



Needham Board of Health AGENDA

**Thursday October 5, 2017
6:00 – 8:00 p.m.**

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

- **6:00 to 6:05 – Welcome & Review of Minutes (September 15th)**
- **6:05 to 6:30 – Staff Reports (September)**
- **6:30 to 6:45 – BOH Feedback on Senior Housing: Affordability and Accessibility**
 - **Executive Summary (*draft*)**
 - **Full Report (*draft*)**
 - **Talking Points (*draft*)**
- **6:45 to 6:50 – Flu Clinics 2017**
- **6:50 to 6:55 – Accreditation Update**
- **6:55 to 7:15 – Results from the 2017 Needham Parent Survey**
- **7:15 to 7:45 – Board of Selectmen attend Board of Health meeting**
- **7:45 to 7:50 – New Grants Received**
- **7:50 to 8:00 Other Items**
- **Next Meeting (Thursday November 9th 5:30 – 6:30 p.m.)**
- **Adjournment**

(Please note that all times are approximate)

NEEDHAM BOARD OF HEALTH
September 15, 2017
MEETING MINUTES

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

STAFF: Timothy McDonald, Director, Tara Gurge, Assistant Director, Diana Acosta, Maryanne Dinell, Dawn Stiller, Tiffany Zike

GUEST: Alan Rubin, Needham Resident

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

DISCUSSION:

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

APPROVE MINUTES:

Upon motion duly made and seconded, the minutes of the BOH meeting of July 27, 2017, were approved as submitted.

The motion carried. The vote was unanimous.

DIRECTOR'S REPORT - Timothy McDonald

Mr. McDonald reported on his role as Health and Human Service Director. He stated that his time has been fairly divided and not a lot has been focused on Public Health, which is necessary for Health and Human Services as well as the Board of Health. He added he a lot of time has been spent on filling staff vacancies.

STAFF REPORTS

- **Health Agents - Tara Gurge, Assistant Director, and Diana Acosta**

The Health Agents Report from Ms. Gurge included activity for both July and August. Ms. Gurge reported on Housing Complaints and provided an update on activity at #660 South Street. She noted that building code violations have been addressed, but the number of tenants that reside at this location is being monitored.

Ms. Gurge responded to Ed Cosgrove's questions on the pool location for the Greendale Ave., Mill Creek Development. Ms. Gurge described the location. Mr. McDonald added that the location is almost completely shielded. The area

includes a double wall with vegetation along the walking path to the pool.

Ms. Gurge reported that she and new Health Agent, Diana Acosta attended a Food Safety Seminar in Vermont. Ms. Gurge stated that the seminar was extremely helpful. It provided information on changes to the FDA Standards. Ms. Gurge stated that Ms. Acosta has been working with Public Health Intern, Helenka Lepkowski Ostrom on the Farmers Market Food inspections.

Ms. Gurge reported on Food Plan Reviews. She stated that a Food Permit Review was conducted for a new residential kitchen, Tahini Touch at #215 Fisher Street. Ms. Gurge also stated that a change of owner request was received for the cafeteria located at #117 Kendrick Street. Ms. Gurge noted that Fooda Catering was considering the #117 Kendrick Street site but has decided not to pursue their interest in Needham. A brief discussion followed on Fooda Catering and other communities.

Ms. Gurge responded to Ed Cosgrove's question about Food Trucks. She stated that she is working with the Board of Selectmen in a collaborative effort to create a checklist, and Mobile Plan Review Packet as well as develop a pilot program that would involve no fees. Mr. McDonald pointed out that Needham's fees are high and the application process is rigorous. The pilot program would give potential Food Truck vendor an opportunity to test the viability of a Needham market. A brief discussion followed.

Ms. Gurge reported on Housing Complaints Follow-ups. She stated that Donna Carmichael and Tiffany Zike have assisted with this complaint at #29 Fisher Street. The property owner was contacted regarding concerns with this property. Ms. Gurge also reported on Nuisance Complaints for Highland Terrance and St. Mary Street.

- **Nurses Report - Tiffany Zike, RN**

Ms. Zike presented a brief report on communicable diseases and animal bites as well as an update on assistance programs.

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

Ms. Dinell presented a brief update on the Traveling Meals program. Ms. Dinell stated that numbers are down. She noted this happens every July and August.

Ms. Dinell reported that she has reached out the Center at the Heights with an offer of support to caregivers who need respite care from preparing meals.

- **Substance Use Senior Program Coordinator - Carol Read**

Ms. Read reported that SAPC Leadership Team is working with the State to approve the FY18 Budget. She added that the Leadership Team is looking to amend the budget to include hiring a graduate intern to work on Youth Engagement strategies.

Ms. Read provided an update on the August SAPC Leadership Team Meeting, which included a discussion of the action plan and initiative progress. Ms. Read spoke about CVS Pharmacy and strategies to improve the experience of purchasing Narcan.

Ms. Read spoke about the coordination of TIPS Training and Sessions, one for Section 12 licensees, and one for Section 15 licensees, both scheduled for Monday, November 6th.

Contact crccd@needhamma.gov to request online registration links.

BOARD OF HEALTH COMPOSITION AND STRUCTURE

Mr. McDonald stated that he is working with the Mass Association of Health Plans (MAHP). He stated that there are a series of projects that resulted from regionalization in the mid-2000s that looked at Board Composition and Structure. He stated that based on this information he has proposed to the Mass Association of Health Boards that Needham would conduct a survey that would be posted on websites in an attempt to get data from a wide range of participants. He added that Needham would analyze the information. He also added that this information would provide data for Needham in their effort to increase the number of BOH members. A brief discussion followed.

SENIOR HOUSING - AFFORDABILITY AND ACCESSIBILITY

Mr. McDonald stated that this report is on accessory dwelling units and changes to the zoning by-laws that would make it easier for senior to stay in their homes. Mr. McDonald stated that this report is a follow-up to the report on Assessment of Housing and Transit Options for Needham Seniors, released in 2016. Mr. McDonald stated that if he receives permission from the Board of Selectmen to proceed, he will present this information to the Board of Health, the Council on Aging and the Planning Board as a suggestion for a zoning by-law for the 2018 Annual Town Meeting. A brief discussion followed.

FOOD REGULATORY PROGRAM STANDARDS

Ms. Gurge stated that she and Ms. Acosta attended the Annual Northeast Regional Retail Food Protection Seminar in Vermont

this past August. Ms. Gurge stated that last spring the Public Health Department received a U.S. Food and Drug Administration (FDA) Small Project grant that has helped the Public Health Department accomplish the first step in conducting the Self-Assessment to meet the requirements of the Voluntary National Retail Food Regulatory Program Standards set by the FDA. Ms. Acosta described Standard 9 and the occurrence of the risk factors that the Public Health Department would use to evaluate risk factors and how to evaluate food establishments in Needham. A brief discussion followed.

MOBILE FOOD VENDORS AND TOWN PILOT PROGRAM

A brief discussion ensued on this item which began earlier in the Health Agent report.

OTHER ITEMS

- Concussion Training

Mr. McDonald shared an update on his communications with the Center for Disease Control (CDC) regarding concussion training software. Mr. McDonald expressed his frustration with the CDC in this regard. Mr. McDonald stated that the CDC Heads Up site would be used. Participants would be able to log in and get their certificates. He stated that the Public Health Department would keep a list of persons who have uploaded certificates.

- Sage Naturals, Inc.

Ms. Gurge stated that she has spoken with representatives from Sage Naturals, Inc. Ms. Gurge stated that she received their permit application and spoke with them about the process and requirements. Ms. Gurge spoke about some of the problems with the state she had encountered regarding allowing her to conduct an inspection of the site. The conversation veered to a discussion on zoning and buffer zones. Discussion followed.

Adjournment -

Upon motion duly made and seconded, that the September 15, 2017 BOH meeting adjourns at 8:56 a.m.

The motion carried. The vote was unanimous.

Next meeting is scheduled for, Thursday, October 5, 2017

Respectfully submitted: Cheryl Gosmon, Recording Secretary

Needham Public Health Department
September 2017
Assist. Health Dir. - Tara Gurge
Health Agents - Diana Acosta and Brian Flynn

Activities

<i>Activity</i>	<i>Notes</i>
Bodywork Permits	1 – Bodywork practitioner permit issued to: - Kerrie Cusack @ Center at the Heights to teach a Reiki class
Demo reviews/approvals	12 - Demolition sign-offs: • #221 Valley Rd. • #140 Jarvis Cir. • #117 Fairfield St. • #32 Fairfax St. • #380 Grove St. • #75 Savoy Rd. • #19 Edwardel Rd. • #141 Lexington Ave. • #73 Manning St. • #62 Dawson St. • #199 Tudor Rd. • #213 Webster St.
Food – Complaints / Follow-ups	2 – Food Complaints received for: - <u>Kosta's Pizza and Seafood</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>Subway</u> – Received report of bug inside establishment on floor. Spoke to manager about complaint. He will call in his pest control service to treat. Will get copy of report and continue to monitor.
Food – New Permits Issued (Home Kitchen)	1 – Residential Kitchen Annual permit issued to: - <u>Sweet Tahini</u>
Food – New Permits Issued (For New/Change of Owner)	2 – Food Establishment/Retail Food Annual permits issued to: - <u>Reveler Beverage Co. Retail Store (@ #250 Chestnut St.)</u> - <u>#117 Kendrick St. Café (Epicurean Feast)</u>
Food – Needham Farmers Market Permits	2 – Needham Farmers Market Seasonal permits issued to: - <u>Sweet Tahini</u> (for gluten free bread and spreads, etc.) - <u>Native Colombian Foods, LLC</u> (for pre-packaged whole bean coffee)
Food – Needham Farmers Market Insp.	24 – Needham Farmers Market Inspections (On Sunday's)
Food – Temp. Event Needham Business Association (NBA) Upcoming Harvest Fair/Souper Bowl at Needham Town Common on Sat., Oct. 7 th .	Memo sent to Needham Business Association (NBA), along with copy of Temp. Food Event Permit application, etc., which reviews our permitting requirements for this upcoming event.

Food - NBA Harvest Fair permits (Brian F. and Diana Acosta to conduct inspections of these vendors.)	6 – Needham Business Association Harvest Fair/Souper Bowl permits issued so far to date (additional applications pending): - Dedham Savings Bank - Gari Fusion Japanese Bistro - Norfolk Lodge A.F. & A.M. - Rep. Denise Garlick - Roche Brothers - Wingate Residences
Food – Temporary Food Event Permits	6 – Temporary Food Permits issued to: - Newman Ice Cream Social @ Newman School - Sam's Hot Dog for Hillside's Back to School Picnic @ Hillside School - Broadmeadow Ice Cream Social @ Broadmeadow School - Bin Ends Wine Tasting @ Bin Ends Wine - Celebration of Life of James Hugh Powers @ Powers Hall - Teri's Toffee Haus for Craft Fair @ Needham High School
Food – Plan Reviews/Follow-ups	6 – Food Permit Plan Reviews conducted for: - <u>Homewood Suites (#200 First Ave.)</u> – Food Permit plan review conducted. Additional materials submitted for review. <u>UPDATE:</u> Plan approval issued. - <u>Sweet Tahini (#215 Fisher Street)</u> – New residential kitchen permit application received for review. <u>UPDATE:</u> Plan approval issued. Pre-operation inspection conducted. - <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. <u>UPDATE:</u> Plan approval issued. Pre-operation inspection conducted. - <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. <u>UPDATE:</u> Inspection of Milford, MA, grow/processing facility scheduled for Tuesday, Oct. 3rd. (Plan Review materials still in process of being submitted for review.) - <u>Gluten Free Food Bank</u> – This organization has been researching potential Needham sites. Plan review packet sent to coordinator. <u>UPDATE:</u> Received Food Permit Plan Review packet. Still in plan review process. - <u>Spiga Restaurant</u> – Plan Review materials for proposed renovation recently submitted for review. Initial pre-operation inspection conducted. Final pre-operation inspection still pending.
Food – Pre-operation/walk-through inspections	10 – Pre-operation/walk-through inspections conducted for: - Sweet Tahini - #117 Kendrick St. Café (Epicurean Feast) - Spiga Restaurant - Cook Needham (x3) - Reveler Beverage Co. Retail Store (x3) - Center Café (met with new owner at old restaurant for walk-through)
Housing – Complaints/Follow-ups	2 – Housing Complaints/Follow-ups: - <u>#161 St. Mary's St.</u> – Received additional concerns from neighbors re: abandoned property that is in disrepair and has overgrowth and is attracting pests into the area. Spoke to owner. She will drive up from NY and start hiring landscapers to clean up property. She will also look into working with realtors and builders about selling her property. (Building Dept. has also been in touch with her.) We will check in with her on a weekly basis to get updates on status of property. - <u>#28 D Chambers St.</u> – Report of pests on site. Spoke to NHA facilities and maintenance manager. He will call pest control service in to treat unit on a weekly basis and will work with them on sealing up potential gaps in foundation, etc. Will get copies of pest control reports and monitor.

Nuisance – Complaints/ Follow-ups	0 – Nuisance Complaints/Follow-ups.
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	1 – Planning Board reviews conducted for: - <u>BID Needham Hospital</u> - No comments.
Septic Abandonment Forms	0 – Septic Abandonment Forms received.
Septic – Letter (Follow- up/UPDATE)	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 properly 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. <u>UPDATE:</u> Letter received from professional. Follow-up site visit conducted with Tom Ryder, Engineering Dept. All issues addressed. Letter sent to owner. Notified neighbor of compliance.
Septic – Plan Review/Approvals	1 – Septic Plan Review conducted for: - <u>#29 Pine St.</u> – Plans received for review. (In process.)
Subdivision Reviews	0 – Subdivision reviews conducted

Tobacco – Complaints	0 – Tobacco Complaints received.
Tobacco Insp.	2 – Routine Tobacco inspections conducted at: - Needham Service Center - Sudbury Farms
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	1	0	0	0	0	0	0	0	0	0	4	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	12	0	0	0	0	0	0	0	0	0	31	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	19	0	0	0	0	0	0	0	0	0	42	198	209	Routine insp.
Food Service	1	0	10	0	0	0	0	0	0	0	0	0	11	37	35	Pre-oper. Insp.
Retail	3	3	10	0	0	0	0	0	0	0	0	0	16	69	71	Routine insp.
Resid. kitchen	0	0	1	0	0	0	0	0	0	0	0	0	1	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	3	0	0	0	0	0	0	0	0	0	12	51	50	Re-insp.
Food Service/ Retail	1	0	3	0	0	0	0	0	0	0	0	0	4	177	176	Annual/ Seasonal permits
Food Service	8/4	11/4	12/0	0/0	0/0	0/0	0/0	0/0	0	0/0	0/0	0/0	31/8	158/62	107/54	Temp. food permits/ Temp. food insp.
Food Service	0/40	0/24	2/24	0	0	0	0	0	0	0	0/0	0/0	2/88	7/33	9/16	Farmers Market permits/ Market insp.
Food Service	1/1	2/2	2/2	0	0/0	0/0	0/0	0/0	0/0	0	0	0/0	5/5	13/17	21/21	New Compl/ Follow-ups
Food Service	5	5	6	0	0	0	0	0	0	0	0	0	16	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	2/2	2/2	0	0	0	0	0	0	0	0/0	0/0	11/ 11	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	2	0	0	0	0	0	0	0	0	0	6	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	1	0	0	0	0	0	0	0	0	0	1	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	4	0	0	0	0	0	0	0	0	0	13	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	1	0	0	0	0	0	0	0	0	0	4	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	1	0	1	0	0	0	0	0	0	0	0	0	2	12	16	Special Permit/ Zoning

memos																
Tobacco	0	0	0	0	0	0	0	0	0	0	0	0		12	13	Tobacco permits
Tobacco	0/0	1/0	2/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	3/0	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 for our file.

Tiffany Zike & Donna Carmichael

NEEDHAM PUBLIC HEALTH DIVISION

[illegible]

other														0	1	0
TOTAL BITES	2	3	0											5	22	10

Immunizations	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY18	FY17	FY16
B12	2	2	2										6	22	23
Flu (Seasonal)	0	0	0										0	674	816
TDap	0	0	0											1	0
Consult	19	11	19										49	592	475
Fire/Police	8	3	0										8	80	40
Schools	3	2	12										17	106	88
Town Agencies	6	4	6										16	246	216
Community Agencies	2	2	1										5	160	139

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

Gift of Warmth Donation - \$500.00 – First Baptist Church

WELLNESS Programs

														FY18	FY17	FY16
Office Visits	22	46	31											99	481	447
Safte Visits	1	0	0											1	7	10
Clinics	0	0	0											0	0	31
Housing Visit	3	2	0											5	6	8
Housing Call	12	10	2											24	37	70
Camps-summer	3	8	8											19	50	72
Tanning Insp	0	0	0											0	0	0
Articles	0	0	0											0	3	2
Presentations	0	0	1											1	0	2
Cable	0	1	0											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	12										40	169	120
FLU VACCINE	0	0	0										0	48	87
CPR/AED INSTRUCTION	0	0	0										0	31	26
SMOKING Education	0	0	1										1	14	9
HEALTH ED Tick Borne	100	20	12										132	90	67
HEALTH ED Mosquito Borne	100	20	12										132	80	80
HEALTH ED FLU	0	0	8										8	160	327
FIRST AIDE	5	4	3										12	61	34
GENERAL HEALTH EDUCATION	5	8	10										23	258	188
Police weights	0	0	0										0	43	33
TOTAL EMPLOYEE CONTACTS	210	68	57										335	954	1028

Emergency Planning

- NC7
- Region 4B
- LEPC Meeting

Meetings, Events, and Trainings

<i>Title</i>	<i>Description/Highlights/Votes/Etc.</i>
Staff Mtg	Monthly Staff updates
Infection Control Mtg	BID Needham Meeting
Planning Mtg	Strategic Planning Meeting with Health Dept Staff
Interviews	Third Round Interviews
SAPC Meeting	Meeting in Dedham with Carol and SAPC Group
Hoarding Task Force-State	State meeting
MAPHN	Meeting on Flu Clinic
Webinars – MDPH, CDC	Mumps Aging
Opioid Prescription Drug Conference	All Day Conference in Randolph
Employee engagement	Onboarding group
Newton Wellesly Hosp Community Mtg	Community Partners meeting – opioids prescription drug
MHOA Meeting	Food borne Illness updates to reference manual

September, 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 September, 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
642 2- meal packages were delivered in June, 2017	18 Clients receive meals 5 times a week 19 Clients receive meals 3 days a week 3 Clients receive 7 meals within 5 day period	411 meals delivered to Springwell Clients 231 meal delivered to private pay residents Total #642 meals delivered @ 5.50 per meal =cost of \$3531.00
1 new client on the Program	1 Private Pay	1- Expected to be short term
7 Clients no longer need Program	6 hospitalized then into rehab 1 taken a vacation	Have been on Program for short and long 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.]

