



# Needham Board of Health



## AGENDA

**Friday October 9, 2020**

**9:00 a.m. to 11:00 a.m.**

**Zoom Meeting ID: 881-6552-5425**

Under Governor Charlie Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20", issued March 12, 2020 and in effect until termination of the emergency, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public. The Needham Board of Health will hold this meeting virtually on April 16, 2020 at 9:00 a.m. No public participation is anticipated for this meeting.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at [www.zoom.us](http://www.zoom.us). At the above date and time, click on "Join a Meeting" and enter the meeting ID 856-6885-3820 or click the link below to register: <https://us02web.zoom.us/j/88165225425?pwd=VndObTJ4QloxSFBBUTZDQnVzSTdoUT09>

- **9:00 to 9:05 – Welcome & Review of Minutes (September 11<sup>th</sup>)**
- **9:05 to 9:30 – Staff Reports (September)**
- **9:30 to 9:45 – 2020 Fall Flu Clinics: Presentation and Discussion**
- **9:45 to 10:00 – Farmers' Market Update**
- **10:00 to 10:15 – Quick Updates - EEE & WNV, Fees, Walker Lane Septic System/Sewer Connection, MA DPH COVID-19 Community Impact Survey, MVP Designation**
- **10:15 to 10:45 – COVID-19 Update and Discussion**
  - Status Update – Needham, Massachusetts (Timothy, Tiffany)
  - Coordination with CTC, Other partners (Timothy, Tiffany)
  - Face Covering Order (Timothy)
  - Fall Elections and Fall Town Meeting (Timothy)
  - Needham Public Schools (Timothy)
- **10:45 to 10:50 – Board of Health Review & Vote – Revised Emergency Order re: Face Coverings and Other Efforts to Prevent the Spread of COVID-19**
- **10:50 to 10:55 – Discussion of Updated Chapter 40B Housing Guidelines**
- **Other Items – Next BOH meeting November 12, 2020**
- **Adjournment**

**(Please note that all times are approximate)**



# NEEDHAM PUBLIC HEALTH DIVISION



## Board of Health Meeting Minutes

Date: September 10, 2020

Location: Remote via Zoom per Governor Charles Baker's COVID-19 Executive Order 3/12/2020

Members: Kathleen Ward Brown, ScD, Chair  
Edward Cosgrove, PhD, Member  
Stephen Epstein, MD, MPP, Member  
Christina S. Mathews, MPH, Member  
Robert A. Partridge, MD, MPH, Vice Chair

Staff Present: Timothy M. McDonald, Director of Needham Department of Health and Human Services; Tara Gurge, Assistant Director of the Public Health Division; Carol Read; Diana Acosta; Tiffany Zike; Taleb Abdelrahim; Zendilli Depina; Karen Shannon; Dawn Stiller, Maryanne Dinell, Hanna Burnett, Lynn Schoeff.

**Kathleen Brown called the meeting to order at 9:03** and introduced the members of the Board of Health, staff, and guests.

The meeting is being conducted remotely using Zoom consistent with Governor Baker's March 12 order regarding to COVID-19. The materials for this meeting were circulated previously and are available on the Town website. All votes will be voice votes by roll call.

Mr. McDonald instructed Hanna Burnett, the new part-time (25 hr.) public health nurse. Ms. Burnett is from Finland but has been in the US for many years. Ms. Barnett worked in critical care at St. Elizabeth's Hospital for 15 years, was a school nurse in Weston, and recently finished a public health master's program.

Mr. McDonald also reported that NPD has posted a temporary full-time nursing position to help with the COVID-19 response, and the Division has hired seven substitute and part-time nurses to work the flu clinics and help with contact tracing.

Dr. Brown asked for a review of the minutes from the May 12<sup>th</sup> meeting. Dr. Epstein asked to have the language on page five changed to say "HEPA filters may have to be used..." Dr. Brown identified an edit for the section about the diversity and equity letter, making the correction that Dr. Partridge and Ms. Mathews wrote the letter. She also asked for another edit to that paragraph to change "will" to "may". **Dr. Cosgrove made a motion to accept the minutes. Ms. Mathews seconded. The vote to accept the minutes with edits was unanimous.**



## **NEEDHAM PUBLIC HEALTH DIVISION**



### **Staff reports:**

#### **Substance Use Prevention – Karen Shannon**

The substance prevention team has been working on training and on improving the SPAN website and keeping a presence on social media. Needham is completing 10 years as a Drug Free Community grant recipient. However, the DFC grant has been extended to allow Needham to spend down until May of 2021.

Over the summer, staff attended the virtually held National Prevention Network Conference and several SALSA students also virtually attended the International Youth 2 Youth conference. SALSA has been networking with other youth advocates in neighboring towns.

This HHS Racial Equity Committee has begun evaluating policies, procedures, and programs through a racial equity lens.

#### **Public Health Nursing – Tiffany Zike**

Ms. Zike reported that there was a decrease in positive COVID-19 cases between July and August. Ms. Zike said that she has been participating in bi-weekly phone calls with the Community Tracing Collaborative and that they have done the contact tracing on all the confirmed cases.

In July there were two babesiosis cases, and one HGA (human granulocytic anaplasmosis); in August there was one babesiosis and 1 HGA. All were travel related (the Cape, New Hampshire, and Maine).

NPHD sent out an alert about positive West Nile virus positive mosquitos found in Needham. No EEE (Eastern Equine Encephalitis) activity so far. There were four Lyme disease in July and nine in August. In August there were five dog bites and one bat bite. Ms. Zike is working with the schools regarding COVID-19, and planning flu clinics for the fall with Mr. Abdelrahim.

Ms. Zike and Mr. McDonald did after action reviews for the Emergency Operations Center (EOC) with Eliza Coll, the contractor for Emergency Management.

#### **Environmental Health – Tara Gurge and Diana Acosta**

Ms. Gurge reported that they have been very busy responding to mask complaints in July, and it is a challenge for Environmental Health to balance COVID response with their regular responsibilities. She, Monica Pancare, Paige Lambert, and Ms. Acosta have been very busy.

Business as usual continues with animal permits, pools, responding to questions about indoor gyms at a couple of apartment complexes. Septic and perc tests are still going on. Environmental Health sent a letter to all body work business owners about safe protocols.



## **NEEDHAM PUBLIC HEALTH DIVISION**



Ms. Gurge has also been working with coaches and the high school on safe baseball and football team practice, incorporating additional COVID-19 protocols, after hearing concerns from residents about their practices.

Ms. Gurge and Ms. Zike are also responding to inquiries with Needham Housing regarding questions about masks, especially for maintenance personnel.

Ms. Acosta reported that the focus of most of her work has shifted to COVID.

The work on the online permit applications with Terry Wolfson from IT, is going well. The tobacco and food establishment permits are next to go live.

In response to a question about car washes, Mr. McDonald said that they are closed because it is unsafe to wear masks when they get wet, which is inevitable in a car wash.

Ms. Gurge said that she is working with the schools on helping them incorporate proper COVID-19 protocols for safe lunch distribution, which the schools are now preparing for prior to bringing the kids back to school for in-person schooling.

### **Traveling Meals – Maryanne Dinell**

Ms. Dinell reported that meals were delivered by staff over the summer, but the program has now transitioned to volunteers, with two new volunteers joining the team. Meal delivery volunteers report seeing changes among the consumers over the last 6 months. They describe the clients as “not themselves”. Ms. Dinell will touch base with families of the clients about whom she receives comments. Board members remarked on the mental health aspects of the pandemic that are not getting recognized and about the important roles the volunteers play.

Mr. McDonald mentioned that a volunteer helped with an emergency with an isolated consumer. Ms. Dinell then described how a summer staff member found an older adult lying on the stairs when she was delivering. EMS was immediately dispatched and pronounced the person dead. It was traumatic for the delivery staff member and mental health support was offered to her, but she declined. More discussion about the value of the Traveling Meals program, about how the demand has grown and will probably continue as COVID-19 goes on. Ms. Dinell reported that the program can handle growth thanks to the Friends of Traveling Meals and its effective fund raisers. There was also mention of the check-ins and meal delivery offered by Aging Services.

### **Regional Substance Abuse and Prevention Program, Carol Read and Zendilli Depina**

Ms. Depina shared a slide presentation about the Photo Voice program which will be displayed this fall on the Needham Town Common. Ms. Mathews suggested that this should be presented in a public forum and to the Needham Select Board. Ms. Read said that Ms. Depina will be staying on with the Division as a part-time youth Project Coordinator, funded by the grant extension from Bureau of Substance Abuse Services.



## **NEEDHAM PUBLIC HEALTH DIVISION**



Ms. Read also reported that the substance abuse block grant, distributed by the MA Department of Public Health, Bureau of Substance Addiction Services (BSAS) recently came out and the application is due in 60 days. Ms. Read and Mr. McDonald will see if the other communities are interested in joining Needham again to apply for this funding. Ms. Read said that some of the towns are interested in applying on their own. Needham did not get the Substance Abuse and Mental Health Services grant (SAMSA).

### **COVID-19 status update**

Mr. McDonald reviewed the face covering order so the Board could vote (at 10:05) on whether to extend the Needham face covering beyond September 11<sup>th</sup> and whether to revise it. The Needham Face Covering Order is currently stricter than the State's order. The revised Face Covering Order has very few changes and some clarification about residential and commercial buildings.

The MA Department of Public Health releases community-specific data weekly and bases its recommendations regarding re-opening on the average daily case number per 10,000 people over a two-week period. Needham is in the green and has been so since the State began using this metric. The town has had 7 cases over last 14 days with the percent of positive tests at 0.34%, during which time there were 2,321 tests. Dedham recently spiked into red and decided to push back school opening.

Ms. Zike explained that there are no reports in July and August, because she no longer has access to the relevant information (the data is not comparable to previous months), so she was not able to run reports.

Ms. Zike is meeting biweekly with Ross Doty, the contact for Needham at the Community Tracing Collaborative (CTC). The CTC has taken a total of 32 cases, of which 23 were reached, 7 were never contacted or lost (22%), and 2 refused or were out of state. CTC is taking the lead on clusters and with Olin College.

Needham Public Health can keep cases (rather than turn them over to the CTC) and improve the response rate when there are more staff. The goal is to get the other new employees on board by the 21<sup>st</sup> of September.

Mr. McDonald reported that there were some complaints on Facebook regarding the precautions at the State and Federal election last week, not as rigorous as the June Town elections. Mr. McDonald will work with Town Clerk to tighten up the process before November election. Town Meeting is scheduled for Sunday, October 4, will be outdoors, and will be incorporating lessons learned in June.

Mr. McDonald reported that Public Health has been working with private secondary schools, including St. Sebastian's, St. Joseph's, and the Walker School. He and Ms. Zike are continuing to work with Needham Public Schools, mostly with Barbara Singer, the Director of School Health Services and with Alan Stern, the School Physician. There have been issues related to HVAC, guidelines for keeping people out of school due to illness or exposure, and whether fall athletics are possible. A Joint Health



## NEEDHAM PUBLIC HEALTH DIVISION



and Safety meeting is occurring every week, with representative from unions and each building. Also, the superintendent has set up a rapid response group, primarily focusing on air quality issues. The superintendent pushed back the hybrid school opening until September 28, due to environmental health work. There is great variance in air quality among the school buildings and each requires specific remediation. Needham aspires for higher air quality standards than are required by new COVID-19 guidelines, with more air changeover (4 or 5 per hour).

Dr. Brown announced that the Town has hired the company she works for to assist with review of ventilation. She has filed a letter of disclosure with the Town Clerk, although she will not be involved with this project.

Another discussion followed about the spacing between students. The Department of Elementary and Secondary Education (DESE) requires only 3 feet between student desks. In Needham, most schools are able to space desks 6 feet apart, but in some instances, it will be 4.5, 5, or 5.5 feet between desks. Although this spacing is more than required by DESE, some of the classrooms will have less distance than the 6 feet generally promoted by public health and is the reason behind the School Department and Public Health pushing for higher levels of air turnover. The Building and Maintenance Division are working to get negative air pressure in the medical waiting area and in a room that will be dedicated for students who come down with COVID-like symptoms. The Superintendent understands that, in spite of all efforts, some spaces will not be able to be used for classroom learning.

State guidelines prohibit indoor singing, and probably wind instruments. Needham is following suit.

### **Other Business**

#### Review of face covering order:

Recent data show that bandana and gaiters may not be sufficient face covering for indoor use. The School is accepting gaiter use for outdoor activity for sports teams, but not for indoors. The Board discussed whether to be more specific about the type of face covering accepted in Needham. The MA Department of Public Health is considering being more specific in describing acceptable face coverings. Need more data.

The Board discussed several changes to the face covering order, including more specifics as to types of acceptable covering, fit of face covering, plastic face shields, and referencing the MA Department of Public Health.

Motion after much discussion to change item 2: *Members of the public entering any building must wear a face covering such as a well-fitted, multi-layered fabric mask over their nose and mouth.* The order will reference the MA Department of Public Health language

**Dr. Cosgrove made a motion to extend the face covering order to November 12, with language change noted above. Dr. Partridge seconded the motion and the Board voted unanimously to accept.**



## NEEDHAM PUBLIC HEALTH DIVISION



### Alcohol compliance

Dr. Brown summarized the recent Chairs meeting with the Select Board about alcohol compliance and consequences for violations. The discussion included the Board of Health's recommendations regarding penalties and goal to take youth use of alcohol and its regulation as seriously as the BOH currently takes the use of tobacco. The Select Board currently holds a hearing only after the 5<sup>th</sup> violation. However, the Select Board was receptive to the Board of Health's suggestions and is moving incrementally toward the BOH recommendations. They are committed to working on compliance, although it is currently complicated by COVID-19 restrictions.

### Mosquito-borne illnesses

In the Board of Health packet is a risk map for Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV). Needham is currently a remote risk for EEE and a moderate risk for WNV. The Public Health Division is providing public information about prevention.

### Walker Lane septic

The residents of Walker Lane have petitioned for the sewer extension and it will be taken up for discussion at Special Town Meeting on October 4. Dr. Cosgrove suggested that the Board of Health should support this at Town Meeting.

### Farmers Market

Jeff Friedman, the manager of the Farmers Market, joined the meeting as a panelist to talk about adding live music. Mr. Friedman said that the Farmers Market is strictly complying with Public Health COVID-19 requirements. He said that live music would only be for background and will not be a concert. There will only be 1-3 musicians and they will be at least 6 feet apart. The Board of Health agreed that music would be acceptable, but not allow singing, and would only allow wind instruments if additional precautions were put in place. Consistent with the school guidelines, they can have wind instruments with covers if the musicians are 10 feet apart and should wear masks whenever possible.

**Dr. Cosgrove made a motion to allow music at the Farmers Market and wind instruments but no singing. Musicians should be 10 feet apart and there should be coverings on wind instruments. Dr. Epstein seconded the motion. Dr. Partridge, Ms. Mathews, Dr. Cosgrove, and Dr. Epstein voted in favor. Dr. Brown abstained. The motion passed.**

### Sira Natural

Ms. Acosta reported that Sira Natural has two new products. They are adult chews: one is called Canatini with flavors based on alcoholic drinks; the other is called, Double Bait, with a chocolate cheesecake flavor (they have already removed a picture of a cake on the packaging). The Board of Health regulation requires using only generic names rather than enticing food names. One question that came up was why such enticing names would be necessary at a medical marijuana dispensary unless they intend to sell them recreationally as well. This vendor has been responsible in checking with Public Health but pushes the boundaries in developing products. The Board determined that using these names is in violation of the policy.



## NEEDHAM PUBLIC HEALTH DIVISION



<https://youtu.be/d3ZFLToBRW8>

### Flu clinics

Ms. Zike announced upcoming flu clinics: September 23, from 3:00-7:00 pm; October 3, from 11:00 am – 4:00 pm. The clinics will be held at the Center at the Heights (CATH) and will have several mechanisms to assure social distancing. People must register online in advance; there will be a drive-up check-in where people will be met by a greeter and given a number to wait in the parking lot; individuals will be called into CATH; where they will be assigned to one of three lines – one for each of the three types of vaccine.

The vaccines will be free for the public, but insurance card is appreciated. The clinics are not limited to Needham residents. There is a shortage of the high dose quadrivalent (4x dose) vaccine, but we a vaccine called Flublok is available and it is 3x the dose. This year for the first time, vaccines will be available for children 8 years and older.

Mr. Abdelrahim has been organizing MRC nurse and per diem nurses. The first hour will be for people who are 65 and older. He will also do a run-through on September 21, to practice the flow and orient volunteers.

### Equity and Diversity

Ms. Mathews sent the equity-diversity letter to newspapers yesterday.

**Dr. Cosgrove made a motion to adjourn at 10:57, which was seconded by Dr. Epstein and a unanimous vote to adjourn**



## Needham Public Health Division

September 2020

Assist. Health Director - Tara Gurge

Health Agents - Diana Acosta and Monica Pancare

Unit: Environmental Health

Date: 10/09/2020

Staff members: Tara Gurge, Diana Acosta and Monica Pancare

Intern – Paige Lambert

### Activities and Accomplishments

| Activity                                                                     | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COVID-19 Guidance and Resource Distribution/Business protocol reviews</b> | Diana, Monica and Tara are continuing to provide COVID-19 guidance and signage to post on entrance doors to all our food establishments and other businesses/group housing sites when needed. Food establishment re-opening site visits, including indoor and outdoor seating layout reviews, are being conducted as the requests come in. As of June 1 <sup>st</sup> , Diana and Tara are now working in the office on a limited basis but are still able to continue to work remotely during this time. The team continues to field calls and respond to complaints received. Routine Inspections have restarted in July and the team will continue to work to return to a full schedule in the upcoming weeks. |
| <b>Town Online Permitting System</b>                                         | Diana is continuing to work with Terry Wolfson from IT Department in developing additional online permit applications on ViewPoint Cloud. We are now finalizing the Food Plan Review and Food Establishment permits, including Mobile and Temporary Event permit applications, Septic Installer Permit, Biotechnology Permit, and Waste Hauler permit. Tara and Diana continue to take part in bimonthly zoom permit meetings with IT.                                                                                                                                                                                                                                                                            |
| <b>FDA Standards</b>                                                         | Paige Lambert is continuing to work on the Voluntary National Food Regulatory Program Standards and has been busy preparing the Needham Public Health Division for audits of Standards 6 and 7. Standard 7 has been audited. Diana and Monica have finalized their schedules and have started to conduct their FDA Standard 2 training inspections with Pamela Ross-Kung, food safety consultant/FDA trainer. FDA Grant application has been submitted for year 2021, for another Cat 2 and Cat 3 grant, to help us continue on with this work.                                                                                                                                                                   |
| <b>Food Advisory Board Meeting Held</b>                                      | Second annual Food Advisory Board meeting held with various food establishment owners, Town representatives, non-profit organizations and members of the public. It was held via zoom on Sept. 14th at 10 AM. Meeting agenda topics focused on Food Inspection Grading and the future outlook for our Nourishing Needham healthy eating project, which we are postponing until fall of 2021 due to the pandemic.                                                                                                                                                                                                                                                                                                  |
| <b>Music at the Farmers Market/Discuss updates to proposed FM guidelines</b> | The Needham Farmers Market inquired on the return of live music to the market. After last month's Board of Health Meeting, it was decided that music could come back with restrictions. Musicians must wear masks and use covers on woodwinds when possible. The musicians must also socially distance from each other and be at least 25 feet away from the market itself. <b>At today's meeting, we will have a discussion on the proposed revised Needham Farmers Market guidelines (See attached agenda page, along with supplemental documentation.)</b>                                                                                                                                                     |
| <b>Administrative Hearing Held with Kosta's</b>                              | After receiving a significant amount of on-going complaints about improper mask usage, the owner of Kosta's was called in for an administrative hearing. The owner sent a family member who is the manager of the establishment. Tim, Tara, and Diana were present at this meeting. Discussion included proper mask usage required by staff and potential consequences including tickets and fines that would be issued for continued non-compliance. Spot checks will be conducted to monitor for compliance by staff and fines will be issued if necessary.                                                                                                                                                     |
| <b>New Restaurant and Retail Convenience Store Guidance by the State</b>     | Beginning on September 28, 2020, food establishments will be able to allow seating at bars and are able to have up to 10 patrons to a table. Needham establishments are able to expand their outdoor seating on September 28 <sup>th</sup> . Any changes to indoor seating will have to be submitted for approval. Retail convenience stores can also start offering self-serve coffee and fountain drinks again. (This option is still prohibited in restaurants.)                                                                                                                                                                                                                                               |

Other Public Health Division activities this month: (See attached report.)

