



Needham Board of Health



AGENDA

Thursday November 12, 2020

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

Zoom Meeting ID: 899-3850-9004

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 November 12, 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](https://us02web.zoom.us/j/89938509004?pwd=ZmpYL0h2WmM5d0srTktHdUk4WTJiQT09). At the above date and time, click on "Join a Meeting" and enter the meeting ID 899-3850-9004 or click the link below to register: <https://us02web.zoom.us/j/89938509004?pwd=ZmpYL0h2WmM5d0srTktHdUk4WTJiQT09>

- **9:00 to 9:05 – Welcome & Review of Minutes (October 9th)**
- **9:05 to 9:30 – Staff Reports (October)**
- **9:30 to 10:20 – COVID-19 Update and Discussion**
 - **Status Update – Needham, Massachusetts (Timothy, Tiffany)**
 - **Coordination with CTC, Other partners (Timothy, Tiffany)**
 - **Recap of Fall Elections and Fall Town Meeting (Timothy)**
 - **Needham Public Schools (Timothy)**
- **10:20 to 10:30 – Board of Health Review & Vote – Revised Emergency Order re: Face Coverings and Other Efforts to Prevent the Spread of COVID-19**
- **10:30 to 10:35 – Public Health Division Structure**
- **10:35 to 10:45 – Discussion of Draft CY 2021 and 2022 Board of Health Goals**
- **10:45 to 10:50 – FY 2022 HHS Budget Submission**
- **10:50 to 10:55 – Oak St. Subdivision; BOH Vote re Release of Off-Street Drainage Bond**
- **10:55 to 11:00 – Discussion of Tobacco Vendors, Waiting List, and Unassigned Permits; Possible *Future Vote* to Retire Unassigned Tobacco Permits**
- **Other Items – Next BOH meeting December 10, 2020**
- **Adjournment**

(Please note that all times are approximate)



NEEDHAM PUBLIC HEALTH DIVISION



Board of Health Meeting Minutes

Date: October 9, 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; Karen Mullen, Hanna Burnett, Lynn Schoeff; Michael Lethin.

Dr. Brown called the meeting to order at 9:01.

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.

Dr. Brown asked for a review of the minutes from the September meeting. Rob had comments about COVID-19 status update. The second paragraph should be 100,000 people rather than 10,000.

Dr. Cosgrove moved to accept the minutes as amended. Dr. Epstein seconded. The vote to accept the minutes was 4-0 (Ms. Mathews had not yet joined the meeting).

Staff reports:

Environmental Health – Tara Gurge and Diana Acosta

Ms. Gurge reported that she is working with the Community Council on their protocols for holiday meal delivery using Traveling Meals as a model.

There has been an increase in mask complaints. Environmental Health held an administrative hearing with the owner and son of Kostas's Pizza and Seafood about masks after many complaints and multiple warnings. The restaurant has done better with spot checks since the hearing. Environment Health has not yet issued any fines but will consider fines if complaints continue.



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Ms. Acosta reported on the recent food advisory meeting which was attended by more than 20 people. At the meeting, she introduced the possibility of food grading, although this is not a good time to institute such a program during the COVID-19 pandemic. The group also discussed having Nourishing Needham next year.

Ms. Acosta continues to work with Terry Wolfson from IT to launch more online permitting. Food permits have been the most challenging to implement. Ms. Acosta will work with the permit holders to improve the system once people start using it.

Dr. Brown asked about how the restaurants are doing with indoor service. Mr. McDonald and Ms. Acosta determined that outdoor dining can expand, and indoor seating requests will be handled separately. The only restaurant to request indoor seating requests is Latina Kitchen.

Policies and accreditation – Lynn Schoeff

Ms. Schoeff reported that four grant proposals were submitted in September. She has continued to work on mask distribution and has begun researching health and racial equity policies.

Substance Use Prevention – Karen Shannon

Ms. Shannon announced that Needham has completed 10 years of the Drug Free Community grant.

Ms. Shannon reported that they recorded a session, called Insights on a Teen's Life 2020. The program will be promoted to high school parents and she hopes to do a similar program for the middle schools.

Karen Mullen has been helping with the MetroWest vaping grant until the position is filled. The program includes cessation, education on health consequences of vaping, and a diversion program. There are strong partnerships with the Needham Public Schools and Youth & Family Services. The cessation part of the program will train the school nurses in Calling it Quits-Vaping. Youth & Family Services staff and school counselors and health teachers will also attend.

Traveling Meals – Maryanne Dinell

Ms. Dinell is on vacation.

Emergency Management – Taleb Abdelrahim

Mr. Abdelrahim thanked Ms. Zike, other staff, volunteers, and the Medical Reserve Corps for their work on the flu clinics, which were a great success.

Mr. Abdelrahim described the following activities:

- Needham received a large amount of personal protective equipment (PPE) from the Massachusetts Emergency Management Agency (MEMA);



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- September was National Preparedness Month. Needham promoted personal and family preparedness through social media;
- A survey about the public and staff was included in the flu clinic debrief and after-action report;
- The next task is to restock the Emergency Dispensing supplies in the trailer.

Public Health Nursing – Tiffany Zike

Ms. Zike reported that Hanna Burnett has been working on COVID-19 for the past few weeks. The new temporary full-time nurse, Mary Fountaine, will start on Tuesday, October 13. She will work 11:30-8:00 so more hours of the day will be covered.

Blood pressure clinics have started up again one day per week and require appointments. About 4-5 people are seen each week.

A debrief of the Emergency Operations Center (EOC) was conducted with Eliza Cole, discussing how and when to reactivate.

Ms. Zike said that the nursing unit is working on the PrepMod training, which is the new state system set up to help each local jurisdiction manage clinics electronically. This was established in preparation for a COVID-19 vaccine, if or when it is available.

Ms. Zike has adjusted the way she is reporting communicable diseases to reflect the changes in state data. There were 23 confirmed COVID cases in September, 1 probable infection, and 34 contacts. Other communicable diseases were 2 campylobacter cases (both were lost to follow up), 1 dog bite, and 1 bat concern.

Ms. Zike reported that she has started giving B12 injections to a resident again. As of the end of September, there were 288 flu vaccines given.

Flu clinics

All flu clinics are managed with COVID-19 precautions. Two formats for the clinics were developed, although one, a drive-through clinic, was not used due to staffing shortage and the need for electricity to keep vaccine cold. The other format was in-person flu clinics with social distancing. The flu clinics were run under the Incident Command System with Ms. Zike as Incident Commander and Director of the flu clinics, Mr. Abdelrahim supervising the non-clinical staff, and Ms. Burnett supervising the clinical team. The limited staff was augmented by volunteers and there were 20-22 staff + volunteers at each clinic. Ms. Zike described how the clinics were managed and said that everything ran smoothly and well. Ms. Zike and Mr. McDonald see these flu clinics as preparation for COVID-19 vaccination clinics.

Supply management for the flu clinics was a challenge, particularly for flu vaccine and needles, Ms. Zike said that they used electronic signups this year to lessen contact and paper, but there were some limitations. She hopes that PrepMod will be a more effective system. There was much praise about the flu clinics from the public. On September 23, there were 270 people who received vaccine, and on



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October 3, there were 520 people. Ms. Zike is doing more vaccines today and plans to run clinics at Needham Housing Authority sites.

The supply chain has been affected by the western fires and Sanofi has not been able to meet even partial delivery. Ms. Zike was able to get some vaccine from a neighboring health department. Ms. Zike said she has no control over how much high dose vaccine (4 times higher dosage than the standard) is received. However, she had anticipated that might happen and ordered more of the “higher” dose (3 times higher).

Farmers Market hearing

Ms. Gurge reported that the Farmers Market Board voted to keep existing COVID protocols rather than to ease up per state recommendations.

Quick updates

Mr. McDonald reported that the incidence of Eastern Equine Encephalitis and West Nile Virus have been lessened by the drought and early colder weather this fall.

Fees have been reduced by half across the board. This is a one-time reduction to acknowledge hardship due to COVID.

The October Town Meeting supported paying two-thirds of the cost for extension of the sewer line on Walker Lane with residents paying the other third. The Select Board is asking, but not requiring those residents to connect to the sewer. Dr. Cosgrove referred to an earlier incident where residents were required to connect with a newly installed sewer. Mr. McDonald and Ms. Gurge will consult with Town Counsel and Tony DelGaizo before the next Board meeting. They would like to consider a regulation requiring homes to connect with sewer if it is available.

Mr. McDonald reported that Needham has been designated as a Municipal Vulnerability Preparedness community, which will make Needham eligible to apply for an action grant which would help the Town make improvements to prepare for extreme climate change.

Massachusetts is doing a community impact survey to understand how people have been impacted by COVID-19. Mr. McDonald is encouraging everyone to participate.

COVID-19 update

Mr. McDonald discussed data used to determine which format, hybrid or remote learning, the schools should adopt (see slides in meeting packet). Mr. McDonald meets weekly with school leaders to look at the latest COVID data, information about compliance with masks and social distancing, and updates on air handling in the schools. This information helps determine whether schools can be open.



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While Needham and several bordering communities are in the “yellow” group (risk and spread level 4-8/100,000 positive cases over a two-week period), other nearby communities are in the “red” group (high risk). Needham has been trending up.

The state has used two methods to count the percent positive cases. One approach is to count *people* who have tested positive (average daily new cases); another is to count the number of *positive tests* (since the economy reopened, there is much more repeat testing for employees and students). The Board had a lengthy discussion about how to look at and interpret the data. Mr. McDonald is hopeful that the Public Health Division will get a grant from the MetroWest Health Foundation that will support more sophisticated data analysis.

Ms. Zike provided information about the number and rate of Needham COVID cases, pointing out the rise since September. Since Ms. Burnett joined the staff, Public Health is managing all cases except those that are identified on the weekend. Each case has as many as 40 contacts each. The work is daunting and overwhelming, but the Community Tracing Collaborative (CTC) has been very good, initiating contact within a day of case identification.

There have been a couple of outbreaks in businesses. CTC has taken these cases on since many employees do not live in Needham, but they have notified Ms. Zike about the cases.

Ms. Zike said that, to date, Needham has had 1318 people who have self-reported to the state and were in travel-related quarantine.

Mr. McDonald reported that there were some Facebook comments during September primaries about inadequate distancing and personal protective equipment at polling sites. He will work with the Town Clerk to resolve these issues before the November 3 election. Mr. McDonald also reported that Town Meeting went well.

The Needham face covering order has been red-lined and is in the Board packet and reflects the recent orders from the Governor about phase 3, step 2. Modest adjustments include having six-foot visual markers in businesses. The current Needham order expires on November 13.

The state is allowing restaurants to go to 50% capacity, which is based on the fire code. The Board discussed whether the fire code determination is relevant to public health. The discussion also touched on how the 25-person limit for “events” impacts restaurants.