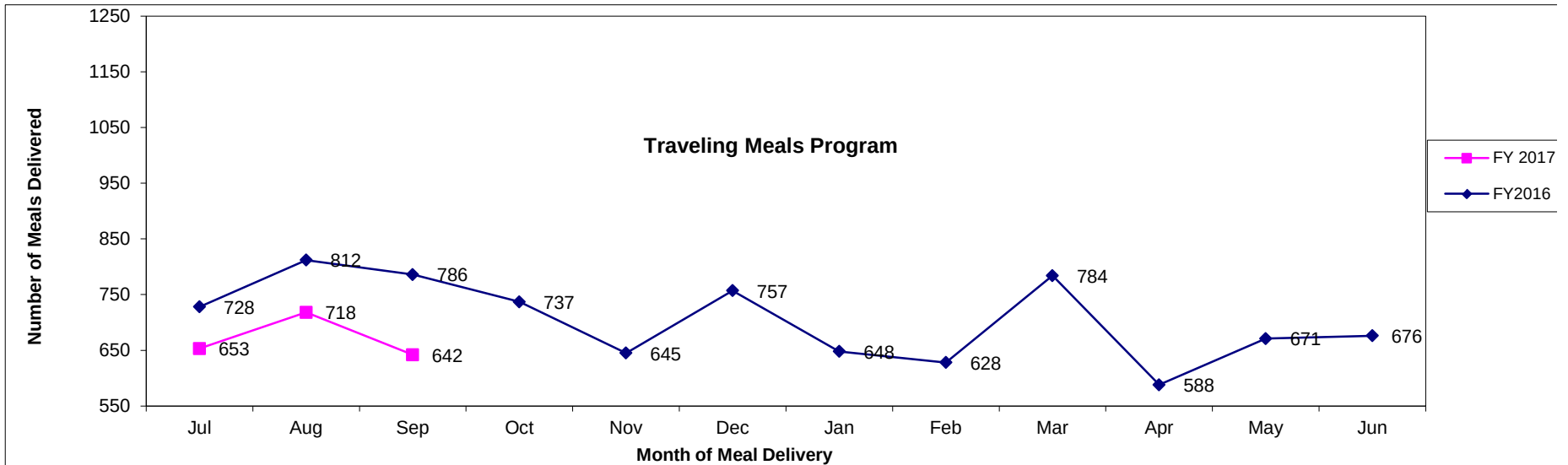
Description	Type (D,G,O)	Amount Given	Source	Notes

Traveling Meals Program

September, 2017 FY 18

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	642	\$3,531.00	-18%
<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	2,013		

Projected-12 Mo.	
\$	14,366.00
#	8,052



Needham Public Health Department

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

Section 1: Highlights

- Action team meetings
- Helped Angela G. with the Needham Housing Needs Assessment
- Assisted with Director of Youth Services interview process
- Continued research on alcohol compliance
- Participated in Public Health strategic planning meeting
- Held quarterly SPAN meeting – 2017 Parent Survey results were presented
- Published Interface flyers in both newspapers
- Finalized Grant Year 7 budget and carryover
- Held first meeting for Youth Diversion Program planning

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

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.

**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/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.scituatemma.gov/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

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.



NEEDHAM HEALTH DEPARTMENT



Seasonal Flu Clinics

The Needham Public Health Division will provide seasonal flu vaccination clinics

**Center at the Heights
300 Hillside Ave
Needham, Ma**

Wednesday October 25th 1:00 p.m. – 4:00 p.m.

Thursday October 26th 3:00 p.m. – 6:00 p.m.

**Needham Town Hall
1471 Highland Ave
Needham, Ma**

Thursday November 2nd 10:30 a.m. – 1:30 p.m.

Our clinic is for those **18 years and older**. The Public Health Division will be administering the **quadrivalent vaccine only**. We do not have High Dose flu Vaccine.

Please bring all insurance cards as we will be billing insurance.

No appointment needed for these clinics



Needham Public Health Department



Accreditation Update

October 3, 2017

Lynn Schoeff

Needham Public Health Division's works toward accreditation readiness has included the following:

Strategic Plan:

- Mission, Vision, and Values
- Environmental Scan
 - o Correlation with 10 Essential Services of Local Public Health
 - o Data and trends that informs our work
 - o Data sources that may inform our strategic direction
 - o Identify data gaps that need to be filled
 - o Identify community needs, trends, opportunities
 - o Identify strengths, weaknesses, opportunities and challenges

Policies and Procedures:

- List of required policies and procedures
- Sample policies and procedures from other local health departments
- Final drafts of the attached policies and procedures

Review of Standards and Measures:

- Spread sheet of required documentation, with responsibility and indications of requirements met

NACCHO Grant

- Awarded \$14,960 from the NACCHO Accreditation Support Initiative
- Deliverables, due June 1, 2018, will move us significantly closer to accreditation readiness
 - o "Roadmap to Accreditation"
 - o Organizational self-study
 - o Staff training on Quality Improvement concepts and tools

	Unit	Policy Name	Policy Number	Draft	Final	Signed
	ADM	Policy on Policies	HHS-PH-ADM-xxx	2/15/2017		
	ADM	Contract	HHS-PH-ADM-xxx	3/23/2017		
	ADM	Legal Notice	HHS-PH-ADM-xxx	1/18/2017		
	ADM	Abandoned files	HHS-PH-ADM-xxx	8/7/2017		
	ADM	Snow Policy	HHS-PH-ADM-xxx	2/8/2017		
	ADM	Recommendation to Hire	HHS-PH-ADM-xxx	6/15/2017		
	EH	Bed Bug Protocol	HHS-PH-EH-xxx	1/9/2017		
	EH	Off-Street Drainage Bonds	HHS-PH-EH-xxx	8/14/2017	9/19/2017	
	EH	Housing Code Enforcement	HHS-PH-EH-xxx	1/7/2017		
	EH	Food Code Enforcement	HHS-PH-EH-xxx	8/14/2017		
	EH	Food Permit	HHS-PH-EH-xxx	1/5/2017	5/26/2017	
	EH	Synthetic Turf	HHS-PH-EH-xxx	12/28/2016	9/20/2017	
	PHN	Tanning	HHS-PH-PHN-A-xxx	9/19/2017		
	PHN	Anaphylactic Protocol	HHS-PH-PHN-C-xxx	3/22/2017	9/25/2017	
	PHN	Rabies response	HHS-PH-PHN-C-xxx		8/14/2017	
	PHN	Senior Home Safety Assess	HHS-PH-PHN-C-xxx (?)	8/14/2017		
	PHN	Recreational Camps	HHS-PH-PHN-A-xxx	9/19/2017		
	TM	Snow Emergency	HHS-PH-TM-xxx	12/28/2016	5/26/2017	
	TM	Volunteer Guidelines	HHS-PH-TM-xxx	12/28/2016	9/20/2017	
	TM	Safety Checks	HHS-PH-TM-xxx	9/14/2017	9/19/2017	
	TM	Packer procedures	HHS-PH-TM-xxx	9/20/2017		
	TM	Driver procedures	HHS-PH-TM-xxx	9/20/2017	9/28/2017	
	TM	Daily labels	HHS-PH-TM-xxx	9/20/2017		
	TM	Special Diets	HHS-PH-TM-xxx	9/25/2017		

Proposed Project Plan: Needham Health Department Strategic Planning Process

Updated: August 22, 2017

Goals of the Strategic Planning Process:

- To articulate the Needham Public Health Department's (NPHD) organizational direction for the next 3-5 years.
- To describe the outcomes NPHD plans to achieve, the methods that will be employed to achieve these outcomes and the metrics by which success will be monitored and measured.

Action or Step to be completed	Milestones	Persons Responsible	By When?	Comments/ Questions for Tim/Lynn
Develop project timeline	Completion dates identified for all major tasks ✓	NPHD Director Tim McDonald, Strategic Planning Process (SPP) consultant Jess Goldberg	6/13/16	Should the strategic plan be for 3 years, 4 years or 5 years?
Develop project plan	Plan document completed ✓	NPHD Director, SPP Consultant	6/13/16	
Meet with SPP Consultant to discuss process and timeline with Health Department staff member overseeing strategic planning process (SPP Coordinator)	Meeting scheduled ✓ Meeting held ✓	NPHD Director, Health SPP Coordinator, SPP Consultant	11/21/16	
Identify internal participants and key external stakeholders to involve in various points of the strategic planning process and form the Strategic Planning Committee	Stakeholders identified ✓ Parts of the process at which stakeholders will be asked to participate identified ✓	NPHD Director and SPP Coordinator	11/30/16	How many people would you like to include in this process? At which points would you like to involve them?
Conduct a readiness assessment of NPHD	Assessment completed	NPHD Director and SPP Coordinator	12/7/16	There's a nice assessment in the NACCHO How-To Guide on P. 15 Is there any quality improvement infrastructure already in place within the Department?
Organize potential stakeholders in terms of the desired roles and levels of engagement	List of stakeholders reflecting roles/engagement level drafted ✓	NPHD Director and SPP Coordinator	12/14/16	
Reach out to potential stakeholders to invite to participate in Strategic Planning Process, clearly delineating expectations,	Email sent ✓ First meeting set	NPHD Director and SPP Coordinator	12/21/16	We need a group of people between 5-12, 8 is ideal

time commitment and logistical information	Meeting space secured ✓			
Compile and review formal organizational mandates	List of formal organizational mandates compiled ✓	NPHD Director and SPP Coordinator	12/26/16	I imagine this just means the stuff that the department has to do?
Meet with SPP Consultant to finalize agenda for first stakeholder meeting	Meeting scheduled and held Agenda finalized ✓	SPP Coordinator, SPP Consultant, Health Department Director	Week of 12/26 – 12/30	
Meet with Health Department staff to complete a brainstorming exercise to articulate the Department's values	Meeting scheduled and held List of values compiled ✓	Health Department Director, SPP Coordinator, Department staff	By 1/13/17 1/26/17	
Hold first stakeholder meeting to discuss, refine (if needed) and agree upon mission and vision statements, brainstorm organizational values and informal organizational mandates	Meeting occurs Stakeholders review and refine mission and vision statements and create draft statements for further review ✓	NPHD Director and Department Staff, Key external members of the Strategic Planning Committee, SPP Coordinator, SPP Consultant	By 1/27/17 3/27/17	
Begin environmental scanning process	Existing data sources compiled ✓	NPHD Director and SPP Coordinator	1/13/17 5/9/17	
Assess NPHD services against 10 Essential Services	Survey staff via email or survey monkey ✓	SPP Coordinator	6/2/17	
Identify existing data and determine its value/usefulness to the strategic planning process	Existing data sources rank ordered by usefulness ✓	NPHD Director and SPP Coordinator	1/13/17 6/2/17 7/28/17	List of potential data sources on P. 20 of How-To Guide
Identify data gaps	List of data gaps drafted ✓	NPHD Director and SPP Coordinator	1/20/17 6/9/17 8/4/17	
Collect additional data and information needed for strategic planning process	Missing data collected by NPHD staff members	NPHD Director and SPP Coordinator	2/3/17 6/30/17 9/29/17	
Summarize available data into document for stakeholder review	Document prepared and sent to Strategic Planning Committee for review	NPHD Director and SPP Coordinator	2/10/17 7/7/17 10/6/17	
Conduct SWOT analysis with community stakeholders, and highlight external trends, events emerging issues, key strategic issues and cross-cutting themes	SWOT analysis conducted and key strengths, weaknesses, opportunities and	NPHD Director and Department staff and key external members of the Strategic	2/24/17 7/21/17 10/13/17	We could do this via SurveyMonkey and have the results ready for the in-person meeting

that are impacting or will impact the health department in the future	threats identified	Planning Committee, SPP Coordinator, SPP Consultant		
Engage stakeholders in a prioritization process to select strategic issues at 2 nd stakeholder meeting	Strategic issues prioritized and top ranked issues identified	NPHD Director and Department staff and key external members of the Strategic Planning Committee, SPP Coordinator, SPP Consultant	3/10/17 11/17/17	These two tasks could happen at the same meeting
Brainstorm possible strategies to address priorities and weigh rank by agreed-upon criteria (e.g. feasibility, potential impact, resources availability, etc.) at 2 nd stakeholder meeting	List of possible strategies generated Strategies ranked by criteria	NPHD Director and Department staff and key external members of the Strategic Planning Committee, SPP Coordinator, SPP Consultant	3/10/17 11/17/17	
Develop measurable goals and objectives for strategic priorities, as well as target benchmarks for selected strategies at 2 nd stakeholder meeting	Specific, measurable, attainable, realistic and time-bound goals and objectives identified Target benchmarks for strategies identified	NPHD Director and Department staff and key external members of the Strategic Planning Committee, SPP Coordinator, SPP Consultant	3/17/17 August, '17 11/24/17	
Draft Strategic Implementation Plan and Quality Improvement Plan documents and provide opportunities for stakeholder input during the editing process	Draft documents created Two emails inviting stakeholder feedback sent	NPHD Director and SPP Coordinator, SPP Consultant	3/24— 3/31/17 Aug-Sept 12/22/17	We can draft the report sooner and plug the information in after the stakeholder meeting(s)
Finalize strategic plan	Strategic plan completely edited and PDFed	NPHD Director, SPP Coordinator, SPP Consultant	4/7/17 Sept-Oct 1/12/18	
Present finalized strategic plan to Board of Health for adoption, including revised mission statement (and newly defined vision and values statements)	Strategic plan on Board of Health Meeting agenda Board vote to adopt plan as written	NPHD Director, SPP Coordinator	4/21/17 October January 2018	Dependent upon BOH meeting schedule
Release finalized strategic plan document to community members (ensuring to highlight the mission, vision, value statements and	Plan posted on social media Plan emailed to	NPHD Director, SPP Coordinator, and Department staff	4/28/17 October January 2018	Are there better means to disseminate this information in Town?

strategic priorities) to community stakeholders via public meeting, email notification, social media posts	Department listserv Public meeting held			
Schedule quarterly Quality Improvement Committee meetings to monitor process and outcome measures	Strategic Planning Committee members invited to participate in Quality Improvement Committee 1 st meeting scheduled	NPHD Director, SPP Coordinator, Department staff, Quality Improvement Committee members	4/28/18 and ongoing	Quarterly might be too often here
Identify synergies/linkages between the strategic plan, community health improvement plan and quality improvement plan, including health department roles and responsibilities in operationalizing each plan (at 1 st Quality Improvement Committee meeting)	Linkages listed Health Department members' roles and responsibilities delegated	NPHD Director, SPP Coordinator, Quality Improvement Committee members	4/28/18	Depends on when CHIP is completed
Implement Strategic Implementation Plan and Quality Improvement Plans	Actions specified in plan carried out	NPHD Director, SPP Coordinator, Department staff, Strategic Planning Committee members, Quality Improvement Committee members	On-going	
Convene strategic planning committee quarterly during Year 1 to revisit the strategic plan and revise/update as needed; Biannually for Years 2-5		NPHD Director, SPP Coordinator, Strategic Planning Committee members	7/28/18	Depending on how long a period of time the Strategic Plan covers
Draft annual progress reports toward achieving identified goals and objectives including documentation of completing milestones	Progress report completed and submitted	NPHD Director and Department staff	On-going	

Strategic plan: required components

- List of participants and titles (must include health department governing body or representatives)
- Summary of process
 - o # of meetings
 - o Duration of planning process
 - o Methods used for having stakeholders review major elements
- Steps in the process
 - o 1) Laying the Groundwork; 2) Developing a project plan; 3) Conducting an environmental scan; 4) Analyze results and select strategic priorities; 5) Develop strategic plan and implementation plan; 6) Implement monitor and revise as needed
- LDH Mission, Vision and Guiding Principles/Values
- LDH Strategic priorities (for all aspects of
- LDH Goals and Objectives with measurable and time-framed targets (in the plan or in another document)
- Identification of external trends, events or other factors that may impact community health and/or the Health Department
- Analysis of LHD's strengths and weaknesses
- Linkages to the Community Health Improvement Plan, the LHD members' roles and responsibilities in implementing the CHIP and links to the Quality Improvement Plan
 - o Priorities from the CHIP must be specified in the Strategic Plan

Quality Improvement Plan:

- Should be guided by Health Department policies, the department's strategic direction, mission, vision, strategic plan and community health improvement plan
- Can use the Plan-Do-Check-Act model or others
- Focus on increasing efficiency, effectiveness, performance, accountability and outcomes
- If the Strategic Implementation Plan is about actions, the Quality Improvement Plan is about improvements to those actions.