## Activities

| Activity                               | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COVID – 19 Response</b>             | <p><b>As of March 17, 2020, Environmental Health Staff have been working remotely from home. On Monday June 1<sup>st</sup>, staff allowed to work back in the office on a limited basis.</b></p> <ul style="list-style-type: none"> <li>- Call forwarding was activated on office phones so calls can be received via cell phone.</li> <li>- Continue to follow-up on complaints received.</li> <li>- Communicating with Food Establishments via email</li> <li>- Inspections to be conducted of food establishments prior to re-opening (On-going.)</li> <li>- Continued to work towards conducting routine full-service food inspection schedules this month. (In process.)</li> <li>- Continued to review business protocols as requested.</li> <li>- Listening to twice weekly Local Public Health Conference Call held by the MA Department of Public Health.</li> <li>- Continued reviewing indoor pool COVID-19 protocols (I.e. One Wingate Way pool.)</li> <li>- Starting to review restaurant change in seating proposals, including around bar areas, to ensure compliance with updated state guidelines.</li> <li>- Offered guidance to Needham Community Council on upcoming holiday Thanksgiving and Christmas dinner delivery program.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| COVID -19 Complaints/follow-ups        | <p><b>16/19 – Mask Complaints/follow-ups received for:</b></p> <ul style="list-style-type: none"> <li>- <u>Voting @ Golf Club</u> – Poll workers reportedly were wearing their masks below their chins or nose and social distance was not being practiced.</li> <li>- <u>House of Pizza</u> – Report of staff member having their mask lowered. Spoke to owner about complaint.</li> <li>- <u>Kosta's (x4)</u> – Report of staff not wearing masks properly – One staff member medically exempt. Spoke to owner about complaints. Brought owner and manager in for an Administrative Hearing to discuss on-going insufficient mask wearing complaints. Continuing to conduct frequent spot checks to verify compliance (x3).</li> <li>- <u>Hungry Coyote</u> – Report of two staff members reportedly sitting at bar watching TV with no masks on. Owner was notified of complaint.</li> <li>- <u>Café Fresh Bagel</u> – Staff member preparing food was not wearing a mask. Discussed with the owner.</li> <li>- <u>Girls Soccer Team</u> – Players were not wearing their masks properly. Some players had them on and others had them on their necks. Playing in the park on Highland Ave between Webster and Avery.</li> <li>- <u>7-Eleven Highland Ave (2x)</u>- Staff member not wearing mask behind the register. Followed up with Owner/Manager and a staff member of establishment.</li> <li>- <u>Gianni's</u> – Staff not wearing face coverings. Owner was notified of complaint.</li> <li>- <u>Walgreen's</u> - Report of customers not following COVID-19 protocols, including not wearing masks. Spoke to manager about complaint.</li> <li>- <u>Needham Housing Authority</u> – Report of maintenance workers not wearing masks or following proper social distancing requirements. Director held another training reminding staff of the BOH Face Covering Ordinance and other COVID-19 requirements.</li> <li>- <u>Needham Flag Football</u> – Concern from parent about insufficient wearing of masks by athletes, etc. Forwarded her the updated state COVID-19 guidelines for outdoor sports.</li> <li>- <u>Private home basketball practice</u> – Concern that neighbor has a coach running practices in backyard. No adult or child had a mask on. Diana followed up with complainant who did not want to share more information.</li> </ul> |
| Domestic Animal Permits (New/Renewals) | <p><b>1– Animal Permit Application Renewal Issue</b><br/>Needham Golf Club</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Bodyworks (New)                        | <p><b>1 – Bodywork Practitioner Permit application received from:</b></p> <ul style="list-style-type: none"> <li>- <u>Blue Lotus</u> – Ariel Ayaviri (Still pending – awaiting doctor's clearance-on hold due to COVID-19.)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Demo Reviews/<br>Approvals                                                        | <b>2 - Demolition sign-offs:</b> <ul style="list-style-type: none"> <li>– 68 Woodledge Road</li> <li>– 512 Central Ave</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Food – Temporary<br>Food Event Permits                                            | <b>1 – Temporary Food Event permit issued to:</b> <ul style="list-style-type: none"> <li>– <b>C&amp;C Ice Cream Truck</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Farmers Market                                                                    | <b>1 – Farmers Market Permits Issued to:</b> <ul style="list-style-type: none"> <li>- Hearthwood Fired Bread, Inc.</li> </ul> <b>28 – Farmers Market Inspections completed.</b> <ul style="list-style-type: none"> <li>- Paige Lambert continues to inspect the vendors weekly each Sunday.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Food – New Food<br>Permit (Updates)                                               | <b>2 – Food Establishment pending pre-operation inspection process:</b> <ul style="list-style-type: none"> <li>- <u>Thai Story Restaurant (formerly known as Eat Well)</u> – Still in process.</li> <li>- <u>Home Kitchen, Inc.</u> – In process. – one pre-operation inspection conducted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Food Complaints                                                                   | <b>1/1 – Food Complaints/Follow-ups</b> <ul style="list-style-type: none"> <li>- <u>Subway</u> – Customer reported son cut his hand on plastic divider at register. Diana followed up with the owner.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Housing Complaints/<br>Follow-ups –                                               | <b>4/5 – Housing Complaints/Follow-ups –</b> <ul style="list-style-type: none"> <li>- <u>Charles River Landing</u> – Resident reported trash chutes were overflowing and reported seeing pests in different places in the building and parking garage. Tara and Diana followed up with management and the pest control company. Pest control will now be coming in weekly with maintenance staff shadowing. Requested copies of weekly reports to monitor. Also required them to increase their trash and recycling pick up schedules by one additional day to ensure proper trash containment on site.</li> <li>- <u>Linden Street</u> - Resident reported neighbor was selling food, alcohol, and cigarettes from their unit. Diana reached out to the Needham Housing Authority. Director of Public Safety will be investigating the matter.</li> <li>- <u>Webster Green (x2)</u> – Residents called to report that North Building elevator is down again. Concerns expressed about elevator breaking down multiple times, and may want state inspector to take a look at it. Tara spoke to Building Commissioner about taking steps to have state inspector out to take a look at it. He said he will look into process on requesting that.</li> </ul> |
| Sira RMD -Medical<br>Marijuana Product<br>updates                                 | <b>2 – Products not for sale at Sira*</b> <ul style="list-style-type: none"> <li>– Canatini - Drink flavored chews.</li> <li>– Double Baked – Cake Batter Cheesecake Infused white chocolate.</li> </ul> <p>*Sira decided not to offer those 2 products for sale after we talked to them about the BOH label requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Nuisance –<br>Complaints/<br>Follow-ups                                           | <b>1 /2– Nuisance Complaints/Follow-ups conducted for:</b> <ul style="list-style-type: none"> <li>- <u>Vara Lane ( 1/2 )</u> – An official warning letter was sent and the resident called Diana to report that they will begin removing items from the backyard. The 30 days has passed and no progress was observed and more items were on the property. Diana has been collaborating with Officer David Parsons on this issue. A meeting was held with the Police Department and Building Department. Tara and Diana conducted a site visit with the Building Commissioner, David Roche. Selectboard's office to write a letter and issue a fine. Police continue to investigate unregistered car issue. (In process.)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Planning Board/<br>Subdivision off-<br>street drainage<br>bond release<br>request | <b>1 – Subdivision Off-street Drainage Bond release request received for:</b> <ul style="list-style-type: none"> <li>• <b><u>Oak Street subdivision</u></b> - Memo sent to builder with bond release requirements. (In process.)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning Board/Special Permit reviews                  | <b>2 – Special Permit reviews conducted for:</b> <ul style="list-style-type: none"> <li>• Amendment to the 98-04 Special permit issued for 161-163 Highland Ave. (Petco)</li> <li>• Amendment to the 2012-07 Special permit issued for 66B Street, 360 First Avenue, 410 First Avenue and 37 A St. (Trip Advisor)</li> </ul>                                                                                                                                                                                 |
| Septic – Deed Restriction                              | <b>1- Deed Restriction received for:</b> <ul style="list-style-type: none"> <li>• <b>#29 Windsor Rd.</b> - Required as a condition of septic plan approval, which limits the number of bedrooms to five. Tara submitted deed restriction to Dedham Registry of Deeds (in drop box.)</li> </ul>                                                                                                                                                                                                               |
| Septic – Disposal System Construction Permit (Upgrade) | <b>1 – Disposal System Construction permit issued for:</b> <ul style="list-style-type: none"> <li>- <b>#29 Windsor Rd.</b> - For septic system upgrade.</li> </ul>                                                                                                                                                                                                                                                                                                                                           |
| Septic – Installer Permits                             | <b>2 – Installer Permits Issued:</b> <ul style="list-style-type: none"> <li>– Jason Hockman</li> <li>– Kenny Jones, Jr.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| Septic – Soil Testing/Perc Test                        | <b>1 – Soil Test conducted at:</b> <ul style="list-style-type: none"> <li>• <b>#40 Windsor Rd.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |
| Septic – Trench Permits                                | <b>2 – Septic Trench Permits issued to:</b> <ul style="list-style-type: none"> <li>– J. Hockman</li> <li>– David Atkinson</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |
| Well Applications/ Plan Reviews                        | <b>4 - Irrigation Well Permit Applications submitted and plans reviewed for:</b> <ul style="list-style-type: none"> <li>– <b>155 Whitman Rd.</b> - Issued approval to drill letter.</li> <li>– <b>10 Hutter Ridge Rd.</b> - Issued approval to drill letter.</li> <li>– <b>12 Brookside Rd.</b> - Plan review in process.</li> <li>– <b>185 Brookside Rd.</b> - Plan review in process. Need utilities added to plan. Applicant still working with Conservation Commission on their requirements.</li> </ul> |
| Zoning Board of Appeals plan reviews                   | <b>2 – Zoning Board of Appeals plan reviews conducted for:</b> <ul style="list-style-type: none"> <li>• 100-124 Second Avenue</li> <li>• 150 Gould St. (Bakers Best Catering)</li> </ul>                                                                                                                                                                                                                                                                                                                     |

## FY 21 Priority FBI Risk Violations Chart (By Date)

| Restaurant | Insp. Date | Priority Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Description                                                                                                                                                                              |
|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bertucci's | 9/12/2020  | <b>2-301.14 When to Wash</b> - Pizza room -. Code: Food Employees shall clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single service and single-use articles and: (A) After touching bare human body parts other than clean hands and clean, exposed portions of arms; (B) After using the toilet room; (C) After caring for or handling service ANIMALS or aquatic animals as specified in section 2-403.11(B); (D) Except as specified in section 2-401.11(B), after coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking; (E) After handling soiled equipment or utensils; (F) During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks; (G) When switching between working with raw food and working with RTE food, (H) Before donning gloves to initiate a task that involves working with food; and (I) After engaging in other activities that contaminate the hands. | It was observed that an employee preparing stored dough touched his face, and then proceeded to continue his prep. Employee was told to remove gloves, wash hands and then continue work |
|            |            | <b>Corrected on Site- 3-302.11 (A)(1) Raw Animal Foods Separated from RTE</b> - Kitchen - Code: Food shall be protected from cross contamination by: (1) Separating raw animal foods during storage preparation, holding and display from: (a) Raw RTE food including other raw animal food such as fish for sushi or molluscan shellfish or other raw RTE food such as fruits and vegetables, and (b) cooked RTE food.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Raw beef chubs were stored above RTE foods. Discussion with manager on proper storage of Raw TCS foods. COS                                                                              |
|            |            | <b>3-304.11 Food Contact with Soiled Items</b> - Kitchen - Code: 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Several knives in storage were soiled. The dough machine mixer was also unsanitary, and encrusted with dried dough.                                                                      |
|            |            | <b>Corrected on Site 3-403.11 (A)(D) Reheating for Hot Holding</b> - Kitchen - Code: (A) Except as specified under paragraphs (B) and (C) and in paragraph (E) of this section, a TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food. reach a temperature of at least 165°F for 15 seconds. (D) Reheating for hot holding as specified under paragraphs (A)-(C) of this section shall be done rapidly and the time the food is                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Tomato sauce at Steamtable was hot holding at 90°F Product removed and reheated properly go compliant temperature                                                                        |

|             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bertucci's  | 9/12/2020 | <p>between 41°F and the temperatures specified under paragraphs (A)-© of this section may not exceed 2 hours.</p> <p><b>7-201.11 Storage Separation</b> - Kitchen - Code: Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single use articles by: (A) Separating the poisonous or toxic materials by spacing or partitioning; and (B) Locating the poisonous or toxic materials in an area that is not above food, equipment, utensils, linens, and single-service or single-use articles.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Cleaning chemicals stored improperly<br/>Keep segregated</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Chef Mike's | 9/26/2020 | <p><b>Corrected on Site- 3-302.11 (A)(1) Raw Animal Foods Separated from RTE</b> - Back of house - Code: Food shall be protected from cross contamination by: (1) Separating raw animal foods during storage preparation, holding and display from: (a) Raw RTE food including other raw animal food such as fish for sushi or molluscan shellfish or other raw RTE food such as fruits and vegetables, and (b) cooked RTE food.</p> <p><b>Corrected on Site 4-501.114 (E) Chem.San. Temp./pH/Concentr./Hard.</b> - Kitchen - Code: A chemical sanitizer used in a sanitizing solution for a manual or mechanical operation at contact times specified under paragraph 4 703.11(C) shall meet the criteria specified under section 7-204.11 Sanitizers, Criteria, shall be used in accordance with the EPA-registered label use instructions, and shall be used as follows: (E) If a chemical sanitizer other than chlorine, iodine, or a quaternary ammonium compound is used, it shall be applied in accordance with the EPA registered label use instructions.</p> <p><b>Corrected on Site 3-403.11 (A)(D) Reheating for Hot Holding</b> - Kitchen - Code: (A) Except as specified under paragraphs (B) and (C) and in paragraph (E) of this section, a TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. (D) Reheating for hot holding as specified under paragraphs (A)-(C) of this section shall be done rapidly and the time the food is between 41°F and the temperatures specified under paragraphs (A)-(C) of this section may not exceed 2 hours.</p> <p><b>3-502.12 (C) Reduced Oxygen Packaging W/O Variance (Fish)</b> - Kitchen -Code: Except for fish that is frozen before, during, and after packaging, a food establishment may not package fish using an ROP method.</p> | <p>Raw chicken stored above RTE prosciutto ham.<br/>Raw chicken strips stored in the sauté refrigerator above RTE</p> <p>Sanitizer in spray bottle was over 500 ppm using PIC test kit. Check frequently</p> <p>Meatballs on Steamtable had varied temps ranging from 120 -142. Product removed and reheated. It was also noted that Steamtable was not on high heat. Reheated to proper temps</p> <p>Raw fresh salmon was observed vac pac/ROP in the walk-in cooler. Cease and desist this practice. This is not allowed.</p> |

|                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Beth Israel<br>Deaconess<br>Hospital Kitchen | 9/26/2020 | <p><i>Corrected on Site 3-304.15 (A) Gloves, Use Limitation - Kitchen - Code: If used, single-use gloves shall be used for only one task such as working with RTE or with raw animal food, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation.</i></p> <p><i>Corrected on Site 4-501.114 (E) Chem.San. Temp./pH/Concentr./Hard. - Kitchen - . Code: A chemical sanitizer used in a sanitizing solution for a manual or mechanical operation at contact times specified under paragraph 4-703.11(C) shall meet the criteria specified under section 7 - 204.11 Sanitizers, Criteria, shall be used in accordance with the EPA-registered label use instructions, and shall be used as follows: (E) If a chemical sanitizer other than chlorine, iodine, or a quaternary ammonium compound is used, it shall be applied in accordance with the EPA registered label use instructions.</i></p> <p><i>3-501.16 (A)(2) (B) Proper Cold Holding Temps. - Kitchen - Code: Except during preparation, cooking, or cooling, or when time is used as the public health control as specified under section 3-501.19, and except as specified under paragraph (B) and in paragraph (C ) of this section, TCS food shall be maintained at 41°F or less. 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.</i></p> | <p><i>It was observed that a lunch cook did not wash hands, or change gloves for at least 45 min. During this time, this inspector observed numerous tasks, and touching work pants. Monitor and train employees on when to change gloves more frequently</i></p> <p><i>Quat sanitizer was less than 200ppm on the service line. PIC stated it was not checked after breakfast shift</i></p> <p><i>TCS cut romaine lettuce was stored in a plastic bag within ice pan insert on the counter. The lettuce was 57f. The bottom of the bag was also touching precut carrot shreds. Store protected, and well chilled. Suggest using a log when you remove TCS products from temperature control Product voluntarily discarded. Uncertain of timeframe out of temperature control.</i></p> |
| Volante Farms                                | 9/30/2020 | <p><i>Corrected on site - 7-201.11 Storage Separation - Deli - Code: Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single use articles by: (A) Separating the poisonous or toxic materials by spacing or partitioning; and (B) Locating the poisonous or toxic materials in an area that is not above food, equipment, utensils, linens, and single-service or single-use articles.</i></p> <p><i>8-103.12 (A) Confirmation with Approved Procedures/HACCP - Back of House - Code: If the RA grants a variance as specified in section 8 103.10, or a HACCP plan is otherwise required as specified under section 8-201.13, the permit holder shall comply with the HACCP plans and procedures that are submitted as specified under section 8 201.14 and approved as a basis for the modification or waiver.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><i>Oven cleaner next to food items. Corrected on site.</i></p> <p><i>Meat is being vac packed. No records available.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                             |
|-------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pancho's Taqueria | 9/30/2020 | <p><i>Corrected on site- 3-302.11 (A)(1) Raw Animal Foods Separated from RTE - Kitchen - Code: Food shall be protected from cross-contamination by: (1) Separating raw animal foods during storage preparation, holding and display from: (a) Raw RTE food including other raw animal food such as fish for sushi or molluscan shellfish or other raw RTE food such as fruits and vegetables, and (b) cooked RTE food.</i></p> <p><i>Corrected on site 4-501.114 (F) (1)(2) Chem.San. Temp./pH/Concentr./Hard. - Kitchen - Code: A chemical sanitizer used in a sanitizing solution for a manual or mechanical operation at contact times specified under paragraph 4 703.11(C) shall meet the criteria specified under section 7-204.11 Sanitizers, Criteria, shall be used in accordance with the EPA registered label use instructions, and shall be used as follows: If a chemical sanitizer is generated by a device located onsite at the food establishment it shall be used as specified in paragraphs (A) - (D) of this section and shall be produced by a device that: (1) Complies with regulation as specified in sections 2(q)(1) and 12 of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), (2) Complies with 40 CFR 152.500 Requirement for Devices and 40 CFR 156.10 Labeling Requirements,</i></p> <p><i>Corrected on site 7-208.11 (B) Storage (First Aid Supplies) - Kitchen - Code: First aid supplies that are in a food establishment for the employees' use shall be stored in a kit or a container that is located to prevent the contamination of food, equipment, utensils, and linens, and single-service and single-use articles.</i></p> | <p><i>Eggs were stored on top shelf. Moved to low rack</i></p> <p><i>Sanitizer in spray bottle was over 500 ppm. Sanitizer out do dispenser was dispensing properly. Sanitizer in bottle replaced to correct concentration.</i></p> <p><i>Hydrogen peroxide seen on top shelf above spices in kitchen. Moved back to first aid kit.</i></p> |
|-------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Category                                            | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | FY'21 | FY '20 | FY' 19 | FY' 18 | FY' 17 |
|-----------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|--------|--------|--------|--------|
| Biotech registrations                               | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 1      | 1      | 1      | 2      |
| Bodywork Estab. Insp.                               | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 7      | 14     | 11     | 6      |
| Bodywork Estab. Permits                             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 9      | 9      | 6      | 4      |
| Bodywork Pract. Permits                             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 23     | 21     | 22     | 13     |
| COVID 19 Complaints                                 | 17  | 20  | 16  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 53    | 0      | 21     |        |        |
| COVID 19 Follow Ups                                 | 17  | 20  | 19  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 56    | 0      | 0      | 0      | 0      |
| Demo reviews                                        | 8   | 6   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 16    | 73     | 104    | 105    | 112    |
| Domestic Animal permits                             | 6   | 8   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 15    | 1      | 21     | 19     | 17     |
| Domestic Animal Inspections                         | 3   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 3     | 3      | 22     | 3      | 16     |
| Food Service Routine insp.                          | 5   | 10  | 10  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 25    | 149    | 200    | 225    | 198    |
| Food Service Pre-oper. Insp.                        | 3   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 5     | 48     | 12     | 32     | 37     |
| Retail Food Routine insp. Or 6 month check in       | 0   | 0   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 2     | 33     | 46     | 60     | 69     |
| Residential Kitchen Routine insp.                   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 3      | 6      | 8      | 7      |
| Mobile Routine insp.                                | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 4      | 17     | 13     | 15     |
| Food Service Re-insp.                               | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 21     | 28     | 53     | 51     |
| Food Establishment Annual/Seasonal Permits          | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 2     | 155    | 140    | 171    | 177    |
| Temp. food permits                                  | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 67     | 134    | 163    | 158    |
| Temp. food inspections                              | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 10     | 37     | 29     | 62     |
| Farmers Market permits                              | 1   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 3     | 14     | 14     | 14     | 7      |
| Farmers Market insp.                                | 19  | 23  | 28  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 70    | 158    | 229    | 127    | 33     |
| Food Complaints                                     | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 2     | 49     | 18     | 20     | 13     |
| Follow-ups food complaints                          | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 2     | 48     | 21     | 21     | 17     |
| Food Service Plan Reviews                           | 3   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 4     | 14     | 20     | 42     | 33     |
| Food Service Admin. Hearings                        | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 3      | 0      | 0      | 0      |
| Grease/ Septage Hauler Permits                      | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 20     | 21     | 24     | 24     |
| Housing (Chap II Housing) Annual routine inspection | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 7      | 0      | 14     | 14     |
| Housing Follow-up insp.                             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 0      | 0      | 5      | 4      |
| Housing New Complaint                               | 3   | 6   | 4   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 13    | 41     | 22     | 22     | 7      |
| Housing Follow-ups                                  | 4   | 5   | 5   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 14    | 56     | 28     | 24     | 11     |
| Hotel Annual inspection                             | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 3      | 3      | 3      | 3      |
| Hotel Follow-ups                                    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 15     | 0      | 0      | 0      |
| Nuisance Complaints                                 | 9   | 4   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 14    | 34     | 55     | 42     | 30     |
| Nuisance Follow-ups                                 | 10  | 7   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 19    | 55     | 69     | 42     | 45     |
| Pool inspections                                    | 3   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 3     | 13     | 20     | 12     | 13     |
| Pool Follow up inspections                          | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 3      | 12     | 7      | 8      |
| Pool permits                                        | 4   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 4     | 11     | 19     | 12     | 9      |
| Pool plan reviews                                   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 0      | 3      | 44     | 19     |
| Pool variances                                      | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 6      | 5      | 7      | 6      |
| Septic Abandonment                                  | 1   | 2   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 4     | 21     | 9      | 5      | 18     |
| Addition to a home on a septic plan rev/approval    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 5      | 2      | 2      | 5      |
| Septic Install. Insp.                               | 0   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 2     | 13     | 21     | 28     | 43     |
| Septic COC for repairs                              | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 5      | 3      | 1      | 0      |
| Septic COC for complete septic system               | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 3      | 4      | 3      | 3      |
| Septic Info. requests                               | 10  | 7   | 6   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 23    | 61     | 62     | 51     | 62     |
| Septic Soil/Perc Test.                              | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 1      | 1      | 2      | 6      |
| Septic Const. permits                               | 0   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 2     | 6      | 6      | 5      | 8      |
| Septic Installer permits                            | 0   | 1   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 3     | 6      | 8      | 9      | 11     |

| Category                                           | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | FY'21 | FY '20 | FY' 19 | FY' 18 | FY' 17 |
|----------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|--------|--------|--------|--------|
| Septic Installer Tests                             | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 2      | 5      | 3      | 6      |
| Septic Deed Restrict.                              | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     | 1      | 1      | 3      | 7      |
| Septic Plan reviews                                | 1   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 3     | 8      | 9      | 23     | 14     |
| Disposal of Sharps permits                         | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 7      | 7      | 9      | 9      |
| Disposal of Sharps Inspections                     | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 7      | 7      | 7      |        |
| Planning Board Subdivision Sp Permit Plan reviews/ | 2   | 0   | 3   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 5     | 4      | 1      | 1      | 0      |
| Subdivision Bond Releases                          | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 0      | 1      | 0      | 1      |
| Special Permit/Zoning                              | 1   | 1   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 4     | 17     | 34     | 15     | 12     |
| Tobacco permits                                    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 10     | 10     | 11     | 12     |
| Tobacco Routine insp                               | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 8      | 14     | 18     | 25     |
| Tobacco Follow-up insp.                            | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 8      | 3      | 3      | 6      |
| Tobacco Compliance checks                          | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 30     | 30     | 41     | 34     |
| Tobacco complaints                                 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 2      | 3      | 4      | 2      |
| Tobacco Compl. follow-ups                          | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 1      | 3      | 4      | 2      |
| Trash Hauler permits                               | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 15     | 17     | 14     | 26     |
| Medical Waste Hauler permits                       | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 2      | 2      | 1      | 2      |
| Well - Plan Reviews, Permission to drill letters   | 0   | 0   | 4   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 4     | 2      | 6      | 2      | 7      |
| Well Permits                                       | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 1      | 1      | 0      | 3      |