The Board discussed keeping the language as in the edited version of the mask order, except using “fewer” rather than “less” and to extend the order until January 16, 2021. The Board will discuss the maximum permitted occupancy limits at the November meeting.

Ms. Mathews made a motion to accept the order with revisions. Dr. Cosgrove seconded. The motion was passed unanimously.



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40B housing guidelines

Mr. McDonald suggested that the Board weigh in on the upcoming Select Board discussions about possibly extending the 40B housing guidelines now that Needham has met the 10% threshold for affordable housing. In the context of addressing social determinants of health and positioning the Board of Health has an opportunity to bring the perspective of “health in all policies” to public policy discussions. The Board has been asked to send comments to the Select Board on the revised 40B by November 16. Mr. McDonald will have a draft of a message from the Board of Health at the next meeting on November 12.

Ms. Mathews is interested in discussing Section N, the local preference aspect of the 40B guidelines. Dr. Partridge noted that local preference does not encourage diversity.

Dr. Partridge motioned to adjourn at 10:59, with a second by Dr. Cosgrove and unanimous approval.

Next meetings:

Thursday, November 12, 9:00-11:00 AM

Thursday, December 10, 9:00-11:00 AM



Needham Public Health Division

October 2020

Assist. Health Director - Tara Gurge

Health Agents - Diana Acosta and Monica Pancare

Unit: Environmental Health

Date: 11/12/2020

Staff members: Tara Gurge, Diana Acosta and Monica Pancare

Intern – Paige Lambert

Activities and Accomplishments

Activity	Notes
COVID-19 Guidance and Resource Distribution/Business protocol reviews	Diana, Monica and Tara are continuing to provide COVID-19 guidance and signage to post on entrance doors to all food establishments and other permitted and non-permitted businesses, including group housing sites, when needed. Food establishment indoor/outdoor seating layout reviews and site visits are being conducted as the requests come in. Diana and Tara continue to work in the office on a limited basis and continue to work remotely during this time. The team continues to field calls and respond to complaints received. Routine Inspections have restarted and the team, with balancing COVID and normal on-going day to day responsibilities, will continue to work to return to a full inspection schedule in the upcoming weeks.
Town Online Permitting System	Diana is continuing to work with Terry Wolfson from IT Department in developing additional online permit applications on ViewPoint Cloud. The Food Plan Review and Food Establishment permits, including Mobile and Temporary Event permit applications are now live. Currently working on finalizing Bodyworks Practitioner and Establishment permits. Tara and Diana continue to take part in bimonthly zoom permit meetings with IT.
FDA Standards – Updates	Paige Lambert is continuing to work on the Voluntary National Food Regulatory Program Standards. She has updated logs for Standard 2 and highlighted any missing trainings. She has also reviewed Standard 5 to ensure Needham Public Health is up to date with requirements.
Oak Street Subdivision Off-Street Drainage Bond Release- BOH to VOTE	Planning Board received a request from a builder about receiving his off-street drainage bonds back for his 2 subdivision lots. Each lot has a \$3,500 off-street drainage bond set aside to repair any potential off-street water erosion or standing water concerns that may have come up as a result of improper grading. Total bond release of \$7,000 has been requested. (See attached supplemental information for your reference.) Board of Health to vote for recommendation to release bonds after review of materials and receiving update on results of follow-up site visits.
Annual Permit Renewals	All links to annual permits renewals, with the exception of bodyworks, have been sent to vendors. All instructed to apply online and let Diana know what issues they may run into. So far the largest complaint has been missing locations on the website. Diana is working with Terry Wolfson and Ben Anderson to resolve these issues.
Open Tobacco Permits – BOH to Discuss	Discuss with the BOH the next steps to expire another 3 tobacco permits. We currently do not have anyone on our waiting list. Here are the 3 open tobacco permits - - 7-Eleven (Chestnut St.) - Went out of business back on Sunday, Oct. 18 th . - Sudbury Farms and Roche Bros. are to cease selling tobacco products on November 19, 2020.
Retail/Food Permit updates- Out of Bus	Three establishments gave their out of business notices this month: • <u>7-Eleven (Chestnut St.)</u> - Now closed. • <u>Stacy's Juice Bar</u> - Posted notice on 10/28. Their goal is to remain open until Thanksgiving (11/25). • <u>Three Squares</u> – Closed.
Needham Farmers Market Food Vendor Last Day, Sun. 10/25.	The Needham Farmers Market season with food vendors wrapped up on Sunday, October 25 th . The market will continue to be open throughout November until Thanksgiving to allow customers to buy fresh seasonal fruits and veggies from the local farm vendors up until Sunday, Nov. 22 nd . These vendors are exempt from a permit.
New State COVID Guidance	Latest State guidance/COVID Updates - Reopening Massachusetts: Phase III, Step 2 • Baker-Polito Administration Announces Transition to Step II of Phase III for Lower Risk Communities Effective October 5th (press release) • “Thanksgiving During COVID-19”— Considerations to help keep friends, families, and communities safe—has been posted: www.mass.gov/Thanksgiving2020. --> Paige drafted a couple of articles on this topic to be published in Needham Times, Hometown Weekly and The Patch.

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

Activities

Activity	Notes
COVID – 19 Response	As of March 17, 2020, Environmental Health Staff have been working remotely from home. On Monday June 1st, staff allowed to work back in the office on a limited basis. - Call forwarding was activated on office phones so calls can be received via cell phone. - Continue to follow-up on complaints received. - Communicating with Food Establishments via email re: COVID-19 updates. - Inspections to be conducted of food establishments prior to re-opening (On-going.) - Continued to work towards conducting routine full-service food inspection schedules this month. (In process.) - Continued to review business protocols as requested. - Listening to twice weekly Local Public Health Conference Call held by the MA Department of Public Health. - Continued reviewing indoor pool COVID-19 protocols (i.e. One Wingate Way pool.) - Reviewing restaurant change in seating proposals as requested, including around bar areas, to ensure compliance with updated state guidelines. - Offered guidance to Needham Community Council on upcoming holiday Thanksgiving and Christmas dinner delivery programs.
COVID -19 Complaints/Follow-ups	17/15 –Complaints/follow-ups received for: - <u>Servente Bakery (2x)</u>- Staff member not wearing mask. Staff member has medical exemption - <u>Kosta's (5x)</u> – Staff members not wearing masks. Two staff have medical exemptions. Diana conducted a site visit and witnessed the two staff members without masks on. Both claim medical exemption. - <u>Bagel's Best</u> – Self-service coffee at store. Diana followed up with the owner who addressed the area. - <u>Hungry Coyote</u> - Concern that establishment is not being cleaned properly or staff are trained in COVID procedures. Followed up with owner - <u>Carewell (2x)</u> - Complaint from CVS about long lines and people outside of the facility - <u>Chestnut Hollow</u> – Outside workers reportedly not wearing masks while working. Diana conducted a site visit and did not observe any workers. - <u>Voting at Town Hall</u> - Volunteer working polls kept removing mask when speaking to residents. Head of volunteers was contacted, and volunteers were reminded of mask requirements. - <u>Cross Country Girls Track team</u> – Groups of teams (5 members) were reported to have been running in Cutler without masks on. Head of Athletic Dept. and Head Coach contacted. Most likely there was an active meet happening when complaint was called in. Student athletes to be reminded that - <u>The Kendrick</u> - Residents not wearing masks in gym area or in common areas. Management was contacted. Mass email sent to residents and continued non-compliance will result in gym getting shut down. - <u>Dunkin Donuts (Highland Ave.)</u> – Several staff members not wearing masks correctly. Contacted owner of establishment who reminded staff of requirements. - <u>Needham Children's Center</u> – Anonymous complaint received about at least two staff members not wearing masks. Tara spoke to Pat Day about reported concern. Mrs. Day held a staff meeting to remind all staff of the BOH Face Covering ordinance requirements.
Domestic Animal Permits (New/Renewals)	1– Animal Permit Renewal Issued to: • King

Bodyworks (New)	1 – Bodywork Practitioner Permit application received from: - Baan Thai Spa 1- Bodywork Practitioner Permit Issued - Baan Thai Spa
Demo Reviews/ Approvals	5 - Demolition signoffs: - #88 Chestnut Street - Police Station Demo - #172 Dedham Ave - #437 High Rock Street - #155 Greendale Ave - #249 Garden Street
Farmers Market	30 – Farmers Market Inspections completed. - Paige Lambert continued to inspect the vendors weekly each Sunday. (The Farmers Market food vendors last day was on 10/25.) Local Farms will continue to vend their seasonal fresh fruit and veggies until Thanksgiving.
Food – New Food Permit (Updates)	2 – Food Establishment pending pre-operation inspection process: - <u>Thai Story Restaurant (formerly known as Eat Well)</u> – Still in process. - <u>Home Kitchen, Inc.</u> – In process. – Finalizing items prior to opening. 1 more pre-operation walkthrough conducted. Equipment in establishment, pending approval from other departments. 1 – Plan Review Items received from- - <u>Fooda</u> – Has proposed to take over old PTC cafeteria area, located at #140 Kendrick St. (Still in plan review process.) Spoke to construction supervisor and Fooda Franchise coordinator about needing additional kitchen layout plans and equipment spec sheets which must be submitted for review.
Food Complaints	0/0 – Food Complaints/Follow-ups
Housing Complaints/ Follow-ups –	3/7 – Housing Complaints/Follow-ups – - <u>Linden Street (½)</u> - Call received from a resident who is concerned with dilapidated shed on neighbor's property that is killing an oak tree which was dropping large branches and may pose a potential safety hazard. They have had pest control on their own property for termites and pest control pointed out the shed is a cause for concern with attracting pests. There already is a skunk that lives in it (has been caught on Ring cameras). Contacted the owner about this issue. UPDATE: Owner hired pest control to take care of the reported pests. Copy of follow-up report sent to Health Division. Owner also reported that that Oak tree was trimmed not too long ago. Still working with owner on a time frame for addressing the items noted in the Order letter that was sent by Health and Building RE: the existing home, and the owners future plans with it. Owner assures us that they are not staying in home, and that they are still continuing to live in Boston with their son. (Still in process.) - <u>Stephen Palmer Apartments (1/1)</u> - Complainant reported mice in building and a lack of cleanliness overall. Maintenance and management staff contacted. Staff submitted pest control reports and cleaning logs for review. - <u>Briarwood (½)</u> – Patient's relative reporting that the patient is not being taken care of. Diana contacted Briarwood and the state. Patient's relative was instructed to submit a complaint to the Bureau of Health Care Safety and Quality at the state. Briarwood manager also was in contact with the patient's family to address issues. - <u>Oak Street (0/1)</u> - Social workers alerted Diana about a case where resident was removed after a well check. Hospital is looking to discharge but is requesting an inspection by the Public Health Division to assess if it is safe to discharge the patient to home. Resident of home denied Public Health access to home. Diana is collaborating with the Police Department on next steps (On-going). - <u>St. Mary's St. (0/1)</u>- Update on this housing case. Sandy from Select Board's office sent owner another letter to set up a meeting on site, with Health and Building, since original meeting was postponed last April due to the pandemic. (Meeting TBD.)