Other important areas to note:

- It is recommended that the Community Health Assessment precede the planning process, as the assessment informs the selection of strategic priorities
- The Strategic plan should be for the entire department including both program-specific priorities and strategies as well as more operational priorities (e.g. human resources, IT, etc.)

Needham Parent Survey

An Assessment of Perceived Norms, Attitudes, and Preventive
Behaviors Related to Youth Substance Use
Summary of Findings

September 12, 2017

Prepared for:
The Substance Abuse Prevention Alliance of Needham (SPAN)
The Needham Public Health Department

Prepared by:
Scott Formica
781-334-8055

Background

- SPAN and the Needham Public Health Department conducted a survey of parents of 6th-12th grade students.
- 72-item anonymous survey administered online during between May 15, 2017 – June 28, 2017.
- Survey questions addressed four broad domains:
 1. Communication about underage drinking and substance use
 2. Attitudes and beliefs about underage drinking and substance use
 3. Perceptions of underage drinking and substance use
 4. Parenting behaviors related to substance use prevention

Background

- The term “parent” includes guardians and caregivers.
- Respondents were asked to answer questions with their *oldest* 6th-12th grade child in mind – even if they had multiple children.
- This survey was also administered in 2011, 2013, and 2015 – comparisons are made where possible.
- Limited comparisons are made to the October-November implementation of the 2016 MetroWest Adolescent Health Student Survey.

Validity and Reliability

- Several steps were taken to increase our confidence in the results:
 1. Use of clear and unambiguous language
 2. Use of logic-based skip fields in the survey
 3. Questions based on those used in existing instruments
 4. Instructions – skip questions that are unclear.
 5. Data screening and cleaning
 6. Identical case analysis
 7. Missing data analysis
- No evidence of large-scale errors in final dataset.
- HIGHLY CONSISTENT with past years. ☐ Best Evidence

Respondents

- 870 individuals visited the survey website – 111 were removed (13%) from the final analytic sample for the following reasons:
 - 84 visited site but didn't answer any questions
 - 10 didn't have children in grades 6-12
 - 14 didn't answer any questions except age of oldest child
 - 3 didn't provide age of oldest child
- Very close to the ideal of having each grade level represented by approximately 14% of parent/guardian respondents.
- Estimate that we reached 41% of all parents with 6th-12th graders in Needham Public Schools.

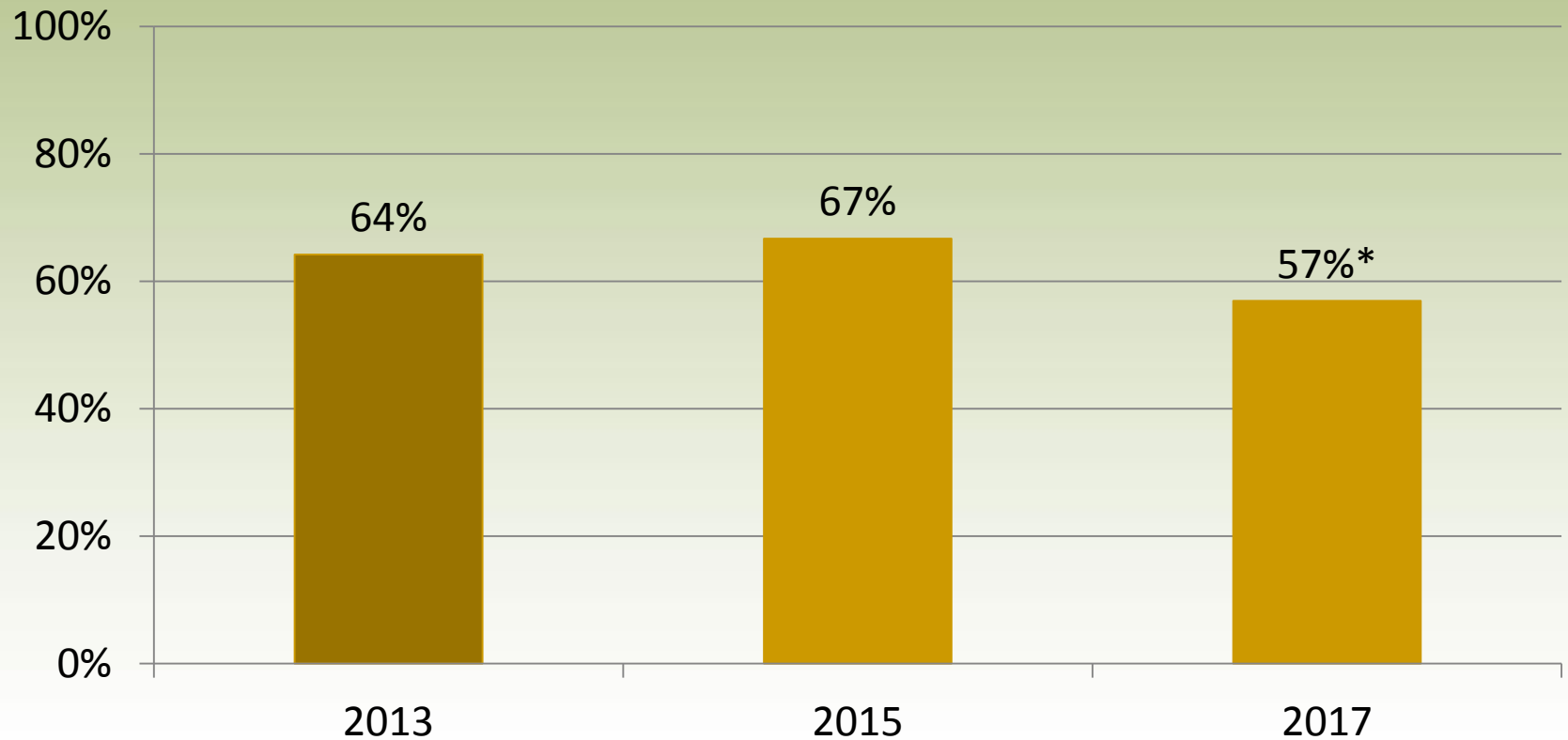
Limitations/Caveats

- Self-selected convenience sample. May not represent the views or behaviors of all Needham parents.
- Estimates likely over-estimate protective factors and under-estimate risk factors.
- Parents of high school students were over-represented in the 2013 survey so caution should be used when looking at trends.
- Counter argument □ we appear to be reaching the same “group(s)” of parents across surveys. 759 households is not an inconsiderable number.

COMMUNICATION

Communication – Family Dinners [Parent Data: 2013-2017]

Ate Dinner with Family on 5 or More of the Past 7 Days

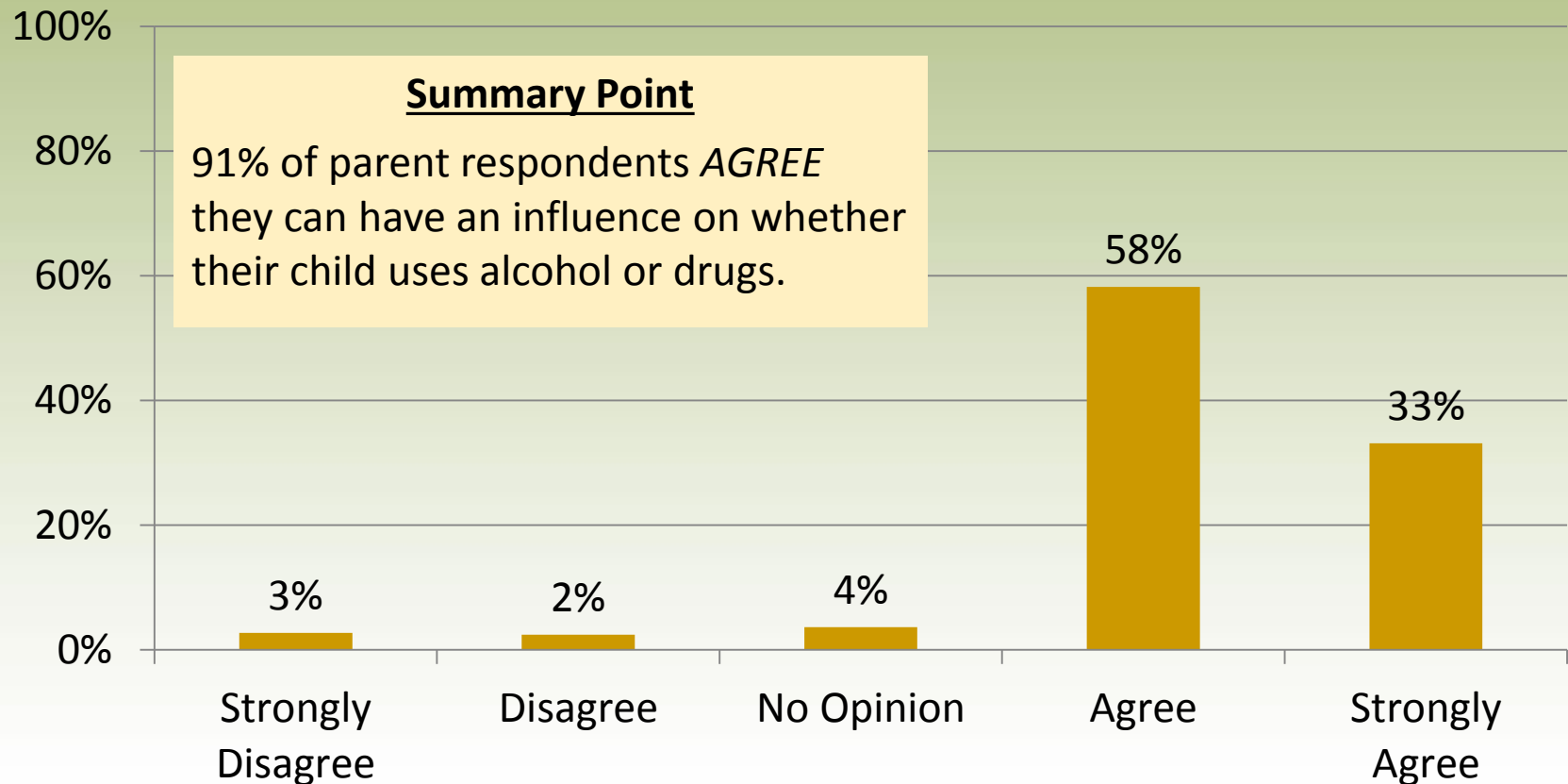


Age/Grade: No significant difference.

Year: Significant decline between 2015 and 2017 (66.7% vs. 56.9%).

Communication – Perceived Effectiveness of Parent-Child Communication [Parent Data: 2017]

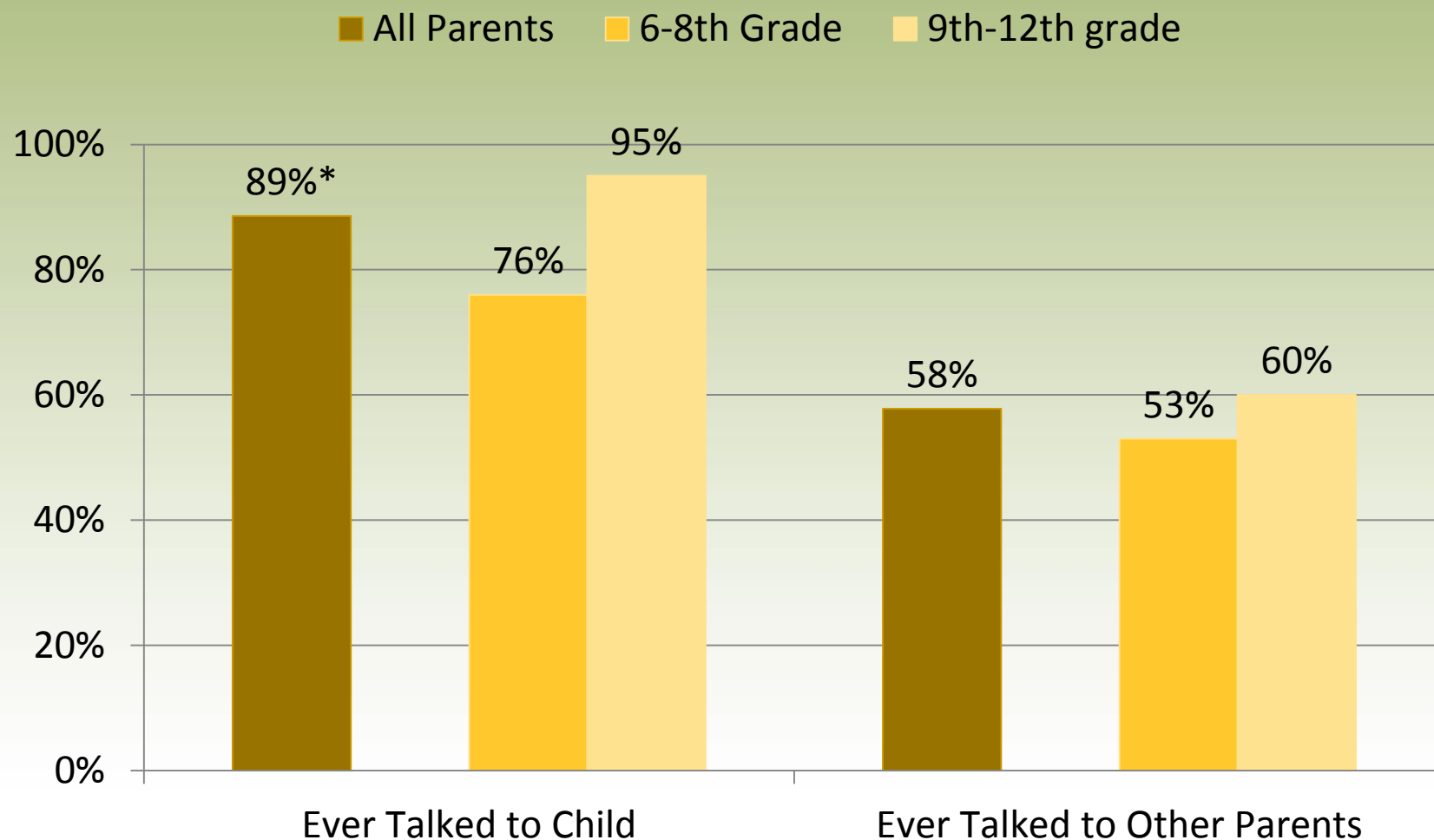
I believe I can have an influence on whether my child uses alcohol or drugs



Age/Grade: No significant difference.

Year: No significant difference.

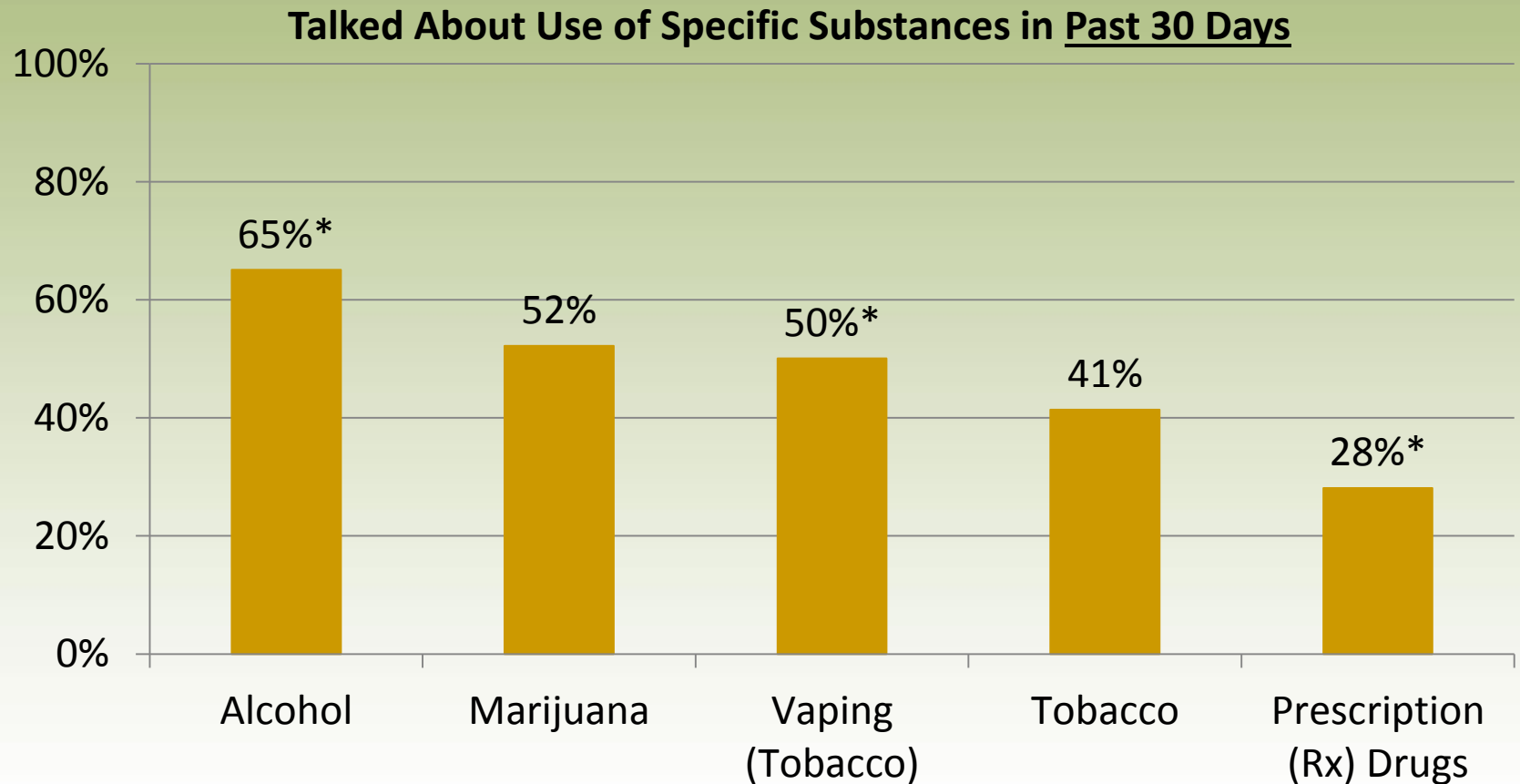
Communication – Ever Talked About Substance Use with Child and Other Parents [Parent Data: 2017]



Age/Grade: Ever talked to child differed significantly by age/grade. No difference for talking to other parents.

