



Needham Board of Health

REVISED AGENDA

Friday February 15, 2019

7:00 – 9:00 a.m.

**Multi-Purpose Room
Rosemary Recreation Complex
178 Rosemary Street, Needham MA 02494**

- 7:00 to 7:05 – Welcome & Review of Minutes (January 11th)
- 7:05 to 7:35 – Staff Reports (January)
- 7:35 to 7:50 – Risk Based Food Inspections and the new FDA Grants
- 7:50 to 8:05 – Demonstration of Food Code Pro, electronic food inspection system
- 8:05 to 8:20 – FY 2020 Public Health Division and Health & Human Services Department Budgets
- 8:20 to 8:25 – Timeline for Implementation of Amended Tobacco Regulations and Status Update on Legal Landscape
- 8:25 to 8:35 – Alcohol Compliance Checks (Section 12 and Section 15 license holders) and Penalties for Underage Alcohol Service
- 8:35 to 8:45 – CBD-Infused Food Products in Needham
- 8:45 to 8:55 – Discussion of Technical Edits to Medical Marijuana Regulation
- Other Items (Conflict of Interest Training Certificate and Acknowledgement)
- Next Meeting (tentatively March 8th, 7:00 – 9:00 a.m.)
- Adjournment

(Please note that all times are approximate)

Needham Board of Health Minutes

January 11, 2019, 7:00 a.m. to 9:00 a.m.

Board: Edward Cosgrove, PhD, Vice Chair
Stephen Epstein, MD, MPP, Chair
Kathleen Ward Brown, ScD, Member

Staff Present: Timothy Muir McDonald, Director; Tara Gurge, Assistant Director; Maryanne Dinell; Carol Read; Diane Acosta; Dawn Stiller; Tiffney Zike; Catherine Delano

Convene: Rosemary Recreation Complex, 178 Rosemary Street, Multi-Purpose Room

Note this announcement was made at the beginning of the meeting: ***This is a regularly scheduled Board of Health meeting. The Board held a public hearing that occurred over the course of two meetings. The hearing was closed on Friday, December 14th. The BOH accepted written testimony until December 13th, and even accepted testimony that filtered in after that date. The Board of Health may choose to vote on either or both of the regulations under consideration at this regularly scheduled meeting. There will be no further testimony accepted at this time. Prior to the vote, the Board members may have a discussion among themselves and may have questions for staff. There will be no public participation in any discussion among Board members or with staff. Once the vote is taken, the Board of Health will choose an effective date for the regulation or regulations.***

Dr. Stephen Epstein, Chair of the Board of Health, called the meeting to order at 7:04 am

Minutes

Dr. Brown made a motion to approve the November 16, December 12, and December 14 minutes with edits for the November 16 minutes as noted by Dr. Epstein. Dr. Cosgrove seconded. Upon motion duly made and seconded, the November 16, December 12, and December 14 minutes were approved. The motion was carried. The vote was unanimous.

Staff Reports

Traveling Meals Coordinator Report - Ms. Maryanne Dinell

Ms. Dinell reported that the number of meals requested has experienced a further decrease from November. She noted that a few recipients can now take care of themselves and are no longer receiving meal delivery. Ms. Dinell said that nineteen Christmas meals were delivered along with guest meals. Ms. Dinell also reported that there no falls or other hospitalizations. She noted that many of the participants only want the hot meal without the sandwich. Dr. Cosgrove suggested making sure the information is in the Council on Aging's Senior Compass and that the program brochure should remain stocked at the Center at the Heights.

Environmental Health Report - Ms. Tara Gurge and Ms. Diana Acosta contributing

Ms. Gurge reported that Monica Pancare has joined the Environmental Health staff and is of great assistance. She has helped with the current renewals and the email permitting.

Ms. Acosta reported that the reminder email system was new to some companies and there were one or two businesses that did not use email. Ms. Acosta made notes in the database for a few that require a mailed form during the next cycle. Permits were sent via email, allowing businesses to print multiple copies if needed. The email permitting process was an improvement over past years.

Ms. Gurge reported that the Kebab House second inspection occurred yesterday, and they are now working with the Building Department. There remains an issue with making the bathroom accessible. Ms. Gurge also noted that Acorns will remain for the year but may wish to share the space with a bakery or catering company, so that issue will require more discussion and review. They are also dealing with making the bathroom accessible.

Dr. Cosgrove inquired about the Chapel Street dumpster follow up. Ms. Gurge noted that it was clean yesterday and that foam had been added to the burrows and there have been no recent no complaints.

Substance Abuse Coordinator Report - Ms. Catherine Delano

Ms. Delano noted that the quarterly Substance Prevention Alliance of Needham (SPAN) meeting went well. The group split into action teams and they are working to become more visible around town. To this end they presented at the December Rotary meeting. Ms. Delano reported that the Housing Authority needs assessment in December and the Division is prepared to repeat the survey in the future. SPAN is also preparing for the "If They Had Known" film screening and panel discussions for the week of January 22nd. Ms. Delano is working closely with Youth and Family Services on the vaping issue and changing the marijuana curriculum.

Regional Substance Abuse Coordinator Report-Ms. Carol Read

Ms. Read reported that the youth PhotoVoice Gallery was held on December 1st at the Rosemary Recreation Complex in collaboration with the Plugged In band holiday concert. The PhotoVoice Gallery was also displayed at the Norwood Coalition meeting.

The Substance Abuse Prevention Coalition Leadership Team, with the Chiefs of Police, have prioritized shifting FY19 grant funds from salary line for the Youth Engagement intern to support 2 programs: (1) TIPS alcohol licensee training in the spring. (2) TIPS "train the trainer" program for sustainability.

There is a TIPS training scheduled on January 14, for which 49 participants have registered. Ms. Read also noted that compliance checks and protocols will be discussed at the TIPS training by Selectman Dan Matthews with a focus on sales to minors

Ms. Read continues to attend the Newton-Wellesley Hospital Emergency Department Substance Use Services task force meetings. The task force is developing protocols which Ms. Read will share with the Board of Health. Medication assisted treatment and resources for detox and inpatient treatment continue to be on the agenda. The Emergency Department team is committed to working with local public health departments to connect patients with services in their towns, post discharge.

Ms. Read and the Health and Human Services staff continue to work with the Community Crisis Response Team (CCIT) chaired by Lt. Chris Baker, to connect people to resources to treat mental health and substance use conditions. Dr. Epstein suggested that Ms. Read bring the protocol and ideas from Newton-Wellesley Hospital to the CCIT quarterly community partners meeting. Dr. Epstein noted that if Newton Wellesley is adopting the new model, Beth Israel Deaconess Needham will want to follow suit. He also said that there is interest among a cadre of Beth Israel Deaconess Emergency Department physicians. There remains the challenge of getting primary care doctors on board.

Public Health Nurse Report—Ms. Tiffany Zike

Communicable Disease Review:

There was one *Campylobacter* infection, but no one else in the home was sick. There were several cases of campylobacter at a local daycare. The public health nurses provided education with the day care provider regarding reporting clusters early and reinforcing that children should stay home if they have diarrhea.

There were 9 cases of influenza in December, all influenza A.

An adult with vague symptoms of tiredness and joint pain was reported to have Rocky Mountain spotted fever.

Ms. Zike noted she has done a lot with emergency planning with Mr. McDonald since Ms. Rebecca Ping is away on active duty.

Ms. Zike attended an ASHER (Active Shooter and Hostile Response Standards) training with the school nurses done by the Police and Fire Chiefs. Ms. Zike noted that the concussion regulation is taking up quite a bit of time as well. The healthy aging program that she is working on with others is also a work in progress. Ms. Zike is planning to get trained as a Better Balance instructor.

Ms. Zike reported that a little over \$2,000.00 was donated in December to the Gift of Warmth Program. It was a combination of local churches (Christ Church, Congregational Church, First Baptist Church, and Presbyterian Church) as well as private donations through a collaborative campaign with Park and Recreation.

Ms. Zike reported that the nurses have worked with a few residents this month in making sure their utility shut-off notices were taken care of and that they continue to help with fuel assistance applications. Ms. Zike said that she hopes the Federal shutdown does not affect food stamps for too long, if at all. The public health nurses plan to work with the Needham Community Council if there is a need for food or fuel assistance during the shutdown.

Mr. Timothy Muir McDonald-Director's Report

Mr. McDonald reported that the budget for the Health & Human Services Department was discussed at the Finance Committee Wednesday night. He has requested that the Town Manager attend a future Board of Health meeting to discuss the public health director position. By the end of middle of February the Finance Committee will make their preliminary recommendations on the priority for this position.

The final vote will occur at the end of March. The Board can then make the case for the need to finance a full-time position.

The Finance Committee has never supported the request for funding the accreditation process. This year, Mr. McDonald tried to submit the request for resources to support Public Health Accreditation as a specific special warrant article which would provide a set amount of funding that would be available longer than one fiscal year. Dr. Cosgrove noted that Public Health Division accreditation would likely assist with obtaining more grants even though it is not yet required at the Federal level. Since the Special Commission on Local and Regional Health, established in 2016 by the Massachusetts General Court, has strongly supported the importance of accreditation in its summary report, the issue of accreditation is likely to grow in importance over the next few years. Dr. Cosgrove, who has been closely involved with the Special Commission, hopes that the report and associated recommendations will help to build the case for accreditation and its importance to the Town Manager and the Finance Committee.

Mr. McDonald also reported that the Health Division continues to work with Beth Israel Deaconess Needham on their community health needs assessment to facilitate the community health assessment requirement for accreditation.

Mr. McDonald reported that the Planning Board plans to discuss accessory dwelling units (ADU) at its January 29th meeting. Mr. McDonald said that the Planning Board is supporting a very incremental approach, one that would only allow a direct relative or a caregiver residing in an ADU and would not allow for a rental unit.

Mr. McDonald reported that the concussion regulation systems and processes are in progress. Ms. Zike passed out the draft update to the Board and a general discussion ensued on how best to fine tune the regulations. The Board also discussed the role of Park and Recreation role in the regulation and how to get all teams and coaches in compliance. The final version will be distributed and used in spring 2019. Soccer and baseball will be the test sports for the new regulations during the spring. A full rollout of the regulations will occur in fall 2019.

Ms. Zike also reported that she is working on the summer camp regulations.

ARTICLE 24 Concussion Prevention, Education, and Training. Dr. Brown made a motion to approve the concussion regulations with the discussed changes. Dr. Cosgrove seconded. The edited concussion regulations were approved. The vote was unanimous at 7:55 am.

Tobacco Regulation Article 1 Discussion

The Board discussed the draft regulation changes. The exemption for the mint flavor in the flavor ban was removed. The expansion and plan to expand setbacks around building entrances was discussed. A revision on page 8 and page 56 of the combined packet noted the following—a language change so that in the previous rules a parent could provide a son or daughter with tobacco products. This is no longer allowed under the state legislation, passed in July 2018 and which went into effect on January 1, 2019, which increased the minimum purchase age for tobacco statewide to be 21 years.

The focus of the change remains on the proposed ban for mint, wintergreen, and menthol flavors. The Board will not vote on the setback issue as there is not enough hard data or research on it yet. Also,

there is not enough information on smoke free business districts to support a vote on that. A discussion on both the setbacks and smoke free business districts will occur in the spring.

Ms. Brown noted that there is a huge increase in vaping among teenagers. The research review supports that mint and menthol are flavors in her view. The studies support the increased addiction risk from access to these flavors.

Dr. Cosgrove noted that he has read everything provided to the Board. His view is that the community is on board with a proposed ban on mint and menthol and that the only community members against the change are the purveyors of the mint and menthol products and their representative business organizations. His review shows that mint and menthol e-cigarettes often lead to the use of, or continued use of, tobacco products among the young and that this has adverse health consequences, thus supporting a ban on mint and menthol as flavors.

Dr. Epstein said that his review of the research shows support for the National Academy of Science view that by smoking or vaping menthol and mint products, addiction increases and that access to mint and menthol is not the best exit strategy for adult smokers that was originally hoped for. Dr. Epstein believes that town residents are universally in favor of the mint and menthol ban unless they are involved with the sales of the products.

Two regulation changes were suggested by the Board

First the Board moved to change the effective date on page 16 from April 1 to July 1, 2019 to allow the sellers to clear their inventories. This would also allow enough time to inform vendors and residents of the change. There have been no adverse business impacts in Minneapolis or San Francisco.

Mr. McDonald noted that the small setback change on page 8 of the regulation, page 56 in the packet should also be struck.

Dr. Cosgrove made a motion to approve both of these regulation changes as noted above. Dr. Brown seconded. The motion was carried. The vote was unanimous to make the two amendment changes.

ARTICLE 1 Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham.

Dr. Cosgrove made a motion to approve the flavor ban of mint, menthol, and wintergreen as an amendment to Article 1. Dr. Brown seconded. The motion was carried. The vote was unanimous.

Mr. McDonald noted that the text change would be sent to the Town Clerk and the State Department of Environmental Protection later today. The change will also be posted to the Board of Health website.

Other Business

The Board agreed to designate Mr. Timothy Muir McDonald, Director of Health and Human Services, as its agent, with the power to act on the Board's behalf. The Board of Health further designated Ms. Tara Gurge, Assistant Director of Public Health, as the deputy agent with the power to act on the Board's behalf when Mr. McDonald is not available. The Board agreed and signed the paperwork. The Board of Health also agreed to support a statement about the Public Health Division's role to inform and educate the community about public health issues and to explain how policy choices can

impact the health and well-being of the community. The Board signed a policy statement to that effect.

A general discussion occurred on the need for a full time Public Health Director to meet the long term department goals. The Board would like the Town Manager to attend a future meeting for this reason so they can state their case for the full time resource needs.