Nuisance – Complaints/ Follow-ups	2/3– Nuisance Complaints/Follow-ups conducted for: - <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. Select Board’s office to write a letter and issue fine. Police continue to investigate unregistered car issue. UPDATE: Follow-up letter sent by Select Board’s Office. (Case still in process.) - <u>Crescent Rd. (1/1)</u> - Received a follow-up stone dust nuisance complaint from a neighbor. Builder was again using his stone cutting saw without attaching the water hose. Tara followed-up on complaint. Site visit conducted. Builder re-attached the water hose to his saw to complete job.
Pool COVID proposals	1 – Indoor Pool COVID plan review - • <u>One Wingate Way</u> – Completed plan review for proposed COVID protocols. Wingate will now open pool via online reservation only. Limit of 5 resident bathers at a time.
Pool Plan Review	Plan Review Received from Needham Pool and Racquet Club - – Wading Pool is being replaced. In process of review. Structural plans submitted and finalizing mechanical plans. Verifying systems can be upgraded to meet current MA Pool and Building Code standards.
Planning Board/ Subdivision off-street drainage bond release request	1 – Subdivision Off-street Drainage Bond release requests received for: • <u>Oak Street Subdivision (2 Lots)</u> - Memo sent to builder with bond release requirements. Tara spoke to owners and abutters regarding the bond release requests. Site visits conducted. No standing water or water erosion issues observed. BOH to review release of bond requests for 2 subdivision lots. (See materials attached.)
Sira Naturals RMD follow-up on website Menu items	Observed that Sira was posting the old Wicked Sour Watermelon fruit bites label, that was not approved by BOH, which was on their online Menu item list for edibles. Follow-up - We had a Zoom virtual meeting call with them and they agreed to replace the Watermelon and Blue Raspberry labels on their website Menu list with the BOH approved labels. Replaced product labels were verified that day.
Septic – Installation Inspections	3 – Septic Installation inspections conducted at: - <u>#29 Windsor Rd.</u> - For septic system upgrade.
Septic – Soil Testing/Perc Test	0 – Soil Tests conducted.
Well Applications/ Plan Reviews	0 - Irrigation Well Permit Applications submitted for review.
Zoning Board of Appeals plan reviews	0 – Zoning Board of Appeals plan reviews conducted.

FY 21 Priority FBI Risk Violations Chart (By Date)

Restaurant	Insp. Date	Priority Violation	Description
Residences at Wingate	10/17/2020	3-801.11 (C) Special Requirements (Raw/Partially Cooked RTE) Code: In a food establishment that serves a highly susceptible population: The following foods may not be served or offered for sale in a RTE form: raw animal foods such as raw fish, raw-marinated fish, raw molluscan shellfish, and steak tartare, a partially cooked animal food such as lightly cooked fish, rare meat, soft-cooked eggs that are made from raw eggs, and meringue; and raw seed sprouts.	Kitchen - Shell eggs are not pasteurized for over easy or poached eggs for breakfast service. Use pasteurized shell eggs. Provide invoice within 5 days or less. Provide and keep copies for 30 days.
Beth Israel Deaconess Hospital - Reinspection	10/23/20	Corrected on site - 3-501.16 (A)(2) (B) Proper Cold Holding Temps. - 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.	Kitchen -The temperature of the Shredded chicken in the Prep cooler was 44 degrees. Items in cooler were all discarded.
Sweet Basil	10/24/2020	3-501.14 (A) Cooling Cooked Foods - Basement Prep - Code: Cooked TCS foods shall be cooled within 2 hours from 135°F to 70°F and within a total of 6 hours from 135°F to 41°F or less. Corrected on site- 3-501.16 (A)(2) (B) Proper Cold Holding Temps. - 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. 3-501.19 (B)(1)(3)(4) Time as a Public Health Control - 4 Hours -Code: If time rather than temperature is used as the public health control up to a maximum of 4 hours: the food shall have an initial temperature of 41°F or less when removed from cold holding temperature control,	Lamb shanks upon arrival were cooling on shelf in bulk containers without ice or other cooling methods to create more surface areas or in shallow containers. No temp logs were available. Discussion with Chef on cooling properly. In walk in cooler 4 deep containers of braised chicken was 98f. Products were removed, and stored in shallow hotel pans. Discussion with Chef and Mgr on proper cooling methods and training of staff. The expectation is that all TCS foods be cooled properly, and that temperatures get checked to ensure compliance with the regulation. Please send cooling logs within 7 days Failure to do so may result in fines suspension or both. Kitchen - Polenta was stored in dbl reach in at 50F. Chef stated it was made a day earlier. Product voluntarily discarded. Kitchen - Chicken breasts cooked stored at room

		<i>or 135°F or greater when removed from hot holding temperature control; the food shall be cooked and served, served at any temperature if RTE, or discarded, within 4 hours from the point in time when the food is removed from temperature control; and the food in unmarked containers or packages, or marked to exceed a 4-hour limit shall be discarded.</i> 5-205.15 (A) System Maintained/Repair - Code: <i>A plumbing system shall be repaired according to law.</i>	temp. Chef states that this is only on Weekends during busy times. No log books were in use. Basement Prep - Leak in basement. Chef stated it was coming from dish room above, and that it had been fixed recently. Water was still dripping, and large bin below had residual water with biofilm on surfaces Repair plumbing leak within 7 days.
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Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY21	FY20	FY19	FY18	FY17
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	1	0	0	0	0	0	0	0	0	1	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	17	0	0	0	0	0	0	0	0	70	0	21		
COVID 19 Follow Ups	17	20	19	15	0	0	0	0	0	0	0	0	71	0	0	0	0
Demo reviews	8	6	2	5	0	0	0	0	0	0	0	0	21	73	104	105	112
Domestic Animal permits	6	8	1	1	0	0	0	0	0	0	0	0	16	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	14	0	0	0	0	0	0	0	0	39	149	200	225	198
Food Service Pre-oper. Insp.	3	2	0	1	0	0	0	0	0	0	0	0	6	48	12	32	37
Retail Food Routine insp. Or 6 month check in	0	0	2	1	0	0	0	0	0	0	0	0	3	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	1	0	0	0	0	0	0	0	0	2	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	30	0	0	0	0	0	0	0	0	100	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	1	0	0	0	0	0	0	0	0	5	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	7	0	0	0	0	0	0	0	0	7	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	3	0	0	0	0	0	0	0	0	16	41	22	22	7
Housing Follow-ups	4	5	5	7	0	0	0	0	0	0	0	0	21	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	2	0	0	0	0	0	0	0	0	16	34	55	42	30
Nuisance Follow-ups	10	7	2	3	0	0	0	0	0	0	0	0	22	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	1	0	0	0	0	0	0	0	0	1	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	1	0	0	0	0	0	0	0	0	5	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	3	0	0	0	0	0	0	0	0	5	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	8	0	0	0	0	0	0	0	0	31	61	62	51	62

Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY21	FY20	FY19	FY18	FY17
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
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/Insp. o	2	0	3	1	0	0	0	0	0	0	0	0	6	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	1	0	0	0	0	0	0	0	0	1	8	14	18	25
Tobacco Follow-up insp.	0	0	0	1	0	0	0	0	0	0	0	0	1	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



Unit: Traveling Meals Program,

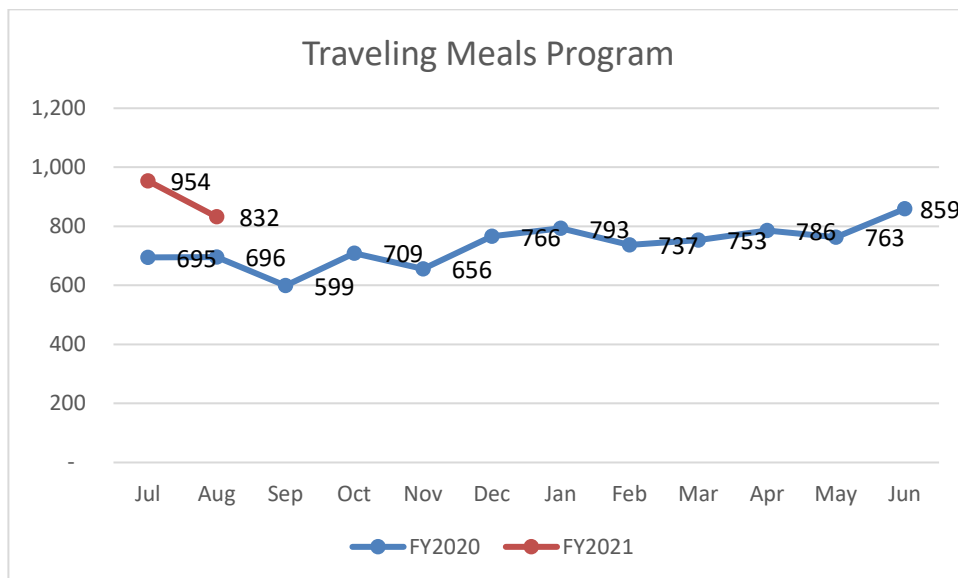
Monthly Report for October 2020

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. 10/ 19/2020 a 911 called initiated by volunteer delivering meals. Consumer had a fall and taken to hospital. Consumer able to speak, no broken bones, and is expected to return home.</i>
<i>870 Meals delivered in Setember 2020 836 Meals delivered in October 2020 52 Consumers currently enrolled for the month. 39 Springwell 13 Private Pay 2 new consumers and 2 re-enrollments</i>	<i>2 consumers no longer on Program, able to care for themselves</i>

Summary overview for the month: **FY 2021 Graph**





NEEDHAM PUBLIC HEALTH DIVISION



Date: October 2020

Staff member: Lynn Schoeff

Activities and Accomplishments

Activity	Notes
Research and writing	• Assisted other staff in grant reporting and other writing projects, including budget narrative. • Research on affordable housing policies • BOH minutes • Begin planning annual report
Policy development and review	• Continued work on health equity policy
Mask distribution	• Facilitated more mask distribution for Aging Services clients.