Year: No significant difference for either.

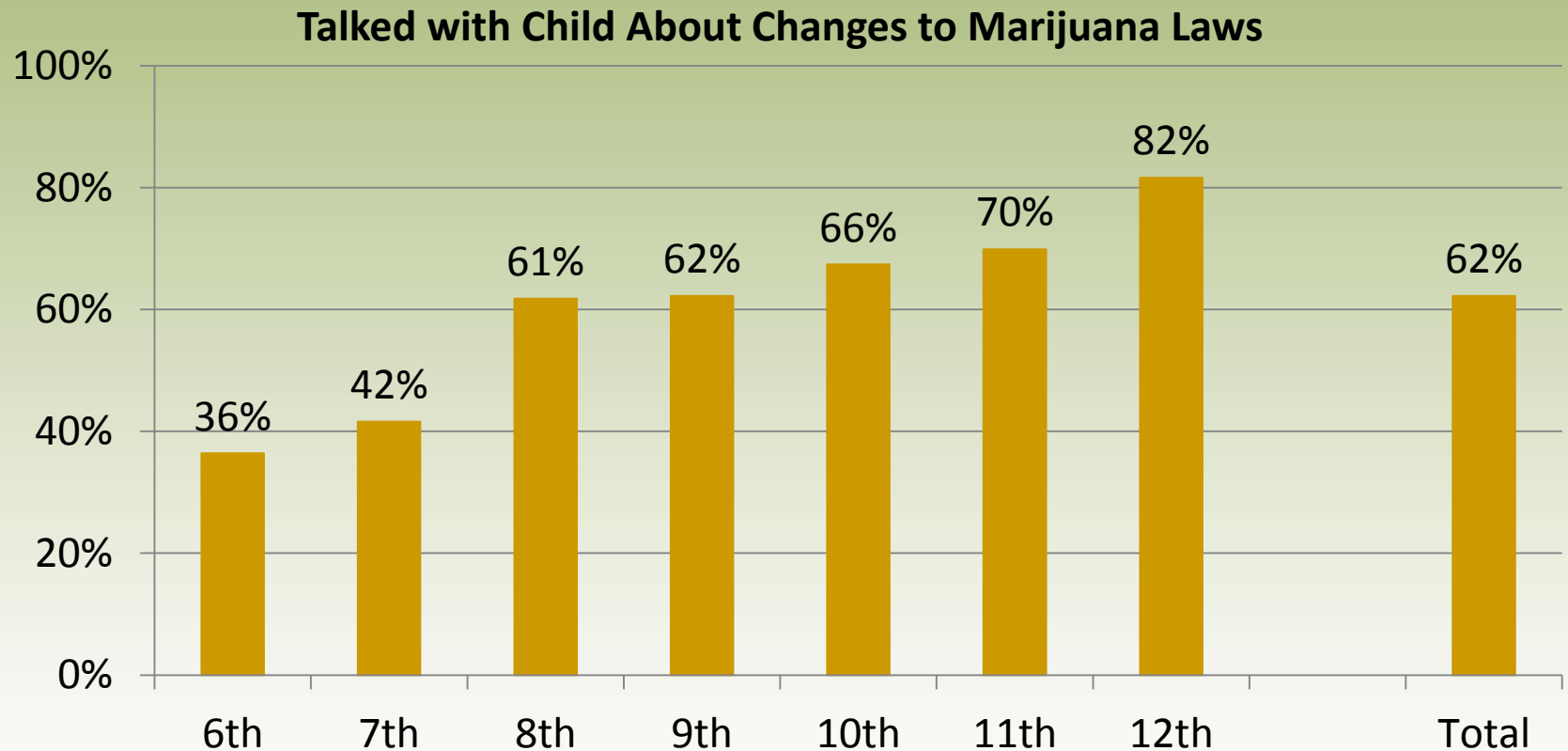
Communication – Parent-Child Communication About Specific Substances [Parent Data: 2017]



Age/Grade: Parents of HS students significantly more likely to discuss all except tobacco.

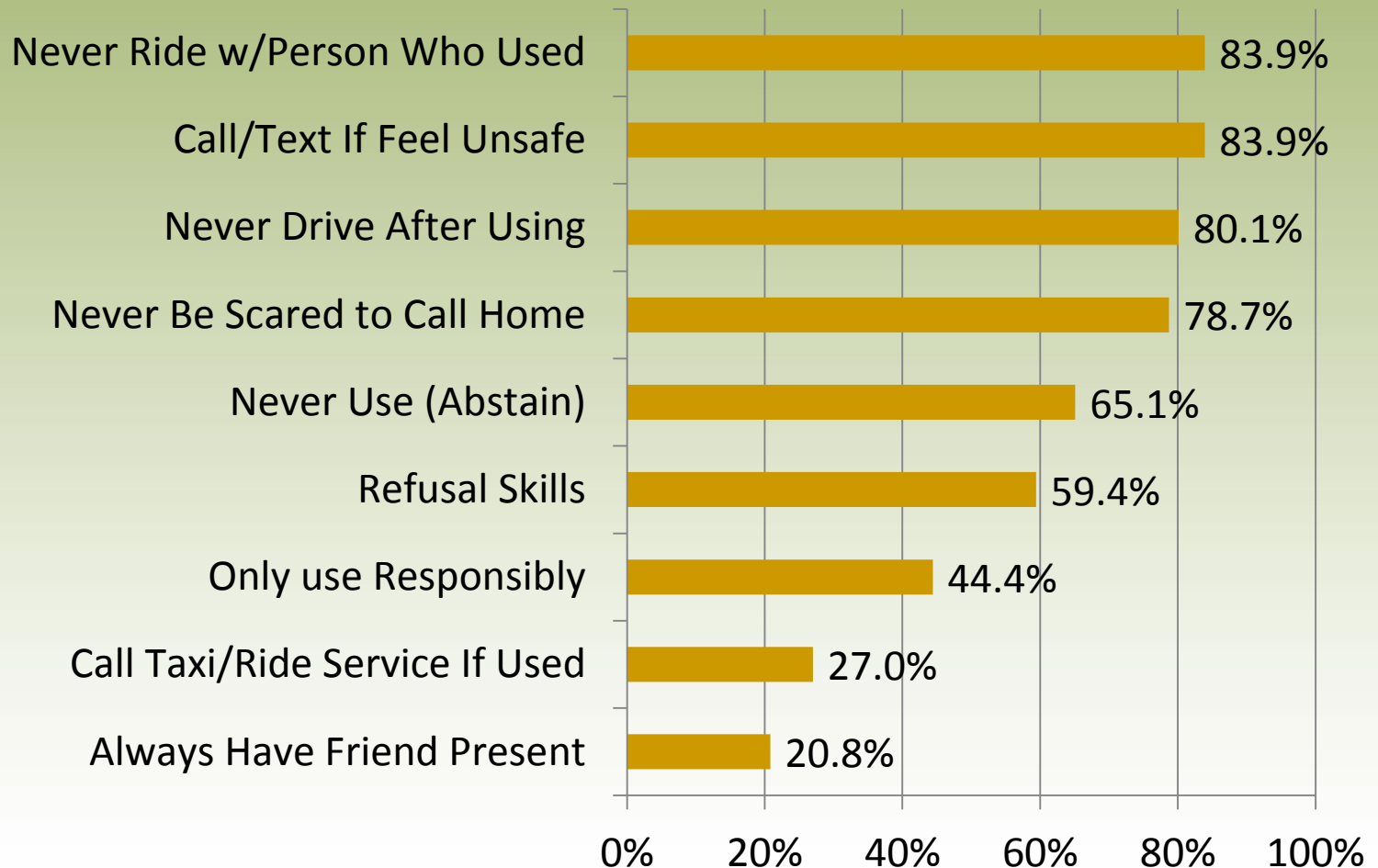
Year: Significant increase from 2015 to 2017 for alcohol (57% vs. 65%) and vaping (42% vs. 50%).

Communication – Parent-Child Communication About Changes to Marijuana Laws [Parent Data: 2017]



Age/Grade: Parents of high school students significantly more likely to discuss than middle school parents (48% vs. 70%).
Year: Item added in 2017

Communication – Types of Strategies Parents Have Discussed with their Children [Parent Data: 2017]



Age/Grade: Parents of HS students significantly more likely to discuss all strategies except abstaining (MS: 63%; HS: 66%)
Year: Not comparable to past years.

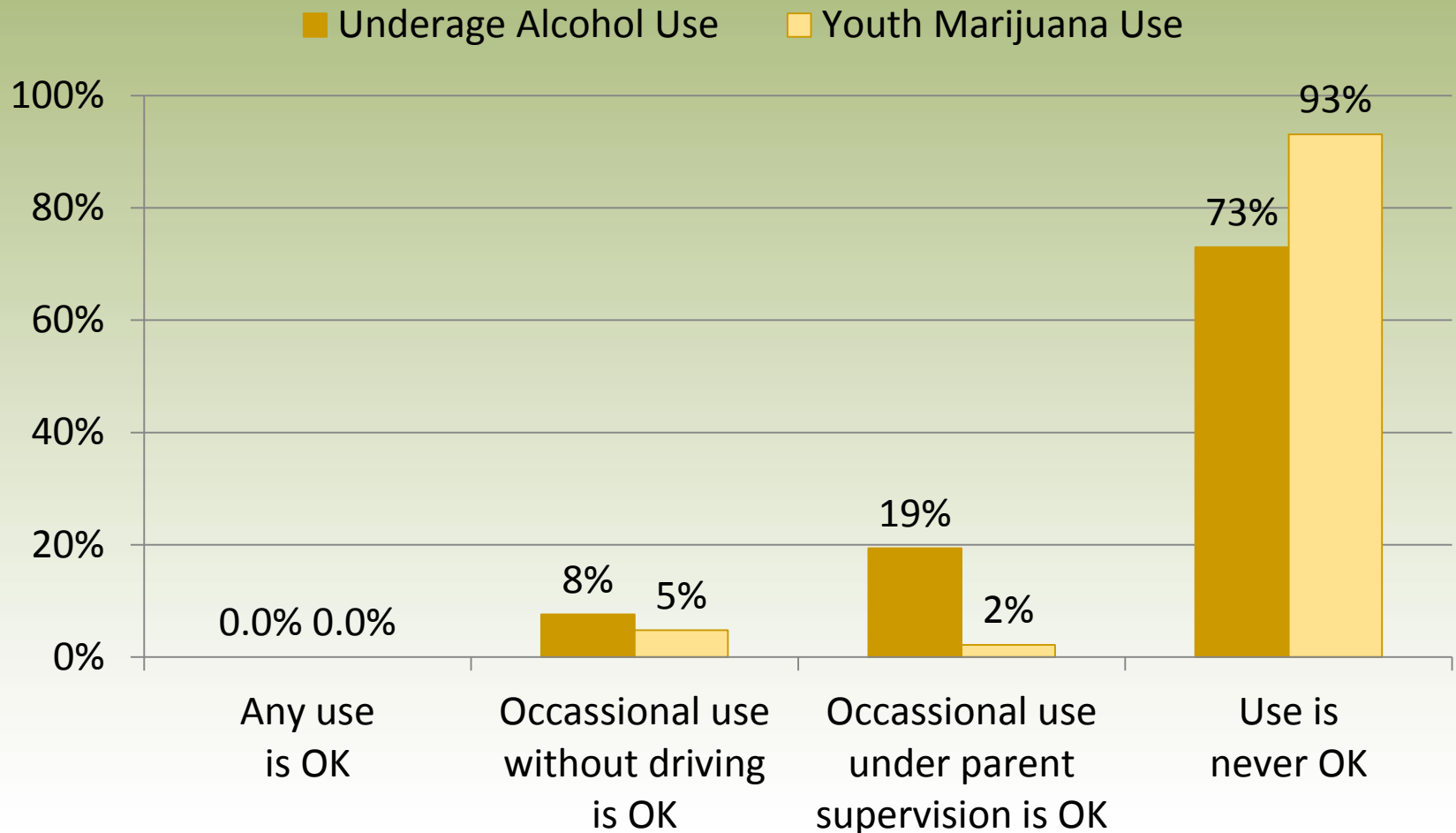
Communication – Summary Points

- 57% of respondents report eating dinner at home with child on 5 or more of the last 7 days – a setting where prevention conversations can occur.
- Approximately 9 of every 10 parent respondents *agree* that they can have an influence on whether their child uses alcohol or drugs.
- Most parents have talked with their child (89%) and parents of their child's close friends (58%) about substance use. Alcohol and vaping discussions have become more prevalent.
- Roughly two-thirds (62%) have talked with their child about changes to the marijuana laws in Massachusetts.
- Most parents have discussed one or more safety strategy with their child.

ATTITUDES AND BELIEFS

Attitudes – Parent Attitudes About Youth Substance Use

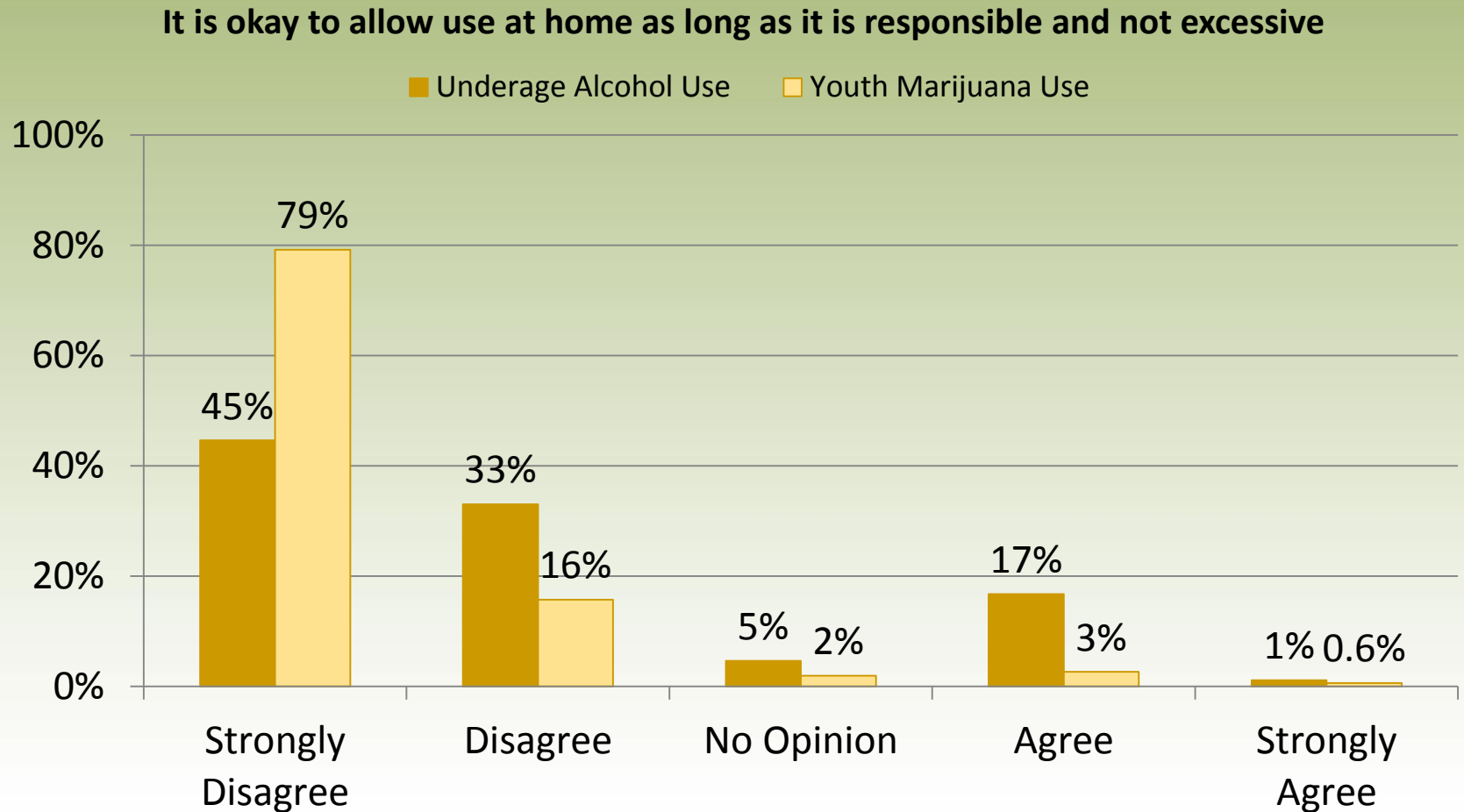
[Parent Data: 2017]



Age/Grade: HS parents significantly more permissive of underage alcohol use in some situations (MS: 22% vs. HS: 30%).
Year: No significant difference by year.

