

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