## **NEEDHAM PUBLIC HEALTH DIVISION**



**Date:** September 2020

**Staff member:** Lynn Schoeff

### **Activities and Accomplishments**

| Activity                      | Notes                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grant writing                 | <ul style="list-style-type: none"><li>Submitted grant proposal to MetroWest Health Foundation for public health capacity building.</li><li>Coordinated with Youth &amp; Family Services and with Aging Services to assist them in applying for COVID grants from MetroWest as well.</li><li>Submitted a proposal to Mass Office of Disability to fund an ADA assessment of Town buildings.</li></ul> |
| Policy development and review | <ul style="list-style-type: none"><li>Began researching a health equity policy.</li></ul>                                                                                                                                                                                                                                                                                                            |
| Mask distribution             | <ul style="list-style-type: none"><li>Facilitated mask distribution for Aging Services clients.</li></ul>                                                                                                                                                                                                                                                                                            |

### **Other Public Health Division activities this month:**

Participated in launch of MA Dept of Public Health COVID-19 Community Impact Survey.

### **Summary overview for September:**

Work in September focused on grant writing, COVID response, and health equity.



# **NEEDHAM** **PUBLIC HEALTH DIVISION**



**Unit: Substance Use Prevention**

**Date: September 2020**

**Staff: Karen Shannon, Karen Mullen, and Monica De Winter**

## **Activities and Accomplishments**

| Activity                    | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vaping Grant                | Draft of health equity plan completed and forwarded to grant partners at Needham Public Schools (NPS) and Youth & Family Services. Karen Mullen has stepped in to begin grant administration as the part-time grant coordinator position is still open as we await applications from the second round of posting. Meetings with NPS partners have begun for the vaping cessation program and review of education curricula. The press release announcement ran in The Needham Times (9/24) and on Patch.com.                                                                                                                     |
| SPAN events                 | SPAN partnered with SALSA to develop the first parent educational session for NHS parents. Recorded on Zoom, the 43 minute session, "Insights of a Teen's Life 2020," covered first-hand perspectives on teen life, including social pressures around substance use, how to spot warning signs of teen use, and advice to parents on navigating their relationship with teen regarding expectations and keeping open lines of communication. The recording will be part of the NHS Back to School Night collection of virtual sessions sent to parents. This was SPAN's first invitation to participate in Back to School Night. |
| Drug Free Communities (DFC) | While the DFC grant completes Year 10 on September 29, a huge milestone, the no cost extension of remaining Year 10 funds will continue until May 2021.<br><br><u>DFC Transition to CDC:</u> On October 1 DFC funding administration will transition from SAMHSA to CDC. Monica De Winter is learning about the new CDC grant reporting portal that we will use to provide DFC closeout reports.                                                                                                                                                                                                                                 |
| SPAN meetings               | Steering Committee Mtg. 9/9<br>Action Team Leaders meeting 9/15<br>Parent Action Team event planning, 9/17                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SALSA                       | SALSA work underway:<br>Membership recruitment – 22 new members registered on Day 1 of launch of Google Classroom club registration page.<br>Worked with SPAN Parent Action Team to develop parent educational session for NHS parent community, to be released as part of the NHS Back to School Night.<br>Karen Mullen presented at the BIDN Community Benefits meeting on the work accomplished by SALSA through use of hospital grant funds.                                                                                                                                                                                 |
| Social Media                | Posts to SPAN FB <ul style="list-style-type: none"><li>• Parent Al-anon meeting: 843 reached</li><li>• Re-posts: 107 reached</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



## **NEEDHAM** **PUBLIC HEALTH DIVISION**



|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPAN Website                | Updates to the SPAN website have been delayed due to a family medical emergency for the graphic design consultant we have hired to complete this work.                                                                                                                                                                                                                                                                                             |
| HHS Racial Equity Committee | Meetings held on 9/3 and 9/17. The group continues work on preparing a self-assessment tool for HHS staff; Committee members met with representatives from the MAPC for advice on conducting a review of our work for racial equity. Katie King, Asst. TM, will be attending our October 1 meeting to offer insights and recommendations.                                                                                                          |
| Parent Al-anon group        | The weekly Monday night Parent Al-anon meeting continues. Attendance has waned and efforts to build membership are underway. Publicity continues in the Hometown Weekly newspaper, on SPAN's Facebook page and most recently in the Needham Times (2 weeks in September). We have also asked other substance prevention coalitions in neighboring towns to promote the meeting.                                                                    |
| Trainings and Conferences   | <ul style="list-style-type: none"><li>- COVID 19 Community Impact Survey (DPH)- HRIA, 9/10</li><li>- Operation Parent Vaping Webinar- 9/22</li><li>- Epiphany Community Services Prevention Workshops 9/21-25</li><li>- Newton Wellesley Hospital Alcohol Disorders Webinar - 9/30</li><li>- Building Community through Outdoor Activities: Teenagers During Physical Distancing 9/21 <a href="http://www.nephtc.org">www.nephtc.org</a></li></ul> |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### **Summary for Month of September 2020:**

September has seen the beginning of a new year of SPAN planning. Coalition meetings have begun and the Prevention Team met for a full day of goal planning. After SALSA approached SPAN over the summer to partner on a parent educational webinar, the two groups worked together to assemble a panel discussion, "Insights on a Teen's Life 2020." They recorded the discussion with a panel of 3 SALSA students, a NHS parent and Katy Colthart of NY&FS. During a promotional pitch to NHS administration, SPAN and SALSA was invited to submit their session as part of the Back to School Night.

September 29 marks the end of ten years of the Drug Free Communities Grant in Needham.



# NEEDHAM PUBLIC HEALTH DIVISION



Unit: Traveling Meals Program,

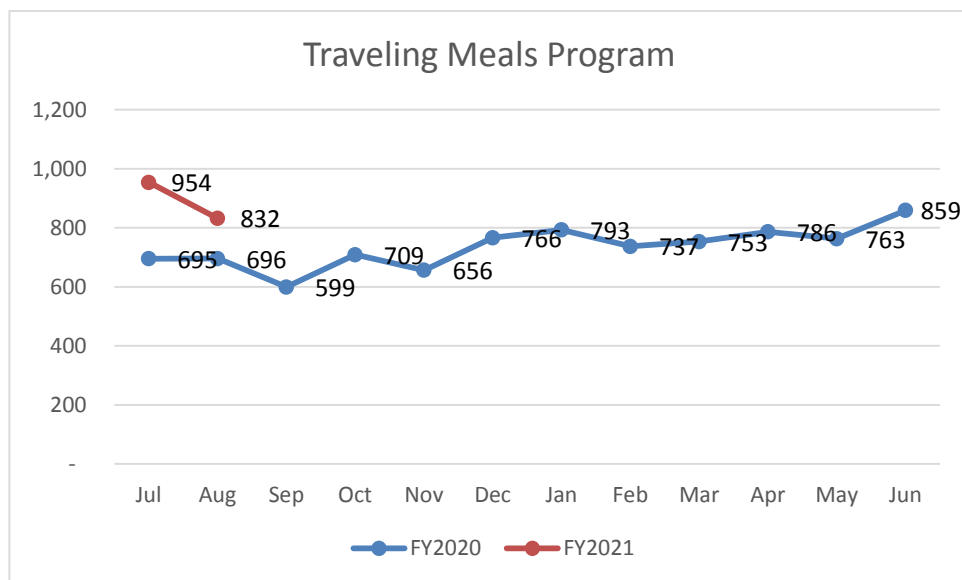
## *Monthly Report for September, 2020*

Staff member: *Maryanne Dinell, Program Coordinator*

### Activities and Accomplishments

| Activity                                                                                                                    | Notes                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>COVID 19 –precautions continue by summer staff as they deliver meals to homebound Needham residents in need of food.</i> | <i>Meal delivery for month completed by 20-22 volunteers.<br/>9 Clients did not answer their door through the month-Dr. app't and other commitments the reason. Did not notify Program</i> |
| <i>870 Meals delivered in September, 2020<br/><br/>47 Consumers on the Program</i>                                          | <i>1 Client no longer on the Program-had a fall in their home. Currently residing in rehab.</i>                                                                                            |
|                                                                                                                             |                                                                                                                                                                                            |

Summary overview for the month: **September 2020 meal delivery for FY 2021**





## Emergency Management Support Monthly Report September 2020

Prepared by: Taleb Abdelrahim

This monthly report is to provide an update on what I have been doing under supervision and help of Tiffany Zike with the flu vaccination clinics. This report will show the work that has been done, including some statistics, toward helping to make Needham community more resilient and be better prepared.

### Summary of work:

Tasks completed and being worked on for the Town of Needham and its Public Health Division:

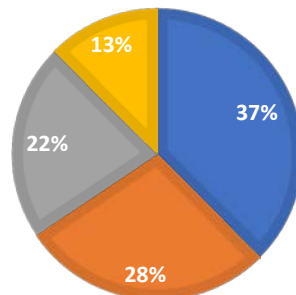
- Massachusetts Emergency Management Agency (MEMA) delivered supplies and each of PHD, FD/EMS, and PD received:

|                        |                     |                    |               |
|------------------------|---------------------|--------------------|---------------|
| 6,000 – Surgical masks | 86 – Safety Goggles | 640 – Face Shields | 6,330 - KN95s |
|------------------------|---------------------|--------------------|---------------|

- September is National Preparedness Month. So, we promoted personal and family emergency preparedness through social media.
- Helping with flu vaccination clinics to contact and arrange with PD, DWP, MBTA, and vendor.
- Communicate with our staff and MRC volunteers, requesting their availability to help at the clinics. Updating them regularly with dates & times; creating and issuing MRC photo ID, etc.

### FLU VACCINATION CLINICS PARTICIPANTS

■ MRC Non-Medical ■ MRC Medical ■ PH & CATH Staff ■ Per diem nurses





- Helping with setup the flu vaccination clinics site.
- After each clinic, I have clinic debrief with Tiffany to discuss successes and challenges. Wrote and sent out survey forms to public & clinics participants asking for their feedback.
- For October, after clinics wrap up, we are going to run inventory to EDS trailer.



# **NEEDHAM PUBLIC HEALTH DIVISION**



**Unit: Public Health Nursing**

**Month: September 2020**

**Staff member: Tiffany Zike & Hanna Burnett**

## **Activities and Accomplishments**

| Activity                                    | Notes                                                                                                                                                                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COVID-19 Communicable disease investigation | Primary and Secondary disease investigation and contact tracing.                                                                                                                                                                     |
| Flu clinic                                  | Worked Closely with Taleb to set up our volunteers and clinic plan. Ran a practice flu clinic on Sept 21 <sup>st</sup> with MRC and staff help. Held flu clinic September 23, vaccinate 270 people and had 21 volunteers/staff help. |
| Blood Pressure Clinics                      | Started doing BP clinics by appt only on Wednesdays from 8-10 am.                                                                                                                                                                    |
| EOC Debrief Planning                        | EOC debrief planning with all EOC participants. Discussed further planning and prep if we need to reopen the EOC.                                                                                                                    |
| Prep Mod Training                           | Sat through Prep Mod training from the State. New appt based system to use for clinics.                                                                                                                                              |

## **Summary overview for the month:**

The nursing department continues with weekly Maven trainings and DPH calls. Hanna Burnett has started working with the nursing department. She will be with us for 25 hours per week. We have also been training and working with a Boston College student every Tuesday and she has been very valuable with our flu clinic set-up and data information. Held nursing interview for Full-time nursing staff to help with COVID and other nursing duties. Started flu vaccinations in September. Working with many schools and daycares on scenarios regarding positive or contacts of COVID 19. Touch base daily with Needham Public Schools Health Director.



# NEEDHAM PUBLIC HEALTH DIVISION



| COMMUNICABLE DISEASES:       | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | Apr | MAY | JUN | T21 | T20 |
|------------------------------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Amebiasis                    |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 1   |
| Chickungunya                 |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 1   |
| BABESIOSIS                   | 2   | 1   |      |     |     |     |     |     |     |     |     |     | 3   | 4   |
| CAMPYLOBACTER                | 2   | 1   | 2    |     |     |     |     |     |     |     |     |     | 5   | 15  |
| COVID 19 Confirmed           | 33  | 9   | 23   |     |     |     |     |     |     |     |     |     | 65  | 327 |
| Confirmed Adjusted           | 34  | 10  |      |     |     |     |     |     |     |     |     |     | 44  | xxx |
| COVID Probable               | 13  | 5   | 1    |     |     |     |     |     |     |     |     |     | 19  | 37  |
| Probable Adjusted            | 23  | 9   |      |     |     |     |     |     |     |     |     |     | 32  | xxx |
| COVID Contacts               | 16  | 27  | 34   |     |     |     |     |     |     |     |     |     | 77  | 242 |
| CPVID Suspect                | 1   | 8   | 5    |     |     |     |     |     |     |     |     |     | 14  | 15  |
| CRYPTOSPORIDIUM              | 0   |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| Cyclosporiasis               | 0   |     |      |     |     |     |     |     |     |     |     |     | 0   | 5   |
| HGA                          | 1   | 1   |      |     |     |     |     |     |     |     |     |     | 2   | 6   |
| Enterovirus                  | 0   |     |      |     |     |     |     |     |     |     |     |     | 0   | 1   |
| GIARDIASIS                   |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 4   |
| Haemophilus Influenza        |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| HEPATITIS B                  | 2   |     |      |     |     |     |     |     |     |     |     |     | 2   | 3   |
| HEPATITIS C                  |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 8   |
| HGA                          | 1   | 1   |      |     |     |     |     |     |     |     |     |     | 2   | 6   |
| Influenza                    |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 51  |
| Invasive Bacterial Infection |     |     |      |     |     |     |     |     |     |     |     |     | 1   | 1   |
| Legionellosis                |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 2   |
| Listeriosis                  |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| LYME                         | 4   | 9   | 5    |     |     |     |     |     |     |     |     |     | 18  | 38  |
| MEASLES                      |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| MENINGITIS                   |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 1   |
| Meningitis(Aseptic)          |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| Mumps                        |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 2   |
| Noro Virus                   |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 2   |
| PERTUSSIS                    |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 2   |
| RMSF(Rocky Mt Spotted Fever) |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 1   |
| SALMONELLA                   |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 1   |
| SHIGA TOXIN                  |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| SHIGELLOSIS                  | 1   |     |      |     |     |     |     |     |     |     |     |     | 1   | 0   |
| STREP Group B                |     | 1   |      |     |     |     |     |     |     |     |     |     | 1   | 2   |
| STREP ( GAS)                 |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 3   |
| STREP PNEUMONIAE             |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| TUBERCULOSIS                 | 0   | 0   |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| Latent TB                    |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| Varicella                    |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 4   |
| Vibrio                       |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| West Nile virus              |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| <b>TOTAL DISEASES</b>        |     |     |      |     |     |     |     |     |     |     |     |     | 286 | 522 |



# **DHAM PUBLIC HEALTH DIVISION**



| ANIMAL TO HUMAN BITES | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | Apr | MAY | JUN | T21 | T20 |
|-----------------------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| DOG                   | 1   | 5   | 1    |     |     |     |     |     |     |     |     |     | 6   | 8   |
| CAT                   |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 1   |
| BAT                   | 1   | 1   | 1    |     |     |     |     |     |     |     |     |     | 3   | 4   |
| SKUNK                 |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| RACCOON               |     | 1   |      |     |     |     |     |     |     |     |     |     | 1   | 0   |
| other                 |     |     |      |     |     |     |     |     |     |     |     |     | 0   | 0   |
| <b>TOTAL BITES</b>    |     |     |      |     |     |     |     |     |     |     |     |     | 10  | 13  |

| IMMUNIZATIONS  | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | FY21 | FY20 |
|----------------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| B12            |      |     | 1    |     |     |     |     |     |     |     |     |      | 1    | 14   |
| Flu (Seasonal) |      |     | 288  |     |     |     |     |     |     |     |     |      | 288  | 787  |
| Hep B          |      |     |      |     |     |     |     |     |     |     |     |      | 0    | 0    |
| Polio          |      |     |      |     |     |     |     |     |     |     |     |      | 0    | 0    |
| TDap           |      |     |      |     |     |     |     |     |     |     |     |      | 0    | 10   |
| Varicella      |      |     |      |     |     |     |     |     |     |     |     |      | 0    | 1    |



**Board of Health  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**



**MEETING DATE: 10/9/2020**

|                     |                                                            |
|---------------------|------------------------------------------------------------|
| <b>Agenda Item</b>  | Review and Discussion of NPH Influenza Vaccination Clinics |
| <b>Presenter(s)</b> | Tiffany Zike                                               |

|                                                                                                                                                                       |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                             | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| Board of Health discussion about the September 23, 2020 and October 3 <sup>rd</sup> , 2020 influenza vaccination clinics. Process, flow, set-up, and lessons learned. |                                                   |
| <b>2.</b>                                                                                                                                                             | <b>VOTE REQUIRED BY Board of Health</b>           |
| No specific vote is required, nor is one expected.                                                                                                                    |                                                   |
| <b>3.</b>                                                                                                                                                             | <b>BACK UP INFORMATION ATTACHED</b>               |
| PowerPoint is attached.                                                                                                                                               |                                                   |

# NEEDHAM PUBLIC HEALTH INFLUENZA CLINICS

---

2020-2021

TIFFANY ZIKE, TALEB ABDELRAHIM, KATIE KEMEN

# FLU CLINIC CONSIDERATIONS

---

- COVID-19 appropriate safety measures
  - Socially distance, masking, timing spent near each other, etc.
- Physical spacing
- Drive-up or In-person?
- Staffing

# FLU CLINIC CONSIDERATIONS CONT..

---

- Drive-thru
  - Staffing
  - Spacing for enough cars
  - Electrical considerations for cold storage
- In-Person
  - Staffing
  - Social Distancing
  - Timing (in and out of the building)