Attitudes – Parent Attitudes About Youth Substance Use **at Home**

[Parent Data: 2017]

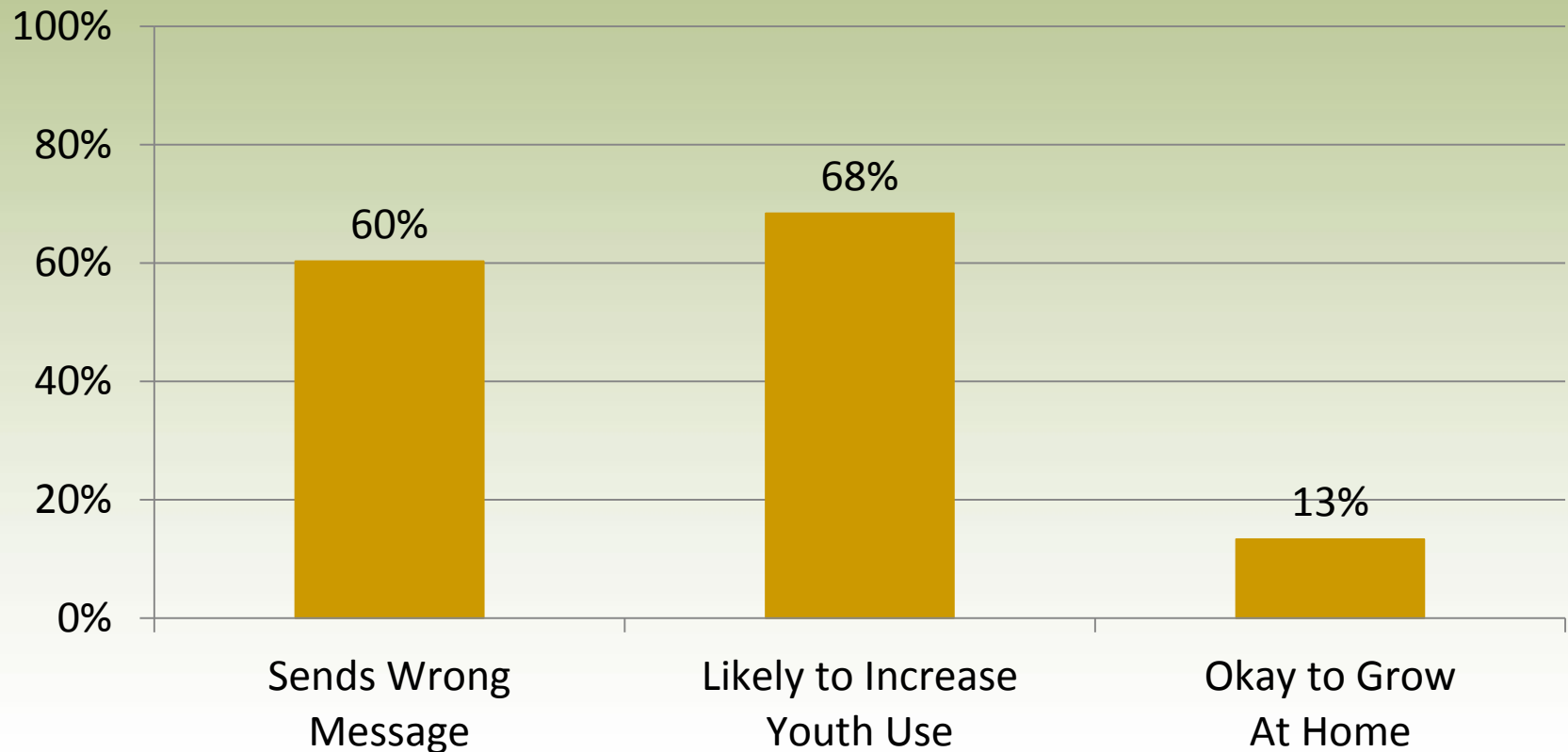


Age/Grade: HS parents significantly more permissive of use of both at home.

Year: No significant difference by year.

Attitudes – New Marijuana Laws [Parent Data: 2017]

Proportion of Respondents Who Agree/Strongly Agree with the Following



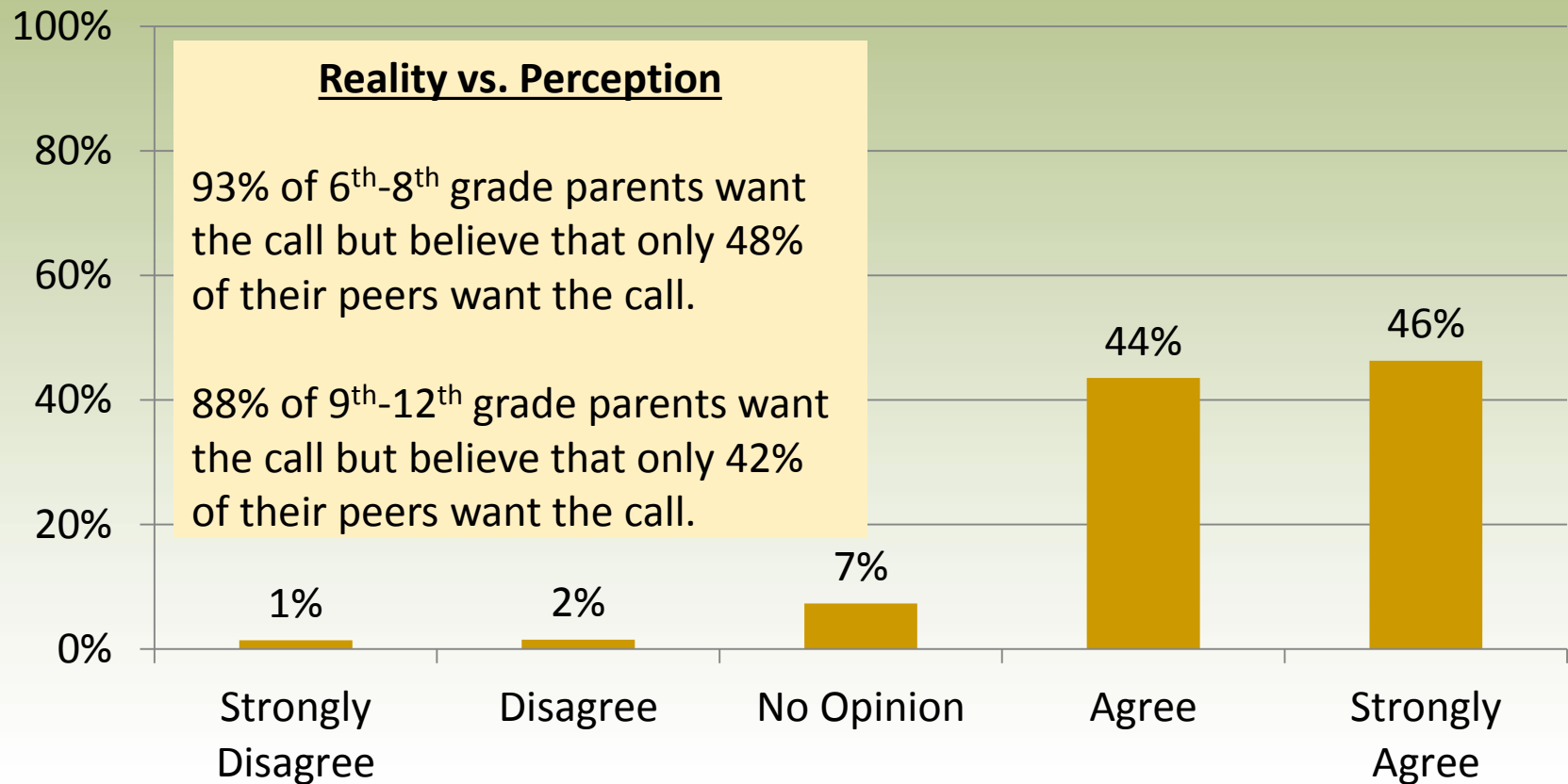
Age/Grade: No significant difference by age/grade.

Year: Items were added to the 2017 survey.

Attitudes – Desire to Receive Calls from Other Parents

[Parent Data: 2017]

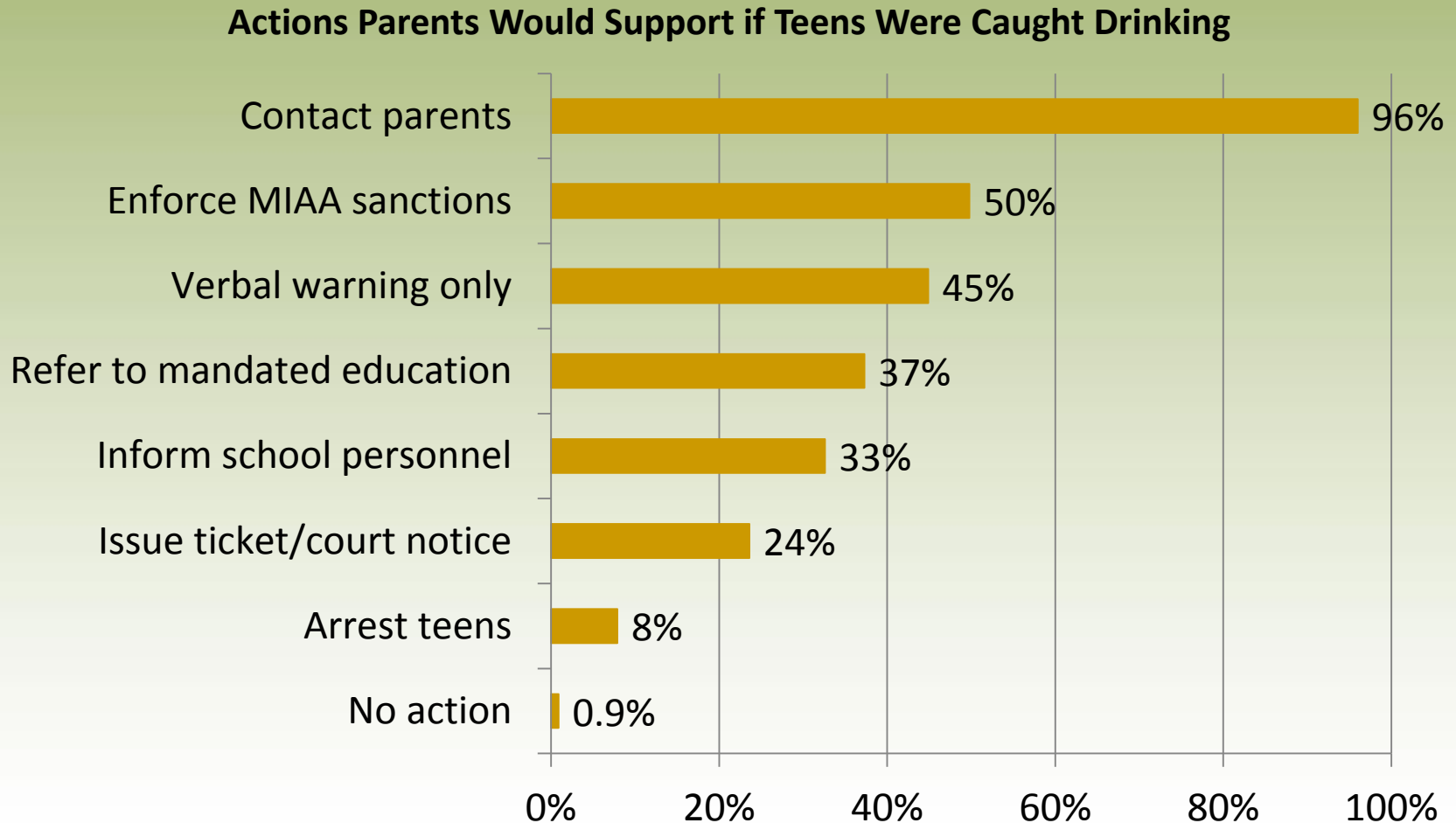
I would like other parents to call me if their child is coming to my house



Age/Grade: No significant difference.

Year: No significant difference.

Attitudes – Parent Attitudes About Police Involvement in Drinking Situations [Parent Data: 2017]



Age/Grade: HS parents significantly more likely to believe MIAA sanctions should be enforced (MS: 43%; HS: 53%).

Year: No significant difference.

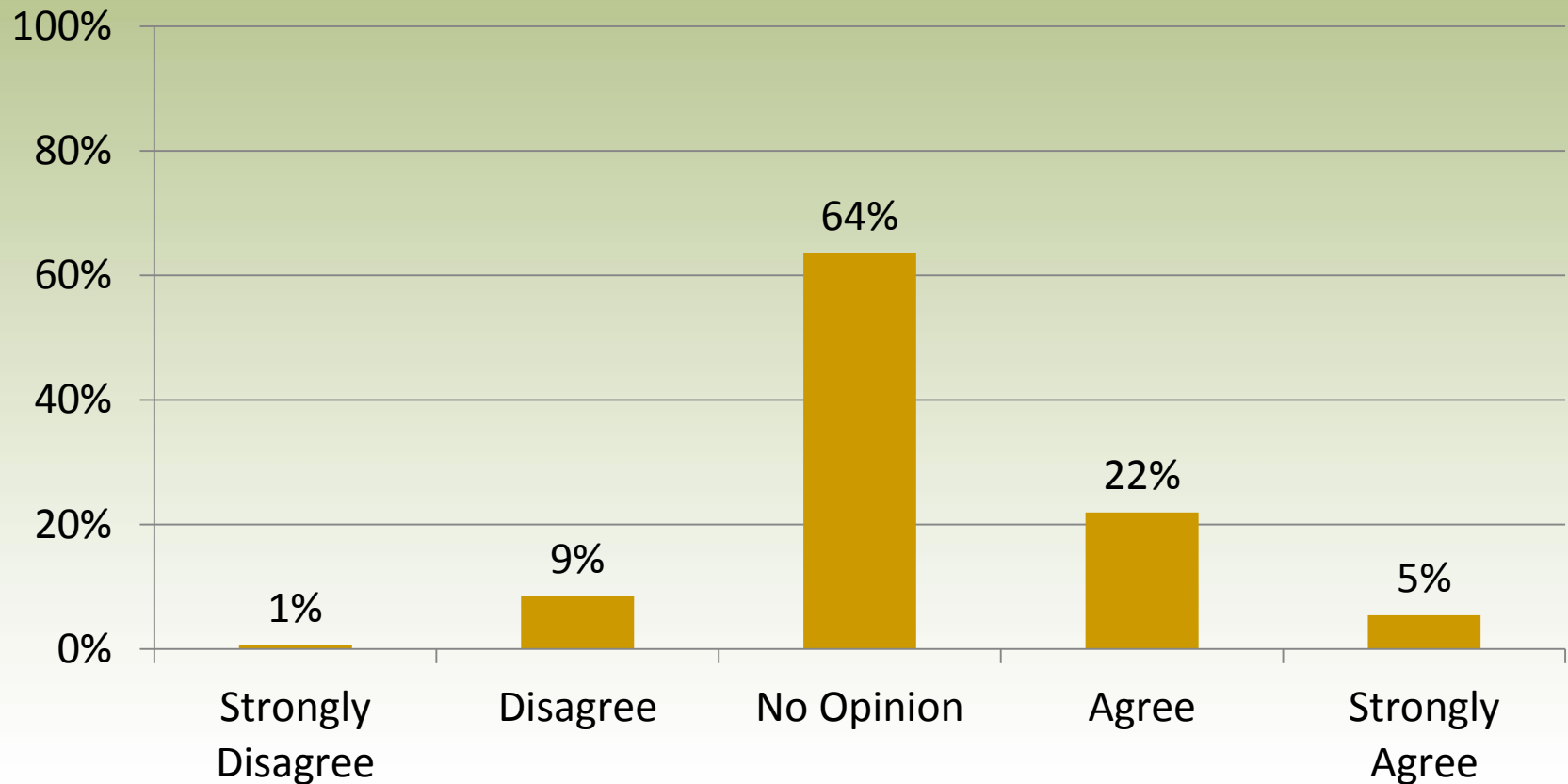
Attitudes and Beliefs – Contacting Police

- Only 26% of respondents indicated that they are *mostly* or *very likely* to contact police if they witnessed teens using or engaged in other illegal behaviors.
- Most respondents (83.7%) either *agree* or *strongly agree* that Needham should explore use of a Youth Diversion Program.
- Respondents were significantly more likely to indicate that they would contact the police (50.9%) if Needham had a Youth Diversion Program.

Attitudes – Non-Medical Use of Prescription Drugs (NMUPD)

[Parent Data: 2017]

I believe NMUPD among youth is a problem in Needham



Age/Grade: No significant difference.

