massachusetts model bylaw and summarizes the corresponding key requirements in the nine communities studied. Details of these requirements can be found in Appendix D.

Type of unit: *Mass model bylaw: Only one unit per single family house or house lot.* All the communities interviewed limit ADUs to one per main dwelling. All but one (Bedford) allows ADUs as both an internal unit within the main dwelling and as a detached unit on the property.

Type of permit: *Mass model bylaw: As-of-right for units within existing dwellings with limited or no impact from the street; Special Permit for additions to existing dwelling or detached units.* (Special permits are those given by the zoning board after determining the plan meets the regulations in the bylaw. As-of-right permits do not require special review; the building inspector determines the property meets the requirements of the bylaw.) In four communities, all ADUs are permitted by special permit only. In the other five, ADUs are approved as a combination of special permit and as-of-right.

Size: *Mass model bylaw: Gross area of ADU no more than 900 square feet; no more than three occupants; no more than two bedrooms.* All communities restrict the size of the ADU to ensure it is subsidiary to the main dwelling. The allowable size ranges from 750 square feet for an internal unit in Scituate to 2000 square feet for a detached unit in Acton.

Ownership and tenancy: *Mass model bylaw: Owner must occupy one of the units.* All communities interviewed require the owner to live in either the main dwelling or the ADU, and the other unit cannot be sold. In other words, the owner cannot turn the ADU into a condominium. Only one town (Milton) requires the tenant to be a relative or employee.

Parking: *Mass model bylaw: Off-street parking should be available to owner and tenants.* All communities except Newton require that ADUs have one to two dedicated parking spaces. Most communities also require that screening be built or planted between the additional cars and neighboring property.

Appearance: All bylaws have requirements—most extensively detailed-- that the appearance of the original dwelling be substantially maintained. Most describe the need to retain the look of a one-family house, with no external stairways visible, only one main entrance, etc. Similarly, a detached ADU is required to maintain the look of the original building.

Timing and updates: The majority of communities passed the bylaws in the 1980s and early 1990s. Seven have attempted to liberalize the bylaws in the last two years, six successfully.

Impact of the bylaws

Summary: According to the interviewees and other studies of the effect of ADUs, the impact of ADU bylaws on the communities surveyed is minimal. Only a small number of ADUs have been created. The majority of local government staff members interviewed suggested that the reason for the low number of units added was the expense and the time-consuming nature of the process, which most homeowners are unable or unwilling to undertake. As a result of the low

production, seven of the nine communities interviewed have attempted to liberalize their bylaws in the last few years, reducing obstacles to greater participation.

Interviewees report that the ADU bylaws appear to have served their intended purpose. Older adults and their children are able to share a property, or older adults are able to afford to stay in their home by renting out a unit, or an older adult may bring a live-in health aide into the home.

- *When they come for a permit, it's for family members. Seniors can stay in town and their kids get to stay in town. We're losing 65 plus and recent college grads. ADUs are a way to encourage both to stay here. (Lexington)*
- *I see it as something that helps out families, where you couldn't afford to buy a separate house, prices are out of control/ people can't stay in town. It's a service for those already in town. (Scituate)*
- *We don't offer a lot of services for our seniors. This is one way we've been able to help them. (Sudbury)*

Other effects of passing an ADU bylaw are bringing illegal, and possibly unsafe, units into compliance and creating appropriate housing for people with disabilities.

None of the interviewees reported a significant increase in public school enrollment, traffic, or a change in the character of the town due to the ADU bylaw.

The following describes the responses to specific questions about the impact of the ADU bylaw.

Total number: Some of the towns do not track the number of ADU permits. Of the towns that do, the numbers range from an average of two to seven ADUs per year over the time the bylaw has been in place.

The following information represents reports from each community:

- Carlisle: 18 since 1989.
- Lexington: 200 since 1983. Most of these were grandfathered in, as opposed to newly constructed ADUs.
- Newton: 73 over 20 years.
- Scituate: 88 since 1989. Steady number of applicants; no big increase since they allowed detached units and in ADUs new construction.
- Westwood: 45 since 1992, approximately half are internal and half detached. 13 people are on the waiting list (Westwood caps the total number of ADUs).
- Bedford: Combines ADUs and two-family homes in its tracking system. There are a total of 300; the town staff reported the majority are two-family homes.
- Acton, Milton and Sudbury: Do not keep records. Local officials estimate it is just a few per year.