Goals for FY 2019 and FY202, continuation of earlier discussion

The Board noted that the goals include environmental support, prevention goals, and a rearrangement of the staff. Dr. Cosgrove noted the Board packets are sent later because Mr. McDonald has many competing priorities. It is not just the mechanical details of producing the packet that are at issue, but also the content of the packets which are much more.

Dr. Epstein suggested identifying more allies, such as finding more business community support to help improve the efficient operations of the Public Health Division. Dr. Epstein also noted that Park and Recreation has the ability to accept credit cards and the Public Health Division would benefit from this same technological advance. Dr. Epstein also noted that an environmental health agent will be needed for restaurant and food truck inspections. There is also the need for a dedicated staff member to handle youth drug use prevention. Ms. Delano has been a partner with the schools in substance abuse prevention, but she is currently grant funded.

A discussion on the synthetic turf fields report ensued.

Dr. Brown noted that the consultant studied the 10-year testing methods closely and that there was no off-gassing or ground water run-off. She noted that in her view the future testing does not need to be as strict and that since the existing rubber hazard is being removed properly there should be no issue for the Board there either. Dr. Cosgrove asked for a report on the new field materials to make sure a new foundation was not required. Mr. McDonald said that he would like the \$5,000.00 testing moved to electro-magnetic field (EMF) testing as that will be needed. The Town is developing a town-wide strategy on the placement of sources generating electro-magnetic fields and on sources that provide cellular coverage. Dr. Epstein and Mr. McDonald agreed that the siting guidelines for EMF will be a second topic for the Town Manager at a future Board meeting.

Next Meetings

February 15, 7-9 am

March 8, 7-9 am

Eat Well/Be Fit.

A general discussion occurred on community health including the following: A healthy restaurant week perhaps with demonstrations and recipes adapted for the home kitchen. (These could be coordinated with a nutritionist at Beth Israel Deaconess Needham, and a possible partnership on cooking at home with the YMCA and the cable channel.) Dr. Brown suggested a Healthy Fitness Expo. Ideally the events should be quarterly throughout the year. Other suggestions included partnering with the Farmers Market at least a few times during the season and a quarterly food demonstration at the Center at the

Heights. Ms. Zike said that a Heart Healthy February program is already planned as well as a March Diabetes Lunch and Learn at the COA. The Board agreed to discuss further at a future meeting.

Dr. Brown made a motion to adjourn the meeting at 8:35 am. Dr. Cosgrove seconded. Upon motion duly made and seconded, the meeting was adjourned at 8:35 am.

Minutes Respectfully Submitted,

Faith Crisley, Recording Secretary



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Substance Use Prevention

Date: January 2019

Staff: Catherine Delano, Karen Shannon, Karen Mullen, and Monica DeWinter

Summary: Held monthly Action Team and Steering Committee Meetings, finalized planning and ran five "If They Had Known" screenings, begun updating Alcohol Toolkit Binders, and supported four SALSA classes.

Activities and Accomplishments

Activity	Notes
Steering Committee Meeting	Action Team updates, volunteer recruiting and PR for "If They Had Known" parent/community event and student events at NHS.
Prevention Team Meeting	"If They Had Known" updates. Regular check ins to discuss and plan for assistance with upcoming event, as well as action team and prevention planning.
Tool Kit binders	Began to update Alcohol Toolkit Binders for on and off premise services.
Action Team Meetings	Youth, Parent, and Community action teams met. Discussed things such as: brainstormed with students issues/opportunities for education at Pollard MS re: vaping and PD misuse, "If They Had Known" film & panel discussion planning, recruitment/PR for parent events at NHS, and potential vaping educational event in March.
"If They Had Known" screening	SPAN partnered with NHS Wellness to screen "If They Had Known" for Needham High School parents of seniors held at Needham High School followed by panel of police, mental health, and medical professionals, etc. for questions and answer.
SALSA member meetings	Rehearsals prior to Pollard trips on 1/7 & 1/8
SALSA Field Trips to Pollard Health Classes	Prep for SALSA trips to Pollard Grade 8 health classes - finalize transportation, lunch, student volunteers, field trip forms/approvals, materials.
NHS SALSA club at Pollard	SALSA students taught four Wellness classes at Pollard (approx. 80 eighth Graders). Students learned refusal skills and myths/truths about alcohol and other drugs at NHS.
Cultural Diversity training	Cultural Diversity Training required by the Town.
Youth Mental Health First Aid	Provided one training for Needham U.
Clinical Social Work	Supported Youth and Family Services by seeing ongoing and SAAP clients.
Regional Vaping Meeting	Attended a meeting at MetroWest Health Foundation as part of an effort to create a steering committee around the issue of youth vaping. This will be an ongoing meeting.

Needham Public Health Division

January, 2019 Monthly Report
Maryanne Dinell- Traveling Meals Program Coordinator

Monthly

<i>Description</i>	<i>Reason</i>	<i>Notes/Follow-Up (ongoing, completed, etc.)</i>
Month of January, 2109	Residents of Needham, needing help with their daily meals.	32 clients on the Traveling Meals Program 22 Springwell Elder Services, Waltham clients 10 private pay clients - Needham residents
535 2- meal packages were delivered in January, 2019	21 Clients receive meals 5 times a week 12 Clients receive meals 3 days a week 2 Clients receives meals for 7 days	535 meals delivered @ 5.62 per meal =cost of \$3006.00 420 meals delivered to Springwell Clients 113 meals delivered to private pay residents
2 Clients no longer need Program	2 Springwell Client on their own	2 Springwell Client on for short term
2 new clients On Program	1-Terminal illness 1-Parkinson Disease	Hospice Care Cannot provide own meals

<i>Category</i>		<i>Jul</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>FY '18 Total</i>	<i>FY '19 Total</i>	
Meal Delivery		560	660	540	644	536	501	535						7759	3976	
General Telephone Calls-received		29	62	22	38	65	77	26						547	319	
Assistance Calls-to Springwell		4	2	2	2	3	3	6						51	19	
Not at home at delivery		4	3	6	5	4	2	4						38	28	
911		1	0	0	0	0	0	0						0	1	

Meetings, Events, and Trainings

<i>BI</i>	<i>Type</i>	<i>Description/Highlights/Votes/Etc.</i>	<i>Attendance</i>
Board of Health Meeting		Monthly Board meeting held at Rosemary Complex	Staff and Board Members

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

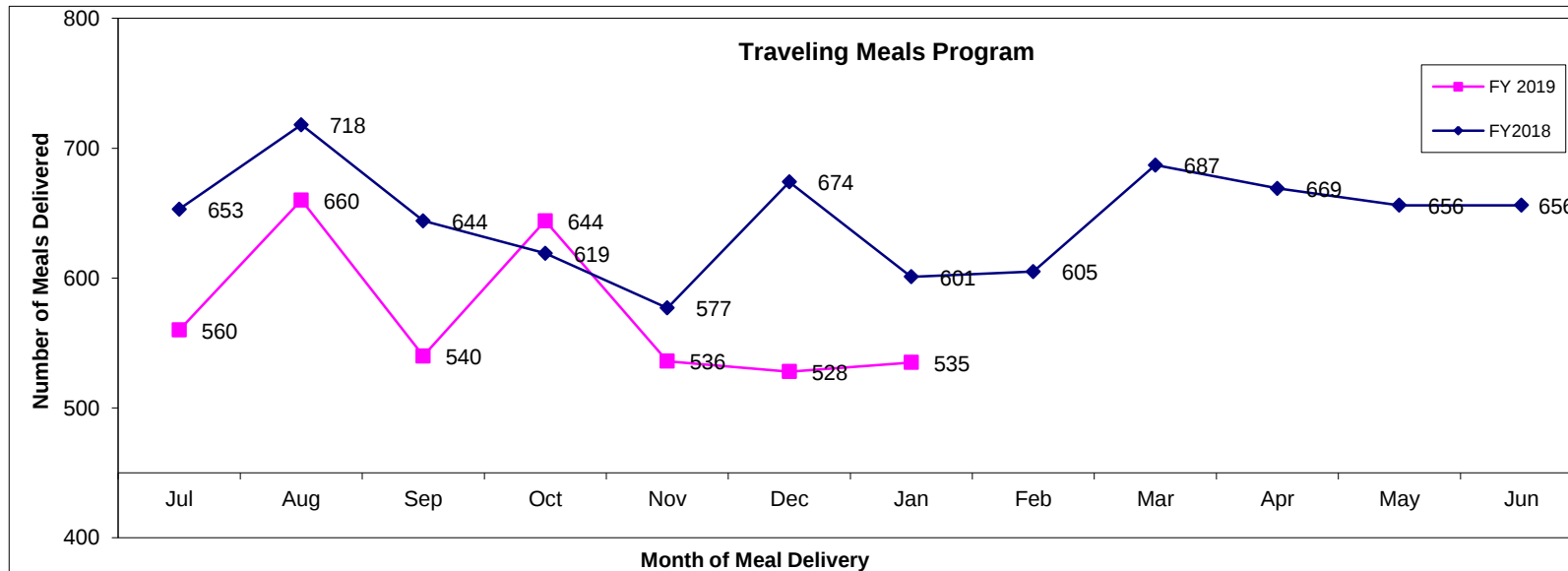
<i>Description</i>	<i>Type (D,G,O)</i>	<i>Amount Given</i>	<i>Source</i>	<i>Notes</i>
Donation	Private	\$300.00	Family member of client on Program	Has given this amount for past several years

Traveling Meals Program

Janaury, 2019

Projected-12 Mo.	
\$	38,676.45
#	6,862.29

Month	# Meals FY2018	# Meals FY2019	FY19 Cost	% Change # Meals
<u>Jul</u>	653	560	\$3,147.20	-14%
<u>Aug</u>	718	660	\$3,709.20	-8%
<u>Sep</u>	644	540	\$3,034.80	-16%
<u>Oct</u>	619	644	\$3,683.68	4%
<u>Nov</u>	577	536	\$3,012.32	-7%
<u>Dec</u>	674	528	\$2,967.36	-22%
<u>Jan</u>	601	535	\$3,006.70	-11%
<u>Feb</u>	605			
<u>Mar</u>	687			
<u>Apr</u>	669			
<u>May</u>	656			
<u>Jun</u>	656			
Totals:	7,759	4,003	22,561.26	



Needham Public Health Division

January 2019

Assist. Health Dir. - Tara Gurge
Health Agents - Diana Acosta and Monica Pancare

Activities

<i>Activity</i>	<i>Notes</i>
Annual Permits were issued via mail and email.	Permits Issued for the following: • 2 Bodywork Establishments • 2 Bodywork Practitioners • 1 Food
Bodywork Establishment Inspections	2 – Bodywork Establishment inspections conducted at: - Boston Rolfer –permit issued - Celestial Healing (new) – permit issued
Demo Reviews/ Approvals	12 - Demolition sign-offs: • 60 Richard • 47 Richard • 89 Bird Street • 21 Petrini Circle • 1234 Central Ave • 49-51 Riverside Street • 43-45 Riverside Street • 39-41 Riverside Street • 31-33 Riverside Street • 35-37 Riverside Street • 31 Elder Rd • 228 Marked Tree Road
Food – Temporary Food Event Permits	3 – Temporary Food Permits issued to: - Human Rights Committee – MLK Day @ Pollard - Super Bowl Party @ Knights of Columbus - Hillside PTC Bingo Night @ Hillside
Food – Food Permit Plan Reviews	2 – Food Permit Plan Reviews conducted for: - <u>Eat Well</u> - Pre-operation inspections pending. - <u>Servente Bakery & Café</u> – No new progress. Permit packet received. (Pending inspection)
Food Pre-operation inspections	1 – Pre-operation inspection conducted for: - Gyro & Kebab House – Permit Issued
Food Annual Permit Issued	1 – Annual Permit Issued - <u>Gyro & Kebab House</u>
Food Complaint	1/4 – Food Complaints/Follow Ups: - <u>Various restaurants:</u> Anonymous complainant reported there are multiple restaurants where health issues have been witnessed. Nicholas' Pizza and Sudbury Farms have employees with long beards and were seen working with food without restraining their beards. At Town House of Pizza the complainant reported an employee sneezed and went back to work without washing hands and Subway an employee was playing with hair and went back to work. All food establishment managers were contacted and made aware of what was seen and each was reminded of the requirements of the 2013 Federal Food Code.