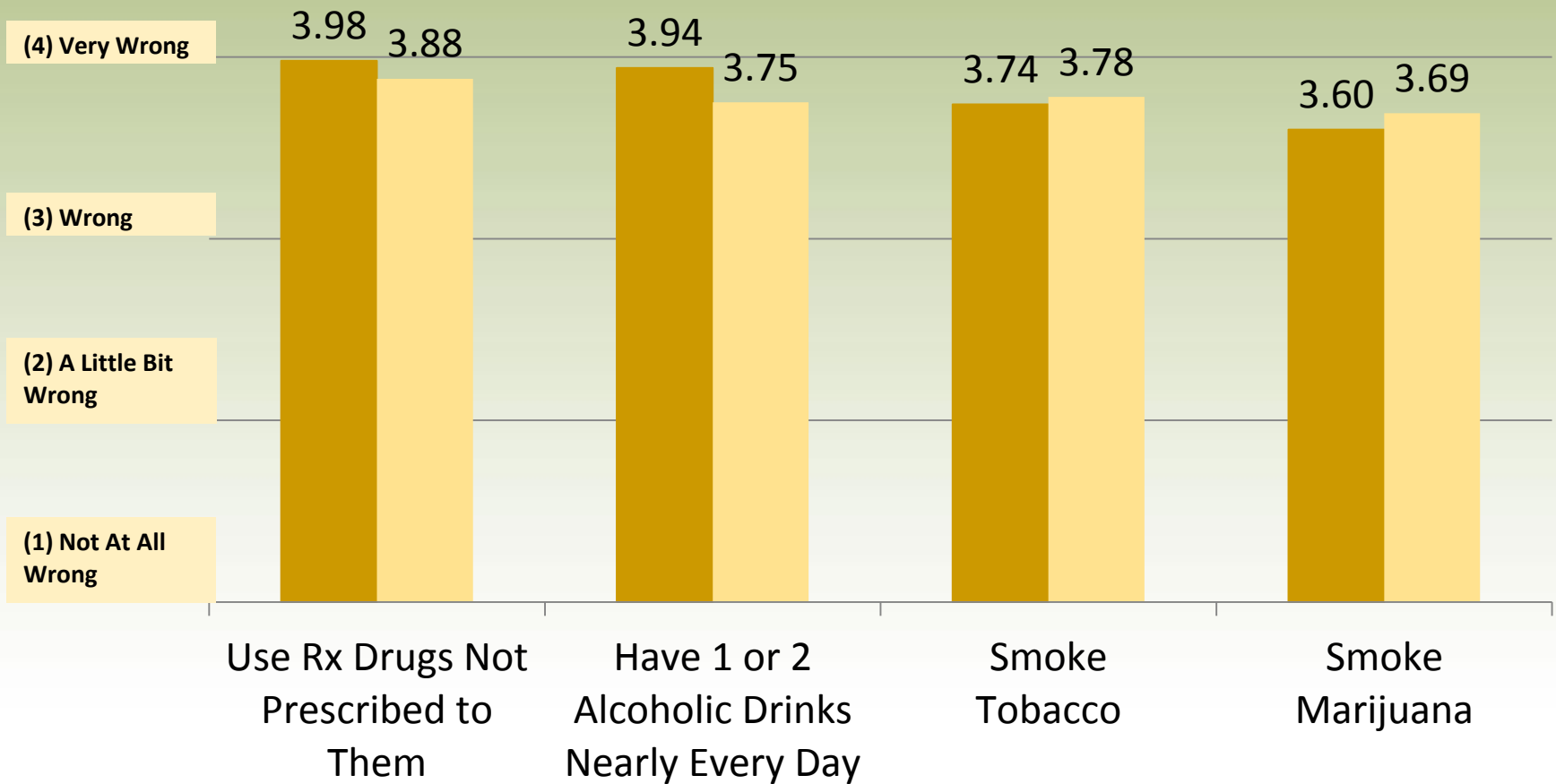
Year: No significant difference.

Attitudes – Parental Disapproval of Youth Substance Use

[Parent/Youth Data: 2017]

How wrong do parents think it would be for their child to...

■ All Parents ■ All Students



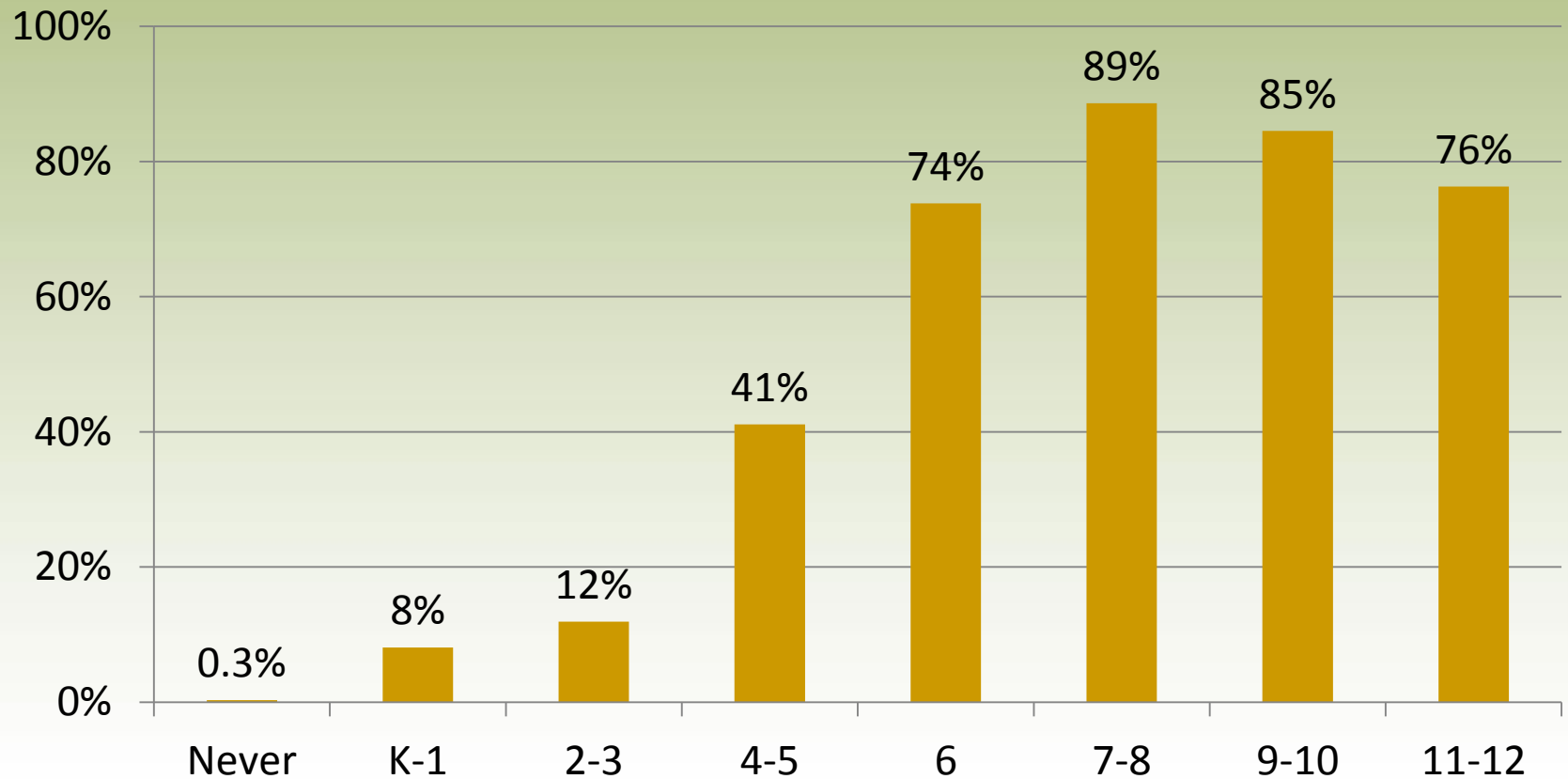
Attitudes and Beliefs – Prevention

- Almost all respondents (93.7%) *agree* or *strongly agree* that schools should provide education programs for students their child's age that are designed to help prevent and reduce underage drinking and substance abuse.
- Only 39.1% believe that the prevention curriculum in their child's school is comprehensive and effective – 44% had no opinion.

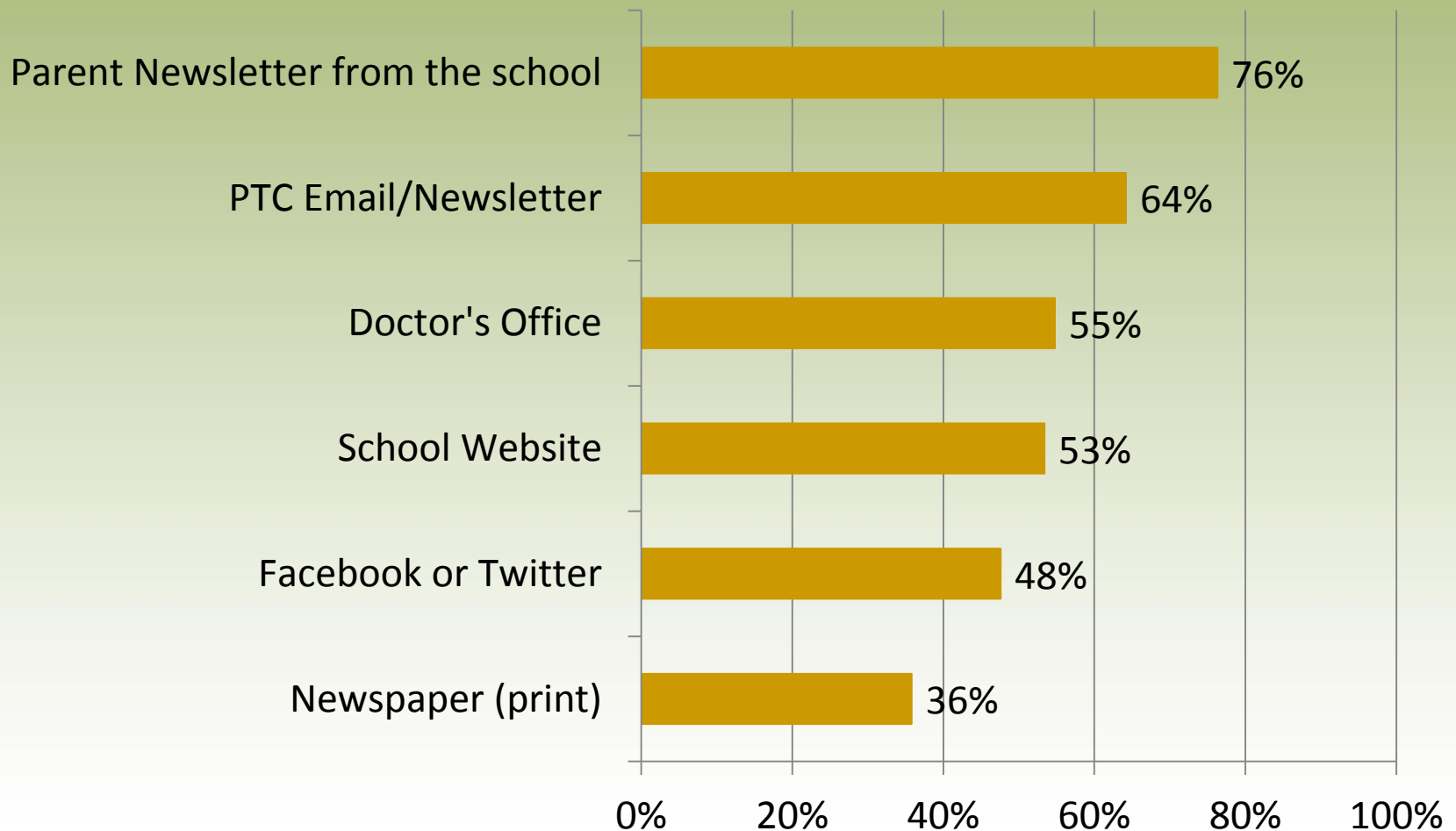
Attitudes – Substance Abuse Prevention in Schools

[Parent Data: 2107]

Grade(s) when substance abuse prevention should be delivered in school



Attitudes – Most Effective Ways/Places to Reach Parents with Prevention Messages [Parent Data: 2017]



Age/Grade: Differences by age/grade.

Year: Facebook/Twitter is becoming a more popular option. Print newspaper is becoming less popular option.

Attitudes and Beliefs – Summary Points

- The majority of parent respondents believe that youth use of substances (particularly marijuana) is never a good thing and do not support use at home.
- 90% of parent respondents want to be called if a child is coming to their house but fewer than half believe that other parents want to be called.
- Almost all parent respondents support the police taking action against teens caught using alcohol – especially calling the parent of the teens.
- Over half have unfavorable attitudes about new marijuana law.

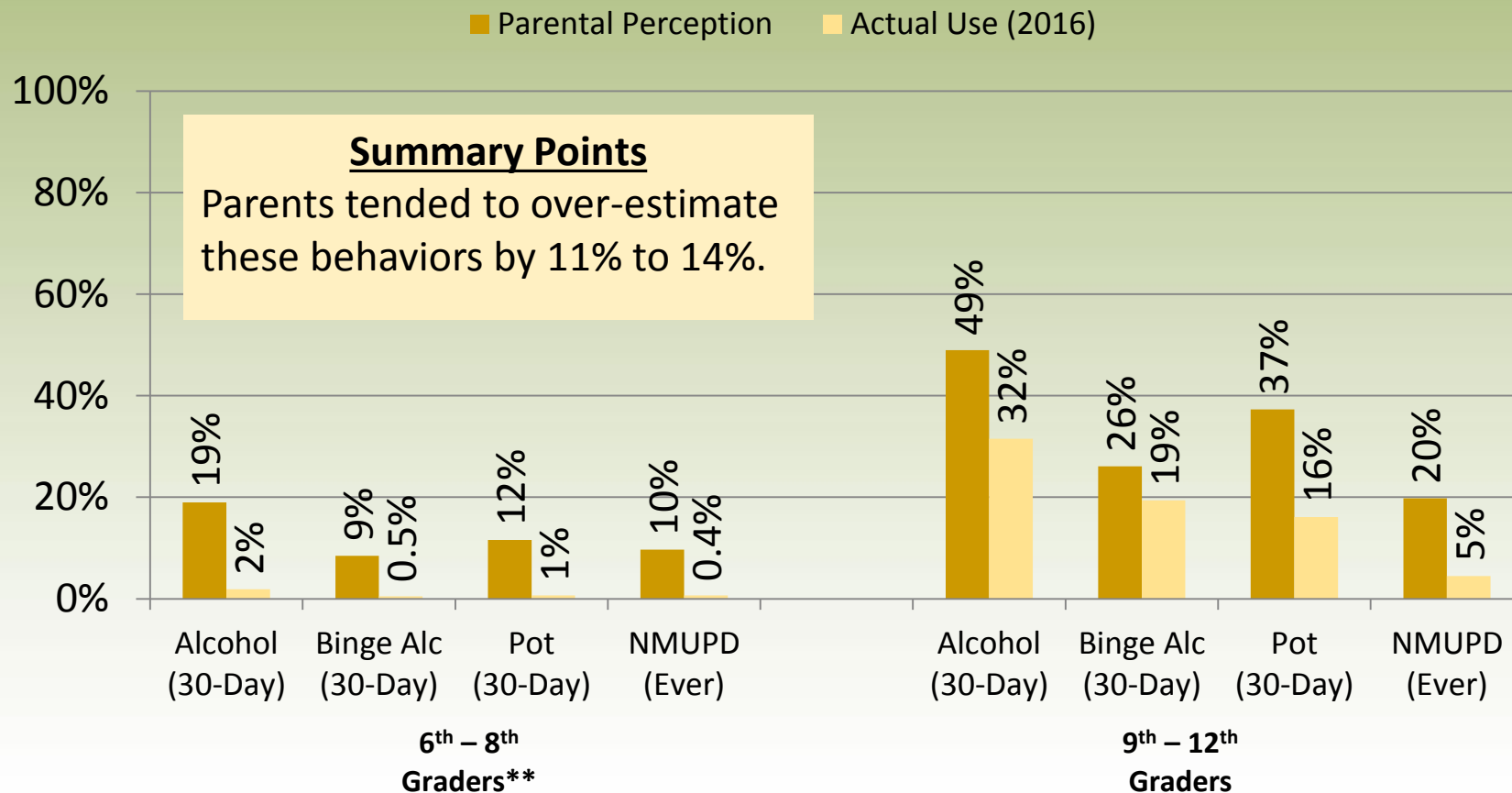
Attitudes and Beliefs – Summary Points

- Most parent respondents have no opinion about NMUPD among youth.
- Almost all parent respondents believe use of AOD is *very wrong* and youth respondents to the student survey are fairly accurate in their perception of their parent's beliefs.
- Almost all parent respondents support school-based prevention education and think the best way to reach parents with prevention messages is through the school and parent-teacher council.

PERCEPTIONS

Perceptions– Perceived Substance Use vs. Actual Substance Use [Parent/Youth Data]

Parental Perception of Substance Use Versus Actual* Use



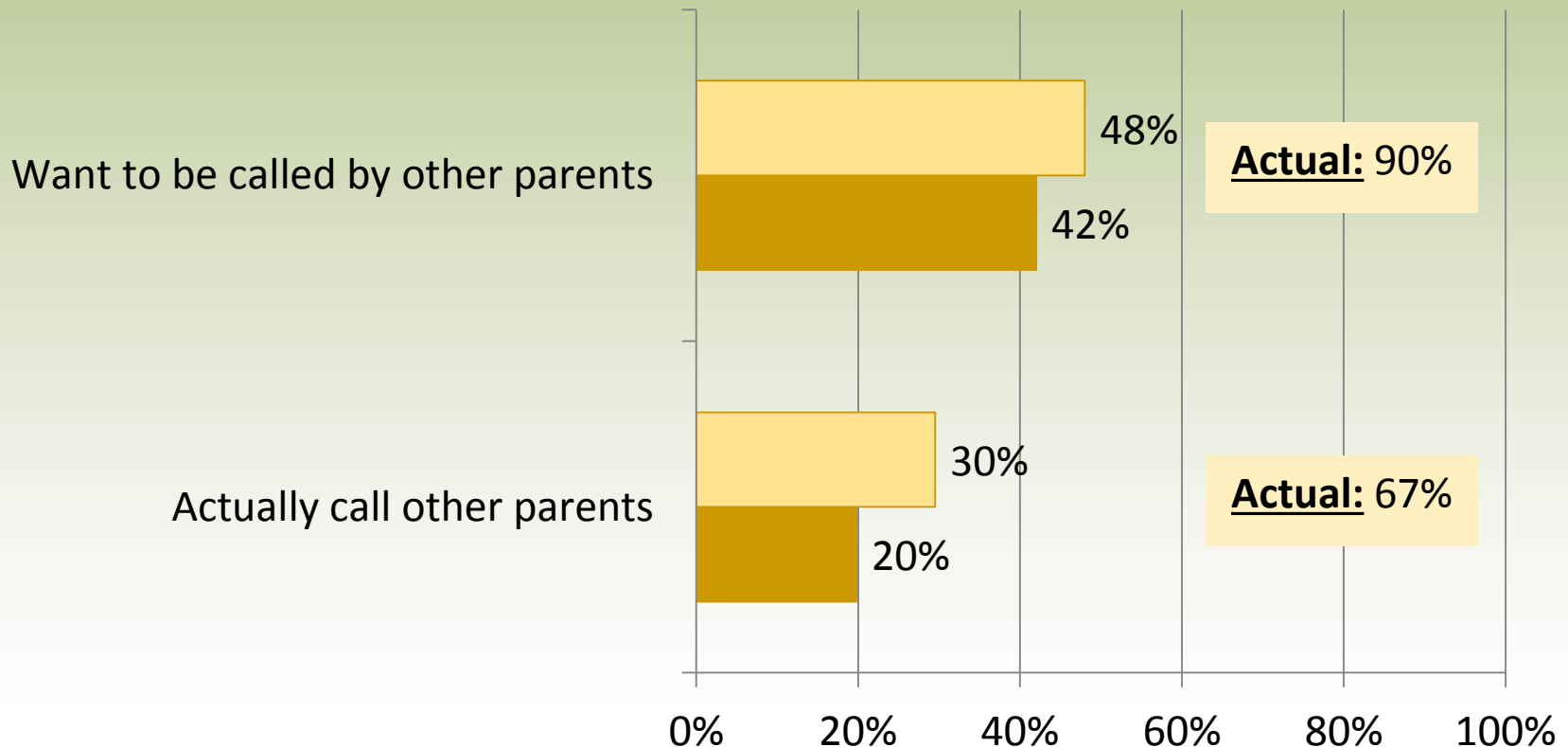
* Actual data are from the 2016 MetroWest Adolescent Health Survey implemented in Needham.