Who lives in homes with ADUs?: While towns do not keep formal records on the personal situations of homeowners and ADU tenants, most town staff see ADUs primarily serving family needs. Most often, interviewees report that an older parent moves into the ADU created by their adult child. The other circumstances most commonly cited are a relative with a disability--or his/her caretaker--lives in the ADU, and an older resident rents the ADU for additional income. Concerns had been raised in Newton that college students would occupy ADUs and cause noise

and other problems, but Newton reports this has not happened—most likely because of restrictions on number of occupants and the requirement that one dwelling has to be owner occupied.

Impact on schools and traffic: Interviewees noted that these two concerns arise with any proposed changes in zoning. All nine communities reported that ADUs had minimal or no impact on the number of school-age children or traffic. The main reason for the low impact is the small number of ADUs each town has added. In addition, a community development official who used to work in Burlington described a study there which showed that an increase in the number of apartments did not translate to an increase in school children. Apartments were used by young and older adults, not by families with children. In terms of traffic, several interviewees noted that units are scattered around town, minimizing concentration of traffic in any one area.

Change in appearance of neighborhood: Interviewees noted that the appearance and character of neighborhoods were not changed when an ADU was added. They feel this is because the language in their bylaws requires the ADU fits the style of the house, has its entrance on the side or back, disallows external stairways, etc.

Value of property: Newton is the only community that had actually studied the change in a home's value before and after adding an ADU. They determined there was no change, unless the ADU enlarged the house in which case the value increased. Several other interviewees shared their impressions: Milton thought there was no change in property value; Lexington and Westwood thought the value increased. Westwood noted that realtors consider the potential of adding an ADU to a property to be a selling point

Burden on town officials and boards/ Enforcement issues: None of the interviewees felt the ADU bylaw added to the burden of the building inspector or permitting board; inspection and permitting and the associated costs are treated the same as any other request. Issues that are raised by neighbors when an owner requests an ADU permit include parking, lot lines, obtrusiveness of the new unit, etc. These are typical issues raised when any number of zoning or permitting related requests come before a board, planning officials said, and nearly every request is granted. In several communities, including Westwood, the permitting boards were not opposed to recent efforts to expand the options for ADUs, even though it could result in an increase in their work.

The local officials noted that enforcement and tracking of properties would be significantly more difficult if the bylaw restricted ADUs to family members.

Several towns noted that they reduced problems with ADU requests by working with both the owner and sometimes the neighbors to address all issues ahead of time. Several communities (Carlisle, Newton, Scituate and Sudbury) said their on-line information for homeowners reduced time and stress on all parties. (See Appendix C for resources; Carlisle has a particularly good example.)

Grandfathering illegal units: Bringing illegal units into compliance can be a significant benefit of passing an ADU bylaw. These unpermitted, uninspected units can be hazardous, especially

those that lack sufficient means of egress and/or have unsafe cooking facilities. One respondent said that the only time they learn about an illegal unit is when there is a fire.

Lexington reports that when they first passed their bylaw, they offered amnesty and most requests for ADUs were actually to legalize existing units. Scituate and Westwood also encourage people to apply for permits for existing units. Newton reported that before their bylaw was recently liberalized, few people came forward because their units were likely to be out of compliance. They hope to see a change in the coming year.

Accessibility: Three towns, Acton, Lexington and Milton, said ADUs provide an opportunity to encourage the creation of dwellings that are accessible for people with disabilities. This is done by allowing some flexibility in waiving certain zoning requirements when units are made accessible for people with disabilities, in compliance with state standards for accessibility.

Solving the housing problem: No one felt ADUs alone solved their housing problem, but, quoting a Newton report: *Responding to the needs generated by changing demographics and workforce requires multiple strategic actions, as described in the Housing Strategy, and a robust accessory apartment policy is an important part of that.* (City of Newton, Nov. 2016)

Proposing changes to bylaws in 7 of the communities

What: As noted above, seven of the towns interviewed have proposed changes to their ADU bylaws within the last two years to encourage more residents to take advantage of them. Changes that were approved included allowing ADUs: 1) in detached structures; 2) as part of new construction; 3) as-of-right right rather than by special permit; and 4) raising the cap on the numbers allowed. The one change that was not approved (in Milton) was to allow non-family to live in ADUs.