Registered Marijuana Dispensary (RMD)	1 – Routine Inspection conducted at: - <u>Sira Naturals</u> – Conducted an unannounced inspection with Police Dept. RMD, which is under new management, was found to be in compliance. Some data and questions are pending (i.e. Two new menu items observed. Requested copies of labels for granulated sugar and infused honey.)
Grease Trap Inspection	2 – Grease Trap Inspections conducted with Sean Harrington of Water & Sewer Dept. - <u>Baker's Best Catering</u> – New, large exterior grease interceptor installed underground. Tank was full but contents were more liquid than solid. (Will continue to monitor to ensure it's on a frequent enough pump out schedule.) - <u>The Rice Barn</u> – Added a new grease trap under the existing Pre-rinse sink (positioned right before dish machine). Garbage grinder is not connected, but may not be needed as grease soiled items/food debris are prewashed and captured in this pre-rinse sink (prior to washing in dish machine) and food waste from this sink is properly filtered out and discarded in trash.
Housing – Complaints/ Follow-up Inspections	3/3 – Housing Complaints/Follow-up inspections conducted at: - <u>Warren Street</u> – Reported by Fire Department. During an oil burner inspection, it was noted that the basement had excessive clutter, possible fire hazard. Working with nurses. - <u>Mark Lee Road</u> – Occupant called to report that there was no heat or hot water on in the house for a few days which has happened in the past. Diana made contact with the landlord who reported that they were sending someone to fix the problem. The occupant reported the next day that the heat was functioning and that no site visit was necessary. - <u>Seabeds Way</u> – Refrigerator was reported to be in disrepair. Occupant stated that they notified management but the unit had not been replaced. Diana contacted Needham Housing Authority (NHA) and they reported the refrigerator had been repaired multiple times. The Maintenance Director reported the refrigerator was being replaced shortly (before the end of the week).
Nuisance – Complaints/ Follow-ups	1/1 – Nuisance Complaints/Follow-ups conducted for: - <u>Seabeds Way</u> – Resident reported neighboring unit had a garbage odor emanating out into the hallway. Concerned for occupants inside and believed it may be a potential hoarding case. Diana reached out to NHA and two staff members have been working with the occupant in question. An inspection was conducted by a NHA staff member and they will continue to follow up with the occupant to check on the progress of the unit's clean out. Diana will check in with NHA for any progress. (On-going.)
Pools	1 – Annual Pool permit issued for: - <u>Residence Inn Pool</u> 1 – Pool Follow Up Inspection - <u>Sheraton</u> – Reassessed chlorine levels – acceptable.
Septic Certificate of Compliance issued	1 – Septic Certificate of Compliance (COC) issued for: - <u>#61 Forest St.</u> – For upgraded septic system.
Septic – Installer Permits	2 – Septic Installer Permits renewed for: - Robert Vey - Dave Atkinson 1 – Septic Installer Exam taken by: - Dave Atkinson - passed
Septic – Plan Reviews	2 – Septic As-Built Plans received for review: - <u>#61 Forest St.</u> (x2) – Initial as-built plan received. Needed to revise. Final as-built plan received. Approved revised plan.
Septic – Follow-up inspection	1 – Septic follow-up inspection conducted at: - <u>#61 Forest St.</u> (x1)

Tobacco Inspection	1 – Routine Tobacco Inspection conducted at: - <u>Roche Bros.</u> – in compliance
Well Plan Reviews conducted/Approval to Drill	2 – New Irrigation well permit approval to drill letters sent for: - <u>#1011 South St.</u> – Final plan review conducted. Approval to drill letter sent. - <u>#766 Chestnut St.</u> – Final plan review conducted. Approval to drill letter sent.
Planning/Special Permit review	3 – Special Permit Reviews conducted/comments sent for: - #13-15 Highland Place Special Permit No. 2019-02. - #1450 Highland Ave. STMP 95-7 and 97-2 - Pancho's Taqueria - #1450 Highland Ave. SPMP 2019-01-Pancho's Taqueria c/o Carlos Chavira
Zoning Board of Appeals Project reviews	4 – Zoning Board of Appeal reviews conducted for: - Special Permit Case Review for #29-31 Linden St. - Special Permit Case Review for #33-35 Linden St. - Special Permit Case Review for #1555 Central Ave. - #700 Greendale Avenue - Modera Needham (final updates)

Yearly

Category	Jul	Au	S	O	N	D	J	F	M	A	Ma	Ju	FY '19	FY' 18	FY' 17	FY' 16	Notes/Follow-Up
Biotech	0	0	0	0	1	0	0	0	0	0	0	0	1	0	2	2	Biotech registrations
Bodywork	0	0	0	0	0	4	2	0	0	0	0	0	6	14	6	11	Bodywork Estab. Insp.
Bodywork	0	2	0	0	0	5	2	0	0	0	0	0	9	6	4	3	Bodywork Estab. Permits
Bodywork	0	2	1	0	0	16	2	0	0	0	0	0	21	22	13	10	Bodywork Pract. Permits
Bottling	0	0	1	0	0	0	0	0	0	0	0	0	1	1	2	1	Bottling Permit insp.
Demo	12	13	9	5	11	5	12	0	0	0	0	0	67	105	112	110	Demo reviews
Domestic Animal Permits/Insp.	0	1	1	0	0	0	0	0	0	0	0	0	2	19	17	16	Animal permits/
	0	0	20	0	1	0	0	0	0	0	0	0	21	3	16		Inspections
Food Service	16	8	23	25	16	13	20	0		0	0	0	121	225	198	209	Routine insp.
Food Service	3	1	0	1	0	1	1	0	0	0	0	0	7	32	37	35	Pre-oper. Insp.
Retail	6	5	7	7	2	2	3	0	0	0	0	0	32	60	69	71	Routine insp.
Resid. kitchen	0	1	0	0	1	0	0	0	0	0	0	0	2	8	7	11	Routine insp.
Mobile	1	4	0	1	0	0	0	0	0	0	0	0	6	13	15	9	Routine insp.
Food Service	1	1	0	3	5	3	4	0	0	0	0	0	17	53	51	50	Re-insp.
Food Service/retail	2	1	0	0	1	129	1	0	0	0	0	0	134	171	177	176	Annual/Seasonal Permits
Food Service	7	12	19	14	12	2	3	0	0	0	0	0	69	163	158	107	Temp. food
	9	1	10	0	0	0	0	0	0	0	0	0	20	29	62	54	permits/Inspecti
Food Service	1	0	1	0	0	0	0	0	0	0	0	0	2	14	7	9	Farmers Market permits
	50	45	41	42	10	0	0	0	0	0	0	0	188	127	33	16	Farmers Market insp.

Food Service	0	2	0	2	1	1	1	0	0	0	0	0	7	20	13	21	New Compl./
	0	2	0	2	1	1	4	0	0	0	0	0	10	21	17	21	Follow-ups
Food Service	0	1	1	3	4	3	2	0	0	0	0	0	14	42	33	32	Plan Reviews
Food Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	Admin. Hearings
Grease/ Septage Haulers	0	0	0	0	0	21	0	0	0	0	0	0	21	24	24	29	Grease/ Septage Hauler Permits
Housing (Chap II Housing)	0	0	0	0	0	0	0	0	0	0	0	0	0	14	14	7	Annual routine insp./
	0	0	0	0	0	0	0	0	0	0	0	0	0	5	4	4	Follow-up insp.
Housing	2	4	1	3	4	1	3	0	0	0	0	0	18	22	7	18	New Compl./
	3	5	1	4	4	1	3	0	0	0	0	0	21	24	11	37	Follow-ups
Hotel	0	0	0	0	0	3	0	0	0	0	0	0	3	3	3	3	Annual insp./
	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	Follow-ups
Nuisance	2	5	5	4	4	4	1	0	0	0	0	0	25	42	30	44	New Compl./
	2	5	5	4	4	4	1	0	0	0	0	0	25	42	45	50	Follow-ups
Pools	1	4	0	0	1	7	0	0	0	0	0	0	13	12	13	9	Pool insp./
	1	5	0	0	0	1	1	0	0	0	0	0	8	7	8	3	Follow up
Pools	1	2	1	0	0	7	1	0	0	0	0	0	12	12	9	9	Pool permits
Pools	2	1	0	0	0	0	0	0	0	0	0	0	3	44	19	8	Pool plan reviews
Pools	0	0	0	0	0	4	0	0	0	0	0	0	4	7	6	4	Pool variances
Septic	0	0	0	1	2	1	1	0	0	0	0	0	5	5	18	8	Septic Abandon
Septic	1	0	0	0	0	1	0	0	0	0	0	0	2	2	5	9	Addition to a home on a septic plan rev/approval
Septic	0	0	0	8	9	3	1	0	0	0	0	0	21	28	43	23	Install. Insp.
Septic	0	0	0	0	1	0	0	0	0	0	0	0	1	1	0	3	COC for repairs
Septic	0	0	0	0	2	1	1	0	0	0	0	0	4	4	3	3	COC for complete septic system
Septic	6	4	3	5	7	6	5	0	0	0	0	0	36	51	62	61	Info. requests

Septic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	6	8	Soil/Perc Test.
Septic	0	1	0	1	2	0	0	0	0	0	0	0	0	4	5	8	6	Const. permits
Septic	0	0	1	0	1	3	2	0	0	0	0	0	0	7	9	11	9	Installer permits
Septic	0	0	1	0	1	1	1	0	0	0	0	0	0	4	3	6	6	Installer Tests
Septic	0	0	0	0	1	0	0	0	0	0	0	0	0	1	3	7	3	Deed Restrict.
Septic	1	1	0	1	2	1	0	0	0	0	0	0	0	6	23	14	14	Plan reviews
Sharps permits/Insp.	0	0	0	0	0	7	0	0	0	0	0	0	0	7	9	9	10	Disposal of Sharps permits/
	0	0	0	0	2	5	0	0	0	0	0	0	0	7	7			Inspections
Subdivision	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	Plan review- Insp. of lots /
	0	0	0	0	0	0	0	0	0	0	0	0	0	0		1	0	Bond Releases
Special Permit/ Zoning memos	1	2	0	2	4	2	7	0	0	0	0	0	0	18	15	12	16	Special Permit/Zoning
Tobacco	0	0	0	0	0	10	0	0	0	0	0	0	0	10	11	12	13	Tobacco permits
Tobacco	4	1	3	2	0	0	1	0	0	0	0	0	0	11	18	25	25	Routine insp./
	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3	6	7	Follow-up insp.
Tobacco	0	0	0	10	0	0	0	0	0	0	0	0	0	10	41	34	48	Compliance checks
Tobacco	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2	4	New compl./
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2	4	Compl. follow-
Trash Haulers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	26	30	Trash Hauler permits
Medical Waste Haulers	0	0	0	0	0	2	0	0	0	0	0	0	0	2	1	2	2	Medical Waste Hauler permits
Wells	0	2	0	0	0	0	2	0	0	0	0	0	0	4	2	7	6	Permission to drill letters/
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	Well Permits

FY 19 Priority FBI Violations Chart (By Date)

Restaurant	Insp. Date	Priority Violation	Description
Comella's	7/16/2018	28 - 7-206.13 (A) Tracking Powders, Pest Control & Monitoring - A tracking powder pesticide may not be used in a food establishment.	Kitchen -Eliminate mouse infestation
Cookies By Design	9/21/2018	9-3-301.11 (B) Preventing Contamination from Hands - Except when washing fruits and vegetables, food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equip.	Kitchen -Need gloves.
Pollard Middle School	9/24/2018	28-7-204.11 Sanitizers - Chemical sanitizers, including chemical sanitizing solutions generated onsite, and other chemical antimicrobials applied to food-contact surfaces shall meet the requirements specified in 40 CFR 180.940. Chemical sanitizers shall not exceed manufacture's label instructions.	Kitchen -Sanitizer in 3 bay sink was low, ~100 ppm - should be 150-200 ppm.
St. Sebastian's	9/27/2018	33-3-501.15 (A) Cooling Methods - Cooling shall be accomplished in accordance with the time and temperature criteria specified under 3-501-14 by using one or more of the following: placing food in shallow pans; separating the food into smaller or thinner portions; using rapid cooling equipment; stirring the food in a container placed in an ice water bath; using containers that facilitate heat transfer; adding ice or other effective methods	Kitchen -Tortellini was at 68 F - Should be cold held in walk-in before being placed in the salad bar.
Gari	10/3/2018	4-501.110 Warewasher Wash Sol. Temp. - Ensure that low temp dishwash machine operates at a minimum of 120°F wash & rinse. The temperature of the wash solution in spray-type warewashers that use chemicals to sanitize may not be less than 120°F.	Kitchen -110°F in wash cycle
Wingate at Needham	11/6/2018	5-402.13 Conveying Sewage - Sewage shall be conveyed to the point of disposal through an approved sanitary sewage system or other system, including use of sewage transport vehicles, waste retention tanks, pumps, pipes, hoses, and connections that are constructed, maintained, and operated according to law.	Kitchen - Repair hand wash sink drain in dish room
Beth Israel Deac. Hospital Kitchen	12/15/2018	4-703.11 Methods-Hot Water and Chemical - After being cleaned, equipment food-contact surfaces and utensils shall be sanitized in: hot water manual operations for at least 30 seconds; hot water mechanical achieving surface temperature of 160°F as measured by an irreversible registering temperature indicator; or chemical (manual or mechanical) for times specified the EPA-registered label use instructions.	Kitchen - Wash Temperature 140-140F.
Residences at Wingate	12/15/2018	4-602.11 (A) Food-Contact Surfaces and Utensils - Equipment food-contact surfaces and utensils shall be cleaned: before each use with a different type of raw animal food such as beef, fish, lamb, pork, or poultry; each time there is a change from working with raw foods to working with RTE foods; between uses with raw fruits and vegetables and with TCS food; before using or storing a food temperature measuring device; and any time during the operation when contamination may have occurred.	Kitchen - Slicing machine blade has encrusted food debris on rim of blade. Thorough cleaning and sanitizing required.
Sweet Tomatoes	12/20/2018	3-501.14 (A) Cooling Cooked Foods - Cooling cooked TCS foods shall be done within 2 hours from 135°F to 70°F and then within 4 hours from 70°F to 41°F.	Kitchen - A hot holding unit was found unplugged in the back of the kitchen on the shelf which contained tomato sauce and another pan of meatballs. PIC stated she was told to unplug it at 4