** Note actual use estimates for 6th-8th graders are based on students in grades 7 and 8 only since the MetroWest survey isn't done with 6th graders.

Perceptions – Parent Perception of Other Parents' Attitudes and Behaviors [Parent Data: 2017]

Parent Respondent Estimate of How Many *Other* Parents...

Other Parents of 6-8th Graders (perceived) Other Parents of 9-12th Graders (perceived)



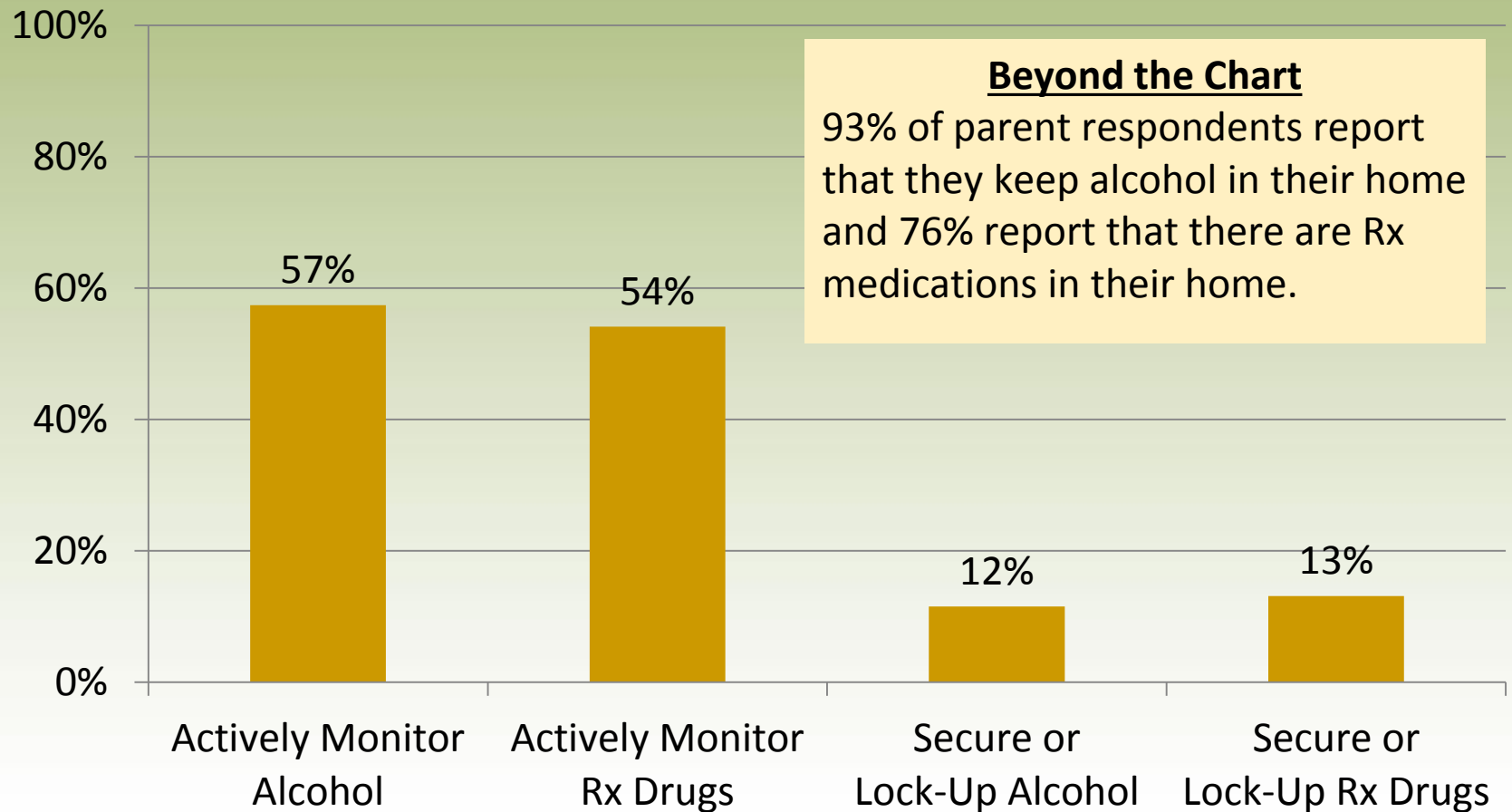
Perceptions – Summary Points

- Parents tended to over-estimate youth substance use behaviors by about 11% at the middle school level and 14% at the high school level. The largest over-estimate was for HS marijuana use. Perception of HS binge drinking was very accurate.
- Parent respondents believe about 45% of other parents want to be called (versus 90% who want to be called themselves). Parent respondents think about 25% of other parents make the call (versus 67% who report making the call themselves).

BEHAVIORS

Behaviors – Alcohol and Rx Drug Means Restriction Efforts

[Parent Data: 2017]

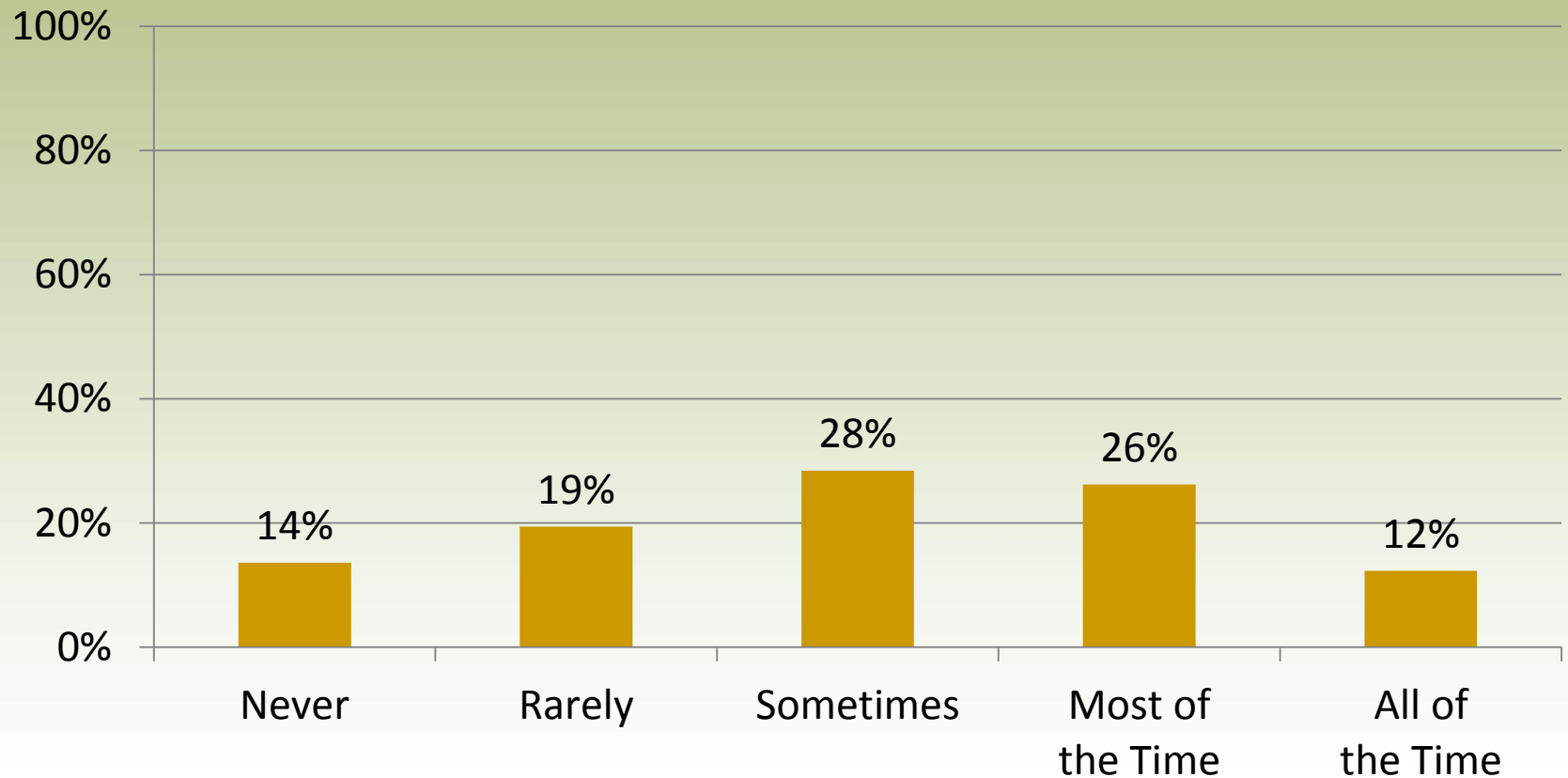


Age/Grade: HS parents significantly more likely to engage in these behaviors.

Year: No significant difference by year.

Behaviors – Frequency of Calling Other Parents Prior to Youth Social Gathering

Frequency of Parents Making the Call to Other Parents



Behaviors – Parental Monitoring

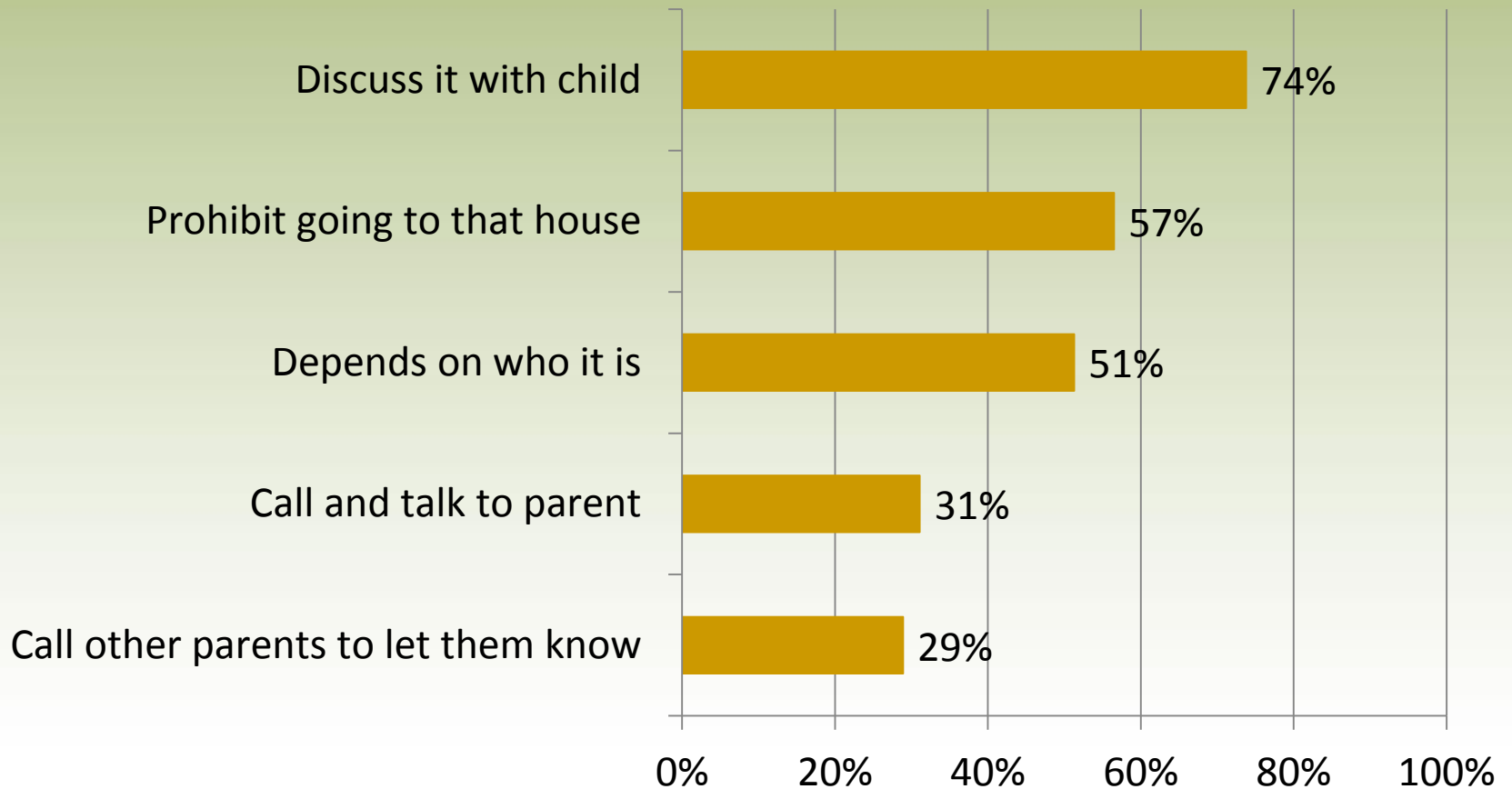
- 62% reported that they monitor the activity of their child and his/her friends by walking through the area in which they are congregating and visually assessing for signs of substance use most/all of the time when their child has friends over the house.
- 97% require their child to tell them with whom and where they will be most/all of the time when their child is out with friends.
- 83% check-in with their child by phone or text message most/all of the time when their child is out with friends.

Behaviors – Parental Monitoring

- 61% visually assess their child for signs of substance use most/all of the time when their child returns home from being out with friends.
- 93% report that they engage their child in a conversation to learn about their activities most/all of the time when their child returns home from being out with friends.

Behaviors – Parent Actions if Other Parents Were Providing Alcohol to Minors [Parent Data: 2017]

Parent Actions if Other Parents Were Caught Providing Alcohol



Behaviors – Summary Points

- About half of parent respondents monitor alcohol and prescription drugs present in their home and roughly 12% lock them up.
- 66% of parents report that they call other parents at least some of the time, but estimate that far fewer *other* parents do so. Reports of making the call decline steadily with age/grade of the parent's child.
- Almost all parent respondents report that they know where and who their child is with when they are out with friends and 83% check-in by phone or text message.

Behaviors – Summary Points

- Over half of parent respondents (61%) visually assess their child when he or she returns home from being out with friends and 93% engage their child in a conversation at some point to inquire about their activities while they were out with friends.
- If a parent learns that another parent is providing alcohol to teenagers, they are most likely to address this individually by talking to their child or to talk to that parent. Very few indicated that they would involve the authorities.

QUESTIONS?

DISCUSSION

Suicide prevention text lines open new doors to help

times 9/28/12

By Gerry Tuoti &
Stefan Geller

gtuoti@wickedlocal.com &
sgeller@wickedlocal.com

For some, a cry for help can come from a few taps on a touch screen.

While suicide prevention phone lines have long provided an outlet for people seeking help in times of crisis, text-based help lines have become increasingly common in recent years.

"We had kicked around the idea for a number of years because we had seen an ongoing transition of younger people who prefer to communicate by texting instead



of with their voice over the phone," said Steve Mongeau, executive director of Samaritans Inc. "For younger people, not just teens but people under the age of 30, we thought a text option might open up more of an

opportunity."

Since October 2015, Boston-based Samaritans has provided text messaging support on the Massachusetts Statewide Helpline, 1-877-870-HOPE (4673). Helpline staff and trained

volunteers have responded more than 6,000 text messages an average of close to 500 per month and growing.

"It's easier sometimes for some people to put their words in writing and click send," said Jeremiah Mankin, text service manager for Samaritans. "It's that removes a barrier for some people."

Another advantage of reaching out for help via text message is that the person seeking help can sometimes be more discreet. A person could privately have

See SUICIDE, A3

SUICIDE

From Page A1

text conversation with a helpline volunteer from a school cafeteria, on a bus or from their home.

"Conversations can be more private," Mankin said. "Everyone around them doesn't know what they're doing."

Despite the rise of this new suicide prevention outlet, Tom Denton, co-chairman of the Needham Coalition for Suicide Prevention and director of guidance for Needham Public Schools, said that it has not caught on with students in town.

"We don't have a text line as a school, we rely on all the other forms. We put [Samaritans'] cards around the schools when they give them to us, but I haven't seen a card from them in at least a year so it's not really on our radar," Denton said. "Texting has not become a suicide prevention tool that we use. It's not something our students are using to my knowledge."

Director of the Needham Public Health Department Tim McDonald said that in spite of the lack of use of Samaritans in town, he believes its purpose is encouraging.