Why: Communities were motivated to act in the recent years for several reasons.

- They had recently completed housing plans that called for more housing for families, people with moderate income, and for workers in the town, and ADUs are one way to begin to address the needs of those constituencies.
- They were responding to an increased emphasis on aging in place.
- Tear downs of smaller homes to make way for large, very expensive ones is accelerating the need to act.

Concerns expressed about changing the Bylaw: For the most part, because these communities already had ADU bylaws in place, public hearings on modifications were not particularly contentious. There was push back on proposals to allow detached units, which in one case (Acton) resulted in the requirement that the unit be in existence for several years before being converted. Two towns reported hearing concerns about changes to the character and appearance of the town if more ADUs were created. This concern was allayed by pointing out the large number of requirements to make the ADU ‘invisible from the street.’

The fact that efforts to expand ADU bylaws were successful in six of the seven towns that have had them in place for a number of years indicates the broad support for the concept in communities that have experience with them.

Recommendations from town officials re: informing the community about an ADU bylaw

The interviewees offered several recommendations to Needham should it decide to begin the process of considering an ADU bylaw.

1. **Engage key partners with related interests:** Early in the process, reach out to groups whose interests will be served by ADUs. The Council on Aging is an essential partner. Other key partners mentioned by towns are housing advocates, environmental groups, the Commission on Disabilities, and the business community. Newton was particularly successful in its partnership with businesses. Retailers had reported that they were not able to get workers who are willing to travel to Newton; ADUs allow workers to live in town. The Newton/Needham Chamber of Commerce was very supportive of the recent successful initiative to liberalize Newton's ADU bylaw.
2. **Engage older adults:** Seek out older adults and their families who have concerns about the affordability and accessibility of housing. Ask them to share their perspectives and participate in public discussions and in community meetings.
3. **Tie the proposed bylaw to demonstrated needs:** Show how the bylaw fits into existing housing plans and how it addresses identified needs of older adults and families in town.
4. **Educate the public:** Distribute accurate information about what the bylaw is, and what it isn't. Clarify that it does not increase development of two-family homes or create crowding. Emphasize that there are strict requirements on *size, ownership, and appearance*. Focus on the fact that in communities with ADUs, most are used to help older and younger adults, and to support families already in town. Since concerns about the appearance of a house with an ADU are often expressed, one town (Westwood) used photos of homes with ADUs as part of their presentation to Town Meeting members. The photos show that ADUs are virtually invisible from the street.
5. **Consider the pros and cons of using a special permit or permitting as-of-right:** Several towns felt that requiring a special permit is more palatable to residents when first considering passage of an ADU bylaw, as it provides more control and oversight. On the other hand, towns with as-of-right permits contend that they reduce burdens on homeowners and permitting boards while still maintaining strict requirements.
6. **Consider the pros and cons of restricting ADUs to family members:** Limiting the ADU to family members may seem like a way to increase the likelihood the bylaw will pass. However, all local officials interviewed cautioned that this bylaw puts much more burden on town boards and officials to verify and enforce compliance. Further, it reduces the value of the bylaw by limiting flexibility for owners. According to a recommendation

in the Massachusetts model bylaw: “Allowing only family members is easiest politically and may limit the overall impact of the units, but it will also limit the use (and reuse) of these units and may result in additional administration costs associated with enforcement. Having no restrictions on accessory dwelling unit tenants gives greater control over the unit to the homeowner while offering more diverse housing opportunities.” (Massachusetts EEA)

Conclusion: Recommendations for Needham

The experiences of the nine communities described in this report provide compelling evidence that ADUs could contribute to the overall goal of increasing housing options in Needham for older adults, young adults, people with disabilities, and people with moderate incomes. Many interviewees expressed agreement with the views articulated in a recent Newton report: *The benefits of creating such units include providing opportunity for seniors to remain in their homes longer, creating a low-impact form of generally affordable housing, assisting in the preservation of historic homes and accessory structures, and addressing the issue of unsafe illegal accessory apartments.* (City of Newton, Feb 2017)

Using the Massachusetts model bylaw and bylaw language from the nine communities, it is possible to create a bylaw that ensures units will be integrated into existing single family neighborhoods with little or no negative impact on the character of the neighborhood or on town services. The bylaw can be crafted to provide flexibility for current Needham homeowners and minimize the burden on town officials.