Summary overview for October:

Work in October again focused on research and writing, COVID response, health equity



NEEDHAM **PUBLIC HEALTH DIVISION**



Unit: Substance Use Prevention

Date: October 2020

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

Activities and Accomplishments

Activity	Notes
Vaping Grant	Angela MacDonnell will be starting as the new part-time Program Support Assistant for administering the Vaping Grant. She begins on November 3. Karen Mullen continued allocating 5 hrs/week administering the grant for the month of October. She will be working with Karen Shannon to ensure a smooth transition of duties to Ms. MacDonnell. Vaping cessation training was completed on October 28. Attendance included 23 from the Needham Public Schools and 2 from Youth & Family Services. NPS sent 12 school nurses, 9 NHS administrators/staff. The NHS school nurses will be the primary providers of the cessation sessions for youth. Next steps include implementation and promotion of the program. The health equity plan was accepted by the MetroWest Health Foundation.
SPAN events	<i>"Insights on a Teen's Life 2020,"</i> a panel event recorded in September, was emailed to all NHS parents on October 26. This was SPAN and SALSA's first time collaborating on an event for parents. The panelists provided 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 their teen. <i>"Creating Connections that Count,"</i> a live, virtual event for the SPAN quarterly meeting held on October 20, featured a presentation by Ty Sells, Certified Prevention Consultant and Director of Training for Youth to Youth International in Columbus, Ohio. X registered and X attended. 21 surveys received, event was given high ratings for topic, content and format.
DEA Take Back Day	Partnered with Needham Police Department to host Drug Take Back Day, Saturday, October 24. Six SALSA students volunteered to assist at the event. The event was held at the CATH parking lot for the first time and proved to be a safe, central location for community members. Collected approx.. 130 lbs at event; NPD collected 638 lbs over last 12 months.
Drug Free Communities (DFC)	The closeout FFR report for the DFC grant was completed October 28 by Michelle Vallaincourt. SAMHSA has transferred grant funding administration to the CDC effective this month. The no-cost extension allows us to spend down the remaining funds from Year 10 until May 31, 2021. FFR and progress reports will be required until that time.



NEEDHAM PUBLIC HEALTH DIVISION



SPAN meetings	Youth Action Team Mtg. 10/5 Steering Committee Mtg. 10/13 Parent Action Team Mtg. 10/22 Community Action Team Mtg. 10/27
SALSA	SALSA work underway: - New Member Training- FCD trained 25 new NHS SALSA members on 10/17. New members may now volunteer to plan substance free events for peers, speak to Pollard Wellness Classes about staying healthy & refusal skills, participate on 1 or more of the 6 SALSA action teams including: Vaping Awareness, Distracted Driving, SALSA at Pollard/HR, Policy, Communication/Social Media or General Campaigns. Students earn community service for their work. The 84 Movement: SALSA student, Luca Mancino, has been selected by The 84 for the student leadership team. The 84 is a statewide movement of youth fighting tobacco in Massachusetts. The 84 represents the 84% of Massachusetts youth who did NOT smoke when the movement began. Now, 93.4% of youth do NOT smoke.
Social Media	Posts to SPAN FB • SPAN quarterly meeting: 2,307 reached • DEA Take Back Day: 3,178 reached Scripted 4 posts for NPHD Twitter page
SPAN Website	Updates to the SPAN website resumed by the graphic design consultant hired to complete this work. Completion date TBD.
HHS Racial Equity Committee	Meetings held on 10/1, 10/15 and 10/29. The group continues work on preparing a self-assessment tool for HHS staff; Katie King, Asst. TM, attended our October 1 meeting to offer insights and recommendations. Committee members are examining individual departmental programs for racism with long-term goal of assessing ways to incorporate inclusivity and racial equity in our work.
Parent Al-anon group	The weekly Monday night Parent Al-anon meeting continues.
Trainings and Conferences	- Tobacco 101 Training/The 84 Movement – K. Mullen - Health Equity 201/MWHF – 10/8- K. Shannon - MHOA Conference 10/14 – K. Mullen, K. Shannon - Vaping Cessation Training 10/28 – K. Mullen, K. Shannon - Operation Parent Vaping Webinar- 10/28 – K. Mullen - Minding your Mind Webinar- Linda Price- 10/29 – K. Mullen - Mental Health First Aid for Youth- certification for training 6- hour virtual program – K. Shannon

Summary for Month of October 2020: SPAN focused on community-based events this month, including a featured speaker for the quarterly coalition meeting, promotion of a parent recording on teen behavior around substance use and mental health, and the DEA Take Back Day.



Emergency Management Support Monthly Report October 2020

Prepared by: Taleb Abdelrahim

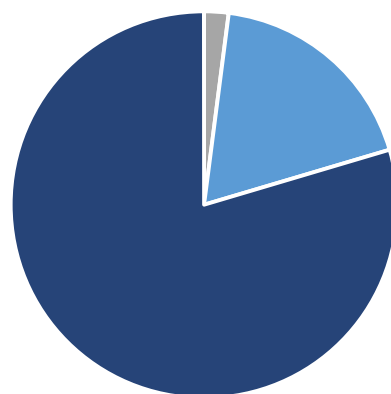
This monthly report is to provide an update on what I have been doing under supervision and help of Tiffany Zike. This report will show the work that has been done toward helping to make Needham community more resilient and be better prepared.

Summary of work:

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

1. Helping with some smaller flu vaccination clinics.
2. Fixing EDS trailer roof vent cover and supplies management.
3. Helping with transitioning to a new volunteer database: MA Responds.
 - MDPH has required that all federally recognized MRC's be in their data base called MA Responds. In order to continue to receive state funds we must have our volunteers sign up in the new system.
 - Pro's formalized data base that has the ability to send and receive notifications quickly.
 - Cons are that they can contact our volunteers without our permission. NC-8 is working with the state closely to make sure we know when they are notified.
4. For November, continue working on MA Responds transitioning and supply acquisition/management.

MRC Volunteers conversion to MA responds



■ Accepted ■ Pending ■ Still need



NEEDHAM PUBLIC HEALTH DIVISION



Unit: Public Health Nursing

Month: October 2020

Staff member: Tiffany Zike, Hanna Burnett, Mary Fountaine

Activities and Accomplishments

Activity	Notes
COVID-19 Communicable disease investigation	Primary and Secondary disease investigation and contact tracing.
Flu clinic	We continue to work closely with Taleb and our MRC volunteers to help run mini clinics and pop up clinics for all ages.
Blood Pressure Clinics	Started doing BP clinics by appt only on Wednesdays from 8-10 am.
EOC	EOC re-activation, part of the Ops Section and acting Safety Officer.
Vaccine preparation	Education and research on COVID vaccine, storage, handling, and dissemination.

Summary overview for the month:

The nursing department continues with weekly Maven trainings and DPH calls. Mary Fountaine started working with the Nursing Department on October 13th. She has been working closely with Case Investigation and learning the ropes. We have begun training some per diem nurses on Case Investigation. Student nurse, Elizabeth Matheson, has been working on communication efforts and helping enter immunizations into the State Immunization registry. Continue working on PrepMod trainings and implementation. Working on supply acquisition for a vaccine distribution plan.



NEEDHAM PUBLIC HEALTH DIVISION



COMMUNICABLE DISEASES:	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Apr	MAY	JUN	T21	T20
Amebiasis				1									1	1
Chickungunya													0	1
BABESIOSIS	2	1											3	4
CAMPYLOBACTER	2	1	2										5	15
COVID 19 Confirmed	33	9	23	44									109	327
Confirmed Adjusted	34	10	27										71	
COVID Probable	13	5	1	8									27	37
Probable Adjusted	23	9	1										33	
COVID Contacts	16	27	34	73									150	242
CPVID Suspect	1	8	5	18									32	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			1									3	3
HEPATITIS C													0	8
HGA	1	1											2	6
Influenza													0	51
Invasive Bacterial Infection				1									1	1
Legionellosis													0	2
Listeriosis													0	0
LYME	4	9	5	8									26	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
TOTAL DISEASES													467	522



NEEDHAM 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										7	8
CAT													0	1
BAT	1	1	1										3	4
SKUNK													0	0
RACCOON		1											1	0
other													0	0
TOTAL BITES													11	13
IMMUNIZATIONS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY21	FY20
B12			1	1									2	14
Flu (Seasonal)			288	877									1165	787
Hep B													0	0
Polio													0	0
TDap													0	10
Varicella													0	1
Consult													0	0
Fire/Police													0	48
Schools													0	38
Town Agencies													0	19
Community Agencies													0	19
ASSISTANCE PROGRAMS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY21	FY20
Food Pantry													0	10
Food Stamps													0	0
Friends													0	10
Gift of Warmth				(1) 316.60									\$316.60	8(\$2114)
Good Neighbor													0	1
Park & Rec													0	3
Salvation Army													0	0
Self Help													0	15
Donations: Resident: \$25 Community Council: \$10,000														



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



MEETING DATE: 11/12/2020

Agenda Item	COIVD-19 Update and Discussion
Presenter(s)	Timothy Muir McDonald, Director of Health & Human Services Tiffany Zike, Assistant Public Health Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Zike and Mr. McDonald will present information about the current status of the COVID-19 Pandemic in the Town of Needham and regionally/state-wide. They will review information about how the Public Health Division coordinates with its partners in the Needham Public Schools (NPS). Additionally, Mr. McDonald and Ms. Zike will discuss with the Board the efforts that the Public Health Division, other Town departments, and the Needham Public Schools make to combat the spread of COVID-19 and educate the public about its impacts and how to keep themselves and their loved ones safe and healthy.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No specific vote is required, nor is one expected.	
3.	BACK UP INFORMATION ATTACHED
Brief presentation on COVID-19 case numbers during the month of October.	