# FLU CLINIC CONSIDERATIONS CONT..

---

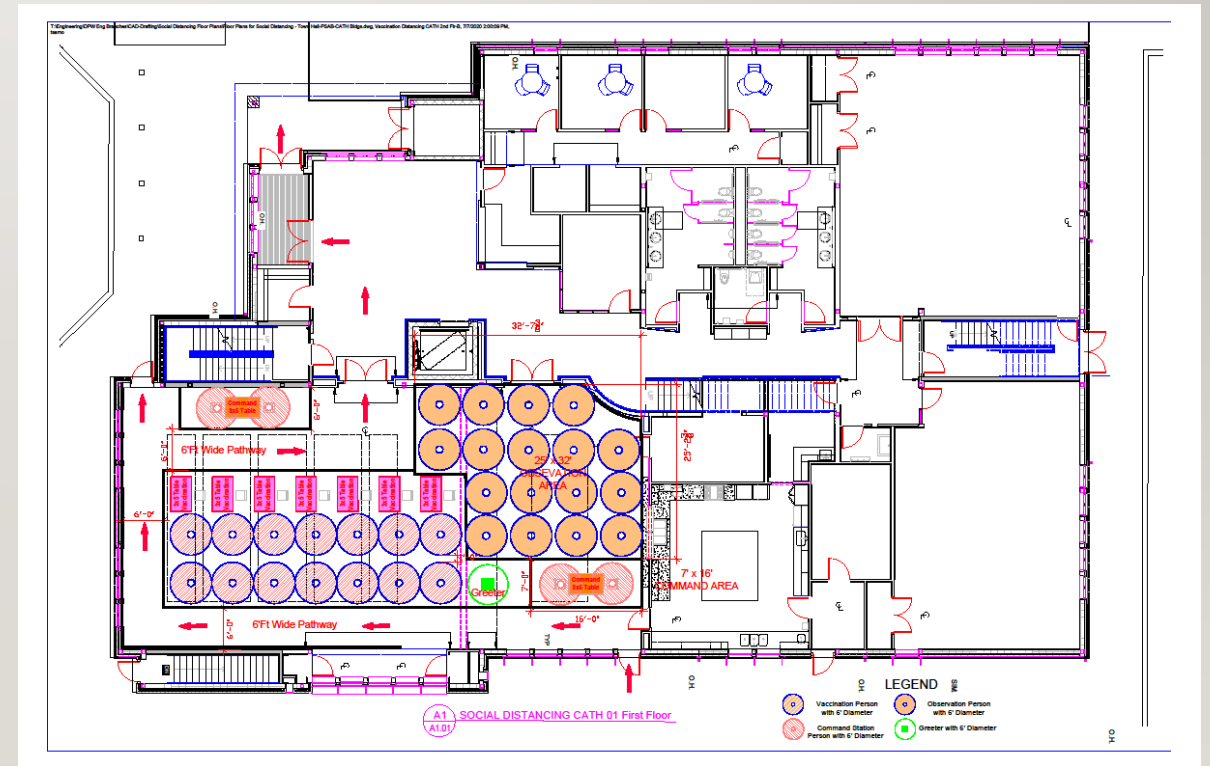
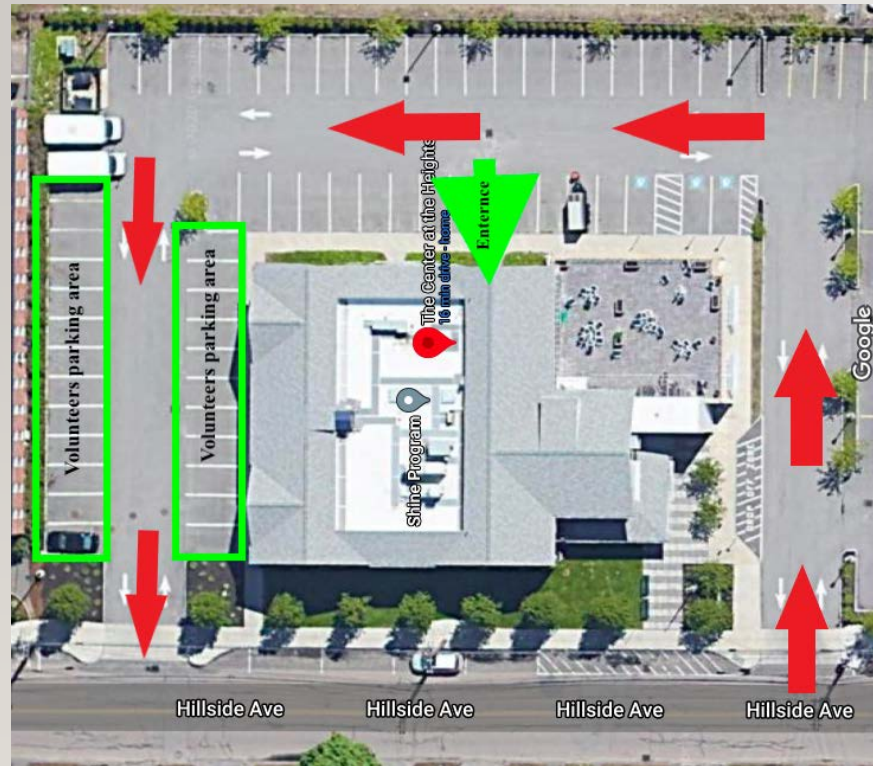
- Prepped for both & created to plans (THANK YOU Katie and Taleb!)
- Used ICS as guide
- Sent them to our regional planner for feedback

# SOCIALLY DISTANCE HYBRID PLAN

---

- Staffing could be up or down if we needed to adjust
- Closer to what we have done in the past
- Did not have to worry about power for cold chain supply
- Not being used for residents right now
- Sufficient parking space

# LOGISTICS



# SUPPLY MANAGEMENT

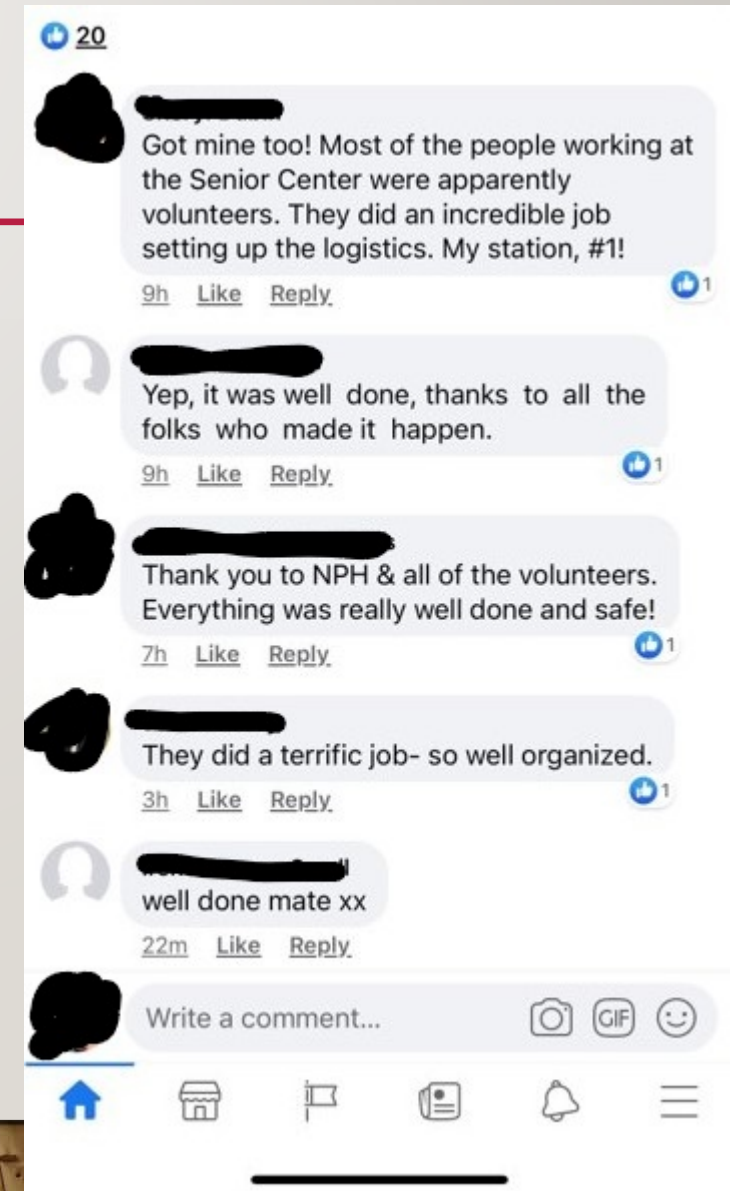
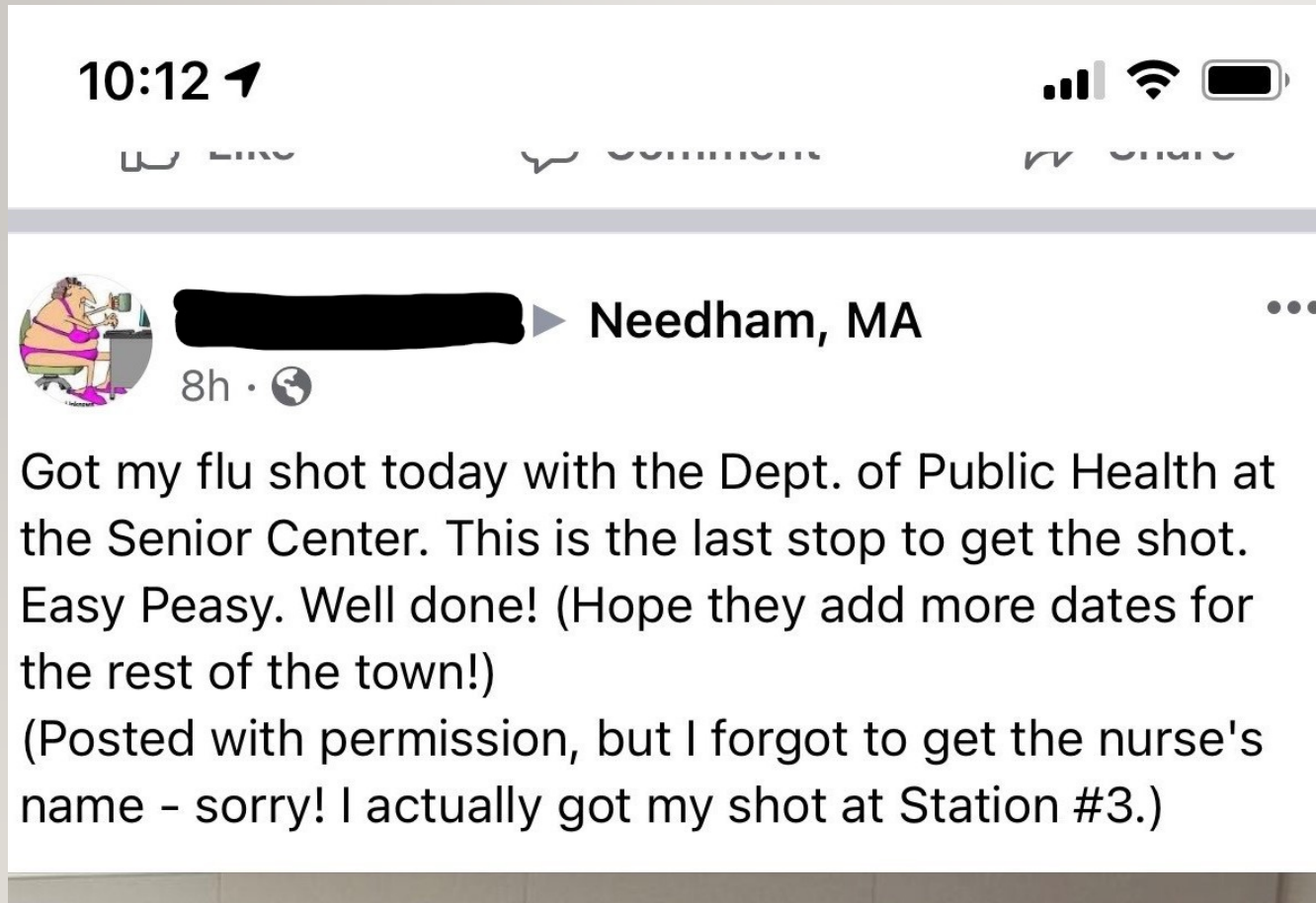
| Item                                 | Source                        | Qty Available                    | Qty Needed      | Qty Used |
|--------------------------------------|-------------------------------|----------------------------------|-----------------|----------|
| Procedural masks                     | EDS Trailer                   | 1350                             | 100             |          |
| Face shields/Goggles                 | EDS Trailer (goggles)         | 330                              | 20              |          |
| Nitrile gloves                       | EDS Trailer                   | S 1900/M 1700<br>L 1800/ XL 1600 | 2800            |          |
| Alcohol prep pads                    | EDS Trailer                   | 4000                             | 700             |          |
| Band-Aids                            | EDS Trailer                   | 2700                             | 700             |          |
| Needles & Syringes (adult)           | EDS Trailer<br>(3ml, 25Gx1in) | 600                              | 700             |          |
| Needles & Syringes (child,<br>3yrs+) |                               |                                  |                 |          |
| Coolers                              |                               |                                  | 10              |          |
| Gel/cool packs                       |                               |                                  | 20              |          |
| Vaccine thermometers                 |                               |                                  | 10              |          |
| Digital forehead thermometer         | EDS Trailer                   | 10                               | 1               |          |
| Sharps containers                    | EDS Trailer                   | 24                               |                 |          |
| First Aid Kit                        |                               |                                  | 1               |          |
| Epinephrine                          |                               |                                  |                 |          |
| Large waste bins w/lids              |                               |                                  | 13              |          |
| Plastic file boxes (to hold forms)   |                               |                                  | 12              |          |
| Trash bags                           |                               |                                  | 26              |          |
| Sanitizing wipes                     |                               |                                  | Based off Suply |          |
| Hand Sanitizer                       |                               |                                  | 15 (16 oz)      |          |
| Clip boards                          |                               |                                  | 30              |          |
| Pens                                 |                               |                                  | 300             |          |
| Printer labels (Avery 5160)          |                               |                                  | 700             |          |
| Duct Tape                            |                               |                                  | 2               |          |
| Vaccine Info Sheets (VIS)            |                               |                                  | 400             |          |
| Screening Forms                      |                               |                                  | 500             |          |
| Insurance Information Form           |                               |                                  | 500             |          |
| Receipt/Proof of Vax Form            |                               |                                  | 400             |          |
| ICS Vests                            |                               |                                  | 30              |          |
| Pop-up Tents (sizes)                 |                               |                                  | 2               |          |
| Tent weights                         |                               |                                  | 8               |          |
| Folding tables                       |                               |                                  | 12              |          |
| Folding chairs                       |                               |                                  | 30              |          |
| Traffic cones                        |                               |                                  |                 |          |
| Radios                               |                               |                                  | 12              |          |

# ELECTRONIC SIGN-UPS

---

- Attempted EventBrite
  - Crashed and burned
- Microsoft Forms
  - 50 per half hour
  - Had to monitor to see when we would go over
  - Easy conversion to word document
  - HIPPA Compliant

# OVERALL..



# LESSONS LEARNED

---

- Solutions to online registration
- Prepping for long-term need (supply chain/vaccine supplier)
- Having a station set up for those who can't go into building
- Our volunteers and staff are amazing

---

QUESTIONS??



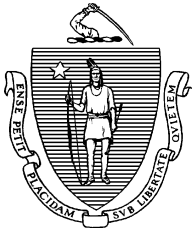
**Board of Health  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**



**MEETING DATE: 10/9/2020**

|                     |                                                                                              |
|---------------------|----------------------------------------------------------------------------------------------|
| <b>Agenda Item</b>  | Revised Order of the Commissioner of Public Health for Farmers Markets, Farm Stands and CSAs |
| <b>Presenter(s)</b> | Tara Gurge and Diana Acosta                                                                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>Board of Health discussion about the September 17, 2020 revised guidelines regarding farmers markets. Needham Farmers Market seeks to implement the following changes: (1) An increase in the number of customers allowed into the market area to 25 customers per 1,000 sq. feet; (2) The prohibition around customers touching produce has been removed. (Minimizing handling remains); (3) Clarifies that re-useable bags may be utilized.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>VOTE REQUIRED BY BOARD OF HEALTH</b>           |
| <p>No specific vote is required, nor is one expected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>BACK UP INFORMATION ATTACHED</b>               |
| <p>Revised guidelines attached. Some background- On March 23, 2020, the Governor issued an Order Assuring Continued Operation of Essential Services in the Commonwealth. As designated in the list of “COVID-19 Essential Services,” farmers markets, farm stands and Community Supported Agriculture (CSA) are essential and will remain open.</p> <p>Additionally, farmers’ market employees, farm stand employees and CSA employees are deemed essential workers.</p> <p>Therefore, in order to ensure access to a strong local food supply and enable farms to continue to grow, harvest and market safe, healthy and local fruits and vegetables, while additionally reducing exposure of shoppers and employees to COVID-19, and pursuant to the authority granted by G. L. c. 17, § 2A and with the approval of the Governor and the Public Health Council, the revised FM protocols are proposed.</p> |                                                   |



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lieutenant Governor

**MARYLOU SUDDERS**  
Secretary

**MONICA BHAREL, MD, MPH**  
Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

## **ORDER OF THE COMMISSIONER OF PUBLIC HEALTH FOR FARMERS MARKETS, FARM STANDS AND CSAs**

On March 10, 2020, Governor Charles D. Baker declared a state of emergency in the Commonwealth to respond to the spread of COVID-19. On March 11, 2020, in view of the grave threat that the spread of COVID-19 presents to the public health, the Public Health Council authorized and directed me to act pursuant to G. L. c. 17, § 2A and to take all appropriate actions, incur such liabilities, and establish such rules, requirements, and procedures necessary to prepare for, respond to, and mitigate the spread of COVID-19 in order to protect the health and welfare of the people of the Commonwealth.

On March 23, 2020, the Governor issued an Order Assuring Continued Operation of Essential Services in the Commonwealth. As designated in the list of "COVID-19 Essential Services," farmers markets, farm stands and Community Supported Agriculture (CSA) are essential and will remain open. Additionally, farmers' market employees, farm stand employees and CSA employees are deemed essential workers.

Therefore, in order to ensure access to a strong local food supply and enable farms to continue to grow, harvest and market safe, healthy and local fruits and vegetables, while additionally reducing exposure of shoppers and employees to COVID-19, and pursuant to the authority granted by G. L. c. 17, § 2A and with the approval of the Governor and the Public Health Council, I hereby issue the following Orders:

- 1) As indicated in the list of "COVID-19 Essential Services", farmers markets, farm stands and CSAs may remain open.
- 2) Managers of Farmers' Markets must limit the number of customers who can enter the market space at one time. Market Managers and individual vendors operating within a Farmers' Market must remind customers of "social distancing," maintaining a space of at least six (6) feet from one another while shopping at indoor or outdoor Farmers' Markets, through signage at prominent locations and vendor tables, at access points and through verbal reinforcement.
- 3) Market managers and staff should cordon off farmers' market perimeters to allow for clear entry and egress points.

- 4) Market managers and staff must monitor and control the number of customers allowed within farmers' market areas and must allow no more than 25 customers per 1,000 square feet at any one time.
- 5) Lines that form outside of market entry points must be monitored and floor/ground marking must be set-up in a way that customers maintain distance between each other while waiting.
- 6) Market managers must deploy signage, floor/ground marks and cones to direct customers to maintain spacing requirements.
- 7) Local law enforcement should be notified and consulted if any issues arise concerning distancing or other physical security concerns at the market.
- 8) Signs must be posted to remind staff and customers that they should not visit the market when they are sick.
- 9) Market managers, staff and vendors must clean and disinfect frequently touched objects and surfaces.
- 10) Farmers' markets, farm stands and CSAs are encouraged to promote transactions that employ pre-bagging of produce, online-orders and other methods that limit public interaction and minimize the time customers spend at vendor tables to enable customer flow and the maintenance of distancing guidelines.
- 11) Farmers' markets may not offer product samples for on-site use or tasting in order to reduce opportunities for contamination and transmission of the virus.
- 12) Market managers and vendors should minimize the handling of produce and products by staff, customers.
- 13) Farmers' market managers, market staff, as well as vendors and their employees may use reusable bags in order to provide continuation of services while reducing exposure of shoppers and farmers' market staff to COVID-19.
- 14) Vendors should not use tablecloths in order to make it easier to clean and sanitize table surfaces. Vendors must clean and sanitize their displays, including their tables and items used to display produce at the end of every market during market operation. Markets are recommended to discontinue the use of display items that cannot be cleaned and sanitized.

- 15) Markets are encouraged to provide access to handwashing facilities, including those available in public restrooms, and alcohol-based hand sanitizers for event staff and participants.
- 16) Require face coverings for all market managers, staff and vendors and customers, except where an individual is unable to wear a face covering due to medical condition or disability.
- 17) If more than one person is working the table, vendors should designate one person to handle money and another to handle produce/product.

This Order shall be effective immediately and shall rescind and replace the Order issued by the Commissioner of Public Health on April 27, 2020. This Order shall remain in effect until the State of Emergency is terminated by the Governor, or until rescinded by me, whichever shall happen first.

IT IS SO ORDERED.

A handwritten signature in black ink, reading "Lindsey Tucker", is positioned above a horizontal line.