Key elements that will support positive outcomes and minimize negative impacts:

- Specific permit types: As-of-right for units within the existing footprint of the main dwelling; special permit for units that are added onto the main dwelling or are detached from it.
- Size and occupant restrictions: Set a maximum square footage for the ADU and a maximum percentage of the main dwelling allowed for the ADU; allow whichever is smaller. Limit number of occupants in ADU.
- Occupants: One unit must be owner occupied. No restrictions on relationship of tenants to owner.
- Appearance: Requirements that the ADU is in keeping with the character of the main dwelling.
- Parking: One space per unit.
- Grandfathering illegal units: Offer amnesty to owners of existing ADUs who apply for a permit and comply with all ADU regulations.

References

City of Newton Department of Planning and Development. Public Hearing Memorandum. (November 10, 2016)

City of Newton Department of Planning and Development. Public Hearing Memorandum. (February 24, 2017)

Massachusetts Executive Office of Energy and Environmental Affairs (EEA). Smart Growth/ Smart Energy Toolkit: Model Bylaw for Accessory Dwelling Units. (n.d.) http://www.mass.gov/envir/smart_growth_toolkit/bylaws/ADU-Bylaw.pdf

Needham Council on Aging and Needham Public Health Division. Assessment of Housing and Transit Options for Needham Seniors. (August 2016)
<http://www.needhamma.gov/DocumentCenter/View/13894>

Appendix A: Demographics of Communities Studied *

Towns	Population	Median household income 2011-2015	Land size Square miles	Housing units	% 65+
Needham	28,961	132,237	12.29	11,122	16.3
Acton	21,924	125,635	19.87	8530	11.0
Bedford	13,320	113,729	13.66	5368	18.6
Carlisle	4852	166,111	15.27	1758	12.9
Lexington	31,394	149,306	16.43	12,019	18.6
Milton	27,012	116,444	13.01	9700	15.4
Newton	85,119	122,080	17.94	32,648	15.2
Scituate	18,135	102,210	17.63	8035	17.2
Sudbury	17,659	165,745	24.2	6,221	12.2
Westwood	14,622	135,884	10.88	5431	18.2

*=Data from US Census Bureau. <https://www.census.gov/quickfacts/fact/table/MA/PST045216>

All data from 2010, except median household income which is 2011-2015, presented in 2015 dollars

Appendix B: Questions for Interviews with Town/City Officials re: ADUs

1. Brief description of by law

- By right or special permit/ or combination of both?
- Size requirements
- Parking requirements
- Restrictions---owner occupied? relationship to tenant? attached vs detached? transfer on sale of property? Time limit to permit? In certain areas of town only, or anyplace?
- Provisions to grandfather in illegal units?—Do they have to go through special permit process?
- How is it enforced?

2. Adoption process

- What were objections? How were they overcome?
- Recommendation for other towns wanting to pass bylaws?
- Key partners to involve?

3. Modifications to law since originally passed

- What has been changed?
- Why?

4. Impact of the bylaw

- Any unintended consequence?
- # of new units created per year/ change over time?
- # of illegal units grandfathered in
- Any data on who is using ADUs? (eg, relatives, caretakers, students, etc)
- Increase in school age population due to ADUs?
- Increase in traffic due to ADUs?
- Increase in transient population? How defined?
- Any information on impact on older adults due to ADUs? ie, report they are able to stay in the community?
- Any issues with enforcement?
- Types of complaints received?
- Any moves to eliminate bylaw?
- Evidence that adding an ADU changes value of home and therefore property tax?
- Any additional burden on town departments?
- Recommendation to other towns on ways to maximize benefits of ADUs and minimize problems—both for the town in general and for owners/tenants?