Needham COVID-19 Case Data

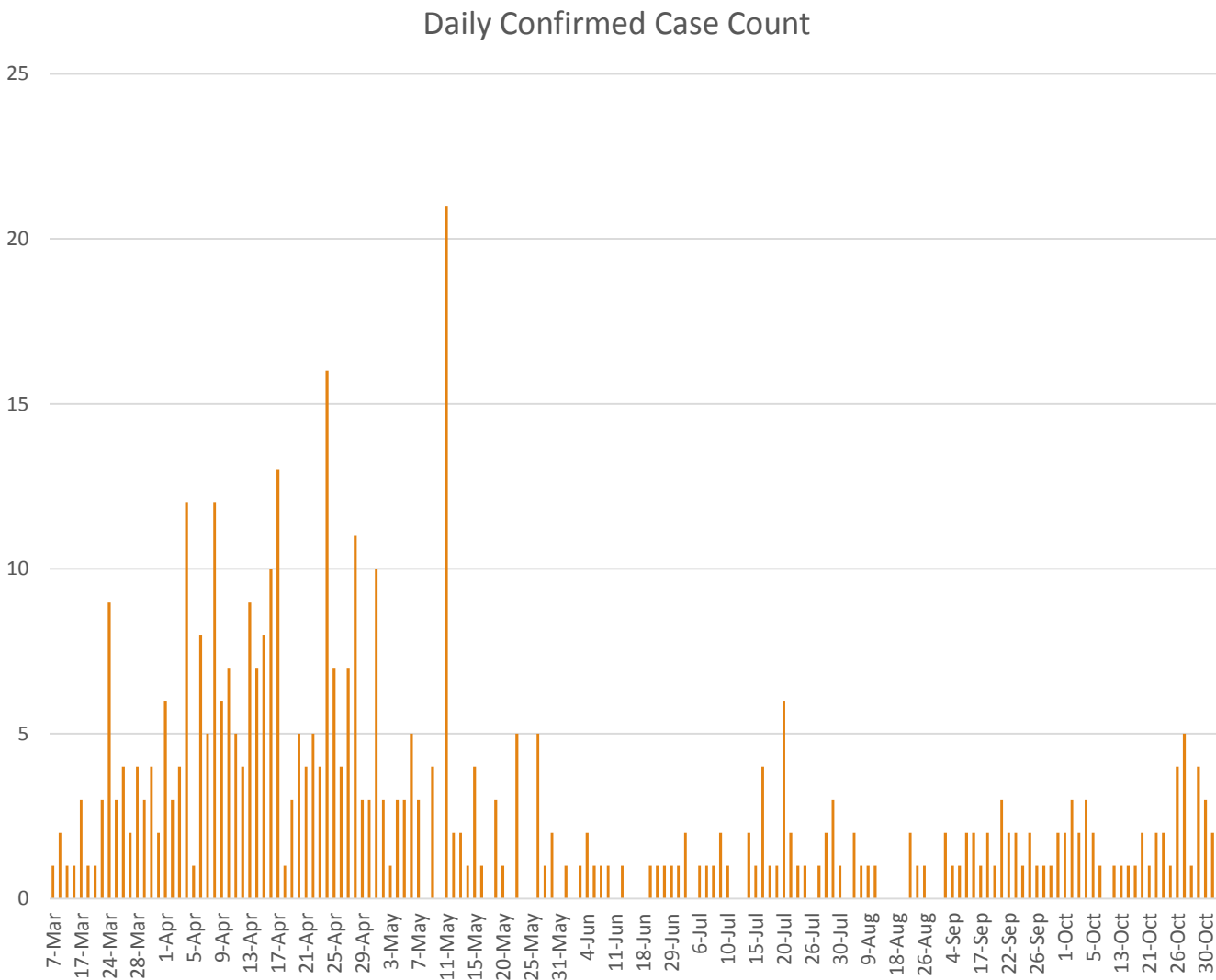
PUBLIC HEALTH DIVISION OCTOBER 2020

MONTHLY REPORT

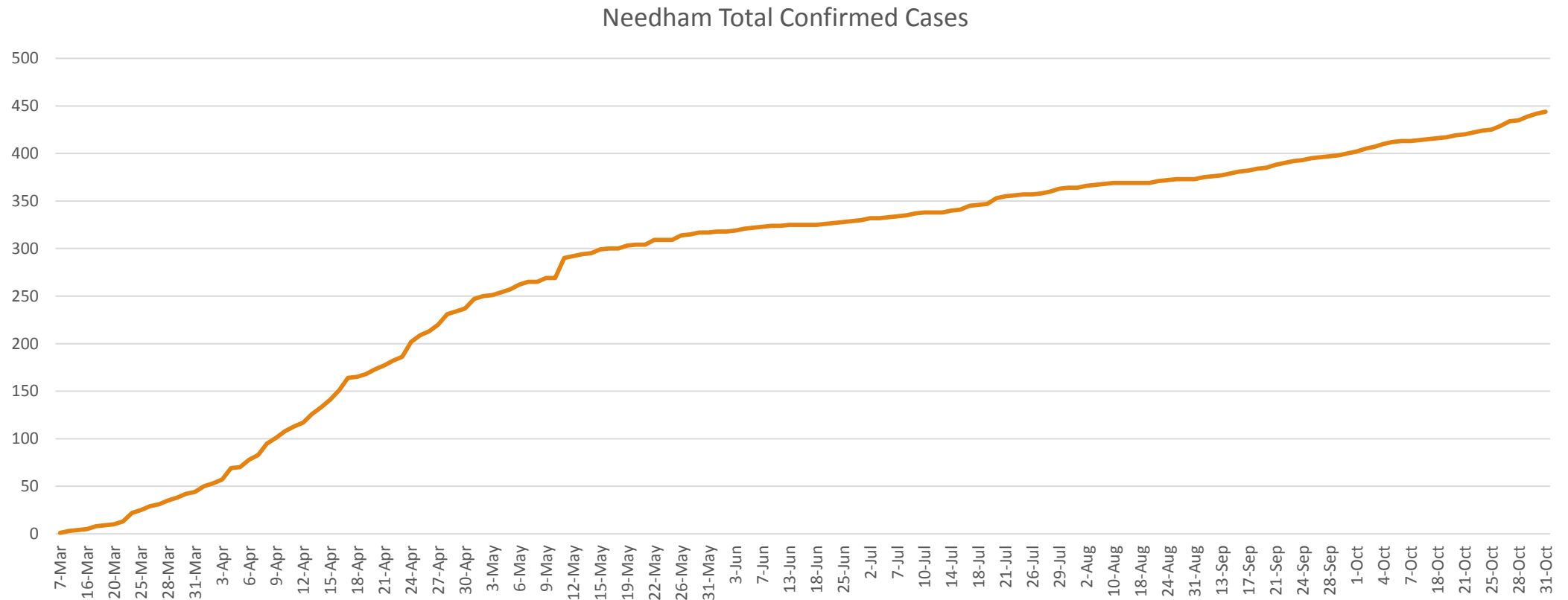


Year-to-Date Confirmed Daily Case Count

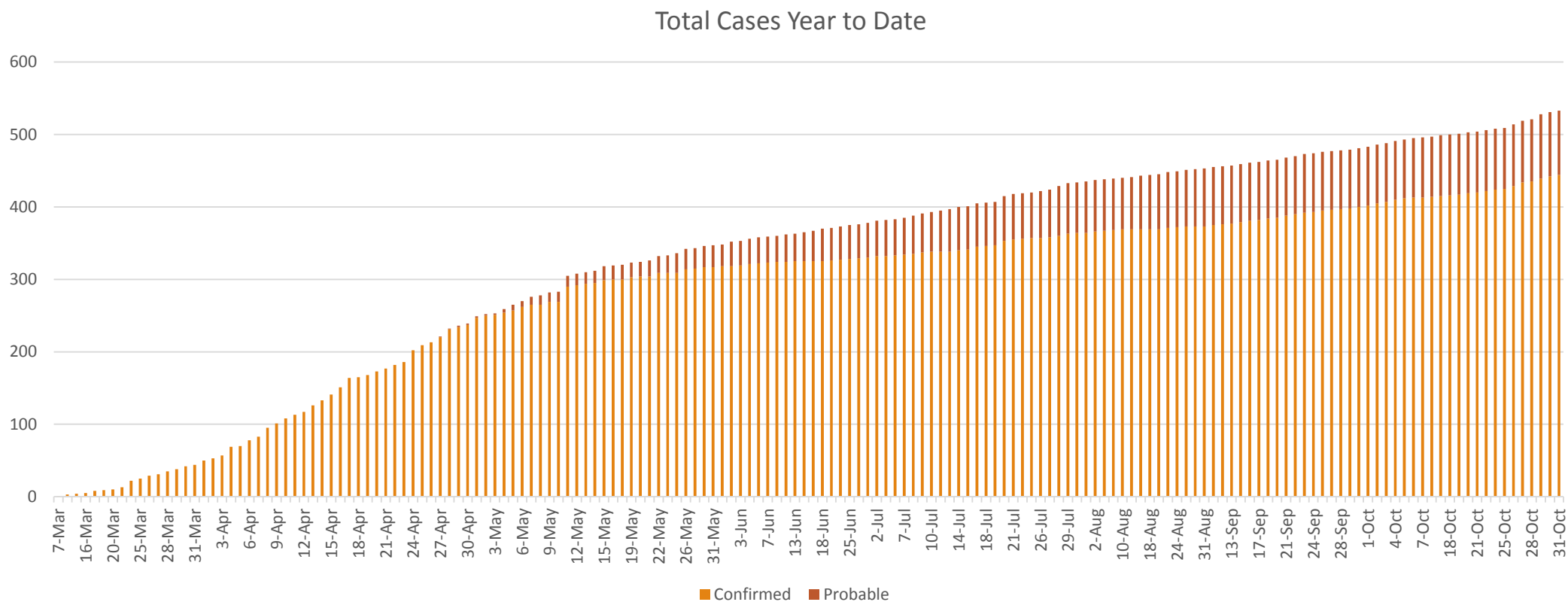
Daily case count thru Oct 31, 2020



Confirmed Case Count: Year to Date



Confirmed and Probable Cases to Date

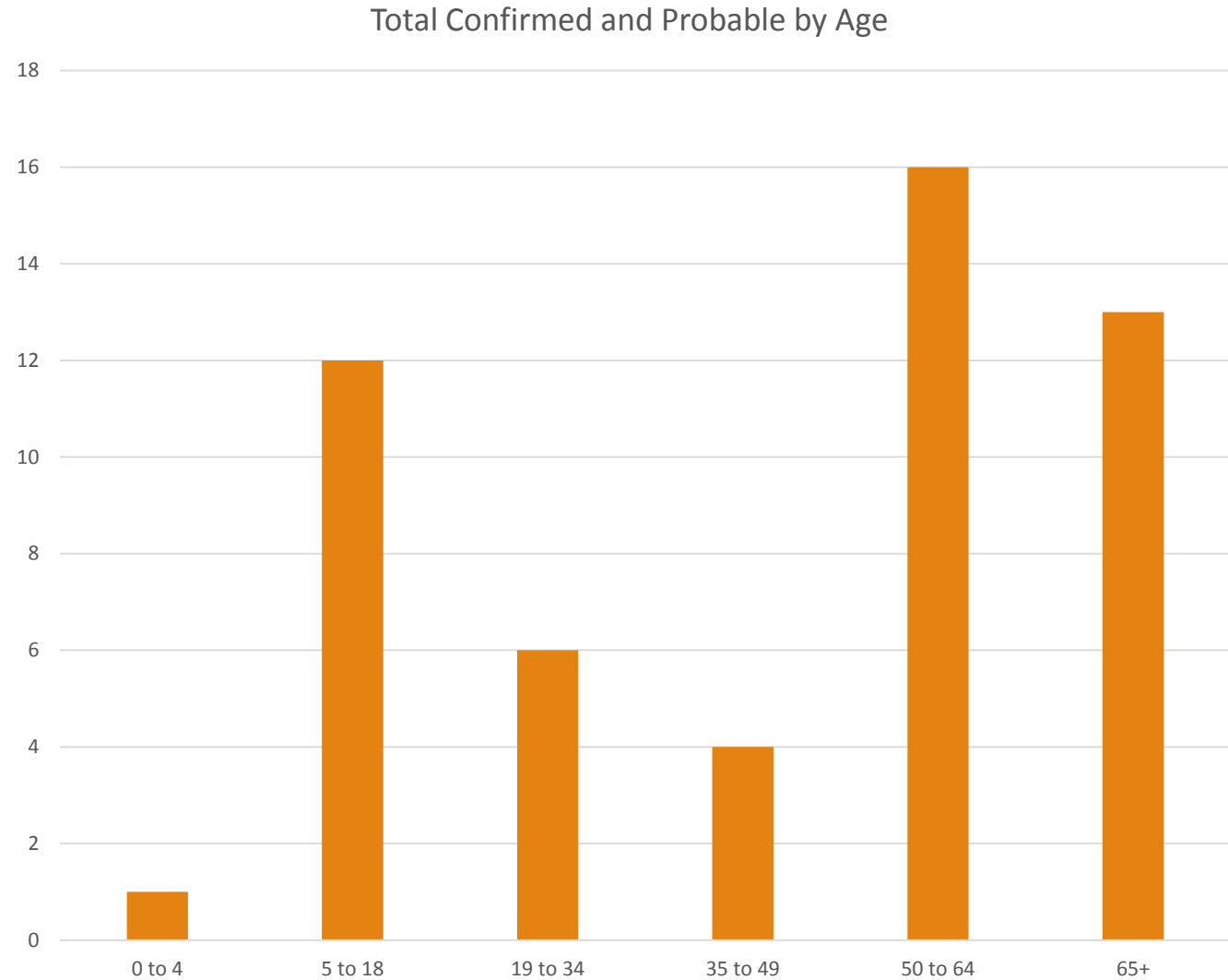


October Case Count

Confirmed and Probable Cases

By Age Range

Data from Oct 1 – Oct 31, 2020





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



MEETING DATE: 11/12/2020

Agenda Item	Board of Health Review & Vote – Revised Emergency Order re: Face Coverings and Other Efforts to Prevent the Spread of COVID-19
Presenter(s)	Timothy Muir McDonald, Director of Health & Human Services Tiffany Zike, Assistant Public Health Director Tara Gurge, Assistant Public Health Director Diana Acosta, Environmental Health Agent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will briefly update the Board on the current efforts of the Public Health Division to ensure Town-wide compliance with local and state public health orders, along with the recent changes to state emergency orders. Ms. Zike, Ms. Gurge, and Ms. Acosta will then review their work to assure compliance and to respond to complaints that the Public Health Division receives. The Board will then discuss the proposed revisions to the Revised Emergency Order and consider whether it wishes to make those revisions, make additional efforts, or make no changes.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Possible vote to adopt the proposed edits to the Revised Emergency Order. Possible motion: “Madam Chair, I move that the Board of Health adopt the proposed edits and revisions to the Revised Emergency Order and extend the effect date of such an order until March 1, 2020 or until the termination of the Public Health Emergency.”	
3.	BACK UP INFORMATION ATTACHED
Proposed draft copy of the Board of Health’s Revised Face Covering Order	



Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

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

Public Health Emergency Order Mandating Face Coverings

Whereas, on March 10, 2020, Massachusetts Governor Charles D. Baker, acting pursuant to the powers provided by Chapter 639 of the Acts of 195 and Section 2A of Chapter 17 of the General Laws, declared a state of emergency in the Commonwealth of Massachusetts due to the outbreak of the 2019 novel Coronavirus (COVID-19, or SARS-CoV2 virus); and

Whereas, on March 15, 2020 Governor Baker issued an emergency Order (the “March 15, 2020 Order”) to respond t the evolving COVID-19 public health emergency impacting the Commonwealth, including prohibitions on public gatherings of twenty-five or more people and prohibiting on-premises consumption of food or drinks at bars and restaurants from March 17, 2020 until April 6, 2020; and

Whereas, on March 23, 2020 Governor Baker issued an Order (the “March 23, 2020 Executive Order”) limiting gatherings of more than ten people in the Commonwealth of Massachusetts and orderings businesses, other than those that provide COVID-19 essential services as defined in the March 23, 2020 Executive Order as amended (“COVID-19 Essential Businesses”), to close their brick and mortar operations and operate only by remote means; and

Whereas, the Select Board of the Town of Needham issued a local Declaration of Emergency on March 20, 2020; and

Whereas, current scientific consensus is that the SARS-CoV2 virus can be transmitted both by asymptomatic and pre-symptomatic cases;¹ and

¹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

This Emergency Order was first proposed on April 24, 2020, and was the subject of a Board of Health hearing on April 28, 2020. It was adopted by unanimous vote of the Needham Board of Health on April 28, 2020, and ~~shall take~~took effect on May 1, 2020 at 6:01 a.m. Revised versions of the Order were considered and approved by the Board of Health on June 16, July 28, September 10, 2020, ~~and~~October 9, 2020-, and November 12, 2020, reflecting alignment with state orders or regulations as well as greater scientific understanding of the COVID-19 virus and the most effective steps to limit its spread.

Whereas, some scientific evidence supports the use of face coverings to prevent transmission by large droplets;² and

Whereas, the Board of Health of the Town of Needham is vested by M.G.L. c. 111, § 104³ with the authority and responsibility to prevent the spread of infection; and

Whereas, the Board of Health of the Town of Needham is given authority to enact emergency orders by 310 C.M.R. 11.05;⁴ and

Whereas, the Board of Health of the Town of Needham is vested by M.G.L. c. 111, § 31⁵ with the authority and responsibility to make reasonable health regulations; and

Whereas, the Board of Health of the Town of Needham is vested by M.G.L. c. 111, § 122 to examine and destroy, remove, or prevent causes of sickness;⁶

Now therefore, the Board of Health of the Town of Needham does hereby order the following:

- 1) Employees of all businesses shall wear a face covering over their mouth and nose, except when in a private office with a closed door. Face coverings must be employed when interacting with the public, co-workers, or customers. Please see personal protective equipment guidelines and recommendations at: <http://www.needhamma.gov/4860/Face-MaskCovering-Guidance>. Please note that a face shield is not a substitute for the required face covering.
- 2) Members of the public entering any business, work site, or government building must wear a face covering such as a well-fitted, multi-layered fabric mask over their nose and mouth.⁷