---

Lindsey Tucker  
Associate Commissioner  
Massachusetts Department of Public Health  
September 8, 2020



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lieutenant Governor

**MARYLOU SUDDERS**  
Secretary

**MONICA BHAREL, MD, MPH**  
Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

## **ORDER OF THE COMMISSIONER OF PUBLIC HEALTH FOR FARMERS MARKETS, FARM STANDS AND CSAs**

- 1) As indicated in the list of “COVID-19 Essential Services”, farmers markets, farm stands and CSAs may remain open.
- 2) Managers of Farmers’ Markets must limit the number of customers who can enter the market space at one time. Market Managers and individual vendors operating within a Farmers’ Market must remind customers of “social distancing,” maintaining a space of at least six (6) feet from one another while shopping at indoor or outdoor Farmers’ Markets, through signage at prominent locations and vendor tables, at access points and through verbal reinforcement .**Compliance with social distancing of at least six feet, e.g. shopper line markings on Garrity Way and Town Common sidewalk; multiple signs and verbally as described above.**
- 3) Market managers and staff should cordon off farmers’ market perimeters to allow for clear entry and egress points.  
**Compliance. NFM will continue to cordon off NFM’s entry and egress points.**

- 4) Market managers and staff must monitor and control the number of customers allowed within farmers' market areas and must allow no more than 25 customers per 1,000 square feet at any one time.  
**Compliance.** NFM has established a shopper wait line on the Chapel Street sidewalk next to Town Common.
- 5) Lines that form outside of market entry points must be monitored and floor/ground marking must be set-up in a way that customers maintain distance between each other while waiting. **Compliance.** See number 4 above. **Monitoring by Market Manager, Market Monitor and vendor staff.**
- 6) Market managers must deploy signage, floor/ground marks and cones to direct customers to maintain spacing requirements. **Compliance.**
- 7) Local law enforcement should be notified and consulted if any issues arise concerning distancing or other physical security concerns at the market.  
**Compliance.** On August 30<sup>th</sup>, NFM's Market Manager Phu Vo notified the Needham Police that an intruder at the Market refused to wear a face mask after requested to do so, and threatened him (after his de-escalation efforts failed). The intruder also harassed shoppers and vendors. NFM's Market Monitor and vendor's staff corroborate these events. Two Needham Police Officers wanted to eject the intruder but they were countermanded by a Police supervisor who arrived later. NFM's staff, vendors, and shoppers were at risk thereby during these events.
- 8) Signs must be posted to remind staff and customers that they should not visit the market when they are sick. **Compliance.** **Signage at both entrances on Garrity Way.**
- 9) Market managers, staff and vendors must clean and disinfect frequently touched objects and surfaces. **Compliance.**
- 10) Farmers' markets, farm stands and CSAs are encouraged to promote transactions that employ pre-bagging of produce, online-orders and other methods that limit public interaction and minimize the time customers spend at vendor tables to enable customer flow and the maintenance of distancing guidelines. **Compliance.** **Vendors employ pre-bagging of produce, online-orders, etc. to enable customer flow and social distancing. NFM encourages and publicizes these methods.**
- 11) Farmers' markets may not offer product samples for on-site use or tasting in order to reduce opportunities for contamination and transmission of the virus. **Compliance.** **No sampling.**

- 12) Market managers and vendors should minimize the handling of produce and products by staff, customers. **Compliance. Vendors use single use bags for produce and products. NFM continues a policy of no touch for same.**
- 13) Farmers' market managers, market staff, as well as vendors and their employees may use reusable bags in order to provide continuation of services while reducing exposure of shoppers and farmers' market staff to COVID-19. **Compliance. Vendors utilize single use bags for produce and products. NFM continues a policy of no touch.**
- 14) Vendors should not use tablecloths in order to make it easier to clean and sanitize table surfaces. Vendors must clean and sanitize their displays, including their tables and items used to display produce at the end of every market during market operation. Markets are recommended to discontinue the use of display items that cannot be cleaned and sanitized. **Compliance.**
- 15) Markets are encouraged to provide access to handwashing facilities, including those available in public restrooms, and alcohol-based hand sanitizers for event staff and participants. **Compliance.**
- 16) Require face coverings for all market managers, staff and vendors and customers, except where an individual is unable to wear a face covering due to medical condition or disability. **Compliance. Vendors will not serve shoppers who do not wear a face mask. NFM provides a free face mask to shoppers and others without one. If a shopper is unable to wear a face mask, NFM encourages them to ask another person (friend, neighbor, etc.) to shop for them instead. NFM's Market Manager and Market Monitor always wear a mask and they require all vendors, customers, musicians, artists, and anyone else at the market to wear a face mask.**
- 17) If more than one person is working the table, vendors should designate one person to handle money and another to handle produce/product. **Compliance. Vendors handling money, hand sanitize thereafter.**



## Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

Christina S. Mathews, MPH Robert Partridge, MD, MPH

# PERMIT & LICENSE FEE SCHEDULE

| <b><u>Permit/License</u></b>                                             | <b><u>Fee</u></b> | <b><u>COVID</u></b> |
|--------------------------------------------------------------------------|-------------------|---------------------|
| Animal Permit                                                            | \$100.00          | \$50                |
| • Additional per species for laboratory animals                          | \$25.00           | \$13                |
| Beaver Removal Permit                                                    | \$75.00           | \$38                |
| Biotechnology Initial Registration                                       | \$750.00          | \$375               |
| • Renewal/change in use                                                  | \$500.00          | \$250               |
| Body Art Establishment                                                   | \$700.00          | \$350               |
| Body Art Practitioner Permit                                             | \$575.00          | \$288               |
| Bodyworks Establishment Plan Review                                      | \$200.00          | \$100               |
| Bodyworks Establishment Permit                                           | \$100.00          | \$50                |
| Bodyworks Practitioner Permit                                            | \$50.00           | \$25                |
| Breast Milk Registration <i>(not subject to Late Renewal Surcharges)</i> | \$25.00           | \$13                |
| Camp License                                                             | \$175.00          | \$88                |
| Demolition Permit <i>(not subject to Late Renewal Surcharges)</i>        | \$75.00           | \$38                |
| <b><u>Food:</u></b>                                                      |                   |                     |
| • Bottling Permit                                                        | \$500.00          | \$250.00            |
| • Farmers Market Seasonal Permit                                         | NOTE              | NOTE                |
| • Food Service – less than 50 seats                                      | \$250.00          | \$125               |
| • Food Service – 50 to 149 seats                                         | \$450.00          | \$225               |
| • Food Service – 150 to 250 seats                                        | \$550.00          | \$275               |
| • Food Service – more than 250 seats                                     | \$650.00          | \$325               |
| • Food Service – Catered Feeding Location                                | \$175             | \$88                |
| • Food Service – Residential Kitchen                                     | \$125             | \$63                |
| • Mobile Food Service Vendors                                            | NOTE              | NOTE                |
| • Plan Reviews for All Food Service or Retail Establishments             | \$225.00          | \$113               |
| • Retail Food Establishment – Prepackaged foods, Refrigeration           | \$125.00          | \$63                |
| • Retail Food Establishment less than 1,500 square feet                  | \$150.00          | \$75                |
| • Retail Food Establishment between 1,500 and 3,000 square feet          | \$250.00          | \$125               |
| • Retail Food Establishment between 3,000 and 6,000 square feet          | \$450.00          | \$225               |
| • Retail Food Establishment between 6,000 & 10,000 square feet           | \$550.00          | \$275               |
| • Retail Food Establishment more than 10,000 square feet                 | \$750.00          | \$375               |
| • Temporary/One Day Event Permit                                         | \$50.00           | \$25                |

Proposed March 5, 2020. Adopted April 16, 2020. Effective July 1, 2020. COVID adjusted fees begin October 9, 2020, continue through June 30, 2021.

| <b><u>Permit/License</u></b>                                                  | <b><u>Fee</u></b>     | <b><u>COVID</u></b> |
|-------------------------------------------------------------------------------|-----------------------|---------------------|
| Hauler Company (Grease, Medical, Rubbish, Septic)                             | \$150.00              | \$75                |
| Hotel/Motel                                                                   | \$200.00              | \$100               |
| <b><u>Marijuana:</u></b>                                                      |                       |                     |
| • Plan Review (Treatment Center or Cultivation/Processing Site)               | \$1,000.00            | \$500               |
| • Plan Review (Storage/Disposal)                                              | \$1,000.00            | \$500               |
| • Plan Review (Continuity of Business/Continuity of Operations)               | NO FEE                | NO FEE              |
| • Plan Review (Security)                                                      | NO FEE                | NO FEE              |
| • Marijuana Treatment Center (MTC) Permit                                     | \$2,500.00            | \$1,250             |
| • Marijuana Home Cultivation Permit (Home Permit)                             | \$150.00 <sup>1</sup> | \$75 <sup>2</sup>   |
| Pre-Residency Housing Inspection <sup>3</sup>                                 | \$75.00               | \$38                |
| Sharps Permit                                                                 | \$100.00              | \$50                |
| <b><u>Swimming Pool:</u></b>                                                  |                       |                     |
| • Public/Semi-Public Pool – Permit (Annual)                                   | \$250.00              | \$125               |
| • Public/Semi-Public Pool – Permit (Seasonal)                                 | \$175.00              | \$88                |
| • Public/Semi-Public Pool – Plan Review (includes 2 free revisions)           | \$250.00              | \$125               |
| • Public/Semi-Public Pool – Plan Revisions                                    | \$50.00               | \$25                |
| • Public/Semi-Public Pool – Re-Inspection                                     | \$125.00              | \$63                |
| • Public/Semi-Public Pool – Variance Initial Application                      | \$150.00              | \$75                |
| • Public/Semi-Public Pool – Variance Renewal                                  | \$75.00               | \$38                |
| <b><u>Tanning (Indoor Tanning):</u></b>                                       |                       |                     |
| • New Establishment                                                           | \$500.00              | \$250               |
| • Each Booth                                                                  | \$250.00              | \$125               |
| <b><u>Title V/Septic:</u></b> <i>(not subject to Late Renewal Surcharges)</i> |                       |                     |
| • Installer's Annual Permit (new- including exam)                             | \$250.00              | \$250               |
| • Installer's Renewal (no exam)                                               | \$125.00              | \$63                |
| • Installer's Recertification Test (biennial)                                 | \$50.00               | \$25                |
| • Soil Application Inspection (less than 2 hours)                             | \$425.00              | \$213               |
| • Soil Application (each additional hour over 2 initial hours)                | \$75.00               | \$38                |
| • Septic Construction Permit (Major)                                          | \$350.00              | \$175               |
| • Septic Construction Permit (Minor)                                          | \$125.00              | \$63                |
| • Septic Plan Review (includes one free revision)                             | \$275.00              | \$118               |
| ○ Addition to home with Septic                                                | \$75.00               | \$38                |
| ○ Deed Restriction                                                            | \$125.00              | \$63                |
| ○ Additional Plan Reviews for Septic Design                                   | \$50.00               | \$25                |
| • Septic System Excavation & Trench Permit                                    | \$50.00               | \$25                |
| • Septic System Variance Request                                              | \$150.00              | \$75                |
| Tobacco Permit                                                                | \$700.00              | \$350               |
| Well Application – Geothermal, Irrigation <i>(not subject to Late Renewal</i> | \$225.00              | \$113               |

<sup>1</sup> Ibid.

<sup>2</sup> Ibid.

<sup>3</sup> Pre-Residency Housing Inspections as required by state and federal housing assistance programs only, unless specifically approved by the Director of Health & Human Services.

# Notes

- In order for a permit or license renewal to be considered by the Needham Public Health Division, it must be:
  - submitted with all required documentation and attachments;
  - complete and accurate; and
  - inclusive of payment in full.
- Permit and license renewals (which are accurate and complete and which include payment) will be reviewed and approved promptly. The processing time for applications is at least 15 business days, but every effort will be made to review applications promptly and those which are complete and accurate and inclusive of full payment may be processed in less time (potentially substantially less time).
  - **Delayed License/Permit Renewals** are those submitted within 15 business days of permit/license expiration.
  - **Late License/Permit Renewals** are those submitted within 10 business days of permit/license expiration.
  - **Last-Minute License/Permit Renewals** are those submitted within 5 business days of permit/license expiration.
- Expedited reviews of permit and license renewals may be ordered at the applicant's discretion to avoid a possible gap in licensure, but that is not required.
- Non-profit organizations may, upon request and when approved by the Director of Health & Human Services, receive a discount of up to 50% on the applicable fees.
- In extraordinary circumstances, the Director of Public Health or the Board of Health's designated agent may modify or reduce the fees noted above if, in that person's opinion, it is the best interests of the Town of Needham. The Director or the designated agent will inform the Board of any modifications and the rationale for such actions at the Board's next meeting.
- Mobile Food Vendor permits and permits for the Farmers Market are the subjects of an extended cooperative program with other Town Departments and community partners that includes a bundled or simplified fee, and thus any fees may be waived if approved by the Director of Health & Human Services.

| <b><u>Surcharges</u></b>                                            | <b><u>New</u></b> |
|---------------------------------------------------------------------|-------------------|
| • Delayed License/Permit Renewal                                    | \$75.00           |
| • Late License/Permit Renewal                                       | \$150.00          |
| • Last-Minute License/Permit Renewal                                | DOUBLE FEE        |
| • Noncompliance Re-inspection                                       | \$150.00          |
| • Inspection following Noncompliance for Operating without a Permit | DOUBLE FEE        |



**Board of Health  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**



**MEETING DATE: 10/09/2020**

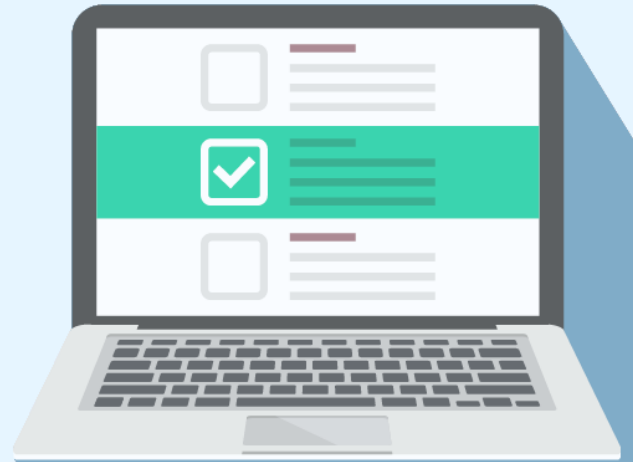
|                     |                                                                        |
|---------------------|------------------------------------------------------------------------|
| <b>Agenda Item</b>  | MA Department of Public Health COVID-19 Community Impact Survey (CCIS) |
| <b>Presenter(s)</b> | Timothy Muir McDonald, Director of Health & Human Services             |

|                                                                                                                                                                                                                                                                                                                                  |                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                                                                                                        | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Massachusetts Department of Public Health (MA-DPH) is learning how to better help people through COVID-19. They are using the COVID-19 Community Impact Survey to learn about the needs across the state to identify community problems, and use this data to plan resources and support communities around COVID-19.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                        | <b>VOTE REQUIRED BY Board of Health</b>           |
| <p>No specific vote is required, nor is one expected.</p>                                                                                                                                                                                                                                                                        |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                                                                                                        | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ul style="list-style-type: none"><li>• Survey background information</li><li>• Links to:<ul style="list-style-type: none"><li>o CCIS</li><li>o Translated material in 7 languages</li><li>o FAQ</li></ul></li></ul>                                                                                                             |                                                   |



# HOW HAS COVID-19 IMPACTED YOU?

**TAKE OUR SURVEY**



The Massachusetts Department of Public Health wants to know how to help your community during COVID-19.

Tell us what matters to YOU.

**TAKE THE SURVEY:** [mass.gov/COVIDsurvey](https://mass.gov/COVIDsurvey)

People ages 14+ can take the survey.

The Community Impact Survey will help MA-DPH learn about needs across the state so it can plan resources and support around COVID-19.

The survey takes about 10-15 minutes to finish.

We won't ask for your name or any information that could identify you. Your answers will be kept completely private.

**COVID-19 Community Impact Survey (CCIS)**

**Quick Links (please see rest of message for details)**

Survey: [www.mass.gov/COVIDsurvey](http://www.mass.gov/COVIDsurvey)

All materials: <http://bit.ly/CCIS-Dissemination-Materials>

FAQ document: <http://bit.ly/CCIS-FAQ>

Questions: [covid19survey@mass.gov](mailto:covid19survey@mass.gov)

**BACKGROUND:**

**What is CCIS?** The COVID-19 Community Impact Survey (CCIS) is an online survey aimed at collecting data to better understand and identify the social, economic, and health needs and inequities resulting from the COVID-19 pandemic.

**How will the findings be used?** Findings from this survey will be used to improve DPH's ability to act - helping address the most critical needs, partnering with communities to support local efforts, and informing state policy with accurate information on what people need now and in the long term. Results will be available to community-based organizations for their own planning and action purposes.

**Who should take this survey?** Anyone 14 or older who lives in MA can and should take the survey. Even people who have not had COVID-19 can take this survey. We have a particular interest in gathering responses from communities who have been impacted the most, including: people of color, immigrants, individuals who are LGBTQ+, people with disabilities, essential workers, people experiencing housing instability, older adults, and those in geographic areas hardest hit by COVID-19.

**What important information should I know?** The survey is available in seven common languages spoken in MA: English, Chinese (standard and traditional), Spanish, Portuguese, Haitian Creole, and Vietnamese.

**Where may I find additional information?** Additional information about the CCIS Initiative may be found in the [FAQ document here](#). If you have questions, please contact [covid19survey@mass.gov](mailto:covid19survey@mass.gov).

## A. END OF MODULE HOTLINE LIST (FOR SELECT MODULES)

### Section 6. Impact of COVID-19 on Mental Health

If you or anyone you know is feeling depressed or considering suicide, they can get help on the phone by calling the **National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255)**. To talk to someone through the online chat function or to find a therapist in your area, visit <https://suicidepreventionlifeline.org/>.

### Section 7. Impact of COVID-19 on Substance Use

To talk with a Helpline Specialist about accessing resources and support for people who may be using substances, for people in recovery, or for their loved ones, please call **800-327-5050** or visit <https://helpline.ma.org/covid-19-resources-for-ma/>.

If you or a family member are experiencing a mental health or substance use disorder crisis, you can call **Emergency Services Program/Mobile Crisis Intervention at 1 (877) 382-1609**.

### Section 8 Adult (Section 9 Youth). Impact of COVID-19 on Employment and Income

If you would like to report an unsafe working condition related to COVID-19, such as a lack of social distancing, personal protective equipment (PPE), hygiene protocols or cleaning and disinfection, please file a COVID-19-Related Workplace Health and Safety complaint with the Office of Attorney General Maura Healey. Your employer cannot retaliate against you for making a complaint about an unsafe working condition: <https://www.mass.gov/forms/report-unsafe-working-conditions-during-covid-19>

[Spanish link: <https://www.mass.gov/forms/report-condiciones-inseguras-en-el-trabajo-durante-covid-19>]

### Section 9 Adult (Section 11 Youth). Impact of COVID-19 on Safety/Violence

We realize that this topic may bring up past experiences that some people may wish to talk about. If you or someone you know needs information, support, or assistance because of unwanted sexual experiences or because of violence in a relationship, you can call the **SafeLink Hotline at 877-785-2020**.

## B. END OF SURVEY RESOURCE LIST

Thank you for completing the survey. Listed below are resources addressing some of the topics included in the survey. For more information and updates on COVID-19 in Massachusetts:

- Visit [www.mass.gov/covid](https://www.mass.gov/covid)
- [Sign up for text message alerts](#)
  - o Send [COVIDMA](#) to 888-777
  - o Envíe [COVIDMAESP](#) al 888-777
- [Email](#) the Governor's Office or call [\(617\) 725-4005](tel:6177254005)

### General Resources

- Massachusetts | To find health and human services available in your community, [visit Mass 211](#), [call 2-1-1](#) or use [live chat](#).
- Massachusetts | Visit [Mass.gov COVID-19 Updates and Information](#) to connect with resources related to:
  - o Unemployment insurance
  - o Food and economic assistance
  - o Business loans and support
  - o Childcare providers
  - o Renters and homeowners
  - o Mental health and well-being
  - o Rights related to COVID-19
  - o Resources for abuse and neglect
  - o Substance use help and prevention
  - o Homeless support

### COVID-19 Test Locations

- Massachusetts | For more information about COVID-19 testing and to find a testing site near you, visit <https://www.mass.gov/info-details/covid-19-testing>.

### Applying for Health Insurance

- Massachusetts | To apply for or learn more about MassHealth insurance, contact MassHealth Customer Service at [\(800\) 841-2900](tel:8008412900); TTY: [\(800\) 497-4648](tel:8004974648); or visit <https://www.mass.gov/coronavirus-disease-covid-19-and-masshealth>.

### Reporting Unsafe Work Conditions:

- To report an unsafe working condition related to COVID-19, please file a COVID-19-Related Workplace Health and Safety complaint with the Office of Attorney General Maura Healey. Your employer cannot retaliate against you for making a complaint about an unsafe working condition: <https://www.mass.gov/forms/report-unsafe-working-conditions-during-covid-19>

### Mental Health

- If you feel sad, lonely, hopeless, or suicidal:

- Massachusetts | Call or text the 24/7 Samaritans Statewide Helpline at (877) 870-4673 or visit <https://samaritanshope.org/>.
- National | Call the National Suicide Prevention Lifeline at 1-800-273-8255 or visit <https://suicidepreventionlifeline.org/> to chat online or find a therapist in your area.

### **Mental Health & Substance Use**

- Massachusetts | If you or a family member are experiencing a mental health or substance use disorder crisis, call Emergency Services Program/Mobile Crisis Intervention at 1 (877) 382-1609. or visit <https://www.mass.gov/emergencycrisis-services>.
- National | If you or someone you know is in need of mental health and/or substance use services, search for treatment facilities using the Behavioral Health Treatment Services Locator: <https://findtreatment.samhsa.gov/> or call the National Helpline at 1-800-662-4357.

### **Substance Use and Tobacco Use**

- Massachusetts | To access resources and support for people who maybe be using substances, for people in recovery, or for their loved ones, call the Massachusetts Substance Use Helpline at 800-327-5050 or visit <https://helplinema.org/covid-19-resources-for-ma/>.
- Massachusetts | To access resources and support for people who are using tobacco and who want to quit or stay quit, or for their loved ones, call the Massachusetts Smokers' Helpline at 1-800-784-8669 or visit <http://www.makesmokinghistory.org> or <http://www.mass.gov/quitvaping>

### **Sexual and/or Domestic Violence**

- Massachusetts | If you or someone you know needs information, support or assistance because of unwanted sexual experiences or because of violence or abuse in a romantic or sexual relationship: Call SafeLink at (877) 785-2020 or access [SafeLink live chat](#). For deaf and hard-of-hearing call (877) 785-2020, or by TTY at (877) 521-2601.
- National | Call Domestic Violence 24/7 Hotline at 800-799-7233 or visit <https://www.thehotline.org/help> for the online chat option.
- National | Call Sexual Assault 24/7 Crisis Hotline at (800) 656-4673 or visit [www.rainn.org](http://www.rainn.org) for the online chat option.
- Massachusetts | If you are concerned about how you are treating people in your life, including the person you are dating/seeing, we invite you to reach out to talk to someone about how to navigate your current and past relationships. Call 2-1-1 or visit: <https://mass211.org/resources/resources-for-being-a-safe-dating-relationship-partner/> for resources in your area.
- National | For confidential support, guidance, or more information about addressing sexually worrisome behavior in yourself or someone you care about, contact Stop It NOW Helpline through chat, email or a phone at 1-888-773-8368 or <http://www.stopitnow.org/help-guidance>.