Appendix C: Contacts Interviewed and Materials Collected

Acton

<http://www.acton-ma.gov/164/Planning>

Robert Hummels, Assistant Planner

Bylaw: <http://www.acton-ma.gov/DocumentCenter/Home/View/659>

Bedford

<http://www.bedfordma.gov/planning>

Tony Fields, Planning Director

Bylaw in packet for

homeowners: http://www.bedfordma.gov/sites/bedfordma/files/file/code-accessory-apartment_0.pdf

Carlisle

http://www.carlislema.gov/Pages/CarlisleMA_Planning/index

George Mansfield, Planning Administrator

Document for

residents: http://www.carlislema.gov/Pages/CarlisleMA_Planning/AAA%20RR%201-26-09.pdf

Draft bylaw (subsequently passed in May

2017) http://www.carlislema.gov/Pages/CarlisleMA_PBNA/0592862C-000F8513

Lexington

<http://www.lexingtonma.gov/planning-office>

David Fields, Planner

Background on 2016 proposal to update bylaw and text of bylaw which subsequently passed http://www.lexingtonma.gov/sites/lexingtonma/files/pages/art_40_-_accessory_apartments_report_03-18-2016.pdf

Milton

<http://www.townofmilton.org/planning-and-community-development>

William Clark, Director of Planning & Community Development

Proposed update: http://www.townofmilton.org/sites/miltonma/files/uploads/pb_article-accessory_dwelling_unit_080415.pdf

Newton

<http://www.newtonma.gov/gov/planning/default.asp>

James Freas, Deputy Director, Office of Planning and Development

Bylaw: <http://www.newtonma.gov/civicax/filebank/documents/82048>

FAQs: <http://www.newtonma.gov/civicax/filebank/documents/81178>

Scituate

Laura Harbottle Town Planner

Q & A for homeowners: <http://www.scituatemagov/planning-board/faq/how-do-i-add-an-accessory-dwelling-in-law-to-my-house>

Bylaw (p 54): [http://www.scituate.ma.gov/sites/scituatema/files/pages/15-11-02 zoning bylaw as amended for web printing.pdf](http://www.scituate.ma.gov/sites/scituatema/files/pages/15-11-02%20zoning%20bylaw%20as%20amended%20for%20web%20printing.pdf)

Sudbury

<https://sudbury.ma.us/pcd/>

Meagen Donoghue Director of Planning and Mark Herweck, Building Inspector

Bylaw (p 93): <https://sudbury.ma.us/clerk/wp-content/uploads/sites/270/2014/08/SUDBURYZONINGBYLAW2014Completeforprintingandposting.pdf>

Information for residents: <https://sudbury.ma.us/boardofappeals/accessory-dwelling-guidelines/>
Housing production plan, includes ADUs: <file:///C:/Users/Chris/Downloads/Sudbury-HPP-2016-FINAL-4.21.2016.pdf>

Westwood

<http://www.townhall.westwood.ma.us/gov/depts/commdevdepts/plandiv/default.htm>

Abigail McCabe, Town Planner and Sarah Bouchard, Housing and Zoning Agent

Bylaw (8-21): <http://westwood-prod.civica.granicusops.com/civicax/filebank/blobdload.aspx?BlobID=28617>