² National Academies of Sciences, Engineering, and Medicine 2020. Rapid Expert Consultation on the Effectiveness of Fabric Masks for the COVID-19 Pandemic (April 8, 2020). Washington, DC: The National Academies Press. <https://doi.org/10.17226/25776>.

³ M.G.L. § 104 provides: "If a disease dangerous to the public health exists in a town, the selectmen and board of health shall use all possible care to prevent the spread of infection..."

⁴ 310 C.M.R. 11.05 states: "Whenever an emergency exists in which the interest of protecting public health ... requires that ordinary procedures be dispensed with, the board of health or its authorized agent, acting in accordance with the provisions of M.G.L. c. 111 §30, may, without notice or hearing, issue an order reciting the existence of the emergency and requiring that such action be taken as the board of health deems necessary to meet the emergency."

⁵ M.G.L. § 31 provides: "Boards of health may make reasonable health regulations."

⁶ M.G.L. § 122 provides: "'The board of health shall examine into all nuisances, sources of filth and causes of sickness within its town, or on board of vessels within the harbor of such town, which may, in its opinion, be injurious to the public health, shall destroy, remove or prevent the same as the case may require, and shall make regulations for the public health and safety relative thereto..."

⁷ For additional information about face coverings, their importance, maintenance, donning and doffing instructions, and other items, please visit: <https://www.mass.gov/news/mask-up-ma>

3) Members of the public entering a restaurant for the purpose of picking up food for take-out must wear a face covering over their nose and mouth. Notwithstanding the previous section, those persons dining at a restaurant must employ a face covering when not seated at their table (that is, when entering and exiting the establishment, or whenever not seated).

4) Residents, visitors, and members of the general public entering or exiting a residential or commercial building complex of two (2) or more units must wear a face covering over their nose and mouth while in common areas and communal spaces and must exercise social distancing in these spaces in accordance with CDC guidelines available at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>. Residential and commercial building complexes shall post signage

informing all residents, staff, and visitors that face coverings must be at all times in common areas of the building, and reminding all residents, staff, and visitors that a distance of six feet between individuals must be observed, except when those individuals are members of the same household or are engaged in caring for a child.

5) a. Retail establishments must limit the number of customers and staff inside the establishment at any given time so that social distancing of six feet may be maintained. All retail establishments must establish maximum occupancy loads in accordance with published state guidance, including the “Safety Standards and Checklist for Retail Businesses” which is available at:

<https://www.mass.gov/info-details/safety-standards-and-checklist-retail-businesses>. Maximum occupancy shall be posted at each entrance to the

establishment and shall be readily visible to members of the public. Retail establishments are limited to ten (10) persons, including staff, per 1,000 square feet of accessible space or to 50% of the retail establishment’s maximum permitted occupancy, whichever is fewer. Buildings for which no permitted occupancy limitation is on record may allow up to 10 people (including staff) per 1,000 square feet of accessible space. No enclosed space shall exceed occupancy of 10 persons per 1,000 square feet.

b. An employee of the retailer shall be designated to ensure the maximum number of individuals inside of the store is not exceeded. Customers queued outside of the store must maintain a minimum of six feet distance. The retailer shall install visual social distancing markers to remind customers to remain six feet apart.

This Emergency Order shall not apply to anyone under the age of five, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove

the mask without assistance, and/or any other person exempted by Center for Disease Control & Prevention guidelines or Massachusetts Department of Public Health guidelines. Those who are unable to safely don a face covering due to access or functional needs should not wear one.

This Emergency Order shall not reduce or eliminate the requirement of maintaining safe distancing. The use of a face covering should be combined with social distancing and frequent handwashing and refraining from touching one's face. The use of a face covering is NOT intended to replace those activities but rather to supplement them.

This Emergency Order does ~~not~~ require the wearing of a face covering in ~~outdoor settings at all times in public places, both indoors and outdoors, whenever not on or in one's private property (house, yard, card, etc.). This guidance reflects a revised Governor's Emergency Order issued on November 2, 2020.~~⁸~~when a safe distance (minimum of six feet) between other persons is observed or when it is reasonable to expect that a person may maintain a six foot distance from other people at all times.~~

Nothing in this order is intended to encourage residents to act as an enforcement authority for the Town of Needham. Residents should not take it upon themselves to approach people in violation of this order. Residents are urged to focus solely on their personal and family compliance with this order.