### **Racism/Discrimination**

- Massachusetts | To file a complaint about discrimination occurring in the workplace, housing, public places, access to education, lending, or credit, call the Massachusetts Commission Against Discrimination at [\(617\) 994-6000](tel:6179946000); TTY [\(617\) 994-6196](tel:6179946196); [\(617\) 994-6071](tel:6179946071) (Español, 中文, Kreyòl Ayisyen, русский, Português, etc.) or visit <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>.

### **Parenting/Parental Stress**

- Massachusetts | To talk to someone about parental stress or connect with local parenting resources in your area, call the 24/7 Parental Stress Line: [1-800-632-8188](tel:18006328188).

### **Older Adult Services**

- Massachusetts | To access services or for information about aging-related issues, visit <https://www.mass.gov/orgs/executive-office-of-elder-affairs>. To connect to a local elder service agency, call [\(800\) 243-4636](tel:8002434636).

### **Reporting Abuse**

- Massachusetts | To report child abuse or neglect: contact the MA Department of Children and Families (DCF) Office; for instructions on reporting, visit: <https://www.mass.gov/how-to/report-child-abuse-or-neglect>.
- Massachusetts | To report abuse of a person age 60 or older who lives in the community: Call the MA Executive Office of Elder Affairs at [\(800\) 922-2275](tel:8009222275) or visit <https://www.mass.gov/how-to/report-elder-abuse>.
- Massachusetts | To report abuse of a person with a disability who is aged 18 to 59: call the MA Disabled Persons Protection Commission at [\(800\) 426-9009](tel:8004269009), TTY: [1-888-822-0350](tel:18888220350).
- Massachusetts | To report abuse of a person by nursing home or hospital: call the MA Department of Public Health at [\(800\) 462-5540](tel:8004625540).



*The Commonwealth of Massachusetts*  
*Executive Office of Energy and Environmental Affairs*  
*100 Cambridge Street, Suite 900*  
*Boston, MA 02114*

Charles D. Baker  
GOVERNOR

Karyn E. Polito  
LIEUTENANT GOVERNOR

Kathleen A. Theoharides  
SECRETARY

Tel: (617) 626-1000  
Fax: (617) 626-1181  
<http://www.mass.gov/eea>

Kim Donovan, Compliance Coordinator  
500 Dedham Avenue  
Needham, MA 02492

September 30, 2020

Dear Kim,

Congratulations! On behalf of Governor Baker and Lieutenant Governor Polito, I am excited to notify you that the Town of Needham has been designated by the Executive Office of Energy and Environmental Affairs (EEA) as a Municipal Vulnerability Preparedness (MVP) Community for its completion of the Community Resilience Building planning process. This MVP Community designation indicates the Town's commitment to preparing for climate change. As an MVP Community, the Town of Needham is eligible to apply for MVP Action Grants as administered by EEA and may receive increased standing in future state funding opportunities, allowing you to pursue implementation of priority actions.

In order to maintain MVP designation, the Town of Needham must submit yearly progress reports to EEA by June 30. In addition, progress reports must also be submitted with MVP Action Grant applications. EEA will provide a progress report template to summarize steps taken to build on the MVP planning process. Such steps may include:

- Applying for grants, such as the MVP Action Grant, that support implementation of resiliency measures;
- Reconvening your Core Team to make revisions/updates to the MVP report/plan, or discuss progress related to resiliency and MVP;
- Using the outcomes of your workshop to inform other planning efforts or updating existing documents (e.g., updating existing local plans); and/or
- Taking additional steps towards implementing your priority actions.

I want to commend your community's dedication to climate change resiliency and I look forward to watching as the Town of Needham continues its efforts to plan and implement priority climate adaptation strategies. Going forward, should you have any questions, please contact Kara Runsten, MVP Program Manager ([kara.runsten@mass.gov](mailto:kara.runsten@mass.gov)).

Again, congratulations, and best wishes.

A handwritten signature in cursive script that reads "K. Theoharides".

Secretary Kathleen Theoharides

# How will the NPS decide if a school or the entire district must close due to the health emergency and go fully into remote learning?

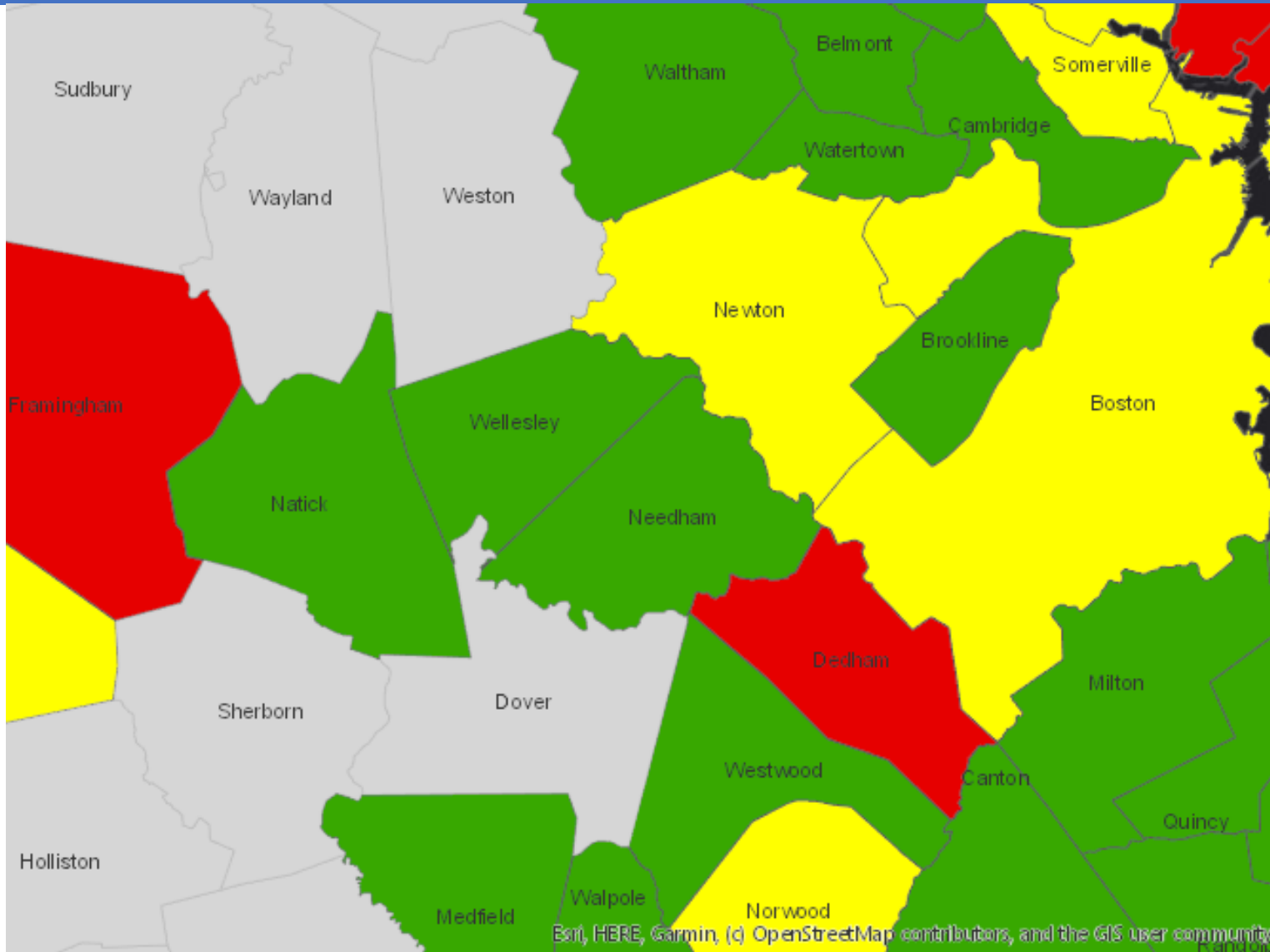
## Health Metrics to determine when we should reopen or close schools:

- 1) State Department of Public Health (DPH) and the Department of Elementary and Secondary Education (DESE) Health Metrics;
  - Needham has 4.9 average daily cases per 100K over the last two weeks (Yellow Category). That is an increase from 2.2 last week. This is Needham's first week in the Yellow.
- 2) Positivity Rates (14-day average) below 5 percent using state, county, and relative rate of change in the average;
  - Needham has a positive test rate of 0.61% over the past two weeks, an increase from 0.39% last week. In comparison the statewide rate was 0.87% , a very slight increase from 0.85% last week.
  - Norfolk County is Yellow (up to 4.3 from 3.7 last week) and has a positive testing rate which is trending lower, Middlesex County is Yellow (up to 5.1 from 4.6 last week) and has a flat positive testing rate, and Suffolk County is Red (up to 9.6 from 9.5 last week) and has a has a positive testing rate which is trending lower. Please see chart on next slide.
- 3) Adherence to NPS expectations for health & safety measures, including prevalence of student mask wearing, social distancing, hygiene/hand washing and meeting standards for proper ventilation of schools and classrooms.
  - Looking for teacher and staff feedback, aggregated through building principals.
  - Important for Schools, Town, Community groups, and other partners to all emphasize consistent message of accountability and smart decisions to avoid clusters and spreader events found in surrounding communities such as Attleboro, Dedham, Dover-Sherborn, Lincoln-Sudbury, and others.

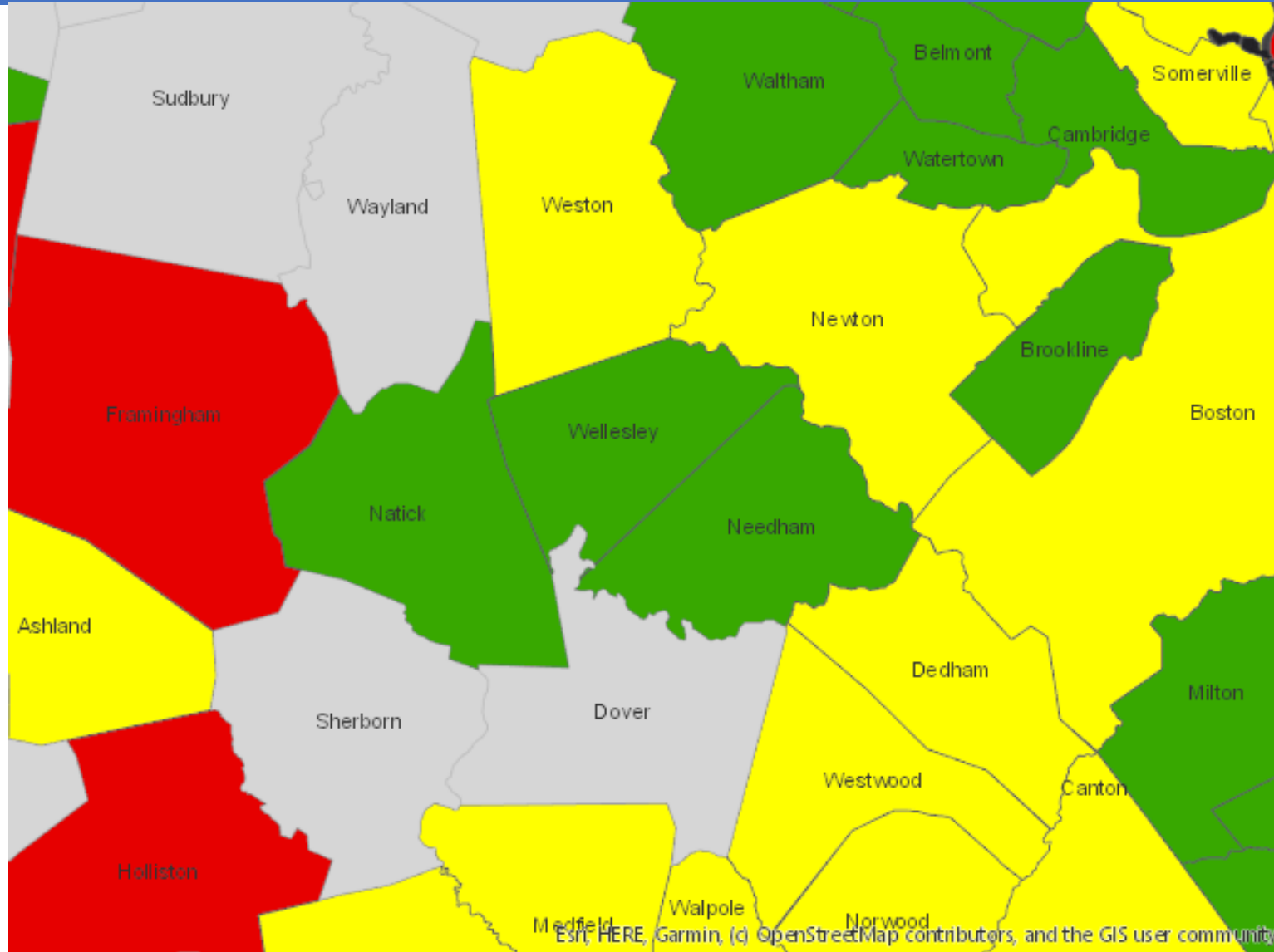
## Local, County, and State Level Data -- Data published 9.30.20 (data drawn from September 13-26)

| Area             | Average Daily Incident Rate per 100K (last 14 days) | Percent Positive Tests (last 14 days) |
|------------------|-----------------------------------------------------|---------------------------------------|
| Massachusetts    | 5.7 (Yellow)                                        | 0.87% (flat)                          |
| Needham          | 4.9 (Yellow)                                        | 0.61% (trending higher)               |
| Middlesex County | 5.1 (Yellow)                                        | 0.68% (flat)                          |
| * Framingham     | 11.1 (Red)                                          | 2.49% (trending lower)                |
| * Newton         | 2.6 (Green)                                         | 0.21% (trending lower)                |
| Norfolk County   | 4.3 (Yellow)                                        | 0.73% (trending lower)                |
| * Dedham         | 5.5 (Yellow)                                        | 0.63% (trending lower)                |
| * Norwood        | 5.2 (Yellow)                                        | 1.20% (trending lower)                |
| Suffolk County   | 9.6 (Red)                                           | 0.70% (trending lower)                |
| * Boston         | 8.5 (Red)                                           | 0.56% (flat)                          |

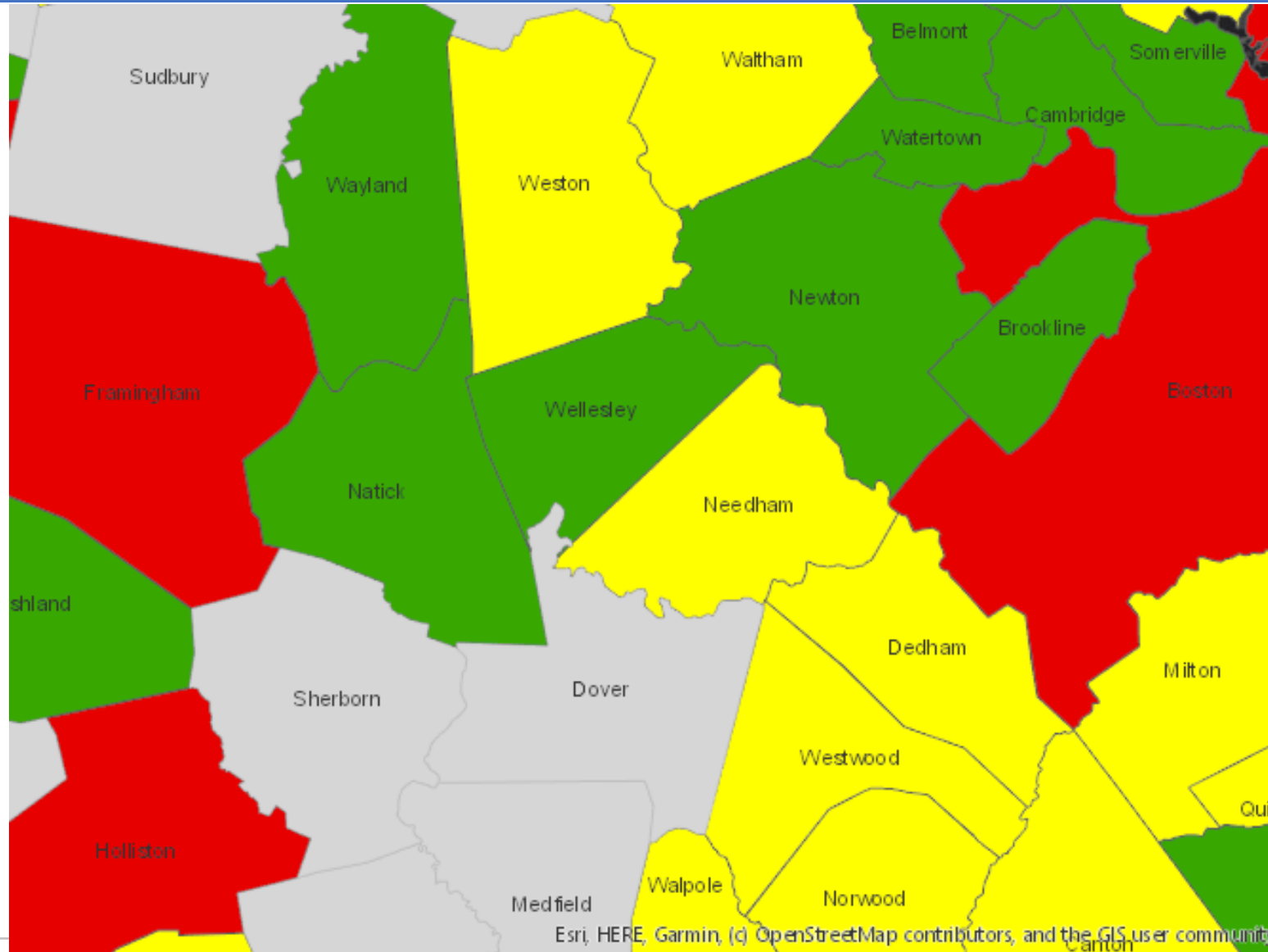
## At a Glance – Needham and Surrounding Areas – Last Week (9.16.2020)