			o'clock the meatballs and sauce were in the danger zone products discarded tomato sauce was 106°F and meatballs were 110°F.
Briarwood Healthcare Center	1/6/2019	7-201.11 Storage Separation - Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single use articles.	Kitchen - Oven cleaner and other toxic chemicals stored above prep sink and prep table area. Store segregated and away from all food, equipment prep areas.
Mandarin Cuisine	1/19/2019	3-302.11 (A)(2) Raw Animal Foods Separated from each other - Except when combined as ingredients, separating types of raw animal foods from each other such as beef, fish, lamb, pork and poultry during storage, preparation, holding, and display by: (a) Using separate equipment for each type, or (b) Arranging each type of food in equipment so that cross contamination of one type with another is prevented and (c) preparing each type of food at different times or in separate areas. 3-501.14 (A) Cooling Cooked Foods - Cooling cooked TCS foods shall be done within 2 hours from 135°F to 70°F and then within 4 hours from 70°F to 41°F.	Kitchen - Raw chicken stored above RTE foods. This chicken was wrapped in a chef's coat. Removed. Specific discussion w/ PIC on storage segregating product so it is more functional for him. Kitchen - Large bulk pans cooked rice cooling improperly Rice was 129°F, 110°F.
Spiga	1/19/2019	3-501.16 (A)(2) (B) Proper Cold Holding Temps. - All cold TCS foods shall be held at 41°F or below. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less.	- Kitchen - Bechamel 54 °F; Fresh fish filets 41 °F; Porcini mushrooms mix 52 °F; Suggest pre-chilling pans in freezer to help in keeping food 41 F or below. Provide a lid or cover for this unit, and the other refrigerator roll top (without the top) in the far corner -COS. Several coddled raw whole shell eggs were observed in a small pan insert in warm water. (This was used for making Carbonara sauce.) The inside is not fully cooked and in the danger zone. Suggest using pasteurized shell eggs.
Masala Art Restaurant	1/19/2019	3-304.11 Food Contact with Soiled Items 3-302.11 (A)(3) Using clean and sanitized equipment - Food shall only contact surfaces of: equipment and utensils that are cleaned and sanitized; single-service and single-use articles; or linens, such as cloth napkins that are used to line a container for the service of foods AND are replaced each time the container is refilled for a new consumer.	Kitchen - Utensils stored improperly after cleaning and sanitizing above 3-Comp sink.
Tomorrow's Lunch @ WCVB	1/29/2019	3-501.16 (A)(2) (B) Proper Cold Holding Temps. - All cold TCS foods shall be held at 41°F or below. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less. 3-501.16 (A)(2) (B) Proper Cold Holding Temps. - All cold TCS foods shall be held at 41°F or below. Eggs that have not been treated to destroy all viable Salmonellae shall be stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less.	Cafeteria - Fridge is at 46°F. Service is to be done today. Forward receipt of service to Health Div. ASAP. End of service. Kitchen - Chickpeas and tuna temps. were high. PIC voluntarily discarded.

Public Health Nurse Report - December FY2019
Donna Carmichael and Tiffany Zike

COMMUNICABLE DISEASES:	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Apr	MAY	JUN	T19	T18	T17
BABESIOSIS		3											3	4	2
Borrelia Miyamota													0	0	0
CAMPYLOBACTER				2	1	1	1						5	14	7
CRYPTOSPORIDIUM													0	1	0
Cyclosporiasis													0	1	0
Dengue													0	0	1
E-Coli													0	0	0
EHRlichiosis/ HGA	1	1											2	2	2
Enterovirus													0	1	1
GIARDIASIS													0	1	2
Haemophilus Influenza													0	1	1
HEPATITIS B		1		1		2	2						6	8	8
HEPATITIS C	1		3	2		3							9	14	21
Influenza						9	19						28	211	108
Legionellosis													0	2	0
Listeriosis													0	0	0
LYME	13	7	2	4	4	2	1						33	53	44
MEASLES													0	0	0
MENINGITIS													0	0	0
Meningitis(Aseptic)													0	1	2
Mumps													0	0	0
Noro Virus							1						1	3	2
PERTUSSIS	3												3	1	4
RMSF(Rocky Mt Spotted Fever)						1									
SALMONELLA			1										1	3	2
SHIGA TOXIN													0	0	1
SHIGELLOSIS		1		1									2	0	0
STREP Group B													0	1	0
STREP (GAS)													0	5	0
STREP PNEUMONIAE				1			1						2	3	0
TUBERCULOSIS													0	0	0
TULAREMIA													0	0	1
Latent TB	1												1	0	1
Varicella	2	1	1		1								5	12	10
Vibrio			1										1	0	1
West Nile virus													0	0	0
Zika													0	1	1
TOTAL DISEASES	21	14	8	11	6	18	25	0	0	0	0	0	102	343	221
Revoked/Suspect Diseases Investigated			1	3			1						5	6	13
Contact Investigation	4						1						5	5	1

Public Health Nurse Report - December FY2019

Donna Carmichael and Tiffany Zike

ANIMAL TO HUMAN BITES	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Apr	MAY	JUN	T19	T18	T17
DOG	6	3	4	0	2	1	2						18	42	15
CAT													0	0	0
BAT													0	8	5
SKUNK													0	0	0
RACCOON													0	0	0
other													0	1	1
TOTAL BITES	6	3	4	0	2	1	2	0	0	0	0	0	18	51	22

IMMUNIZATIONS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY19	FY18	FY17
B12	2	2	2	2	2	2	2						14	24	22
Flu (Seasonal)			284	408	20	0	0						712	522	674
Hep B						2	0						2		
Polio		4		0	0	0	0						4		
TDap		3		1	0	2	0						6	0	1
Varicella				0	0	0	0						0	2	0
Consult	49	50	90	72	32	98	34						425	319	592
Fire/Police	20	7	15	15	16	20	6						99	59	80
Schools	2	8	30	40	4	35	10						129	42	106
Town Agencies	25	20	20	15	10	35	15						140	185	246
Community Agencies	2	15	25	2	2	8	3						57	32	160

ASSISTANCE PROGRAMS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY19	FY18	FY17
Food Pantry		1	2	0		3	0	1					7	13	20
Food Stamps			0	0		0	0	1					1	0	4
Friends			0	0		0	0	0					0	0	0
Gift of Warmth	1		2	2		1	1	4					11 (\$2698)	20(\$7250)	11
Good Neighbor			0	0		0	0	0					0 ⁵ \$425/fam		8
Park & Rec			0	0		0	0	0					0	1	2
Salvation Army			0	0		1	0	0					1	0	0
Self Help	2	2	1	3		0	2	1					11	34	46

Gift Cards Distributed - 0 families

Public Health Nurse Report - December FY2019

Donna Carmichael and Tiffany Zike

WELLNESS PROGRAMS	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY19	FY18	FY17
Office Visits	56	49	34	26	11	18	20						214	467	481
Safe Visits	0	3	2	1	2	0	0						8	10	7
Clinics	0	0	0	0	4	2	7						13	0	0
Housing Visit	1	1	0	0	2	0	0						4	15	6
Housing Call	0	3	3	4	7	4	13						34	110	37
Camps-summer	6	7	0	0	0	0	0						13	60	50
Tanning Insp	0	0	0	0	0	0	0						0	0	0
Articles	1	0	1	0	0	0	1						3	3	3
Presentations	1	1	6	2	5	2	2						19	16	0
Cable	0	1	1	1	0	0	1						4	2	5

EMPLOYEE WELLNESS	July	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	FY19	FY18	FY17
BP/WELLNESS - DPW/RTS	0	0	10	13	11	11	13						58	148	169
CPR/AED INSTRUCTION	0	0	0	0	11	7	0						18	0	31
Police Weights	0	0	0	0	13	0	0						13		
First Aide	10	8	5	6	3	2	0						34		
Total People	10	8	15	19	38	20	13	0	0	0	0	0	123		
Community Education Hours															
HEALTH ED Tick Borne	50	20	15	5	3	0	0						93	132	90
HEALTH ED Mosquito Borne	50	20	15	5	0	0	0						90	135	80
HEALTH ED FLU	0	0	15	15	10	20	2						62	289	160
GENERAL HEALTH EDUCATION	20	10	10	10	15	20	5						90	186	258
Total Hours	120	50	55	35	28	40	7	0	0	0	0	0	335	1077	954

Public Health Nurse Report - December FY2019

Donna Carmichael and Tiffany Zike

MEETINGS, EVENTS, TRAININGS

<i>Title</i>	<i>Description/Highlights/Votes/Etc.</i>
Emergency Planning	NC7 - Monthly Meeting
	Region 4AB - Monthly Meeting/ Stakeholder Mtg
	LEPC - Monthly Meeting - Organizing and Preparing for meeting, meeting minutes, follow up and distribution of information
	Planning x4 - Functional Exercise - Conference call
	Fema meeting with Tim on Public Assistance
	Community Preparedness Training - Delvalle Training Institute -4hrs
Emergency Preparedness	Emergency Preparedness Coordinator - Job Justification Report
DVAC	Monthly Meeting - Organizing and Preparing for meeting, meeting minutes, follow up and distribution of information
	Cable series planning
Concussions	Monthly Meeting with ITC
	Discussed Regulation with BOH, open meeting regulation to public and reg rewrite for vote in January
Healthy Aging	Meetings x3
Trainings	webinar - Commisioner Bharel - Flu Updates
	webinar - MDPH Bug on the Month - Influenza
	Diversity Training- Library
	Leadership Training
MAPHN	Monthly Meeting - Quincy
NWH Meeting	Hospital Departments and Community Agency Mtg / Hospital and Community Updates
Summer Camps	Preparing Summer Camp Packets
Water Shut Off Prevention	Meeting to evaluate, Plan and prevent water shut offs due to meter change
Grants	MVP(Municiple Vulverability Preparedness Grant)
	MAPC Grant for Climate Change With Rachel
Managing	Managing BC Student, DVAC Intern as well as EP Program Coordinator



NEEDHAM PUBLIC HEALTH DIVISION



Accreditation Update January 2019

January 31, 2019

Lynn Schoeff

Activity	Notes
Policies and procedures	As it is almost two years since we started documenting division policies, we will begin the process of reviewing and updating the first several written policies. The update is beginning with the Policy on Policies. The following policies have been signed, posted in the Division's Policy and Procedure Manual, and posted in the Town's Standard Operating Procedures folder: - Confidentiality for Public Health Workers - Confidentiality for Social Workers Continuing work: - Update "Policy on policies" - Community Crisis Intervention Team - Mobile Food Permit - Transportation policy (Aging Services) - Lyft Ridesharing Program (Aging Services) - Mandated Reporting of Abuse (All HHS) - Duty to Warn (All HHS) - Volunteer Management (Aging Services)
Accreditation	We are beginning to put together a policy and an orientation packet for new members of the Board of Health. We are also beginning to write a short quality improvement manual in preparation for initiating our first QI project.

Other work:

- Assisted at a SALSA event at Needham High School. January 22, 2019
- Attended Planning Board meeting with accessory dwelling units on the agenda. January 29, 2019
- Participated in Cultural Competency training at Town Hall. January 30, 2019



NEEDHAM PUBLIC HEALTH DIVISION



Date: January 2019

Staff: Rachael Cain (Greenberg)

Activities and Accomplishments

Safety at Home Program

Activity	Notes
Presentations and Promotion	• Held Safety at Home focus group to identify potential barriers to utilizing the program. ◦ Approximately 30 people attended • Held Safety at Home roundtable to follow-up on focus group and engage older adults in program ◦ Nine people attended and three self-referred to the program • Attended COA Board meeting to promote program • Hosted table at Living with Alzheimer's event to promote program
Program roll-out	• Full program roll-out continued • Three referrals received in January 2019 • Five pilot and eight full program visits completed to date • Data from visits is being collected and recorded
Quality Improvement	• Continued improvement on program protocol and forms based on feedback from Safety at Home team members
Evaluation	• Continued development of an evaluation plan
Team Meetings	• Regular team meetings continued
Sustainability	• Developing plan to offer Matter of Balance sessions year-round to program participants (and Needham residents overall), in collaboration with Aging Services • Working with local physical therapists to offer fall screenings at CATH regularly

Housing Authority Assessment

Activity	Notes
Survey Dissemination	• 48 surveys completed and returned from first dissemination • Mailed another set of surveys to obtain higher response rate • Conducted limited outreach to promote survey • Began collecting responses and planning next steps

Accreditation Support

Activity	Notes
Community Health Assessment	• In collaboration with BID Needham and JSI, planned additional focus groups that the Town will help facilitate



NEEDHAM PUBLIC HEALTH DIVISION



Other Public Health Division activities this month:

- **Awarded \$26,089 grant from the Metropolitan Area Planning Council to implement a one-year climate resiliency project for older adults.** Activities will include creating and holding three workshops for older adults about extreme weather and how to prepare for it, as well as a related communications campaign. Grant activities to begin in February 2019.
- Submitted grant proposal to the National Association of County and City Health Officials to implement a Million Hearts strategy focused on tobacco cessation. Grants likely awarded in February.
- Completed Mental Health First Aid training

Substance Use Prevention and Education ~ Initiative Highlights

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

SAPC grant

Town coalition meetings:

Dedham coalition: *No meeting scheduled*

Impact Norwood coalition: January 17th 3:00pm Norwood High School - *Unable to attend*

Westwood Cares coalition: January 10th 10:00am Westwood High School

Needham SPAN coalition: *No meeting scheduled*

SAPC program, capacity building and strategy implementation preparation:

(1) BSAS- SAPC reporting compliance Q2 programmatic report, pending (2) *PhotoVoice* Gallery display, January 14th Police Chief- Public Health meeting, options for individual town gallery displays (3) Coordinate Police Chief- Public Health Leadership Team meeting agenda, next steps time-line (4) SAPC regional alcohol licensee compliance check outcomes (4 towns) compilation of number of checks in each town, sales to minor data and operative protocols used, from Chiefs of Police (5) TIPs training data compilation, (TIPs standard post survey and SAPC additional survey questions- 80 attendees) Boards of Health and town leader sharing (6) EverFi follow- up, Alcohol Edu: student engagement numbers by school, 3 module completion rates and 30 day post test completion rates.