This emergency order originally took effect on Friday May 1, 2020 at 6:01 a.m. and was renewed on Tuesday June 16, 2020 at 10:30 a.m. The order was modified on July 28, 2020 to more closely align with state guidance documents and Executive Orders from MA Governor Charlie Baker, and was edited slightly and extended again on September 10, 2020, and further edited to comply with state orders on October 9, 2020 ~~and November 12, 2020.~~ The Order shall remain in effect until 11:59 p.m. on ~~January 16~~March 1, 2021 or until notice is given, pursuant to the Board of Health's judgement, that the Public Health Emergency no longer exists, whichever occurs first.

To the extent necessary, this Order shall be enforced by the Director of Health & Human Services and others he chooses to empower as agents of the Board of Health.

ORDERED by vote of the Needham Board of Health on ~~October 9~~November 12, 2020, by,

⁸ ~~Governor's Emergency Order No. 55, the Revised Order Requiring Face Coverings in Public Places, which is available at: <https://www.mass.gov/doc/covid-19-order-55/download>~~

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Kathleen Ward Brown, ScD



Edward Cosgrove,
PhD



Stephen Epstein, MD,
MPP



Christina S. Mathews, MPH



Robert Partridge, MD, MPH



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

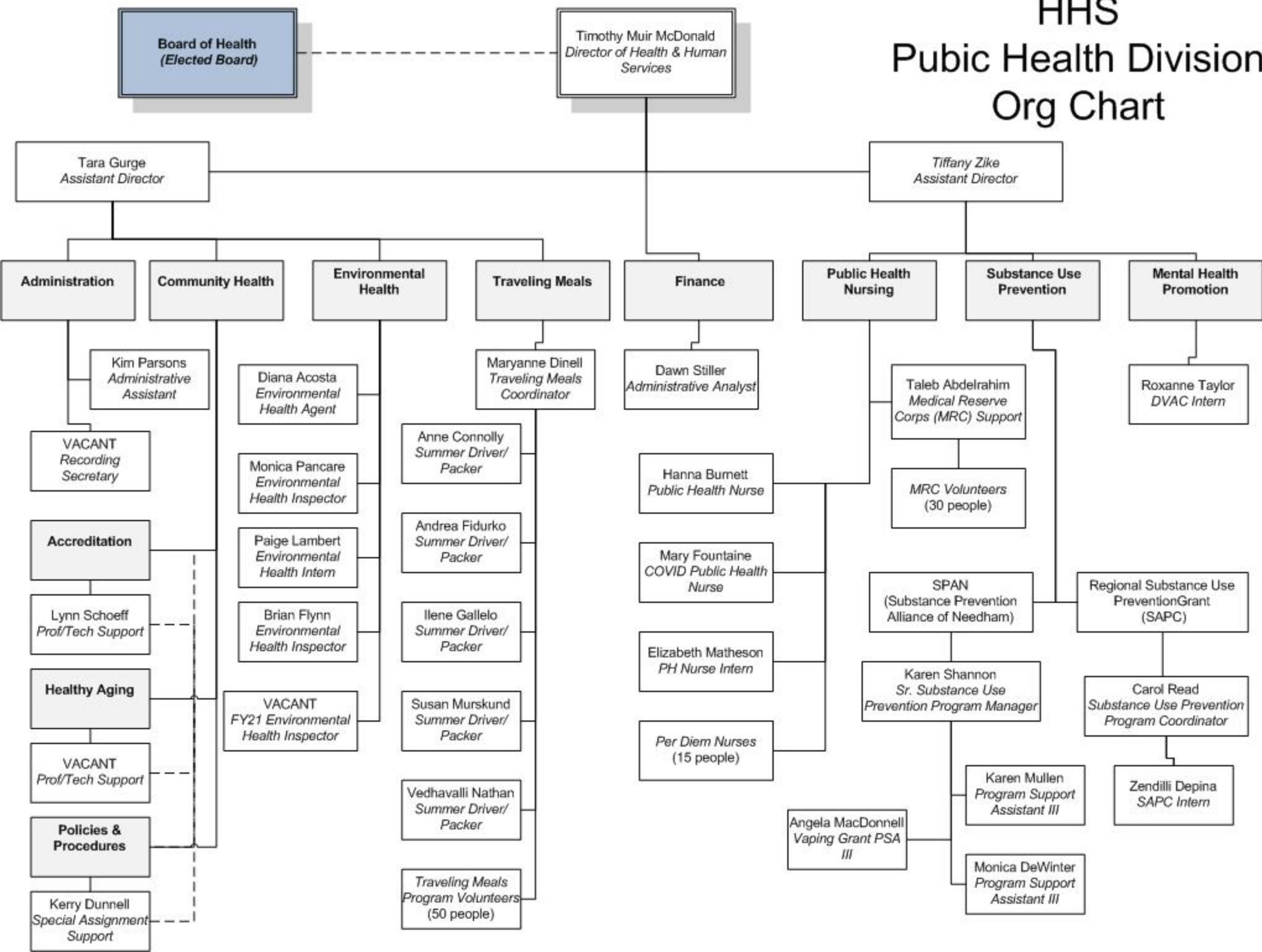


MEETING DATE: 11/12/2020

Agenda Item	Public Health Division Structure
Presenter(s)	Timothy Muir McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will review changes to the Public Health Division's organizational structure that will better position the Division to respond to its current workloads and challenges, especially during the COVID-19 Pandemic.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No specific vote is required, nor is one expected.	
3.	BACK UP INFORMATION ATTACHED
Organizational Chart of the Public Health Division	

Public Health Division Org Chart





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



MEETING DATE: 11/12/2020

Agenda Item	Discussion of Draft CY 2021 and 2022 Board of Health Goals
Presenter(s)	Timothy Muir McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will review a proposed draft copy of the 2021 and 2022 Board of Health goals, and the Board will discuss the proposed draft as well as other ideas to meet the health and wellness needs of the Needham community.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No specific vote is required, nor is one expected.	
3.	BACK UP INFORMATION ATTACHED
Draft CY 2021 and 2022 Board of Health Goals	



Board of Health

Kathleen Ward Brown, ScD

Edward Cosgrove, PhD

Stephen Epstein, MD, MPP

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

Mission

The Needham Board of Health, founded in 1877, and its Public Health Division strive to prevent and control the spread of disease, to address environmental issues, to promote healthy lifestyles, and to protect the public health and social well-being of all Needham's residents, especially the most vulnerable. This work addresses the social determinants of health, or the conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks, as defined in Healthy People 2020.

Goals for 2021 and 2022

Cross-cutting Planning Considerations

Equity

Build upon the work of the HHS Racial Equity Committee to identify "what needs to change or to be put in place to ensure equity and anti-racism in Needham." How can this work be applied in all areas of public health?

Mental Health and Behavioral Health

Consider opportunities for collaboration and connection with mental and behavioral health programs that support Needham.

Health in All Policies

How can *Health in All Policies*, or the inclusion of health considerations into policy making across sectors, be applied in Needham to improve health outcomes and health equity?

Pandemic impact

What has the Covid-19 pandemic shown us about community public health needs and programs?

Administrative

Ensure the necessary infrastructure to effectively provide essential public health services.

- Develop processes and protocols for applications and management of all received grant funding within the Division.
 - Document necessary elements and responsibilities
 - Identify and address gaps
- Develop and implement schedule of Board review of one regulation per quarter.
- Review and revise website review to reflect current programming and resources.
- Develop a comprehensive communications strategy for the Public Health Division that increases community outreach and awareness of pertinent public health issues.

Ongoing

- Encourage continual gathering of qualitative and quantitative data to inform Public Health Division and Health & Human Services Department activities.
- Pursue grant funding opportunities to meet distinct community needs (i.e. concussion education and healthy aging initiatives).

Long-term

- Pursue Public Health Division accreditation and support the establishment of a culture of continuous quality improvement.
- Secure funding and support for a Director of Health position
- Develop capacity for data analysis and dissemination.

Community Health

Increase the quality, availability, and effectiveness of educational and community-based programs designed to prevent disease and injury, improve health, and enhance quality of life.

- Pursue collaborative development of physical activity projects with the Parks and Recreation Department and the Aging Services Division of HHS.
- Advocate for resources to enhance community transportation options, especially for older adults and low-income populations.

- Identify financial resources to expand the Safety at Home Program, which prevents older adult falls through home visits, exercise programming, and referrals, to support more comprehensive home modifications.
- Develop a structure and pursue opportunities to collaborate with other Town departments regarding policies and programs which have an impact on health, such as with the accessory dwelling unit bylaw.
- Implement concussion regulation education for Needham youth sport coaches, including collaboration with Parks and Recreation Division, IT, and sport leagues.
- Support existing community initiatives that address public health concerns including senior nutrition, elder isolation, mental health promotion, and domestic violence awareness.

Emergency Management/Emergency Preparedness

Improve the community's ability to prevent, prepare for, respond to, and recover from a major emergency.

- Implement recommendations from the August 2020 Covid-19 After Action report and Improvement Plan.
 - Identify barriers to implementation and work with staff to address these
- Revise and update the Town's Comprehensive Emergency Management Plan (CEMP) to include implementation of procedures for internal and external communications, Incident Command System (ICS), and workplace redundancy to improve the Town's Continuity of Operations.
- Manage ongoing Covid-19 response.
- Prepare for and support distribution and administration of eventual Covid-19 vaccines.
- Add two to three MRC volunteer development opportunities to develop an engaged volunteer corps.

Ongoing

- Conduct annual training and exercising of building-specific municipal safety and emergency guidelines and procedures to identify needed revisions to guidelines and procedures.
- Revise, educate, and test, by means of an annual drill or exercise, Emergency Dispensing Site protocols and plans, aligning with MA DPH and CDC requirements.
- Maintain full certification of the Needham Local Emergency Planning Committee (LEPC)

Long-term

- Conduct MRC call-down drills at least once per year to ascertain availability of MRC volunteers to deploy during emergencies in another community requesting assistance.
- Expand Needham's MRC membership so that volunteer resources are available during emergencies.

Environmental Health (EH)

Promote health for all through a healthy environment

- Implement Covid-19 response guidance through education and enforcement activities.
- Hire additional staff or provide additional resources to maintain EH Unit capacity for inspections, environmental health monitoring, training, and vendor and general public education.
- Work towards the achievement of all nine (9) FDA Voluntary National Retail Food Regulatory Program Standards; pursue federal, state, and non-profit grant resources to offset the costs for achieving full compliance and apply for future FDA grants to make this possible.
- Conduct a comprehensive assessment by the end of FY 2021 of regulations which require updates, revisions, or which should be rescinded.
- Develop a regular schedule for detailed review and revision of all regulations.
- Expand electronic inspection system and utilize for at least one other environmental health inspection (pools, septic, housing, etc.) by the end of FY 2021
- Identify first steps for development of food establishment grading policies.