Appendix D: Key Requirements in the ADU Bylaws

Town	Year passed	Year updated	Type of unit / actions allowed after update *	Detached allowed?	Permit: By Right (BR) or Special Permit (SP)	Max size: Square feet/ Percent of main dwelling/ # bedrooms	# Parking spaces for ADU	Miscellaneous
Acton	DK	2016	Detached units/ Existing footprint can be expanded	Yes: in 1950-2010 bldg	Int: BR Det: SP	Int: 800sf/ 50% of main/ 2 bed Det: 2000sf/ 3 bed	1	1 st floor of ADU must be accessible
Bedford	1997	==		No	BR	30% of main	2	
Carlisle	1989	2017	Detached units	Yes; # limited	SP	1200sf/ 35% of main	# Not specified	Total permits allowed: 75
Lexington	1983	2016	Detached units/ ADU in new construction	Yes	Int in existing footprint: BR Int in expanded footprint & Det: SP	Basic int:1000sf/ 2 bed Expanded int: 40% of main Det: 1000sf	1	Owner can be away for 2 years
Milton	DK	2015 failed	Non family occupants	Yes	Int in existing footprint: BR Int in expanded & Det: SP	800 sf/ 2 bed/ ≤ 3 occupants	1	Occupants must be family or employed SP good for 5 years; then must reapply
Newton	1987	2017	Internal unit: By Right/ ADU on any size lot	Yes	Int: BR Det: SP	Int: 1000sf/ 33% of main Det:1200sf/40% of main	0	Total occupants in ADU and main: no more than would be allowed in main house alone
Scituate	1989	2015	Detached/ ADU in new construction	Yes	SP	750 sf/ 40% of main	2	Encouraged in business district
Sudbury	2009	--		Yes: in bldg. at least 5 yo	SP	Int: 800sf/ 30% of main Det: 850sf/ ≤4 occupants	1	No more than 5% of town's dwellings can have ADU Must recertify every 4 years
Westwood	1992	2017	Increased cap on total #	Yes	SP	900sf	1	No more than 2% of town's dwellings can have ADU Must recertify every 4 years

*--Type of Unit: Detached (Det) Separate building on property of main dwelling Internal (Int) Part of the main dwelling

Accessory Dwelling Units for Needham: Talking Points

DRAFT

What are they?

An accessory dwelling unit (ADU), also known as accessory or “in-law” apartments is defined as “a self-contained apartment in an owner-occupied single family home that is either attached to the principal dwelling or in a separate structure on the same property.”

Why are they needed?

Needham’s housing stock is changing rapidly and dramatically, and this transition is affecting the character of the community. Escalating housing prices are making Needham more exclusive. The most visible impact of this housing dynamic is felt by older, long-time residents who prefer to stay in Needham. The number of options available to older residents, young adults and those with moderate incomes is diminishing. Passing an ADU bylaw is a small, but significant, step toward addressing their needs

What are the benefits to Needham residents?

Needham has long been valued as a family-friendly suburban town accessible to residents who occupy a wide range of the economic spectrum. ADUs (encouraged by the Massachusetts Executive of Energy and Environmental Affairs and advocated by Needham’s Council on Aging and Public Health Division) are a low-impact, high-value way to:

- increase housing options while maintaining the character of the town
- help young adults return to Needham and older adults and people with disabilities stay in town as their needs change

What has the impact been in other communities with ADUs?

- A survey of communities within the 495 beltway that have had these bylaws in place for a number of years found that when wisely regulated ADUs provide a viable option for the target constituents while exerting minimal impact on town services and quality of life. In fact, passage of ADU bylaws has not led to a surge of development. Quite the opposite. Towns have found it necessary to search for ways to stimulate ADU activity.
- For those who have been able to take advantage of this option, ADUs have served their intended purpose. Older adults and their children are able to share a property, an adult with a disability or their caretaker can use the ADU, or older adults are able to afford to stay in their home by renting out a unit.
- Passing an ADU bylaw encouraged owners of illegal, and possibly unsafe, units to apply for a permit and upgrade the unit to meet the code requirements.
- Moderately-priced units were added without an increase in the number of school children, traffic, or a change in appearance of the neighborhood.

What are key elements to include in ADU bylaw?

The experiences of other communities and the Massachusetts Model Bylaw are instructive and should serve as a tool to help Needham construct its ADU bylaw. Elements to be addressed

include: the type of permit to require; restrictions on size; requirements for ownership and tenancy; appearance; and parking. The ADU bylaw must strike the correct balance. The majority of towns surveyed found that in order to stimulate activity it was necessary to modify the original bylaw by removing more restrictive requirements. Needham's ADU bylaw should address major concerns while recognizing that regulations that are too stringent will inhibit development.