SAPC Leadership Team: January 14th Police Chief - Public Health staff alcohol policy meeting. Westwood Police Department. Agenda: (1) *PhotoVoice* Gallery display, options for gallery display in each town (2) Regional alcohol compliance check outcomes: sales to minor violations by town, underage operative protocols, licensee notification procedures (3) Town protocols to address sales to minor violations including defined penalties (4) SAPC FY19 budget amendment to fund a TIPs training, June 2019 (funds shift from Youth Engagement salary line) (4) TIPs training, plan review May/June 2019 (5) TIPs sustainability: *Train the Trainer*, 2 day program, train 4 -5 staff.

Dedham Public Health Department: January 10th Jessica Tracey, Public Health Nurse. Review of Drug Free Communities (DFC) grant compliance issues: (1) Core measure data, youth survey questions for federal review (30 day use: tobacco, alcohol, marijuana, prescription drugs | Perception of harm *youth and parents* | Perception of peer disapproval) (2) FY19 unexpended funds. SAMHSA roll over parameters including 10% maximum award policy (3) Final interview structure, candidate case presentation to hiring team.

Prevention Partners: January 11th Steph Patton, MPH, Jessica Kuhn, M.Ed. Stoughton SAPC, Amanda Decker, Avon Coalition, and Lyn Frano, Town of Braintree. Collaborative planning and resource sharing. Event collaboration: (1) Policy forum targeting retail access to alcohol and marijuana, including community level law enforcement, public health, prevention and legal strategies (2) *Frameworks Institute* staff, full day training to create effective public health and prevention messaging, including ongoing WebEx sessions. Outcome: To identify best-practice public health and prevention messaging for community level prevention, targeting underage alcohol, e-cigarette/tobacco and marijuana access. (3) CADCA Forum workshop review: Impacting change: bringing work experiences and knowledge to home communities, marijuana access.

Needham Public Health Division:
NPHD – SPAN initiatives:

NPHD programs meeting preparation outreach for research and resource gathering:

(1) NPHD December monthly report (2) BOH meeting minutes edit- Read segment (3) SPAN Needham High School senior student forum, outreach to Dr. Lester Hartman for panel presentation (4) Town of Needham alcohol licensee Training Intervention Procedures for Servers (TIPs) Trainings, In person training program coordination for Section 12 and Section 15 alcohol licensees, managed by Sandy Cincotta. Monday, January 14, 2019, Powers Hall, 9:30am-2:30pm. Coordinate program components including Select Board chair Dan Matthews welcome, Needham Public Health alcohol licensee training binder.

Newton Wellesley Hospital Substance Use Services: January 2nd ED- SUS Collaborative Workgroup. Monthly meeting Emergency Medicine, Psychiatry, Medical, SUS and Social Work services. Protocol development for substance use and addiction related responses across NWH service areas including MAT offering, support and referral to detox and/or mental health inpatient services or outpatient services. Connection with local Public Health Departments for post discharge support. Dr. David Huckins, Assistant Chair Emergency medicine with Dr. Antje Barreveld, Director SUS, Kathy Rega, ED Nurse, Dr. Elliott Martin, Psychiatrist, Liz Johnston, PA-C, Medical team Leader SUS DonnaMarie Goulet, Administrative Manager, SUS.

Needham Public Health Division office support: January 4th and 11th. In person, front desk operation (2 hour per session, per week)

Needham Public Health Division staff meeting: January 8th Director and staff work activity updates. Lynn Schoeff, review and discussion of policies and protocols for NPHD staff and protocols for all HHS staff including Public Health confidentiality agreement.

Community Crisis Intervention Team (CCIT): January 9th Core Team meeting: Lt. Chris Baker, Sgt. John McGrath and Katie McCullough, Needham Police Department, Tiffany Zike, RN, MPH, Donald Anastasi, Deputy Fire Chief, Ed Sullivan, EMS Supervisor, Jessica Moss, LICSW, CATH, Sara Shine, Director, Needham Youth & Family Services and Catherine Delano, MPH. Chris Louzon, Director EST, Riverside Emergency Services support services. Stakeholder collaboration to support residents navigating acute and chronic substance use disorders and/or mental health conditions.

Needham Board of Health meeting: January 11th **Directors** Report, staff reports of public health initiatives, resident support programs and prevention initiatives. BOH review of Article 24 Concussion Prevention, Education and Training and Article 1: Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham. Amending tobacco regulations to restrict access to mint, menthol and wintergreen products to adult only licensees, BOH unanimous approval of Article 24 and Article 1. D.J. Wilson, J.D. Mass Municipal Association. Dr. Lester Hartman, MPH, Westwood Pediatrics and Dr. Mark Gotlieb, Exec. Director, Public Health Advocacy Institute.

Town of Needham alcohol license training: January 14th 10:00am-3:00pm ***Training and Intervention Procedures for Servers*** (TIPs) Server and seller skill training outcomes: (1) accurately check identification cards to prevent underage purchases (2) identify the visible cues to prevent over-pouring and dangerous over consumption (3) identify the stages of impairment and intoxication and how to employ server intervention procedures for customer safety while maintaining good customer service. **Continued on Page 3**

Continued from page 2 ~ Mike Marcantonio, Master Trainer. 12 of 27 licensees (10 Section 12 and 2 Section 15) 47 licensee staff attendees | 1 Town of Needham staff attendee. Opening remarks, Needham Board Chair, Dan Matthews. Program facilitation, Sandy Cincotta, Support Services Manager.

CADCA Forum workshop plan review: January 28th Conference call, Jody Hensley and Heidi Heilman, SAM Massachusetts, MAPA and Amy Turncliff, MetroWest SAPA. Community level policy change, bringing prevention and public health work experience home to initiate change, marijuana access.

Needham Health & Human Services Department: January 30th HHS staff training. Cultural Competency including recognizing individual diversity stories, awareness of diversity in culture, ethnicity and race and recognizing our unconscious bias. Dr. Sandra Casey Buford, Synergy Resources Consulting Group (SRCG) Needham Public Library. Rachel Glisper, Director Human resources.

Resident Support: Respond to calls and/or meeting requests related to mental health conditions and/or substance use disorder. Referral to Riverside Emergency Services 24/7 support and counseling, assessment, treatment and recovery resources.

2 in person requests: 37 years MH- SUD *acute detox* Section 35 | 48 years- SUD MH *acute detox*

Town holidays: (2) day ~ January 1st and 21st
Sick days (7) days ~ January intermittent

Respectfully submitted by Carol Read February 13, 2019

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

Page 3 of 3 Pages End

New Definition for Food Establishment under Merged Food Code:

Food Establishment:

- (1) "Food establishment" means an operation that:
 - (a) stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides FOOD for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides FOOD directly to a CONSUMER or to a conveyance used to transport people not including farm trucks; market; vending location; conveyance used to transport people; institution; or FOOD bank; residential kitchen in bed-and-breakfast operation and;
 - (b) relinquishes possession of FOOD to a CONSUMER directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.
- (2) "Food establishment" includes:
 - (a) An element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the REGULATORY AUTHORITY; and
 - (b) An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the PREMISES; and regardless of whether there is a charge for the FOOD.
- (3) "Food establishment" **does not include:**
 - (a) **An establishment that offers only pre-PACKAGED FOODS that are not TIME/TEMPERATURE CONTROL FOR SAFETY FOODS;**
 - (b) An operation that only offers whole, uncut fresh fruits and vegetables, unprocessed honey, pure maple products, or farm fresh eggs which are stored and maintained at 45°F (7.2°C) or below;
 - (c) A FOOD PROCESSING PLANT; including those that are located on the PREMISES of a FOOD ESTABLISHMENT
 - (d) A residential kitchen in a private home if only FOOD that is not TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by LAW and if the CONSUMER is informed by a clearly visible placard at the sales or service location that the FOOD is prepared in a kitchen that is not subject to regulation and inspection by the REGULATORY AUTHORITY;
 - (e) A residential kitchen that prepares food for distribution to a charitable facility in accordance with M.G.L c. 94, § 328;
 - (f) An area where food that is prepared as specified in 105 CMR 590.001 (C)(1): Food Establishment (3)(d) is sold or offered for human consumption;

- (g) A residential kitchen, such as a family daycare provider; or a bed-and-breakfast operation that prepares and offers FOOD to guests if the home is owner occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, the number of guests served does not exceed 18, and the CONSUMER is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration area that the FOOD is prepared in a kitchen that is not regulated and inspected by the REGULATORY AUTHORITY; or
- (h) A private home that receives catered or home-delivered FOOD.
- (i) Cooking classes that are held for educational purposes only.

Establishments in Needham that no longer meet the Food Establishment Definition:

- Fast Splits
- Fed Ex Office
- GNC
- Goldfish Swim School Store
- Needham Bowl-A-Way
- Needham Heights Auto. Service
- Needham Service Center
- Needham Wine and Spirits
- Staples

Businesses no longer in operation for 2019:

- 360 Degrees of Fitness and Wellness – just the smoothie bar area
- D'Angelo's Sandwich Shop
- Simply Scrumptious (Residential Kitchen)
- The Kids Place – moving to Wellesley
- True Taste Catering

Risk Categorizations of Food Establishments

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

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

Inspection Schedule 2019

Inspector	Establishment Name	Inspection DUE	DONE?	Risk Category	Notes
Monica	Tomorrow's Lunch	9/8/2018	x DA	2	
Monica	Beth Israel Deaconess Hospital Coffee - Glover Café	12/26/2018		2	
Monica	Mandarin Cuisine	12/12/2018	x	3	
Monica	Bakers' Best Catering	12/21/2018	x	3	
Monica	Acapulcos Mexican Restaurant	12/21/2018		4	To be closed 2/2019
Monica	7-Eleven - 36044A	January	x	1	
Monica	Speedway #2472	January	x	1	
Diana	Ben & Jerry's Catering MA Commissary	January		1	Not open until March
Diana	Knights of Columbus	January	x	1	
Monica	Roche Bros. Supermarket	January	x DA	2	
Monica	Trader Joe's #504	January	x	2	
Monica	Nicholas Pizzeria	January	x DA	2	
Monica	Comella's	January	x DA	2	
Diana	Gould Street Café	January	x	2	
Diana	Epicurean Feast - Cutler Lake	January	x	2	
Monica	Dunkin Donuts Chestnut	January	x DA	2	
Monica	Bertucci's	January	x	3	
Monica	Blue on Highland	January	x	3	
Monica	Three Squares Craft Kitchen & Cocktails	January	x	3	
Monica	Fresco	January	x	3	
Monica	Spiga	January	x	3	
Diana	Cappella	January	x	3	
Diana	Gyro and Kebab House	January	x	3	
Diana	Epicurean Feast - Kendrick Café	January	x	3	
Monica	Briarwood Nursing and Rehab Center	January	x	4	
Monica	Avita of Needham	January	x	4	
Monica	CVS#2128	February		1	
Diana	Le Petit Four, The Little Oven	February		1	
Monica	7-Eleven- 32485C	February		1	

Monica	CVS #674	February		1	
Monica	Dragon Chef	February		2	
Diana	Founders Café / Shark Ninja	February		2	
Monica	Brother's Pizza	February		2	
Monica	Volante Farms	February		2	
Monica	Kosta's Pizza & Seafood	February		2	
Monica	Starbucks Coffee #7227	February		2	
Monica	The James	February		3	
Monica	The Farmhouse	February		3	
Monica	Masala Art	February	x	3	
Diana	St. Sebastian's School Rink	March		1	
Monica	Vinodivino Wine Shop	March		1	
Monica	Walgreens #01852	March		1	
Monica	Great Plain Ave Gas	March		1	
Diana	Reveler Beverage Company	March		1	
Diana	Sweet Tahini	March		1	
Monica	Cookies By Design	March		1	
Diana	FUNDamentally Nuts	March		1	
Diana	The Congregational Church of Needham	March		1	
Monica	Abbott's Frozen Custard	March		2	
Monica	Tomorrow's Lunch	March		2	
Monica	Sudbury Farms	March		2	
Diana	Newman Elementary School	March		2	
Monica	Mighty Subs	March		2	
Diana	Pollard Middle School	March		2	
Diana	Hillside Elementary School	March		2	
Diana	Broadmeadow Elementary School	March		2	
Diana	High Rock School	March		2	
Diana	Mitchell Elementary School	March		2	
Diana	John Eliot Elementary School	March		2	
Diana	St. Sebastian's School	March		2	
Monica	Panera Bread #3017	March		2	
Monica	Subway	March		2	
Diana	Needham High School	March		2	
Monica	Dunkin Donuts Highland	March		2	
Monica	Sweet Basil	March		3	
Monica	Trip Advisor	March		3	
Monica	Restaurant Depot	March		3	

Monica	New Garden Restaurant	March		4	
Monica	Sudbury Farms - Mai Sushi	March		4	
Monica	Acapulcos Mexican Restaurant	March		4	
Monica	Otrada Adult Day Health Care	March		4	
Monica	Needham Center Fine Wine	April		1	
Diana	Charles River YMCA	April		1	
Diana	Billy's Canteen Service	April		1	
Diana	Bread of Life Carter UMC	April		1	
Monica	Lt. Manson H. Carter V.F.W. Post 2498	April		1	
Monica	Omaha Steaks	April		1	
Monica	Residence Inn Retail Store	April		1	
Diana	Temple Beth Shalom Children's Center	April		2	
Monica	A New Leaf	April		2	
Monica	Acorn's Bakery & Café	April		2	
Monica	Bagel's Best Inc.	April		2	
Monica	Café Fresh Bagel	April		2	
Monica	French Press Bakery	April		2	
Diana	Council on Aging	April		2	
Monica	COOK Needham	April		2	
Monica	Gianni's Deli & Pizza	April		2	
Monica	Volante Farms - Jordan Bros Seafood	April		2	
Monica	Domino's Pizza	April		2	
Diana	Rebecca's Café at Olin College of Engineering	April		2	
Monica	Needham Golf Club	April		2	
Monica	Mandarin Cuisine	April		3	
Monica	Bakers' Best Catering	April		3	
Monica	Residence Inn by Marriott Kitchen	April		3	
Monica	Fuji Steak House	April		4	
Monica	Gari Japanese Fusion Bistro	April		4	
Monica	Kindercare Education	April		4	
Monica	Avita of Needham	April		4	
Diana	Needham Pool & Racquet Club	May		1	
Diana	Expressions After School Program	May		1	
Monica	Bin Ends Wine	May		1	