## At a Glance – Needham and Surrounding Areas – This Week (9.23.2020)



## At a Glance – Needham and Surrounding Areas – This Week (9.30.2020)

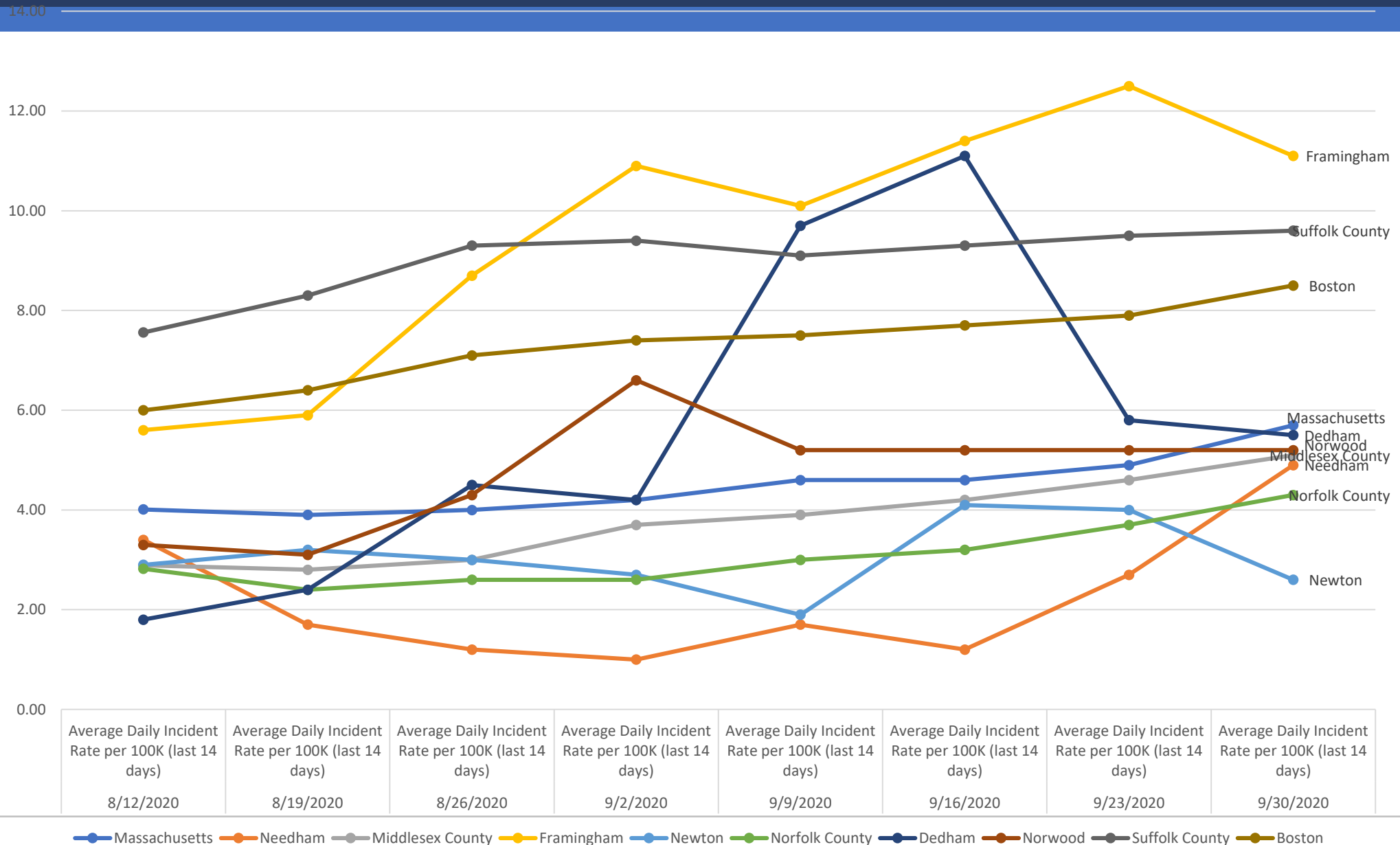


## Local, County, and State Level Data -- Data published 9.30.20 (data drawn from September 13-26)

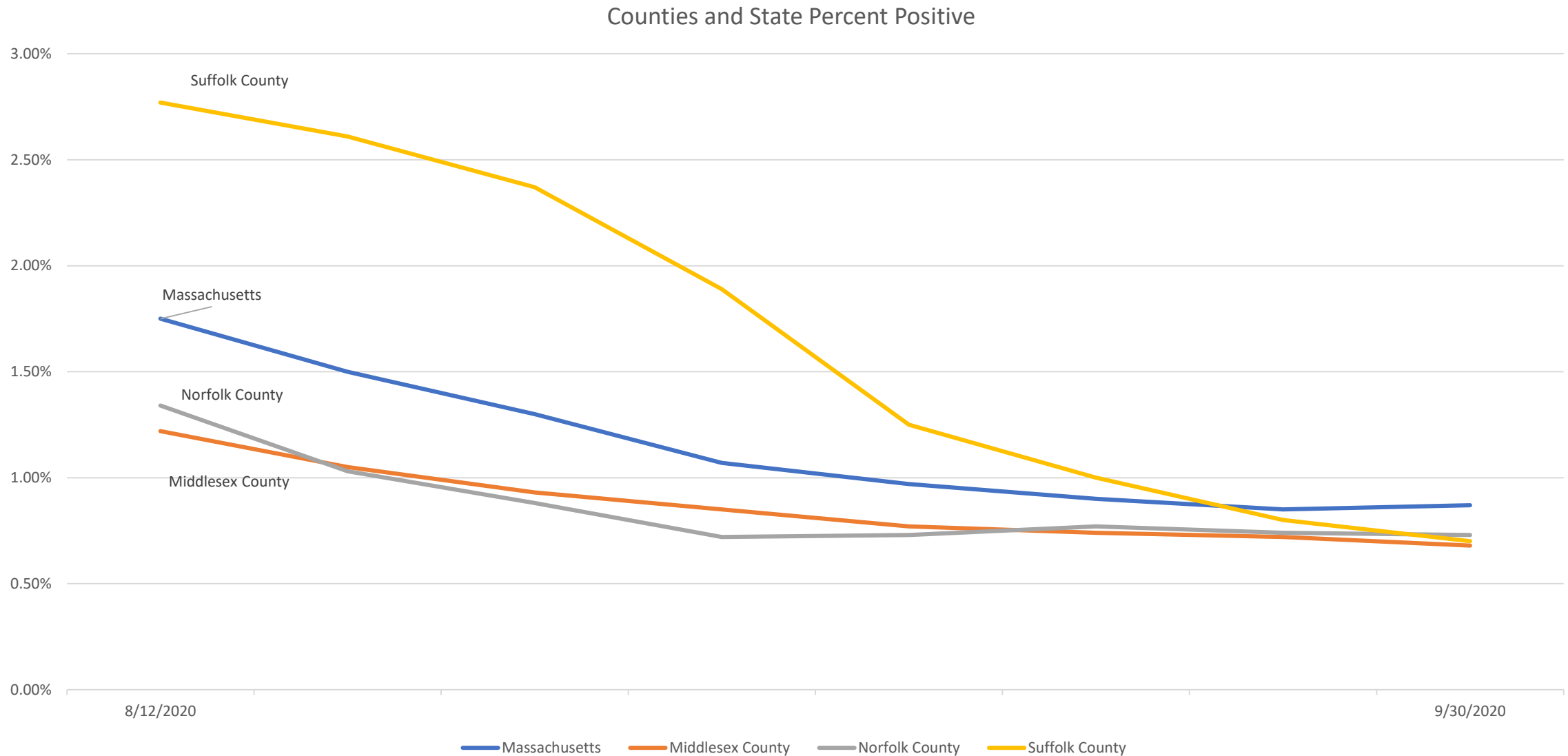
| Area             | Average Daily Incident Rate per 100K (last 14 days) | Percent Positive Tests (last 14 days) |
|------------------|-----------------------------------------------------|---------------------------------------|
| Massachusetts    | 5.7 (Yellow)                                        | 0.87% (flat)                          |
| Needham          | 4.9 (Yellow)                                        | 0.61% (trending higher)               |
| Middlesex County | 5.1 (Yellow)                                        | 0.68% (flat)                          |
| * Framingham     | 11.1 (Red)                                          | 2.49% (trending lower)                |
| * Newton         | 2.6 (Green)                                         | 0.21% (trending lower)                |
| Norfolk County   | 4.3 (Yellow)                                        | 0.73% (trending lower)                |
| * Dedham         | 5.5 (Yellow)                                        | 0.63% (trending lower)                |
| * Norwood        | 5.2 (Yellow)                                        | 1.20% (trending lower)                |
| Suffolk County   | 9.6 (Red)                                           | 0.70% (trending lower)                |
| * Boston         | 8.5 (Red)                                           | 0.56% (flat)                          |

# Average Daily Incident Rate per 100K (last 14 days) displayed over time

Average Daily Incident Rate Per 100K



# Counties and Statewide -- Percent Positive Tests displayed over time





**Board of Health  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**



**MEETING DATE: 10/9/2020**

|                     |                                                            |
|---------------------|------------------------------------------------------------|
| <b>Agenda Item</b>  | Updated Chapter 40B Housing Guidelines Discussion          |
| <b>Presenter(s)</b> | Timothy Muir McDonald, Director of Health & Human Services |

|                                                                                                                                                                                                                                               |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                     | <b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b> |
| <p>The Select Board has adopted a goal to update the Town's Chapter 40B Housing Guidelines, which were first adopted in 2012.</p> <p>The Select Board and the Town Manager are asking for feedback from the Town's boards and committees.</p> |                                                   |
| <b>2.</b>                                                                                                                                                                                                                                     | <b>VOTE REQUIRED BY BOARD OF HEALTH</b>           |
| <p>No specific vote is required, nor is one expected.</p>                                                                                                                                                                                     |                                                   |
| <b>3.</b>                                                                                                                                                                                                                                     | <b>BACK UP INFORMATION ATTACHED</b>               |
| <ul style="list-style-type: none"><li>• Copy of Select Board Memo</li><li>• Proposed 40B Housing Draft Guidelines</li><li>• Email from Town Manager Kate Fitzpatrick</li></ul>                                                                |                                                   |

To: Town Manager and Select Board Members  
From: Dan Matthews  
Re: 40B Guidelines – Specific Initial Review Items  
September 15, 2020

This memo follows on the draft update for the town's 2012 Chapter 40B Guidelines submitted today.

Its purpose is to specifically note some initial areas within the Guidelines which require further attention from the Select Board, ZBA, staff, and other stakeholders.

1. Most importantly, now that the town is over ten percent SHI, the legal requirements and project path for 40B development are different than when the town was below 10% SHI. The draft includes summary language provided by counsel about this difference (see fifth para of section I-A). But it would seem that the guidelines need more detail and complete plain-language explanations of the "over ten percent" process for Needham 40B's going forward.

2. Stakeholders should review the ZBA Process description (section IV-C) to assure it conforms with current practice and procedure, and changes, if any, related to the "over 10%" process.

3. The 2012 list of areas preferred by the Town for 40B development (see: Sec III-G) should be reviewed and updated, and a new map showing the preference areas included as an exhibit.

4. Similarly, the draft language (Section III-I) regarding density goals should be reviewed.

# **Town of Needham Chapter 40B Guidelines**

## **Approved By**

**[Recommended approving authorities for these guidelines: Select Board, Planning Board, Zoning Board of Appeals, School Committee, Needham Housing Authority, Council on Aging, Conservation Commission, Design Review Board]**

\_\_\_\_\_ **2020**

# Town of Needham Chapter 40B Guidelines

## I. INTRODUCTION

---

These Guidelines provide information about the Town of Needham's policies, procedures, and requirements for comprehensive permits under G.L. c. 40B, §§ 20-23 ("**Chapter 40B**"). In addition, the Guidelines are intended to advise the Zoning Board of Appeals (**ZBA**) and other Town boards and departments with a role in the development review process. Applicants planning to apply for a Chapter 40B comprehensive permit in Needham should review these Guidelines and meet with the Director of Planning and Community Development as early as possible *before* submitting a Project Eligibility (Site Approval) application to a housing subsidy program.

Note: the Town's guidelines are not a substitute for the statute, the Department of Housing and Community Development's (**DHCD**) Chapter 40B regulations (760 CMR 56.00), or the requirements and policies of affordable housing subsidy programs. It is the applicant's responsibility to comply with these and other applicable state requirements.

### A. CHAPTER 40B

Chapter 40B was enacted in 1969 to encourage the construction of low- and moderate-income housing in Massachusetts. The principal vehicle within Chapter 40B to accomplish that goal is authority for the municipal Zoning Board of Appeal (ZBA) to grant comprehensive permits for housing developments that meet the requirements of the statute and qualify for funding from a state or federal housing subsidy program. The 40B process simplifies the local permitting process, including bypassing many otherwise applicable zoning and regulatory controls which might delay or prevent development.

40B has become a central element of Massachusetts' affordable housing policy. In these guidelines "Affordable Housing," refers, in summary, to housing units meeting all applicable requirements for inclusion in the State's Chapter 40B Subsidized Housing Inventory (SHI). When other meanings for the terms "affordable" and "affordable housing" are intended, such as moderately priced non-SHI housing available on the open market, that meaning should clear from the context.

A mixed-income 40B development is considered eligible for a comprehensive permit if at least twenty-five percent of the units in it are affordable for households at 80% of the Area

Median Income (AMI) as determined by the federal Department of Housing and Urban Development (HUD). Developments may also be eligible for a comprehensive permit if at least twenty percent of the apartments are affordable to households at or below 50% AMI.

When less than ten percent of a community's housing is affordable as defined by Chapter 40B, the statute effectively supersedes many local regulations that would make it difficult for developers to build affordable housing. In such communities, affordable housing developers may file a single comprehensive permit application with the ZBA in lieu of separate applications to other local boards. The ZBA may grant, grant with conditions, or deny the comprehensive permit. If the ZBA denies an application or grants a comprehensive permit with conditions that make the development uneconomic, the applicant may appeal to the State's Housing Appeals Committee (**HAC**), which has authority to overrule the ZBA. HAC decisions may be appealed to Superior Court.

Needham's affordable housing percentage for purposes of Chapter 40B is over the ten percent minimum goal. The Town therefore has a greater degree of control in the 40B process. In the event that a developer files a comprehensive permit application, the ZBA may, within fifteen days after opening the public hearing, notify the developer and the Massachusetts Department of Housing and Community Development (DHCD) that the application may be denied because the Town has achieved the ten percent statutory minimum. The ZBA may then deny the comprehensive permit application on this basis alone. Alternatively, the ZBA may elect to consider the application and proceed with the public hearing, but it is no longer legally obligated to do so.

## **B. HOUSING CONDITIONS IN NEEDHAM**

Needham is a developed suburb of Boston. Its 2018 population was 31,329 according to Town Clerk's census. The current population reflects an increase from the 2010 US census count of 28,886, in part as a result of new multifamily housing developed consonant to intentional town policies. Needham's Census 2010 housing stock included 11,047 year round units, of which approximately 17% were apartments, and the majority were owner occupied single family homes. At least some additional population increase is expected in the 2020 US Census.

Prior to 2010, Needham experienced several decades of relative population stability. Even during those years, however, there were significant demographic changes, both in terms of age and economic distribution.

There was a dramatic decline in school enrollment following the end of the Baby Boom, and more recently a recovery in school enrollments, and a significant increase in the number of

senior residents. Benefiting from a favorable location, excellent schools, a strong tax base, and other advantages, Needham has achieved steady economic improvement in recent decades, even by comparison with the success of metropolitan area communities generally. The town is seen as a desirable place to live, with high relative household incomes and property values.

A disadvantage of that success is that Needham has become a difficult place for low and moderate income households to find housing at a market affordable price. Most buildable lots are developed, and land values have increased significantly. Smaller single family houses have been replaced with larger, more expensive new construction, and that process is ongoing. Conversion of two-family home to singles or condominiums has reduced that form of rental option. Many of the newer apartments are characterized as luxury units with rents at the high end of the area market.

According to American Community Survey (**ACS**) data (2012-2016), over one-third of all renters in Needham spend more on housing costs than the benchmark standard of 30 percent of monthly gross income.

With limited vacant, developable land and high buildable lot values, it is unlikely that market economics alone will provide material numbers of new units priced for low and moderate income households. There is a role for the town government and policy makers to improve economic diversity and housing options for low and modern income households in the town.

A goal of the Select Board is for Needham to continue to have over ten percent its housing units eligible for and counted on the Chapter 40B Subsidized Housing Inventory (SHI), consistent with the best interests of the Town. Purposes of this policy include advancing economic diversity of community and protecting the Town's control of its own zoning. Needham's 2019 DHCD (Department of Housing and Community Development) Inventory included 1,394 SHI countable units, or 12.62 percent of the 11,047 total.

The majority of Needham's SHI units are in apartment developments built pursuant to Chapter 40B. Within those developments, approximately one-quarter are rent-restricted, means-tested units; the remainder within those developments are market rentals qualified as SHI countable under state regulations.

Needham's SHI inventory also includes somewhat over 300 low income units owned and managed by the Needham Housing Authority and approximately 50 owner-occupied condominiums built pursuant to Chapter 40B.

A substantial portion of Needham's SHI countable units are market rental apartments in 40B

developments. Availability of those units is an important option for moderate income households, and those units effectively subsidize the rent-restricted units in their developments under the 40B system. But with recent non-restricted unit rents (September, 2019) in the range of \$3,500 monthly for a two-bedroom unit (equal to 37% of the then Boston AMI of \$113,300 for a family of four), it is clear that adding additional units to the town's housing inventory at a lower price point will improve options for lower income households.

Additional considered development pursuant to Chapter 40B may contribute to that effort.

## **II. POLICY STATEMENT**

---

It is a goal of the Select Board that at least ten percent of Needham's housing units continue to be eligible for and counted in the State Chapter 40B Subsidized Housing Inventory. This policy is intended to protect the Town's control of its own zoning and contribute to the economic diversity of the community. It is the policy of the Select Board that additional affordable housing options be considered consistent with the best interests of the Town.

All 40B applications will be addressed individually according to applicable laws and regulations, the facts and circumstances of the individual case, input from public participation, and the sound exercise of discretion by the Town and other public agencies. Developers and other affected parties are all encouraged to consider the factors set forth in these guidelines in planning, review, development, and management of 40B properties.

## **III. REVIEW CONSIDERATIONS**

---

### **A. PERMANENT AFFORDABILITY**

Affordable housing in Needham should be permanently affordable, i.e., the affordability restriction should not lapse with the passage of time. Except in unique circumstances, all parties should expect this principle to apply to all Chapter 40B development in Needham.

### **B. PREFERENCE FOR RENTAL DEVELOPMENTS**

The Town prefers rental over homeownership affordable developments. Under current state policies, the market units in mixed-income 40B rental developments count towards the Town's Subsidized Housing Inventory, and the Town believes that rental housing provides greater affordability and flexibility than ownership units even when not specifically regulated as means-tested housing. Nevertheless, the town will consider projects consistent with these guidelines which provide for moderate income

condominium ownership

**C. PROPERTY MANAGEMENT AND COMPLIANCE WITH AFFORDABILITY RESTRICTION**

Rental housing developers must provide qualified experienced property management personnel, on-site in the case of large projects. In addition, developers must demonstrate adequate capacity to comply with the project's affordable housing restriction, e.g., the income eligibility of tenants and monthly rent and utility charges consistent with limits imposed by the applicable housing subsidy program.

**D. PERCENTAGE OF AFFORDABILITY**

At least 25 percent and not more than 50 percent of the units in a comprehensive permit should be affordable. However, the Town will consider comprehensive permit rental development projects with 20 percent of the units affordable if those are affordable to low-income (at or below 50 percent of AMI) tenants.

**E. INCOME TARGETS**

Rental developments may utilize a continuum of affordability, such as units at 30 percent, 50 percent, 80 percent, and 110 percent of Area Median Income (AMI).

**F. LOCATION: GENERAL**

In general, the Town prefers that affordable housing be located near public transportation and retail services. Location near elementary schools is positive for family units, workforce housing in Needham Crossing, and units near the Center at the Heights for seniors. No section of Needham is precluded from affordable housing development.

**G. LOCATION: SPECIFIC AREAS**

The Town encourages affordable housing development in:

- Needham Crossing in the Highland Commercial – 128 District, Mixed Use – 128 District, and adjacent Industrial District, located in the area North of Kendrick Street bounded by Kendrick Street, the Charles River, Central Avenue, and the Route 128 right of way.
- Areas near Avery Square, shown in the Priority Areas Map, specifically the Hillside Avenue Business District, Avery Square Business District and the adjacent Industrial District, and
- the Center Business District and Chestnut Street Business District, as shown in the Priority Areas Map.

**H. DESIGN**

The Town recognizes that many factors determine appropriate design. The following points are general guidance for developers in designing projects. The Town understands that each project is different and that some of the following points may not apply in particular cases.

- **Make every reasonable effort to comply with existing regulations.** Minimize the number and extent of waivers required for height, setback, or other requirements. Under Chapter 40B, waivers of local rules and regulations are not “automatic.” Rather, the Town’s responsibility is to consider waiving requirements that would make a project uneconomic to build. It is the applicant’s burden to demonstrate the need for each requested waiver.
- **Orient buildings toward the street wherever possible.** A portion of the project should continue the neighborhood street front. Orientation for other considerations such as solar access should also consider general site orientation to the street. Developers should choose design solutions that serve the interests of the site, sustainability, and preservation of the character of the neighborhood.
- **Pay attention to design elements found in the neighborhood, and make use of them where possible to help developments fit with the neighborhood.** The design should be as consistent as possible with the existing building frontage in scale and character. Use existing topography where possible to minimize the impacts of the massing of the new construction on adjacent properties.
- **Locate off-street parking to the side and rear of buildings.** This will help to ensure that buildings and landscaping, not parking, define views from the road.

## **I. DENSITY**

In single residence districts, the Town generally seeks to limit affordable housing development to a density of eight to ten units per acre. In other zones, greater densities may be considered on a case by case basis, including instances such as apartment housing in Needham Crossing, mixed-use development in commercial zones proximate to public transportation, and special uses such as elder services and renovation of preexisting buildings.

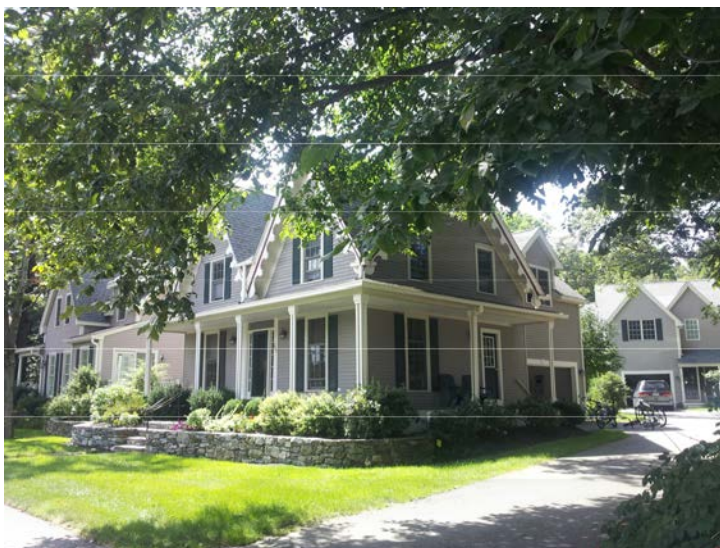
### **Density of Permitted Chapter 40B Developments in Needham (Examples)**

| Project name    | Address              | Zoning      | Total Units | Total Acres | Units/Acre |
|-----------------|----------------------|-------------|-------------|-------------|------------|
| Rental Projects |                      |             |             |             |            |
| The Kendrick    | 275 Second Avenue    | NE Bus Cntr | 390         | 5.13        | 76         |
| Modera Needham  | 700 Greendale Avenue | SRA         | 136         | 6.02        | 16.7       |

|                           |                              |                  |                                                                     |      |      |
|---------------------------|------------------------------|------------------|---------------------------------------------------------------------|------|------|
| Needham Place             | 50 Dedham Avenue             | CntrBus/Overlay  | 10 + commercial                                                     | .23  | 40.0 |
| One Wingate Way           | 235 Gould Street             | Elder Services   | 52                                                                  | 3.42 | 41.8 |
| The Residences of Wingate |                              | Elder Services   | 91 Total: 12 independent living, 42 assisted living, 37 memory care |      |      |
| Charles River Landing     | 300 Second Avenue            | NE Bus Cntr      | 350                                                                 | 7.94 | 44.1 |
| Nehoiden Glen             | 1035, 45 & 55 Central        | SRB              | 61                                                                  | 4.6  | 13.3 |
| Condominium               |                              |                  |                                                                     |      |      |
| Greendale Village         | 900 Greendale Avenue         | SRA              | 20                                                                  | 2.55 | 7.8  |
| Webster Street Green      | 30, 34 and 38 Webster Street | SRB              | 10                                                                  | 1.02 | 10.0 |
| Suites of Needham         | 797 Highland                 | SRB              | 8                                                                   | 0.61 | 13.1 |
| Craftsman Village         | 21 High Street               | SRB              | 6                                                                   | 0.61 | 9.8  |
| High Cliff Estates        | 199 St. Mary Street          | SRB              | 12                                                                  | 1.46 | 8.2  |
| Browne - Whitney Place    | 207-213 Garden St.           | SRB              | 6                                                                   | 0.62 | 9.7  |
| Junction Place            | 32 Junction Street           | ChsntBus/Overlay | 5                                                                   | 0.26 | 19.2 |

## J. HISTORIC PRESERVATION

Preserve historically significant buildings and features. Buildings listed in the State Register of Historic Places or the Massachusetts Cultural Resources Inventory System (**MACRIS**) are presumed to be significant, but other buildings may be significant as well. Developers should consult with the Needham Historical Commission if their site includes an existing older building *before* submitting a Project Eligibility application to MassHousing or another Subsidizing Agency.