Accessory Dwelling Units: A Report for Needham Public Health Department

Executive Summary

DRAFT

Background

This report on accessory dwelling units (ADUs) was commissioned as follow up to the Assessment of Housing and Transit Options for Needham Seniors, released in the fall of 2016. According to a survey conducted for that assessment, seniors want to remain in town as they age but many feel this won't be possible due to: "the high cost of housing (purchase price or rent, and upkeep); costliness of modifying existing homes to increase accessibility; and zoning regulations that prohibit accessory dwelling units." One of the recommendations in the assessment report was to pass a zoning bylaw to allow accessory dwelling units (ADUs). An ADU-- also known as accessory or "in-law" apartments-- is defined as "a self-contained apartment in an owner-occupied single family home that is either attached to the principal dwelling or in a separate structure on the same property." (Massachusetts EEA). ADUs are a low-impact, high-value way to address the problem of diminishing housing options. ADUs are of particular benefit to older residents, young adults, people with disabilities, and people with moderate incomes.

The report, *Accessory Dwelling Units: A Report for the Needham Public Health Department*, examines in some depth the experience of nine communities similar to Needham that have passed ADU bylaws. Their experiences, combined with recommendations from the Massachusetts Office on Energy and Environmental Affairs, can serve as an authoritative guide for local debate. The purpose of this study was to learn about the impact of these bylaws on issues of importance to Needham, including cost, density, traffic, appearance, and contributing to meeting the changing needs of our residents.

Data Collection Method

Nine cities and towns were selected because, like Needham, they are suburban communities within the 495 beltway, but unlike Needham, they have had ADU bylaws in place for a number

of years. Planners in each community were interviewed by phone or in person about: 1) the specific regulations in their bylaws; 2) the impact of the bylaws on various aspects of community life; 3) experiences modifying bylaws; and 4) recommendations for Needham. In addition to interviews, information was collected by reviewing the text of each community's actual bylaw as well as supporting documents and reports from the town.

Results of interviews

Content of the bylaws

The text of the bylaws of all 9 towns described similar goals: increase housing options while maintaining the character of the town; help young and older adults and people with disabilities stay in town as their needs change; and provide moderately-priced units in communities with ever-escalating home prices and reduced number of small homes. Several communities explicitly added the goal of helping workers live near their places of employment.

Planners noted that their bylaws were drafted to address key concerns residents expressed about ADUs, namely that they might: change the appearance of a neighborhood from one of single family homes to one that looks crowded; allow two-family homes in areas zoned for single-family homes; and increase density, stress on public services, the number of children, traffic, and cars parked outside a house.

The regulations in the nine towns are similar in their intent to meet the goals and address the concerns listed above. They ensure that the unit is clearly part of, and smaller than, the main dwelling, and that the ADU doesn't change the overall character of the neighborhood. Most of the regulations are consistent with the recommendations in the Massachusetts Model Bylaw.

Impact of the bylaws

The impact of ADU bylaws on the communities surveyed has been minimal. Only a small number of ADUs have been created over the course of many years.

For residents who have been able to take advantage of this option, ADUs have served their intended purpose. Older adults and their children are able to share a property, or older adults are

able to afford to stay in their home by renting out a unit. Other effects of passing an ADU bylaw have been bringing illegal, and possibly unsafe, units into compliance, and creating appropriate housing for people with disabilities.

None of the planners reported an increase in the number of school children, traffic, or a change in the character of the town due to the ADU bylaw.

Planning boards and housing advocates in seven of the nine communities decided to liberalize the regulations in the past few years to encourage more people to take advantage of this option. Six of the towns approved changes, indicating overall satisfaction with the general concept of accessory apartments.

Recommendations from planners re: advocating for an ADU bylaw

The interviewees in these towns offered several recommendations to Needham should it decide to enact an ADU bylaw, namely:

- Engage key partners with related interests
- Engage older adults
- Tie the proposed bylaw to demonstrated needs
- Educate the public about what the bylaw is, and what it isn't

Conclusion: Recommendations for Needham

The experiences of the nine communities described in this report provide compelling evidence that ADUs could contribute to the overall goal of increasing housing options for older adults, young adults, people with disabilities, and people with moderate incomes without negatively impacting the quality of life. Using the Mass Model Bylaw and the experiences of the nine communities as guides, Needham can create a bylaw that ensures units will be integrated into existing single family neighborhoods with little or no negative impact on the character of the neighborhood or on town services, provide new options for current Needham homeowners, and minimize the regulatory burden on town officials. The report recommends specific bylaw regulations—related to permitting, size, occupants, appearance and parking--to achieve the desired outcome.