Diana	Sweet Saba's	May		1	
Diana	Buddha Superfoods	May		1	
Diana	Linden/Chambers Meal Site	May		1	
Diana	Teri's Toffee Haus	May		1	
Monica	North Hill Necessities Store	May		1	
Monica	Panella's Market & Deli	May		2	
Monica	Dunkin Donuts Great Plain	May		2	
Monica	Hazels Bakery	May		2	
Monica	McDonald's	May		2	
Monica	Knowledge Beginnings	May		2	
Diana	Walker, Inc	May		2	
Diana	Riverside Community Care - Elliot House	May		2	
Diana	St. Joseph - Monsignor Haddad Middle School	May		2	
Diana	St. Joseph Elementary School	May		2	
Diana	Gyro and Kebab House	May		3	
Diana	PTC Corp. Kitchen	May		3	
Monica	Bertucci's	May		3	
Monica	Blue on Highland	May		3	
Monica	Three Squares Craft Kitchen & Cocktails	May		3	
Monica	Fresco	May		3	
Monica	Spiga	May		3	
Diana	Cappella	May		3	
Diana	Epicurean Feast - Kendrick Café	May		3	
Monica	The Rice Barn	May		3	
Monica	North Hill Bistro	May		4	
Monica	North Hill Central Ave Bakery & Café	May		4	
Monica	North Hill Central Kitchen	May		4	
Monica	North Hill Main Kitchen	May		4	
Monica	Sheraton Needham -Retail Store	June		1	
Diana	Needham Community Council	June		1	
Diana	Homewood Suites Retail Store	June		1	
Diana	al FreshCo	June		1	
Monica	Stacy's Juice Bar	June		2	
Monica	Treat Cupcake Bar	June		2	

Diana	Homewood Suites by Hilton Needham - Boston	June		2	
Monica	Needham House of Pizza	June		2	
Monica	Sweet Tomatoes Pizza	June		2	
Monica	Town House of Pizza	June		2	
Monica	Beth Israel Deaconess Hospital Coffee - Glover Café	June		2	
Monica	Sheraton Needham	June		3	
Monica	The James	June		3	
Monica	The Farmhouse	June		3	
Monica	Hearth Pizzeria	June		3	
Monica	Masala Art	June		3	
Monica	One Wingate Way	June		4	
Monica	New Garden Restaurant	June		4	
Monica	Sudbury Farms - Mai Sushi	June		4	
Monica	Beth Israel Deaconess Hospital Kitchen	June		4	
Monica	Wingate Residences at Needham	June		4	
Monica	Acapulcos Mexican Restaurant	June		4	
Monica	Otrada Adult Day Health Care	June		4	
Monica	7-Eleven - 36044A	July	(Call)	1	
Monica	Speedway #2472	July	(Call)	1	
Diana	Ben & Jerry's Catering MA Commissary	July	(Call)	1	
Diana	Knights of Columbus	July	(Call)	1	
Monica	Roche Bros. Supermarket	July		2	
Monica	Trader Joe's #504	July		2	
Monica	Nicholas Pizzeria	July		2	
Diana	Gould Street Café	July		2	
Monica	Comella's	July		2	
Diana	Epicurean Feast - Cutler Lake	July		2	
Monica	Sweet Basil	July		3	
Monica	Trip Advisor	July		3	
Monica	Restaurant Depot	July		3	
Monica	Fuji Steak House	July		4	
Monica	Gari Japanese Fusion Bistro	July		4	
Monica	Briarwood Nursing and Rehab Center	July		4	
Monica	Kindercare Education	July		4	

Monica	Avita of Needham	July		4	
Diana	St. Sebastian's School Rink	August	(Call)	1	
Monica	CVS#2128	August	(Call)	1	
Diana	Le Petit Four, The Little Oven	August	(Call)	1	
Monica	7-Eleven- 32485C	August	(Call)	1	
Monica	CVS #674	August	(Call)	1	
Monica	Dunkin Donuts Chestnut	August		2	
Monica	Dragon Chef	August		2	
Diana	Founders Café / Shark Ninja	August		2	
Monica	Brother's Pizza	August		2	
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Monica	North Hill Central Ave Bakery & Café	August		4	
Monica	North Hill Central Kitchen	August		4	
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Monica	Vinodivino Wine Shop	September	(Call)	1	
Monica	Walgreens #01852	September	(Call)	1	
Monica	Great Plain Ave Gas	September	(Call)	1	
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Diana	Mitchell Elementary School	September		2	

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Diana	St. Sebastian's School	September		2	
Diana	Needham High School	September		2	
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Monica	Subway	September		2	
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Monica	Fresco	September		3	
Monica	Spiga	September		3	
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Monica	One Wingate Way	September		4	
Monica	New Garden Restaurant	September		4	
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Monica	Gari Japanese Fusion Bistro	September		4	
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Diana	Billy's Canteen Service	October	(Call)	1	
Diana	Bread of Life Carter UMC	October	(Call)	1	
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Monica	Omaha Steaks	October	(Call)	1	
Monica	Residence Inn Retail Store	October	(Call)	1	
Monica	A New Leaf	October		2	

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Monica	The Farmhouse	October		3	
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Monica	Masala Art	October		3	
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Monica	Kindercare Education	October		4	
Monica	Avita of Needham	October		4	
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Diana	Expressions After School Program	November	(Call)	1	
Monica	Bin Ends Wine	November	(Call)	1	
Diana	Sweet Saba's	November	(Call)	1	
Diana	Buddha Superfoods	November	(Call)	1	
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Diana	Walker, Inc	November		2	
Diana	Riverside Community Care - Elliot House	November		2	
Diana	St. Joseph - Monsignor Haddad Middle School	November		2	
Diana	St. Joseph Elementary	November		2	

	School				
Monica	Sweet Basil	November		3	
Monica	Trip Advisor	November		3	
Monica	Restaurant Depot	November		3	
Monica	North Hill Bistro	November		4	
Monica	North Hill Central Ave Bakery & Café	November		4	
Monica	North Hill Central Kitchen	November		4	
Monica	North Hill Main Kitchen	November		4	
Monica	Sheraton Needham -Retail Store	December	(Call)	1	
Diana	Needham Community Council	December	(Call)	1	
Diana	Homewood Suites Retail Store	December	(Call)	1	
Diana	al FreshCo	December	(Call)	1	
Monica	Stacy's Juice Bar	December		2	
Monica	Treat Cupcake Bar	December		2	
Diana	Homewood Suites by Hilton Needham - Boston	December		2	
Monica	Needham House of Pizza	December		2	
Monica	Sweet Tomatoes Pizza	December		2	
Monica	Town House of Pizza	December		2	
Monica	Mandarin Cuisine	December		3	
Monica	Bakers' Best Catering	December		3	
Monica	Residence Inn by Marriott Kitchen	December		3	
Diana	PTC Corp. Kitchen	December		3	
Monica	One Wingate Way	December		4	
Monica	New Garden Restaurant	December		4	
Monica	Sudbury Farms - Mai Sushi	December		4	
Monica	Beth Israel Deaconess Hospital Kitchen	December		4	
Monica	Wingate Residences at Needham	December		4	
Monica	Acapulcos Mexican Restaurant	December		4	
Monica	Otrada Adult Day Health Care	December		4	
Monica	Fuji Steak House	December		4	
Monica	Gari Japanese Fusion Bistro	December		4	

FDA-AFDO Grant Request Summary

Needham applied for two FDA-AFDO grants, Category 2 for moderate projects and Category 3 for training. The Category 2 grant will be used to finish Standard 1 Regulatory Foundation, Standard 7 Industry and Community Relations and to continue work on Standard 9 Program Assessment.

Category 2: Moderate Projects

Requested \$18,188

Needham will complete the data collection for the Risk Factor Study by 12/31/18 and will continue to work on Standard 9 by implementing and evaluating a targeted intervention. The preliminary results show that improper holding temperature, 25.9%, poor personal hygiene, 9.2%, and contaminated equipment, 8.9% are most commonly out of compliance at food establishments in Needham. 60% of the food establishments that have been surveyed thus far have been out of compliance with one or more risk factor. For the intervention, Needham plans on hosting 3 training workshops for all food establishments in town and hiring a consultant to conduct targeted educational visits at food establishments that were out of compliance. If the final results of the Risk Factor Study are different than the initial results, the topics of the intervention will be adjusted accordingly.

Needham will meet Standard 7 by establishing a Food Safety Advisory Board and continuing educational outreach. Participation in the Food Safety Advisory Board will be extended to industry and consumer representatives to foster communication and information exchange and will have a meeting once a year. The Public Health Division will continue to update food safety articles to be submitted to the local newspapers and will develop a food safety brochure that will be available to residents at the weekly Farmer's Market from May until November.

Needham met Standard 1 in 2018 by adopting the 2013 Food Code and will meet Standard 7 in 2019. Needham needs to complete an updated self-assessment for Standards 1 and 7 and hire an auditor to conduct the verification audits to confirm that the Standards have been met.

Category 3: Training

Requested \$3,000

In 2018, Needham will have conducted a risk factor study, adopted the 2013 Food Code, and worked on improving local industry engagement. Attending the FDA regional seminar and AFDO conference will continue supporting Needham's goals to satisfy requirements for Standards 2, 7, and 9 to continue training our regulatory staff members and gain more knowledge for educational outreach to industry members in Needham.

The 2017 and 2018 FDA seminars provided Needham with valuable information about steps needed to meet the standards and best practices for retail food safety. Needham also gained partnerships with other health departments from around the Northeast who offered support and guidance. Needham

looks forward to attending the 2019 Retail Food Protection Seminar to learn about updated food safety information and to continue learning from jurisdictions across the Northeast.

Needham gained knowledge on various food topics including preventative controls, home delivery services, food safety and food recovery systems. AFDO presentations in 2019 will likely include strategies to reduce foodborne illness risk factors along with updates on safety methods. Needham is committed to learning about current food safety science, technology, interventions, and policies to best protect the health of Needham residents. By attending the AFDO Conference, Needham will gain the skills and connections needed to facilitate conformance with the retail food program standards.

conditions stipulated for the specific license. (M.G.L. c.138, s.14)

- 1.6 Package Store All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)
- 1.7 Package Store Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages and any and all conditions stipulated for the specific license. (Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)

II. COMPLIANCE

- 2.1 The issuance of a license by the Board of Selectmen for the sale of alcoholic beverages under M.G.L. c. 138 applies only to said sales and does not release the licensee from compliance, nor does it assume compliance with the rules, regulations, requirements and procedures of other government boards, agencies or bodies having jurisdiction.
- 2.2 **Failure to comply with these regulations, the laws of the Commonwealth of Massachusetts, the Regulations of the Alcoholic Beverages Control Commission or the Town's bylaws may result in the revocation, suspension or cancellation of the license.**

III. SPECIAL LICENSE PROVISIONS (applicable to Restaurants only)

- 3.1 Bar Service The sale or service of alcoholic beverages for consumption at any unapproved Bar Service Area is prohibited. For the purposes of these regulations, Bar Service Area is defined as service across a counter at which alcoholic drinks are prepared to patrons who may or may not be waiting to dine. Bar Service Areas are permitted only in locations expressly approved and authorized by the Board of Selectmen. Such authorization may be granted under the following conditions:
 - a) The Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the Bar Service areas;
 - b) No more than a total of fifteen (15) seats or twenty percent (20%) of the total seats in the premises, whichever is less, shall be allowed in the Bar Service area(s), except that the Board may after hearing, with notice pursuant to M.G.L. Chapter 138 section 15A, authorize a greater number where such seats are intended for food service customers as part of the licensee's business plan;
 - c) The seats in the Bar Service areas are included when calculating the number of seats in the premises;

SELECT BOARD

January 29, 2019

Needham Town Hall

Revised Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

1.	6:00	Certificate of Appreciation- Abdul Cader Asmal MD, Phd., Human Rights Committee
2.	6:00	Public Hearing- Eversource Energy Grant of Location: Burnside Road/High Street Maureen Carroll, Eversource Energy Representative
3.	6:00	Ambulance Rates - Dennis Condon, Chief of the Fire Department - David Davison, Assistant Town Manager/Director of Finance - Evelyn Poness, Town Treasurer/Collector
4.	6:10	Abatement of Ambulance Charges - Dennis Condon, Chief of the Fire Department - David Davison, Assistant Town Manager/Director of Finance - Evelyn Poness, Town Treasurer/Collector
5.	6:20	Town Manager - Rail Trail Grant Proposal - Naming of Facilities – Cogswell Building - FY2020 Budget Presentation
6.	7:00	Executive Session Exception 3- Potential Litigation

APPOINTMENTS

1.	Affordable Housing Trust	Avery Newton (term expires 6/30/2022)
2.	Needham Community Television Development Corporation	Michael Fraini (term expires 6/30/2022)

CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Timothy Kickham, \$500 from Holly and Bruce Johnstone, and \$50 from John and Marcia Russo.
2.*	Approve a One Day Special Wines & Malt Beverages License for Martin Goldberg, of Temple Beth Shalom to hold its TBS Comedy Night event on February 2, 2019 from 7:00 p.m. to 11:00 p.m. The event will be held at the Temple Beth Shalom, 670 Highland Avenue, Needham.
3.*	Ratify Citation for the Chinese Friends of Needham on the occasion of the 2019 Chinese New Year Celebration.
4.*	Upon the approval of the Personnel Board in accordance with Section 20B(5) of the Town Charter, approve the revised Schedule C rates for part-time, temporary and

	seasonal positions effective January 1, 2019.
5.	Approve a request from the Exchange Club of Needham to sponsor 4 th of July fireworks on Wednesday, July 3, 2019 and activities on Wednesday, July 3, 2019, and Thursday, July 4, 2019. Activities on the 4 th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.
6.*	Approve a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual SuperBowl Party for Seminarian Support on Sunday, February 3, 2019 from 4:00 p.m. to 10:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
7.*	Approve and sign application for an amendment, Non-Profit Club Change of Officers/Directors for the Village Club, located at 83 Morton Street, Needham and forward to the ABCC for its approval.
8.*	Approve Open Session minutes of December 19, 2018, January 8, 2019 and January 22, 2019.
9.	Approve a request from Village Club to extend operational hours on February 3, 2019 (Super Bowl Sunday) for the Club (lower) portion only: Last call – 11:00 pm; Members off premises – 11:30 pm; and everyone (bartender) off premises – 12:00 am.
10.	Accept a \$150 donation made to the Needham Aging Services Donation Account from Ellen Knizeski, a resident of Connecticut.
11.*	Approve and sign the liquor compliance letters for the following establishments: Cook Needham, Fuji Steak House, The Farmhouse, The Heights, The Residence Inn, and Needham Wine and Spirits.
12.*	Water and Sewer Abatement Order #1268



Office of the
Select Board

TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569

January 29, 2019

Ms. Jennifer Hartley
Needham Food & Beverage, LLC d/b/a The Heights
200 First Avenue
Needham, MA 02494

Dear Ms. Hartley:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

Very truly yours,

Select Board of Needham



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Select Board

TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569

January 29, 2019

Ms. Najwa Murphy
Needham 365 Bev, LLC d/b/a Residence Inn
80 B Street
Needham, MA 02494

Dear Ms. Murphy:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

Very truly yours,

Select Board of Needham



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TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569

January 29, 2019

Ms. Dora Tavel-Sanchez Luz
Eat Farmhouse, LLC d/b/a The Farmhouse
970 Great Plain Avenue
Needham, MA 02492

Dear Ms. Luz:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

Very truly yours,

Select Board of Needham



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TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569

January 29, 2019

Mr. Ying Zhang
Fu Yuan, Inc. d/b/a Fuji Steak House
1430 Highland Avenue
Needham, MA 02492

Dear Mr. Zhang:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

Very truly yours,

Select Board of Needham



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Select Board

TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569

January 29, 2019

Mr. Paul Turano
TDRG Needham Inc.
109 Chapel Street
Needham, MA 02492

Dear Mr. Turano:

On November 29, 2018 a minor was served alcohol in your restaurant during a routine compliance check by the Needham Police Department. The on-duty manager and server were made aware of the situation and were served a notice of violation by a Police Lieutenant.

On January 17, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate service of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to serve alcohol.

Very truly yours,

Select Board of Needham



Office of the
Select Board

TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569

January 29, 2019

Mr. Michael O'Connell
Needham Wine & Spirits LLC d/b/a Needham Wine & Spirits
1257 Highland Avenue
Needham, MA 02492

Dear Mr. O'Connell:

On November 29, 2018 a minor was sold alcohol in your store during a routine compliance check by the Needham Police Department. The on-duty manager was made aware of the situation and was served a notice of violation by a Police Lieutenant.

On January 24, 2019 you met with the Select Board Chair Dan Matthews, Vice Chair John Bulian and Town Manager Kate Fitzpatrick. At that meeting Mr. Matthews informed you that the while the Select Board wants to see your business succeed, the Town will not tolerate the sale of alcohol to minors.

The Board is issuing your establishment an official warning for violation of State and local liquor license regulations. Please be advised that a future violation will result in further disciplinary action including possible suspension of your license to sell alcohol.

Very truly yours,

Select Board of Needham

SELECT BOARD

February 12, 2019

Needham Town Hall

Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

	6:15	Executive Session: Exception 2- Town Manager Contract
	6:45	Informal Meeting with Citizens <i>One or more members of the Select Board will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Select Board's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Public Hearing- Eversource Energy Grant of Location: Arch Street Maureen Carroll, Eversource Energy Representative
2.	7:00	Public Hearing- Eversource Energy Grant of Location: Rybury Hillway Maureen Carroll, Eversource Energy Representative
3.	7:10	Portrait of a Needham Graduate - Dan Gutekanst, Superintendent of Schools - Aaron Sicotte, High School Principal - Diane Simmons, Director of Planning, Communication, and Community Education
4.	7:25	Innovation & Smart City Concepts in Needham Public Works - Carys Lustig, Director of Finance and Administration for Public Services - Roger MacDonald, Director of Management Information Systems
5.	7:50	Dockless Bike Share Program - Carys Lustig, Director of Finance and Administration for Public Services - David Davison, Assistant Town Manager/Director of Finance
6.	8:00	Town Manager - Utility Easement-1154 Highland Avenue - Naming of Facilities – Jack Cogswell Building - Close Annual Town Meeting Warrant
7.	8:15	Board Discussion Committee Reports

CONSENT AGENDA *=Backup attached

1.*	Water & Sewer Abatement Order #1268
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2.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Charles River Center and \$200 from Needham Open Studios.				
3.	Accept a \$300 donation made to the Needham Health Division’s Traveling Meals Program from Amy Sherman, a Canton resident.				
4.*	Approve Open session minutes from January 29, 2019, and Executive session minutes from January 29, 2019.				
5.*	Approve a Road Event form from Melissa Lassonde of Needham Baseball and Softball, to hold its opening day parade in Needham on April 28, 2019 from 10:30 a.m. to 11:45 a.m. The route of the parade was approved by the following departments: DPW, Police, Fire, and Park and Recreation.				
6.*	Approve Road Event form from Hilary Ryan of The Charles River Center, to hold its 5K race and 1 mile walk in Needham on September 22, 2019 from 9:00 a.m. to 12:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.				
7.*	Approve a request from the Needham Track Club to hold “The Great Bear Run” road race on Sunday, May 19, 2019 from 7:30 a.m. to 4:00 p.m. on the grounds of the Pollard Middle School. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.				
8.*	Approve a request from Jessica Rice, who has submitted a Road Event form, to hold its “Jog Your Memory 5K Run/2 mile walk” on Sunday, September 15, 2019 from 6:00 a.m. to 11:00 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.				
9.*	Authorize and approve the Chair sign the Agreement and Waiver letters between the Select Board and Spiga Ristorante, and the Select Board and the Sheraton Needham Hotel.				
10.*	Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Cooking Class event on March 2, 2019 from 1:00 p.m. to 3:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.				
11.*	Approve a Special One Day Wines and Malt Beverages license for Steve Volante, of Volante Farms, to host a Design & Drinks- Cupcake Decorating event on April 4, 2019 from 6:00 p.m. to 8:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.				
12.*	Approve three Special One Day Wines and Malt Beverages licenses for Steve Volante, of Volante Farms, to host “Dinner in the Field” events on July 11, 2019, July 25, 2019, and August 8, 2019 from 6:00 p.m. to 9:30 p.m. The events will be held at Volante Farms, 292 Forest Street, Needham.				
13.*	Approve a 20B Exemption for Maureen Doherty who is an employee in the Needham Public Health Division to engage in work with the Park and Recreation Department as an Activity Instructor for the Early Release Day Programs; and a 20 B Exemption for Catherine Delano who is an employee in the Needham Public Health Division to engage in work with the Park and Recreation Department as an Activity Instructor for the NetGen Youth Tennis program.				
14.	Grant permission for the following residents to hold block parties:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Sarah Mesnik	26 Dartmouth Ave	Dartmouth Ave. near Lindbergh	6/1/19	N/A	4pm-8pm

Norfolk, s.s.

Commonwealth of Massachusetts

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
February 12, 2019
2019 FEB -5 P 3:10

Agreement and Waiver

This agreement is entered into by and between the Select Board of the Town of Needham (Licensor) and Spiga Ristorante (Licensee).

Whereas the Select Board of the Town of Needham is the licensing authority under the provisions of M.G.L., Ch. 138; and

Whereas Licensee is located at 18 Highland Circle, Needham, Mass. and is the holder of a license issued to sell and deliver alcoholic beverages issued by the Licensor under the provision of Ch. 138; and

Whereas on November 29, 2018 a minor was delivered an alcoholic beverage in violation of Ch. 138, section 34; and

Whereas the Licensor is desirous of disciplining the Licensee for this offence;

Be it agreed as follows;

1. The Licensee shall surrender it license for one day, on 2/26 2019, and shall not deliver, serve or sell any alcoholic beverages on that day.
2. The Licensee is aware of its right to a hearing before the Licensor prior to any disciplinary action being taken by the Licensor that affects such license and the Licensee freely waives its rights to such a hearing.
3. The Licensee is aware of its right to appeal any disciplinary action taken by the Licensor that affects such license to the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts or the courts and the Licensee freely waives its rights to such an appeal.
4. The Licensee acknowledges it has had the opportunity to seek the advice of legal counsel prior to signing this agreement.

Select Board

Licensee/Date

Chair/Date

Commonwealth of Massachusetts

Norfolk, s.s.

February 12, 2019

Agreement and Waiver

This agreement is entered into by and between the Select Board of the Town of Needham (Licensor) and the Sheraton Needham Hotel (Licensee).

Whereas the Select Board of the Town of Needham is the licensing authority under the provisions of M.G.L., Ch. 138; and

Whereas Licensee is located at 100 A-C Cabot Street, Needham, Mass. and is the holder of a license issued to sell and deliver alcoholic beverages issued by the Licensor under the provision of Ch. 138; and

Whereas on November 29, 2018 a minor was delivered an alcoholic beverage in violation of Ch. 138, section 34; and

Whereas the Licensor is desirous of disciplining the Licensee for this offence;

Be it agreed as follows;

1. The Licensee shall surrender it license for one day, on 2/17 2019, and shall not deliver, serve or sell any alcoholic beverages on that day.
2. The Licensee is aware of its right to a hearing before the Licensor prior to any disciplinary action being taken by the Licensor that affects such license and the Licensee freely waives its rights to such a hearing.
3. The Licensee is aware of its right to appeal any disciplinary action taken by the Licensor that affects such license to the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts or the courts and the Licensee freely waives its rights to such an appeal.
4. The Licensee acknowledges it has had the opportunity to seek the advice of legal counsel prior to signing this agreement.

Jerry Winston 2/5/2019

Select Board

Licensee/Date

Chair/Date

Tobacco Penalties

member, and the employees of the membership association. A person shall not be regarded as a member if entering the premises under terms of a membership that differ in duration, cost or privileges from the terms of a full membership in the association. A person who is a contract employee, temporary employee, or independent contractor shall be considered an employee of a membership association under this subsection. A person who is a member of an affiliated chapter or branch of a membership association that is fraternal in nature operating under the lodge system, and is visiting the affiliated association, shall be an invited guest for the purpose of this association.

Nothing shall prohibit an establishment from being completely smokefree.

Page 14 of 15

R. Smoking Bars:

Smoking bars are prohibited in the Town of Needham.

S. Violations:

1. It shall be the responsibility of the establishment, permit holder and/or his or her business agent to ensure compliance with all sections of this regulation. The violator shall receive:

- a. In the case of a first violation, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for seven (7) consecutive business days.
- b. In the case of a second violation within 36 months of the date of the first violation, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for fourteen (14) consecutive business days.
- c. In the case of a third violation within 36 months of the date of the first violation, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for thirty (30) consecutive business days.
- d. In the case of a fourth violation within 36 months of the date of the first violation, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for ninety (90) consecutive business days.
- e. In the case of a fifth violation or repeated, egregious violations of this regulation within a 36 month period, the Board of Health shall hold a hearing in accordance with subsection 4 of this section and shall permanently revoke a Tobacco Product Sales Permit.

2. Refusal to cooperate with inspections pursuant to this regulation shall result in the suspension of the Tobacco Product Sales Permit for thirty (30) consecutive business days.

3. In addition to the monetary fines set above, any permit holder who engages in the sale or distribution of tobacco products while his or her permit is suspended shall be subject to the suspension of all Board of Health issued permits for thirty (30) consecutive business days.

4. The Needham Board of Health shall provide notice of the intent to suspend or revoke a Tobacco Product Sales Permit, which notice shall contain the reasons therefor and establish a time and date for a hearing which date shall be no earlier than seven (7) days after the date of said notice. The permit holder or its business agent shall have an opportunity to be heard at such hearing and shall be notified of the Board of Health's decision and the reasons therefor in writing. After a hearing, the Needham Board of Health shall suspend or revoke the

Tobacco Product Sales Permit if the Board of Health finds that a violation of this regulation occurred. For purposes of such suspensions or revocations, the Board shall make the determination notwithstanding any separate criminal or non-criminal proceedings brought in court hereunder or under the Massachusetts General Laws for the same offense. All tobacco products, as defined herein, shall be removed from the retail establishment upon suspension or revocation of the Tobacco Product Sales Permit. Failure to remove all tobacco products, as defined herein, shall constitute a separate violation of this regulation.

Page 15 of 15

T. **Non-Criminal Disposition:**

Whoever violates any provision of this regulation may be penalized by the non-criminal method of disposition as provided in Massachusetts General Laws, Chapter 40, § 21D or by filing a criminal complaint at the appropriate venue.

U. **Separate Violations:** Each day any violation exists shall be deemed to be a separate offense.

V. **Enforcement:**

Enforcement of this regulation shall be by the Needham Board of Health, its Director of Health & Human Services, and its designated agents.