"I think the idea of figuring out new ways to engage with people, be it young people responding to texts, is a great approach," McDonald said. "To reach out to them in a more tech savvy way is

Resources:

- **Samaritans Statewide Helpline:** Call or text 1-877-870-HOPE (4673)
- **National Suicide Prevention Lifeline:** Call 1-800-273-TALK (8255)
- **National Crisis Text Line:** Text 741741
- **The Trevor Helpline:** Call 866-4-U-TREVOR (488-7386) -Specifically for LGTB youth in crisis.

WHY IT MATTERS

Boston-based Samaritans Inc. is offering text message support aimed at younger people in crisis and considering suicide. Health officials in Needham think it's an excellent idea.

a challenge but it's a rewarding one, and we want to respond to every particular challenge that comes up."

Katy Colthart, director of Needham Youth Services, said, "I think it's a great move. Kids these days text more than they talk on the phone. It's hard to ask for help but it's easy to have a text conversation."

According to McDonald, Needham relies on community resources and referral services like Interface Referral Service, which connects those who need help with mental health professionals accepting patients.

The helpline, in both voice and text forms, is confidential and anonymous. The service is free and available 24 hours a day.

Another service, the national Crisis Text Line, 741741, also provides free text support from trained volunteer counselors. Its counselors responded to more than 400,000 texts in 2016. This year, as the service becomes more

well known, Crisis Text Line expects to respond to 875,000 text conversations. Since its launch in 2013, more than 47 million text messages have been exchanged on the national Crisis Text Line.

September is National Suicide Prevention Awareness month.

Warning signs that a person is suicidal include talking about wanting to die, talking about being a burden to others, withdrawing or feeling isolated, talking about feeling hopeless or in unbearable pain, increasing drug or alcohol use, sleeping too much or too little and exhibiting mood swings.

Even if someone suffering from depression is not suicidal, seeking treatment can often increase the person's quality of life. Treatment often includes medication, therapy or a combination of the two.

"We want people to know they can reach out to us in complete confidence," Mongeau said.

Times 9/21/17

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How can you access
Mental Health Services for all ages?

Find answers at the **INTERFACE Referral Service.**
interface.williamjames.edu

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

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



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I AM...

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

Public Health Department releases mosquito tips

The Needham Public Health Department is urging residents to be weary of the warm weather conditions leading to mosquito breeding.

Mosquitos can carry dangerous diseases such as West Nile Virus and Eastern Equine Encephalitis.

The Centers for Disease Control and Prevention estimates nearly 300,000 Americans have been sickened with WNV since it arrived in the U.S. 11 years ago.

Mosquitoes in Needham have been confirmed to have West Nile Virus by the Massachusetts Department of Public Health.

As mosquitoes carrying WNV are common throughout the state in both urban and rural areas, WNV can infect residents in any locale and of all ages. Most people bitten by an infected WNV mosquito will experience mild to no illness. However, a small number of people develop a severe case of WNV and those over the age of 50 are at higher risk.

To prevent mosquito-borne illnesses, the Needham Public Health Division outlined some important tips to keep residents and their families safe from WNV and EEE.

Avoid mosquito bites

- Apply insect repellent properly. DEET, Picaridin and oil of lemon eucalyptus are proven to be the most effective. Use repellents only as directed on the label. DEET products should not be used on infants younger than 2 months of age and should be used in concentrations of 30 percent or less on older children.

Oil of lemon eucalyptus should not be used on children under 3 years of age. Permethrin products are intended for use on items such as clothing, shoes, bed nets and camping gear and should not be applied to skin.

- Wear protective clothing to reduce mosquito bites. Although it may be difficult to do when it's hot, wearing long-sleeves, long pants and socks when outdoors will help keep mosquitoes away from skin.

- Be aware of peak mosquito hours. The hours from dusk to dawn are peak biting times for many mosquitoes. Consider rescheduling outdoor activities that occur during evening or early morning. While outdoors, take steps to avoid being bitten by moving indoors, covering up and/or wearing repellent.

- Avoid shaded areas where mosquitoes may be resting.

Mosquito-proof your home

- Drain standing water. Many mosquitoes lay their eggs in standing water. Even the smallest of containers that collect water can breed hundreds to thousands of mosquitoes. Limit the number of places around your home for mosquitoes to breed by either draining or getting rid of items that hold water.

- Check rain gutters and drains. Empty any unused flowerpots and wading pools. Change water in birdbaths frequently. Drill holes in the bottom of recycling containers. Fill in or drain puddles and ruts in your yard. Repair leaky outdoor faucets. Clean pet water dishes regularly. Check and empty children's toys. Plug

tree holes and stumps.

- Remove excess grass, leaves, firewood and clippings from yards.

- Replace incandescent lights, with yellow, General Electric "Bug Lights" that don't attract mosquitoes.

- Use a fan. Mosquitoes are relatively weak fliers, so placing a large fan on a deck or patio can provide an effective low-tech solution.

- Install or repair screens. Some mosquitoes like to come indoors. Keep them outside by having tightly fitting screens on all of your windows and doors. Put 16 mesh screening or hardware cloth over bathroom and other vent outlets on your roof.

- Keep pools clean and chlorinated. Regularly clean your pool by removing surface debris, running the filtration system even when it is not in use to help recirculate the water and covering the pool at night to prevent mosquito breeding.

Information about WNV and reports of current and historical WNV virus activity in Massachusetts can be found on the MDPH website at <http://www.mass.gov/dph/wnv>.

Short educational videos on how to protect from mosquito and tick bites can be found on www.mass.gov/mosquitoesandticks.

Contact the Needham Public Health Department for more information, 781-455-7500; ext. 511.

For the Norfolk County Mosquito Control Project, visit <http://norfolkcountymosquito.org> and 781-762-3681.

Learnin lc

By Richard Griffin

When my siblings I were growing none of us swam. Only once do I remember spending part of a summer away from home. That was in North Scituate, known in days as the Irish Riviera.

In other years, my father's job was too demanding to allow for long vacations at the beach. He was an editor at the Boston Post, then one of the biggest newspapers in the country. He himself swam when he was growing up in western Massachusetts? Maybe, but I think he ever discussed it.

My mother grew up in and her childhood was full of excursions to Salem Willamette. Must have gone swimming.

But she never had any interest in taking her children to the beach.

She was fearful of many things, and perhaps the ocean was one of them.

In my case, her nervousness was perhaps intensified by the fact that a birth injury had left one of my arms shorter than the other. Would I be safe in the water? In any case, I never swam when I was young.

That fact proved to be irrelevant when I went off to college. Most of us students were required to prove that we knew how to swim. I was totally unable to do so.

Against all my principles (and his) I accepted the challenge. A classmate took the swimming test on my behalf. He had been a good friend in school and he was clever.

Weekly 9/14/17

Public Health Division offers WNV advice

Summer weather may be cooling down, but mosquitoes are still out in Needham. Warm weather conditions - even into autumn - are conducive for mosquito breeding.

At first, mosquitoes may seem like a pesky nuisance but can carry dangerous diseases such as West Nile virus (WNV) and eastern equine encephalitis (EEE). These viruses are commonly transmitted to humans by a bite from an infected mosquito; the virus can then enter the bloodstream and cause severe disease. The Centers for Disease Control and Prevention estimates nearly 300,000 Americans have been sickened with West Nile Virus since it arrived in the U.S. 11 years ago.

In August, mosquitoes in Needham have been confirmed to have West Nile Virus by the Massachusetts Department of Public Health.

As mosquitoes carrying WNV are common throughout the state in both urban and rural areas, WNV can infect residents in any locale and of all ages. Most people bitten by an infected WNV mosquito will experience mild to no illness. However, a small number of people develop a severe case of WNV and those over the age of 50 are at higher risk.

To prevent mosquito-borne illnesses, the Needham Public Health Division outlined some important tips to keep the community safe from WNV and EEE:

Avoid mosquito bites — the best protection is prevention

1. Apply insect repellent properly. DEET, Picaridin and Oil of Lemon-Eucalyptus are proven to be the most effective. Use repellents only as directed on the label. DEET products should not be used on infants under two months of age and should be used in concentrations of 30 percent or

lemon eucalyptus should not be used on children under three years of age. Permethrin products are intended for use on items such as clothing, shoes, bed nets and camping gear and should not be applied to skin.

2. Wear protective clothing to reduce mosquito bites. Although it may be difficult to do when it's hot, wearing long-sleeves, long pants and socks when outdoors will help keep mosquitoes away from your skin.

3. Be aware of peak mosquito hours. The hours from dusk to dawn are peak biting times for many mosquitoes. Consider rescheduling outdoor activities that occur during evening or early morning. If you are outdoors at any time and notice mosquitoes around you, take steps to avoid being bitten by moving indoors, covering up and/or wearing repellent.

4. Avoid shaded areas where mosquitoes may be resting.

Mosquito-proof homes

1. Drain standing water. Many mosquitoes lay their eggs in standing water. Even the smallest of containers that collect water can breed hundreds to thousands of mosquitoes. Limit the number of places around your home for mosquitoes to breed by either draining or getting rid of items that hold water. Don't forget to remind your neighbors, too. Their mosquitoes may also be your mosquitoes.

- Check rain gutters and drains
- Empty any unused flowerpots and wading pools
- Change water in birdbaths frequently.
- Drill holes in the bottom of recycling containers.
- Fill in or drain puddles and ruts in your yard.
- Repair leaky outdoor faucets.
- Clean pet water dishes

• Check and empty children's toys.

• Plug tree holes and stumps.

2. Remove excess grass, leaves, firewood and clippings from yards.

3. Replace incandescent lights, with yellow, General Electric "Bug Lights" that don't attract mosquitoes.

4. Use a fan. Mosquitoes are relatively weak fliers, so placing a large fan on your deck or patio can provide an effective low-tech solution.

5. Install or Repair Screens. Some mosquitoes like to come indoors. Keep them outside by having tightly-fitting screens on all of your windows and doors. Put 16 mesh screening or hardware cloth over bathroom and other vent outlets on your roof.

6. Keep pools clean and chlorinated. Regularly clean your pool by removing surface debris, running the filtration system even when it is not in use to help recirculate the water, and covering the pool at night to prevent mosquito breeding.

The Needham Public Health Department continues to work closely with the MDPH and the Norfolk County Mosquito Control Project to educate and help protect the community.

Information about WNV and reports of current and historical WNV virus activity in Massachusetts can be found on the MDPH website at <http://www.mass.gov/dph/wnv>.

There are several short educational videos that families can watch together to learn about how to protect themselves from mosquito and tick bites. Log on to www.mass.gov/mosquitoes and ticks to view these videos. Contact the Needham Public Health Department for more information at (781-455-7500, x511).

The Norfolk County Mosquito Control Project offers more information on their website at: <http://www.norfolkcountymosquito.org/>, or via phone at (781-755-2222).

Register C to address Associatio

Norfolk County Register of Deeds William P. O'Donnell will be the guest speaker at the Needham Business Association (NBA) meeting on Wednesday, October 18, at 7:30 a.m. The meeting will be held at the Wingate in Needham, 58 Highland Avenue, Needham.

The Register will discuss the historical nature of the Register and his ongoing efforts to modernize and computerize the vast number of Norfolk County

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Medical pot shop ready to build

Marijuana dispensary set
for completion by end
of the year

Times 9/7/12

By Stefan Geller
sgeller@wickedlocal.com

Sage Naturals Inc. will begin constructing its medical marijuana dispensary at 29 and 37 Franklin Street in the next few weeks, according to its President and CEO Michael Dundas.

Dundas said that he hopes to have the Needham location for Sage Naturals, alternatively known as Sage Cannabis, finished by the end of the year.

On May 24 of last year, the Board of Selectmen tentatively voted to issue a letter of non-opposition to Sage Naturals. According to Building Commissioner David Roche, the building permit was officially issued on Aug. 18.

"I think that the town promulgated a fair and well thought-through process for getting medical access applicants. The town was proactive in soliciting bids from a number of organizations and proactive in the vetting to a very significant extent," said Dundas. "By and large the town has been very supportive."

Dundas said he was pleased with how fast things are moving because it can take a number of years to get a medical marijuana project fully cited and ready to build.

"Citing for medical marijuana dispensaries is complex. There are a number of state requirements, number of local requirements and a number of business requirements, so

POT

From Page A1

getting all three of those regulatory requirements takes time," he said.

Sage Naturals currently has a dispensary operating in Cambridge, which Dundas said sees between 40 and 100 patients per

day, though he expects there to be fewer clients in Needham due to the difference in location and population density.

"The sentiment in Town Meeting was in support of medical marijuana. There were some people who were concerned who live in that neighborhood and people who were against substance use, but by and large residents were in support," said

Selectman Moe Hande

As part of a community agreement signed by the Board of Selectmen on June 1, 2012, Sage Naturals will be required to make an annual payment to the town. The minimum payment is \$1,000 or 3 percent of gross sales, whichever is higher.

In order to purchase marijuana from Sage

an adult who is diagnosed with a debilitating issue must get a prescription from a primary care physician. Then, said adult must register with the department of health, which will issue an identification card required at the dispensary.

Dundas said that Sage Cannabis will only be for medical purposes despite the legalization of recreational marijuana in

Massachusetts. The regulations passed by the Board of Health also prevent the dispensary from selling recreational marijuana in the future under its current permit.

"I don't foresee (Sage) recreational marijuana sales happening in the near future. The state is nowhere near ready for recreational cannabis businesses," said Dundas.

Deer ticks: what to know

Weekly 9/21/12

With autumn on the horizon and outdoor activities in high gear, deer ticks are rearing their ugly heads again. Fortunately, there are plenty of ways to stay aware and protect yourself from them.

What's a deer tick?

A deer tick is a tiny, parasitic insect found in woodlands, scrub, and meadows. They're named for their habit of feeding on white-tailed deer, but any mammals - including people - will suffice when they're hungry. Ticks can spread diseases, most commonly Lyme disease, with their bites.

How do I avoid being bitten?

Check yourself, your children and pets daily for ticks. Also dress safely when you enter tick habitats. Wear light-colored, long-sleeved shirts and long pants tucked into



PHOTO COURTESY OF WIKIMEDIA COMMONS

An adult deer tick (*Ixodes scapularis*)

your socks. Bug repellants containing DEET can be used on any exposed skin (repellants with 30-35 percent DEET are suitable for adults, while those containing 10-15% DEET are optimal for

children). Alternatively, repellants with 30-40 percent oil of lemon eucalyptus have been shown to be as effective as DEET, yet have a much less toxic profile. Permethrin can be used on clothing. Use of pet tick bite prevention products is also recommended. Make sure to carefully follow the instructions for each product, and never use insect repellants on infants.

What if I find a tick?

While serious, a tick on your skin is not a cause for panic. Find a pair of fine-point tweezers, clasp the tick as closely to the skin as possible, and steadily pull straight out. Make sure to consult your doctor if you notice a rash where you were bitten, and especially if you develop symptoms such as fever, headache, fatigue or body aches.

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Needham Public
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children. Oil of

moving indoors, covering up
and/or wearing repellent.

4. Avoid shaded areas where
mosquitoes may be resting.

Mosquito-proof homes

1. Drain standing water. Many
mosquitoes lay their eggs in
standing water. Even the smallest
of containers that collect water
can breed hundreds to thousands
of mosquitoes. Limit the number
of places around your home for
mosquitoes to breed by either
draining or getting rid of items
that hold water. Don't forget to
remind your neighbors, too.
Their mosquitoes may also be
your mosquitoes.

- Check rain gutters and drains
- Empty any unused flowerpots
and wading pools
- Change water in birdbaths
frequently.
- Drill holes in the bottom of
recycling containers.
- Fill in or drain puddles and
ruts in your yard.
- Repair leaky outdoor faucets.
- Clean pet water dishes
regularly.

even when it is not in use to help
recirculate the water, and
covering the pool at night to
prevent mosquito breeding.

The Needham Public Health
Department continues to work
closely with the MDPH and the
Norfolk County Mosquito
Control Project to educate and
help protect the community.

Information about WNV and
reports of current and historical
WNV virus activity in
Massachusetts can be found on
the MDPH website at <http://www.mass.gov/dph/wnv>.

There are several short
educational videos that families
can watch together to learn about
how to protect themselves from
mosquito and tick bites. Log on
to www.mass.gov/mosquitoes
and ticks to view these videos.
Contact the Needham Public
Health Department for more
information at (781-455-7500,
x511).

The Norfolk County Mosquito
Control Project offers more
information on their website at:
<http://www.norfolkcounty-mosquito.org/>, or via phone at
(781-762-3681).

TOOK PHOTOS *Sporting Events, School Plays, Town Functions,
Charity Fund Raisers, or Parades and Celebrations*

Submit them to the Hometown Weekly!
E-mail it to: news@hometownweekly.net

Include a little information
about the event, who's in it, and
the location, and you could see
them in next week's paper!

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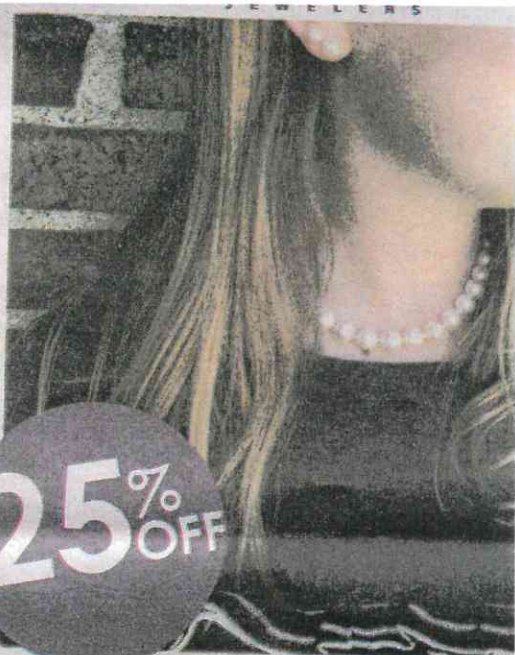
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