## K. MIXED USE/VILLAGE DEVELOPMENT

Developers are encouraged to:

- Provide housing that is oriented to encourage and take advantage of public transportation.
- Reuse and redevelop existing buildings, e.g., older commercial, industrial, or institutional facilities, and
- Provide housing in mixed-use buildings, provided the location is zoned for compatible business uses.

#### **L. ENVIRONMENTAL CONSIDERATIONS**

- Use **environmentally responsible design**, whether Leadership in Energy and Environmental Design (LEED) certification or other generally accepted standards, taking steps to minimize adverse impacts on natural resources, conserve water and energy, use native plants, and use green building construction materials.
- **Incorporate landscaping treatments** that will help to blend the project with surrounding area, including retaining mature trees and existing vegetation where possible.
- **Take active steps to protect nearby wetlands and other open space**, including resource areas covered by the local wetlands bylaw even if not required by the Massachusetts Wetlands Protection Act.
- **Minimize impervious surfaces.**

#### **M. NEIGHBORHOOD SUPPORT**

Developers are encouraged to work with residents of affected neighborhoods. It is a favorable consideration for developers to address reasonable neighborhood concerns.

#### **N. LOCAL PREFERENCE**

To the maximum extent allowed by law, the Town wants local preference observed in tenant and buyer selection, including affordable housing lotteries. Local preference means:

- At least one member of the household currently lives in Needham;
- At least one member of the household works for the Town of Needham, or for a business or non-profit organization located in Needham; or
- The household includes at least one student attending the Needham Public Schools through the METCO Program.

State policies or other requirements may limit or preclude local preference for a specific development. However, the Town expects developers to advocate and make reasonable efforts to secure applicability of local preference for their projects.

#### **O. OTHER PUBLIC BENEFITS**

Provide other public benefits in addition to affordable housing, e.g., 1) pass-through easements to adjacent public properties and open space; 2) streetscape improvements; or 3) pedestrian linkages.

### **IV. PROCEDURES**

---

#### **A. PRE-APPLICATION PHASE**

When planning to apply for a comprehensive permit, an applicant should meet with Town staff and relevant Town boards at the earliest possible point in the planning process. These discussions should occur **before filing a Project Eligibility application** with MassHousing or another subsidizing agency. Many problems that occur during the permitting process can be reduced or avoided altogether if applicants take the time to consult with local officials and accommodate reasonable requests while a project is still at the conceptual stage. Furthermore, early consultation can help make local review of Project Eligibility applications much smoother.

##### **Key Steps and considerations include:**

- **Meet with the Director of Planning and Community Development** to discuss plans for the site. Ask about the site's history, the neighborhood, other projects or changes in planning or development nearby, and issues that might cause concern for Town boards.
- **Meet with the Town's Development Review Team (DRT)**, and be open to input and guidance from Town staff. DRT members have technical information that the applicant will need in order to plan the site and prepare for the meetings with Town boards. In addition to the Director of Planning and Community Development, the DRT includes the Assistant Town Manager/Operations, Building Commissioner, Director of Conservation, Director of Economic Development, Director of Public Works, Town Engineer, Highway Superintendent, Water and Sewer Superintendent, Chief of Police, Fire Chief, and Director of Public Health. A meeting with the DRT is an efficient way to obtain feedback about many aspects of the project without having to attend individual

appointments with department heads.

- **Have a preliminary meeting with the Design Review Board (DRB).** The degree to which proposed buildings fit with surrounding development will weigh heavily in how a comprehensive permit application is received in Needham. The DRB can help applicants explore possibilities for building design, landscaping treatments, exterior lighting, and other elements, depending on the site and the types of housing the applicant intends to construct.
- **Have a preliminary meeting with the Conservation Commission** if the project will require approval under the state Wetlands Protection Act, G.L. c. 131, s. 40 and/or any waivers under the Needham Wetlands Bylaw. Chapter 40B developments that affect wetland resource areas usually require an Order of Conditions under G.L. c. 131, s. 40, but the local wetlands bylaw, like other local regulations, falls under the purview of the ZBA. It is in the applicant's interest to comply with the local wetlands bylaw because doing so may reduce the number of waivers needed for the project. Applicants should not assume the ZBA will grant local wetlands bylaw waivers simply because the applicant asks for them.
- **Meet with the Needham Historical Commission** if the project involves substantial alterations to or demolition of a historically significant building. (See Section III, Historic Preservation)
- The Town's elected and appointed policy making committees, including the Select Board, Planning Board, DRB, the Conservation Commission, Historical Commission, and others are governmental bodies under the State Open Meeting Law, and applicants should understand that meetings held with such committees are subject to that statute.
- The Town cannot require applicants to discuss the project with neighbors, but it is to the developer's advantage to do so as soon as possible - including before applying for a Project Eligibility letter.
- Pre-application consultations are not to create binding decisions. The purpose of the meetings is to give the applicant a chance to present the proposal for the property and to obtain information from the Town, and to give the Town a chance to learn about the proposed plans. If the ZBA is represented at any of these meetings, the ZBA member who participates will speak only as an individual, not in an official capacity as a ZBA member.

## **B. ELIGIBILITY TO APPLY FOR A COMPREHENSIVE PERMIT**

The following prerequisites must be met by anyone applying for a Chapter 40B comprehensive permit:

- The applicant must have site control, such as a deed, purchase and sale agreement, or option to purchase;
- The applicant must be a public agency, non-profit organization, or limited dividend organization; and
- A housing subsidy program must have determined that the proposed project is fundable.

This third requirement means that developers have to obtain a pre-application eligibility letter from an agency that subsidizes low- or moderate-income housing. Doing so requires filing an application to a housing subsidy program. In most cases, MassHousing will be the housing subsidy agency that issues a **Project Eligibility** determination, but DHCD, the Massachusetts Housing Partnership (**MHP**), and MassDevelopment also subsidize low- or moderate-income housing and issue project eligibility letters. Developers wishing to build under a Local Initiative Program (**LIP**) comprehensive permit must obtain a project eligibility determination from DHCD, with approval of the Select Board.

Once an applicant submits a Project Eligibility application to MassHousing, the Select Board will be formally notified. MassHousing will request local comments within 30 days. In Needham, the Select Board seeks comments from Town departments and other Town boards, and compiles all comments received into a single submission to MassHousing.

In some instances, the Select Board may convene a meeting with representatives of other Town departments and committees in order to facilitate a conversation about the proposed development. Applicants will be afforded an opportunity to be heard, and may be invited to make a presentation and respond to questions.

### **C. APPLICATION, REVIEW, AND DECISION PROCEDURES**

This section of the Guidelines summarizes the key features of Needham's comprehensive permit process. In accordance with Chapter 40B, however, the ZBA has adopted **Comprehensive Permit Rules**, which applicants should review. If there is a conflict between these Guidelines and the ZBA's Rules, the latter will control. An application will not be deemed received until all the information required by the ZBA Rules is provided and the required fee is paid.

**WHAT DOES "7/14/30/15/15/30/180/40/20" MEAN?**

- Within **7 days** of the receipt of the comprehensive permit application, the ZBA must distribute copies of the application to all Town departments, boards, and committees with a role in the review process. In Needham, this means the Planning Board, Design Review Board, Conservation Commission, Board of Health, Public Works Department, and Select Board. (This is why pre-application meetings may be helpful both to the applicant and the participating Town officials.)
- Within **14 days** of receipt of the comprehensive permit application, the public hearing must be advertised, with proper legal notice and proper notice to abutters. (Applicants will be responsible for the cost of publishing the legal notice and mailing the notice to abutters.)
- Within **30 days** of receipt of a complete comprehensive application, the ZBA must open the public hearing unless the applicant grants permission in writing to hold the hearing at a later date.
- Within **15 days** of opening the public hearing, the ZBA must determine whether it wants to deny an application on one or more of the grounds identified in DHCD's Chapter 40B regulations at 760 CMR 56.03(1), following procedures under 760 CMR 56.03(8). The ZBA must provide written notice to the applicant and to DHCD.
- Within **15 days** of receiving the ZBA's notice, the applicant must file a written response with DHCD if she/he wants to challenge the ZBA's assertion that it can deny the application. The applicant must provide a copy of that response to the ZBA.
- Within **30 days** of receiving the applicant's appeal, DHCD must issue a decision. DHCD's failure to issue a timely decision will result in a determination in favor of the ZBA.
- Unless the applicant provides written consent, the ZBA cannot extend the public hearing beyond **180 days** of the initial hearing date. The 180 day limit assumes that the applicant will make timely submissions of materials reasonably requested by the ZBA.
- The ZBA must render a decision - a denial, approval, or approval with conditions - within **40 days** of the closing of the public hearing, unless the applicant agrees in writing to an extension.
- If the ZBA denies the permit or approves the permit with unacceptable conditions or requirements, the applicant has the right to appeal to the Housing Appeals Committee within **20 days** after the written decision has been filed with the Town Clerk.

Similarly, any person aggrieved by the ZBA's issuance of a comprehensive permit may appeal in court within **20 days** of the date that the decision is filed with the Town Clerk.

### MANAGING THE PROCESS

- The ZBA requires enough information to understand the physical characteristics of the site, the health, safety, and welfare impacts of the project, and the impact on the neighborhood. The ZBA's minimum application requirements are designed to provide this information at the outset. A **complete comprehensive permit application** will help to minimize delays in the permitting process.
- The ZBA strongly encourages that applicants meet with the neighbors in advance of the first public hearing to explain the proposed project and receive input that will make the project more acceptable to the neighbors.
- In addition to considering the contents of an application, the ZBA may conduct a **site visit** in order to understand the site and neighborhood conditions, the proposed site plan and building design, and the location of abutters who will be most affected by the proposed development.
- Depending on the issues involved with the site or the proposed development plan, the ZBA may hire qualified **peer review consultants** to assist with the review process. The applicant will be responsible for paying the reasonable cost of these services. Needham has adopted the provisions of G.L. c. 44, s. 53G, so the applicant will be asked to deposit funds in an escrow account that the ZBA can use to pay the peer review consultants.
  - The ZBA may ask the applicant to participate in **work sessions** in order to examine specific issues in a setting less formal than that of a public hearing. Work sessions are advisory; they do not constitute an extension of the public hearing. The sessions will be announced at the public hearing and posted as public meetings under the Open Meeting Law so that interested people can attend and observe. No substantive decisions can be made at work sessions, however. At the next public hearing, one of the attendees will provide the full ZBA with a report about matters discussed at the work sessions. The ZBA has the discretion to hire a third party mediator to facilitate work sessions, to be paid for by the Applicant, or through the use of a consultant with experience in Chapter 40B at no cost through the Massachusetts Housing Partnership program.
- In its discretion, the ZBA may defer to the Town Manager to assemble a **mitigation team** or committee to negotiate with the applicant for mitigation to address the impacts of the project on traffic, infrastructure, public facilities, or public services. At the

conclusion of its work, the mitigation team will make recommendations to the ZBA for conditions to be incorporated in the comprehensive permit decision.

- If the applicant and the ZBA cannot reach agreement about project changes the ZBA has requested, the applicant will be asked to prove that the requested changes will make the project uneconomic. This means the applicant will need to submit a **development pro forma** for the ZBA's review, and the ZBA may decide to hire a peer review consultant to examine the pro forma and its assumptions.

#### THE ZBA'S DECISION

- The ZBA will close the public hearing when all relevant information has been received and all parties have had opportunity to present their issues. After closing the hearing, the ZBA will deliberate and reach a decision.
- The ZBA has three members and two associate members. One or more of the associate members may participate in the public hearing. The affirmative vote of two persons of a three person panel is required to render a decision. The panel to render a decision will normally be the three members of the ZBA. If any regular member has not attended all sessions of the public hearing or is otherwise unavailable, the Chairman will designate an associate member to serve on the panel to render a decision.
- The ZBA will review the waivers the applicant has requested in the application. The ZBA will normally grant waivers needed to allow an affordable housing development to go forward, assuming the project's impacts can be mitigated in a manner that protects the Town and surrounding neighborhood. However, applicants should not assume that all of the requested waivers will be granted. The applicant has the burden to demonstrate that the waivers are essential for constructing the project.

*New support group for parents navigating  
their child's addiction*

## **Needham Parent Al-anon Meeting**



If you are concerned about or have been  
affected by your child's alcohol or drug use  
please feel free to drop into our weekly  
meeting

**Mondays - 7:00-8:30pm**

Via Zoom

<https://zoom.us/j/99289460651>

Meeting ID: 992 8946 0651

Password: 441337

Dial in by phone: 929-205-6099

For more information contact Sandra at  
[srizkallah@comcast.net](mailto:srizkallah@comcast.net) or visit  
<https://ma-al-anon-alateen.org/>



**WE'RE M**



**PHYSICAL  
IN V**

Canine and feline p  
function and mobil  
from injury or surg

- Hydrothera
- Land-based
- Manual Th
- Therapeuti
- Massage
- Consultatio

For more informati

**mspca**

[angell.org/waltham](http://angell.org/waltham)  
MSPCA-Angell West |

**24/7 E**  
**Weekend Appoi**



## Legal Notices

## Legal Notices

### PUBLIC REVIEW COPIES LEGAL NOTICE

The Needham Local Emergency Planning Committee, pursuant to the Emergency Planning and Community Right-to-Know Act of 1986, has available for public review copies of the Needham Integrated Hazardous Materials Response Plan, the Hazardous Materials Chemical Inventory (Tier II) Reports and the Safety Data Sheets (SDS). They are available by appointment with Chief Dennis Condon or Deputy Chief Donald Anastasi at the Needham Fire Station, 88 Chestnut Street. The Needham Local Emergency Planning Committee meets multiple times a year. The specific location and time is posted with the Town Clerk at Town Hall.

AD#13911580  
Needham Times 9/10, 9/17/20

### RFP 21GEN066G LEGAL NOTICE Town of Needham Request for Proposals Building Data Collection and Analysis 21GEN066G

The Town of Needham is accepting sealed proposals from qualified firms to perform Building Data Collection and Analysis. The Request for Proposals (RFP) package will be available beginning Thursday, September 17, 2020 online at the Town's web site [www.needhamma.gov/bids.aspx](http://www.needhamma.gov/bids.aspx) or by calling the Office of the Town Manager at 781-455-7500 between the hours of 9:00 a.m. - 4:00 p.m. Monday - Friday. The RFP package will be available until submission deadline. Please refer to the RFP for additional information. Sealed proposals must be submitted no later than **11:00 a.m. Thursday, October 15, 2020** to Office of the Town Manager, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. **LATE BIDS WILL NOT BE CONSIDERED.** The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

Kate Fitzpatrick  
Town Manager  
September 17, 2020

AD#13911763  
Needham Times 9/17/20

### IFB #21NEE056G LEGAL NOTICE Town of Needham Invitation for Bid Bid #21NEE056G Heating Oil

The Town of Needham is accepting sealed bids for Heating Oil. Copies of the Invitation for Bid (IFB) will be available beginning Thursday, September 17, 2020 online at the Town's web site [www.needhamma.gov/bids.aspx](http://www.needhamma.gov/bids.aspx) or by calling the Town Manager's Office 781-455-7500 between the hours of 9:00 a.m. - 4:00 p.m. Monday - Friday, and will be available until submission deadline. Sealed bids must be submitted no later than **1:00 p.m. Thursday, October 8, 2020** to Kate Fitzpatrick, Town Manager, Town of Needham, Town Hall, 1471 Highland Avenue, Needham, MA 02492. **LATE BIDS WILL NOT BE CONSIDERED.** Bids will be publicly opened after submission deadline at 1:05 p.m., October 8, 2020 via Zoom: <https://us02web.zoom.us/j/87217231859>. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

Kate Fitzpatrick  
Town Manager  
September 17, 2020

AD#13912558  
Needham Times 9/17/20

### RIDDELL LEGAL NOTICE Commonwealth of Massachusetts The Trial Court Probate and Family Court Norfolk Division Docket No. NO20P1252EA INFORMAL PROBATE PUBLICATION NOTICE

Estate of: William Riddell  
Date of Death: April 19, 2020

### THE MASSACHUSETTS UNIFORM PROBATE CODE (MUPC)

A Personal Representative appointed under the MUPC in an unsupervised administration is not required to file an inventory or annual accounts with the Court. Persons interested in the estate are entitled to notice regarding the administration directly from the Personal Representative and may petition the Court in any matter relating to the estate, including the distribution of assets and expenses of administration.

WITNESS, Hon. Patricia Gorman, First Justice, of this Court.

Date: September 02, 2020

Patrick W. McDermott  
Register of Probate

AD#13912333  
Needham Times 9/17/20

### CONDON LEGAL NOTICE Commonwealth of Massachusetts The Trial Court Probate and Family Court Norfolk Division 35 Shawmut Road Canton, MA 02021 (781) 830-1200 Docket No. BR20P0980EA INFORMAL PROBATE PUBLICATION NOTICE

Estate of: Gregory J. Condon

Also Known As: Greg

Date of Death: 03/12/2020

To all persons interested in the above captioned estate, by Petition of

Petitioner Susan B. Condon of Needham MA.

a Will has been admitted to informal probate.

Susan B. Condon of Needham MA has been informally appointed as the Personal Representative of the estate to serve without surety on the bond.

The estate is being administered under informal procedure by the Personal Representative under the Massachusetts Uniform Probate Code without supervision by the Court. Inventory and accounts are not required to be filed with the Court, but interested parties are entitled to notice regarding the administration from the Personal Representative and can petition the Court in any matter relating to the estate, including distribution of assets and expenses of administration. Interested parties are entitled to petition the Court to institute formal proceedings and to obtain orders terminating or restricting the powers of Personal Representatives appointed under informal procedure. A copy of the Petition and Will, if any, can be obtained from the Petitioner.

AD#13911789  
Needham Times 9/17/20

### CCWALKER LANE ROADWAY LEGAL NOTICE September 17, 2020

Town of Needham  
CONSERVATION COMMISSION  
NOTICE OF PUBLIC HEARING

Pursuant to the Massachusetts Wetlands Protection Act (MGL Ch.131 s.40) and the Needham General Wetlands Protection By-Law (Article 6), notice is hereby given that the Needham Conservation Commission will hold a PUBLIC HEARING remotely on Thursday, September 24, 2020 at 7:30 p.m. to review a Request for Determination of Applicability application filed by the Town of Needham Department of Public Works to construct a sewer line within existing paved roadway on Walker Lane. Work is proposed within the 100-foot Buffer Zone to Walker Pond. The proposed project is located at Walker Lane Roadway and shown on Needham Assessor's Map 214 as Parcels 41, 42, 43, and 44.

Public Participation will be via Virtual Means Only. Pursuant to Governor Baker's March 12, 2020 Order.

Commercial 128 and Mixed Use-128 Districts: The requested Major Project Plan Special Permit Amendment is granted, permit the Petitioner to occupy a portion of the space to be occupied by ordinary service. No additional square for the Petco store is being proposed. Veterinary Office hours of operation from 7:00 AM to 7:00 PM daily. No will be housed overnight or during business hours. Spaces shown as Kennel for temporary use while animals wait up. Only 1 Veterinarian will be on site.

In accordance with the Zoning B Section 7.4, a Major Project Site Plan is required. In accordance with the Zoning Law, Section 3.2.5.2(n), a Special Permit veterinary office and/or treatment, including convalescent stays but not boarding of animals is required. In accordance with Major Project Site Plan Permit No. 98-04, Section 3.2, as amended further site plan review is required.

To view and participate in this virtual meeting on your phone, download the "Cloud Meetings" app in any app store [www.zoom.us](http://www.zoom.us). At the above date and time, go to [www.zoom.us](http://www.zoom.us) click "Meeting" and enter the following ID: 826-5899-3198

To view and participate in this virtual meeting on your computer, at the above date and time, go to [www.zoom.us](http://www.zoom.us) click "Meeting" and enter the following ID: 5899-3198

The application may be viewed at the <https://www.needhamma.gov/planning> website. Interested persons are encouraged to attend the public hearing and make views known to the Planning Board. This notice is also posted on the Massachusetts Newspaper Publishers Association's (NPPA) website at <http://masspublicnotices.org>

NEEDHAM PLANNING BOARD

AD#13913012  
Needham Times 9/17, 9/24/20

Looking  
to Get  
Fit This  
Year?



*New support group for parents navigating  
their child's addiction*

G-122

## **Needham Parent Al-anon Meeting**



If you are concerned about or have been  
affected by your child's alcohol or drug use,  
please feel free to drop into our weekly  
meeting

**Mondays - 7:00-8:30pm**

**Via Zoom**

**<https://zoom.us/j/99289460651>**

**Meeting ID: 992 8946 0651**

**Password: 441337**

**Dial in by phone: 929-205-6099**

For more information contact Sandra at  
[srizkallah@comcast.net](mailto:srizkallah@comcast.net) or visit

<https://ma-al-anon-alateen.org/>