Any resident who desires to register a complaint pursuant to the regulation may do so by contacting the Needham Board of Health or its designated agent(s) and the Board shall investigate.

W. **Severability:**

If any provision of this regulation is declared invalid or unenforceable, the other provisions shall not be affected thereby but shall continue in full force and effect.

X. **Effective Date:**

A public meeting about this regulation occurred in October and November 2018. A public hearing occurred on December 12 and December 14, 2018. This regulation was approved by a unanimous vote of the Needham Board of Health on January 11, 2019, and shall take effect on July 1, 2019.

A notice and summary of the regulation was posted by the Needham Town Clerk, was posted on the Needham Public Health Division's website, and was published in a newspaper in circulation in the Town of Needham. Copies of this regulation have also been filed with the Needham Town Clerk and the Massachusetts Department of Environmental Protection.

The original Needham Board of Health smoking and tobacco regulation was enacted in September 1991. It has been amended extensively over the years, most notably in 2005 with the enactment of the Tobacco 21 policy, which was phased-in over a three year period. This regulation was amended again in 2009 with the implementation of a prohibition on the sale of tobacco products in pharmacies. A ban on flavored tobacco was incorporated in 2015.



**TOWN OF BROOKLINE
DEPARTMENT OF PUBLIC HEALTH**

11 Pierce Street, Brookline, Massachusetts, 02445
Telephone: (617) 730-2300 Facsimile: (617) 730-2296
Website: www.brooklinema.gov

Our vision is an inclusive community that is healthy, safe, connected & equitable for all!

Dr. Swannie Jett, DrPH, MSc
Director of Public Health
& Human Services

January 24, 2019

Cannabidiol-Hemp (CBD) Advisory

TO: Brookline Food and Retail Establishments

FROM: Dr. Swannie Jett, Director of Public Health and Human Services

Please be advised that under the authority of M.G.L. c. 128 and Hemp Program Policy established by Massachusetts Department of Agricultural Resources (MDAR), any hemp products processed in the Commonwealth must be obtained from a grower licensed by the MDAR unless otherwise authorized by federal law. In addition, such product produced by a MDAR licensed grower must be tested by an approved Massachusetts laboratory or Federally approved laboratory to determine that the THC and pesticide levels are within the standards set by the MDAR.

Brookline Public Health is advising that establishments must stop selling CBD products unless they can demonstrate the product comes from an approved source that is licensed either by MDAR or Federally. Approved documentation may include copies of the product's MDAR registration (Example Attached) and documentation that the product has been tested for THC and pesticides in an approved Massachusetts lab or documentation demonstrating authorization under federal law.

Products that don't have this documentation CANNOT be sold in Brookline.

CBD Added to Food Items

Food establishments cannot add CBD to food products unless approved by Brookline Public Health.

Approval will require:

- Evidence of MDAR registration or equivalent and lab testing (see above)
- Policy and procedures for adding product to food items
- Posting on menu or menu board that CBD is added to the product
- It is recommended that CBD not be sold to minors

Establishments not complying with these requirements cannot offer CBD to the public.

Should you have any questions, they can be directed to Pat Maloney, Chief of Environmental Health, at 617-730-2303 or pmaloney@brooklinema.gov.

* This policy will be reassessed in 1/2021

New Updates regarding Marijuana Regulation – 2/13/2019

- Press release from DPH published on 12/06/2018 – see attachment
- Marijuana program is now under control of the Cannabis Control Commission; no longer under Department of Public Health
- New regulation for medical marijuana is now 935 CMR 501.000 (formerly 105 CMR 725.000)
 - Went from 35 to 95 pages
 - Regulation for Adult Use (recreational) is 935 CMR 500.000 which differs from the medical marijuana regulation
- There are some changes in definitions for example:
 - Bona Fide Physician-patient Relationship means a relationship between a certifying physician, acting in the usual course of his or her professional practice, and a patient in which the physician has conducted a clinical visit, completed and documented a full assessment of the patient's medical history and current medical condition, has explained the potential benefits and risks of marijuana use, and has a role in the ongoing care and treatment of the patient.

Is now:

- Bona Fide Healthcare Provider-patient Relationship means a relationship between a certifying healthcare provider, acting in the usual course of his or her professional practice, and a patient in which the healthcare provider has conducted a clinical visit, completed and documented a full assessment of the patient's medical history and current medical condition, has explained the potential benefits and risks of marijuana use, and has a role in the ongoing care and treatment of the patient.
- Some definitions have been added like caregiver, caregiving institution, certifying health care provider, and certifying physician assistant.
- A fee schedule is included for what a qualifying patient and RMD must pay (most of which are annual).
- We are currently working on marking up the differences between the old regulation and the current regulation.

PRESS RELEASE

Administration of Massachusetts Medical Marijuana Program to Transfer to Cannabis Control Commission

FOR IMMEDIATE RELEASE:

12/06/2018

Department of Public Health

Cannabis Control Commission (CCC)

MEDIA CONTACT

Ann Scales, Director of Media Relations

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Ann.Scales@State.MA.US (mailto:Ann.Scales@State.MA.US)

BOSTON — On December 23, 2018, administration and oversight of the Massachusetts Medical Use of Marijuana Program will transfer from the Department of Public Health (DPH) to the Cannabis Control Commission (CCC), a change that is mandated by

Massachusetts law, [Chapter 55 of the Acts of 2017, AN ACT TO ENSURE SAFE ACCESS TO MARIJUANA](https://malegislature.gov/Laws/SessionLaws/Acts/2017/Chapter55) (<https://malegislature.gov/Laws/SessionLaws/Acts/2017/Chapter55>). The law requires that the transfer take place by December 31, 2018.

During the transition, patients who are currently registered with the Medical Use of Marijuana Program should not experience any substantial change in their service. The only major change expected is the move of administration of the Medical Use of Marijuana Program to a different state agency that also oversees adult-use cannabis in Massachusetts.

“We have worked very hard to put in place an effective, high-quality, and streamlined medical marijuana program that is focused on patient safety and access,” said Public Health Commissioner Monica Bharel, MD, MPH. “We want to assure medical marijuana patients in the Commonwealth that we have worked closely with the CCC and our constituents over the past several months to support a smooth transition of the Program and to ensure that patient access is not impacted by this change.”

DPH has overseen the Medical Use of Marijuana Program since its launch in 2014. Currently, there are 47 Registered Marijuana Dispensaries (RMDs) approved for sales across Massachusetts, serving more than 57,000 patients and more than 7,000 personal caregivers. The 22 staff employed by DPH as part of the Medical Use of Marijuana Program will become employees of the Cannabis Control Commission.

“The upcoming transfer of the Medical Use of Marijuana Program would not have been possible without considerable collaboration between DPH and the CCC,” said CCC Chairman Steven J. Hoffman. “We appreciate the guidance that Commissioner Bharel and her team have provided for many months, and look forward to welcoming Program staff to the CCC who will help us maintain consistent, top-notch care that all Massachusetts patients deserve.”

The program’s [website \(/medical-use-of-marijuana-program\)](/medical-use-of-marijuana-program) has been updated with information to answer questions that patients may have about the transfer.

For more details, contact the Medical Marijuana Program Support Center at (617) 660-5370 or by email at MedicalMarijuana@state.ma.us (<mailto:MedicalMarijuana@state.ma.us>). For

inquiries related to adult-use cannabis, call (617) 701-8400.

###

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Department of Public Health (</orgs/departments-of-public-health>)

DPH promotes the health and well-being of all residents by ensuring access to high-quality public health and healthcare services, and by focusing on prevention, wellness and health equity in all people.

More (</orgs/departments-of-public-health>)

Cannabis Control Commission (CCC)

[Learn more about the Cannabis Control Commission](#)

[\(https://mass-cannabis-control.com/\)](https://mass-cannabis-control.com/)

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**TOBACCO/CONCUSSION
LEGAL NOTICE**

At a public meeting held on January 11, 2019, the Board of Health of the Town of Needham, County of Norfolk, Massachusetts, acting under the authority of Chapter 111, Section 31 of the Massachusetts General Laws adopted revisions to Article 1, Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham in the interest of, and for the preservation of, the public health. This summary shall serve as notice to all.

Revise Article 1, "Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham", which was last revised in January 2018, to ban the sale of mint, menthol or wintergreen tobacco/nicotine products.

At this same public meeting on January 11, 2019, the Board of Health of the Town of Needham voted to adopt a new Concussion Prevention and Education regulation. This regulation will affect various town activities and camps and will require a web training to be done by the coaches and sports leagues directors.

The Tobacco regulation will take effect July 1, 2019 and the Concussion regulation will take effect August 1, 2019.

AD#13763569
Needham Times 1/17, 1/24/19

**TOWN OF NEEDHAM LEGAL NOTICE
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Weekly
1/17/19

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Weekly
1/24/19

Needham PD to conduct alcohol compliance checks

Times 1/31/19

The Needham Police Department, as an agent of the Needham Board of Selectmen, the local licensing board, will conduct compliance checks within the upcoming year of 2019.

The Massachusetts Alcoholic Beverage Control Commission suggest that police departments planning on conducting compliance checks post a public notice with the local media.

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

The Needham Police may conduct underage stings as part of these compliance checks.

This public notice will serve as public notice for the entire year of 2019.

Needham Board of Health decision puts bad taste in store owner's...

By Stefan Geller

Posted Jan 22, 2019 at 5:06 PM

Updated Jan 22, 2019 at 5:11 PM

They say it will help keep kids from smoking. He says it may put him out of business.

The Needham Board of Health unanimously voted on Jan. 11 to ban the sale of mint and menthol tobacco products, a decision that will go into effect on July 1.

According to the Director of Public Health Timothy McDonald, the board made the decision in order to reduce the risk of youth smoking, as several studies they reviewed indicated that teens are more likely to continue smoking if they start with mint or menthol products.

But Hiren Patel, owner of the 7/11 on Highland Avenue, said the ban could cost him an estimated \$8,000 to \$10,000 in monthly sales, an amount he fears will force him to close his doors.

"This makes it extremely difficult to operate the store at a profit," he said. "I have to see if I can make some budget restraints, but it's really not going to make sense for me to run this store if I'm losing that much a month."

According to Patel, mint and menthol flavors comprise roughly 40 percent of his cigarette sales, 80 percent of his e-cigarette sales and 90 percent of his chewing tobacco sales. Additionally, he said that a monthly loss of \$8,000 to \$10,000 is his lowest estimate, as he predicts he will lose even more as a domino effect of his customers leaving.

"Those numbers don't include the fact that now someone who would come in to buy Newport cigarettes won't buy other goods, like drinks or a sandwich, since they'll be going to other stores," he said.

According to McDonald, the board did seriously consider the effects the ban would have on local convenience stores, including Patel's, but felt it was more important to try to reduce the risk of youth smoking.

In addition, he said that while the numerous advocacy groups that sent in comments were split on the decision, all of the written submissions from residents were in favor of the ban, including the school superintendent and certain members of the Select Board.

"It wasn't a decision that the board made lightly," he said. "They were confident it would make a difference."

For years Needham has been strict with its tobacco laws, especially in efforts to reduce smoking among youth. In 2005 it became the first town in the country to raise the minimum age for purchasing tobacco products from 18 to 21; in 2015 the board banned all other flavored products aside from mint and menthol.

Recently, town officials have been motivated to tighten tobacco regulations even further due to the rise of vaping among teenagers in town and across the nation.

Patel said that while he is in favor of preventing kids from getting addicted to nicotine products, he thinks the board's decision won't have their desired result, since his store has not sold tobacco to anyone underage and because teens tend to purchase vaping products online.

"It looks good when Needham passes a regulation like this, but if the real problem is going after adolescents getting tobacco, this regulation fails as a matter of policy," he said.

Patel added that since the board made its decision, more adults have been purchasing the e-cigarette flavors, which he thinks suggests the regulation is counter-intuitive.

Needham adds Board of Health members for annual election

Posted Jan 16, 2019 at 8:00 AM

The Needham charter has been amended to increase the total number of elected members of the Board of Health to five, which opens up two positions for election in the upcoming town election.

There will now be a position on the ballot for two members of the Board of Health. The candidate who receives the highest number of votes will receive a three-year term, and the person who receives the next-highest number will receive a two-year term.

Nomination papers for candidates running for Town Offices and Town Meeting members are available in the Town Clerk's Office.

The annual town election will be held April 9.

Candidates for Town Office must obtain at least 50 valid signatures of registered voters in Needham, and new Town Meeting member candidates must obtain at least 10 valid signatures of registered voters in their precinct.

The last day to file nomination papers with the Board of Registrars is Feb. 19.

SHARE

JANUARY 11, 2019

Needham bans flavored cigarettes, e-cigarettes

Justin Dougherty

NEEDHAM, MASS. (WHDH) - All flavored tobacco products will soon be banned in Needham.

At their meeting Friday, the Needham Board of Health unanimously approved the ban of flavored tobacco products beginning July 1.

"We are estimating that 60 to 70 percent of our high school students at one point in time or another have tried vaping," Chair of the Needham Board of Health Dr. Stephan Epstein said.

The town of Needham has already banned candy-flavored vapes. This new law will prohibit the sale of menthol cigarettes, mint-flavored chewing tobacco, and all vape flavors with the exception of regular tobacco.

"It is going to drop our profits by like 40 percent or 50 percent," convenience store owner Humam Alsultan said. "It's scary."

For many convenience store owners, the new law means wiping away almost half of the tobacco products on their shelves and a major part of their income.

"In about a month it is going to cost between like \$20,000 and \$30,000," Alsultan said.

But Epstein says he and his fellow board members have not seen any substantial proof that the ban will impact store owners in such a drastic way.

He also said that he has never seen a store go out of business in other cities that have banned flavored products.

Anyone caught selling the prohibited products after July 1 will be fined \$300 per offense.

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