Ongoing

- Prioritize positive communication and relationships with food service owners and staff and tobacco vendor owners and staff.

Long-term

- Develop and implement food establishment grading policies.
- Research options for digital record keeping and options for electronic payment for permits and fees.
- Pursue a joint online permit application and permit granting system in conjunction with the Town's IT Department and other partners.

- Implement an electronic payment system.

Public Health Nursing

Advance population health through quality community/ public health nursing education, research and service.

- Manage Covid-19 response.
- Evaluate the cost and capabilities of the Needham Public Health Division flu vaccination and education efforts.
- Monitor how the Town uses different outlets for flu vaccination to increase vaccination rates by 20%.
- Provide Covid-19 vaccination education
- Assist in promotion, distribution and administration of eventual Covid-19 vaccines.

Ongoing

- Annually examine community demographics and population needs to identify priorities for public health nursing staff activities.
- Address the needs of the aging population through prevention and education efforts including home safety visits, blood pressure and other wellness clinics, and mental health services and referrals.
- Engage with community resource providers, including Domestic Violence Action Committee (DVAC), Community Crisis Intervention Team (CCIT), Needham Coalition for Suicide Prevention (NCSP) and others, to help address needs of individuals and populations requiring assistance.

Substance Use Prevention

Reduce substance use and misuse to protect the health, safety, and quality of life for all, especially children.

Needham

- Conduct alcohol compliance checks quarterly in FY 2021.
- Draft and implement a policy for Needham that outlines specific consequences for alcohol vendors who fail compliance checks in order to decrease youth access to alcohol by decreasing alcohol vendor compliance failures from 6 to 4 by 2021.
- Research and develop regulations for Needham that will govern the use of recreational marijuana.

- Revise existing regulations governing medical marijuana to promote a safe and healthy environment for all of Needham's residents by: prioritizing safe and sanitary operation of marijuana dispensaries and recreational marijuana establishments; and providing community education about the dangers of chronic use and general misuse of marijuana.
- Expand visibility of Substance Prevention Alliance of Needham (SPAN) and substance use prevention work in Needham
- Continue to identify problem substance use among youth
- Assess substance use among other populations, including but not limited to the older adult community
- Promote substance use prevention programs and advocacy for policy change more broadly, expanding reach into populations not previously served by federal funding
- Leverage visibility to youth, parents and community where appropriate, with cohort coalitions in neighboring towns.
- Examine substance use prevention procedures, policies and programs through a health equity lens, including but not limited to racial equity.
- Provide education and training for coalition volunteers on health equity.

Ongoing

- Provide at least six (6) educational and/or informational events to the Needham community about adverse health impacts of substance use and misuse for the youth, adult, and senior populations by June of 2020.
- Host two (2) additional mobile take-backs per year, in addition to the spring and fall Take Back Days on Town Common
- After each event, administer a qualitative assessment of performance

Long-term

- Increase weight of semi-annual prescription medication disposal in Needham from all medication disposal locations by at least 5%
- Secure a second safe and secure location in Needham for a sharps disposal kiosk at another Town facility or a community partner agency (FY 2021 approximately)
- Decrease Needham High School's 30-day youth use rates for alcohol, misuse of prescription drugs, and marijuana, by 2%. This will be measured by comparing the 2016 MetroWest Adolescent Health Survey (MWAHS) results with the 2018 and 2020 MWAHS results.

Regional Substance Abuse Prevention Collaborative (SAPC) Cluster (Needham, Dedham, Norwood and Westwood)

- Address parental attitudes favorable to alcohol use through a community awareness and education campaign in Needham, Dedham, Norwood and Westwood using messaging based on research. Include materials such as AD Council PSAs, SAMHSA Talk They Hear You, MADD Power of Parenting, Boston Children's Hospital Teen-Safe.org, and others.
- Address low perception of harm of alcohol use among high school grade 9 students by instituting a policy in Needham, Dedham, Norwood and Westwood school systems that 9th grade parents take an online education program (AlcoholEdu High School Parents).
- Conduct community awareness and education campaigns that encourage people to lock up alcohol in their homes in Needham, Dedham, Norwood and Westwood.

Ongoing

- Conduct Responsible Beverage Service training (TIPS) for retail licensees in Needham, Dedham, Norwood and Westwood to reduce ease of access to alcohol in the four communities.
- Police officers in Dedham, Needham, Norwood and Westwood will conduct bi-annual alcohol compliance checks with under-age operatives in all licensed establishments.
- Sustain regional prevention funding for FY22 through state and federal grant applications.



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



MEETING DATE: 11/12/2020

Agenda Item	FY 2022 Budget Discussion
Presenter(s)	Timothy Muir McDonald, Director of Health & Human Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. McDonald will review the FY 2022 proposed budget for the Health & Human Services Department. Mr. McDonald and the Board will discuss the priorities for, and needs of, the Public Health Division and HHS as a whole.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
No specific vote is required, nor is one expected.	
3.	BACK UP INFORMATION ATTACHED
FY 2022 HHS Budget Submission	

Department Information DSR1	
Department	Health & Human Services
Department Mission	
The Needham Department of Health & Human Services (HHS) provides programs and services that support and enhance the quality of life in Needham. HHS includes the following divisions: Aging Services, Public Health, Veterans’ Services, and Youth & Family Services. Its mission is to protect, preserve, and promote the health, wellness, and social and emotional well-being of all Needham residents. * * * * * Aging Services Division <u>Mission:</u> The mission of Aging Services is to respond to the needs of Needham’s older residents by providing a welcoming, inclusive, and safe environment with programs, services, and resources that enhance their quality of life and provide opportunities for growth. The Center at the Heights serves as a focal point for supporting aging in the community. <u>On the Horizon:</u> The COVID-19 pandemic has disproportionately impacted individuals 60 and older, as the risk of serious illness is significant and social distancing has increased social isolation. Beginning with the sudden lock down in March, Aging Services has provided critical services to older adults using technology (virtual meetings) and old-fashioned outreach (phone calls, meal delivery). Given the anticipated long-term pandemic response, Aging Services will continue to provide such services for the foreseeable future. Virtual counseling and group meetings are possible thanks to a partnership with the Needham Community Council which has provided electronic tablets to older adults without computers. Technical support for people who have received tablets, and for those who have needed help with apps such as Zoom, is provided by Aging Services staff and volunteers. Meal delivery is coordinated with Springwell Elder Services, Trader Joe’s, Freshness Delivered, and the Aging Services Transportation and Volunteer units. To support older adults’ continued involvement in activities, instructors have created engaging virtual programs. Social Service staff connect with clients through phone calls and Zoom and are particularly focused on seniors who may be at higher risk due to isolation, limited family support, or a history of mental illness. The social workers will continue to provide case management and counseling services in areas including public benefits, mental health concerns, housing issues, and long-term care planning. SHINE will also continue virtually. Anticipating challenges with the long-term emotional and mental impact of the pandemic, Aging Services will continue to work on immediate needs to include assisting residents in maintaining access to food, stable housing, mental health and medical care, transportation, and social interaction. The number of clients is expected to grow with the continuing pandemic and its aftermath. A long-term factor in the projected increase in clients is demographic, with the growing number of adults over 60. Aging Services will continue to seek opportunities for grant funding to expand programing, promote healthy aging, fight social isolation, and continue to support Needham’s older adult community.	

Department Information
DSR1

Department	Health & Human Services
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Budget Statement:

This year's base budget submission for the Aging Services Division reflects modest reductions in five spending categories to more closely align with a combination of historical spending levels and projected expenses. The budget submission also includes two increases—an additional \$100 in medical supplies for the First Aid Kits at CATH, and a sizable increase of \$1,750 to support the annual costs of three additional mobile devices for one Aging Services Divisions van and two social workers who are providing a majority of their mental health counseling and case management services remotely.

Aging Services Division

Line	Division	Description	Change from FY2021	Comments
Professional & Technical	Aging Services	Consultants for Programs & Events	(\$250)	Fewer consultants or contracted staff needed to run programs as more part-time instructors are hired
Postage	Aging Services	Postage	(\$150)	Revised downward based on previous years' spending patterns
Wireless Communications	Aging Services	Mobile Phones for Staff	\$1,750	Updated to better reflect the costs of the mobile phone service for staff members who are providing counseling remotely
Vehicle Supplies	Aging Services	Vehicular Supplies throughout Year	(\$250)	Vehicle supplies and maintenance have come in lower than expected in previous budget cycles
Gasoline/Diesel	Aging Services	Gasoline for the Aging Services Vans	(\$250)	Spending on gas revised down based on FY 20219 actual usage and FY 21 projected usage
Medical Supplies	Aging Services	Medical Supplies for Building	\$100	Small increase in the medical supplies kept at CATH to replenish first aid kits
Mileage	Aging Services	Mileage for Staff that Attend Conferences & Trainings	(\$100)	Small reduction in planned mileage costs for FY 2022 based on previous usage levels

There are no DSR4 budget requests for the Aging Services Division.

Accomplishments and Activities:

Accomplishments of the last year, must be seen in the context of before- and after- the coronavirus. During the pre-COVID months, activity was visible every day throughout the Center at the Heights with vibrant programing, counseling, social workers increasing access to basic and

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Department	Health & Human Services
supplemental services, the dining room packed during breakfast and lunch hours, a very busy transportation service, and 124 active volunteers. Since the arrival of the coronavirus, Aging Services has reshaped its service model to fit the new reality. The Center closed and the staff immediately transitioned to virtual formats and collaborated with community partners to deliver necessities: 1. The Transportation Program worked with Springwell Elder Services to deliver meals five days a week (14,000 since March). 2. Full grocery bags are being delivered weekly, thanks to a partnership with Trader Joe's (1,500 since March). Scholarships are available for people who cannot afford to pay. 3. A partnership with Freshness Delivered also provides weekly produce delivery. 4. The social workers initiated remote counseling for residents coping with stress and anxiety related to COVID, in addition to the counseling and support they have traditionally provided. 5. Tablets and Tutors is a program in which the Needham Community Council provided electronic tablets for 30 residents without computer access. Aging Services facilitated the delivery and coordinates technology support. 6. Volunteers provided telephone check-ins with isolated elders, delivered food, assembled activity bags, and provided technical assistance to older adults who needed computer help. 7. Phone Pal is a service that pairs high school students with seniors for regular telephone chats. There are 45 established pairs. 8. SHINE became a remote counseling program beginning in mid-March. 9. What was once a weekly email of highlights is now sent out daily to over 2,000 subscribers. 10. For Wonderful Wednesdays, an activity bag is sent to older adults. Approximately 50 bags are delivered each week with supplies for art projects, puzzles, home spa, and other activities.	
On the Horizon	
Public Health Division <u>Mission:</u> The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Division is to prevent disease, promote health, and protect the public health and the social well-being of Needham residents, especially those who are most vulnerable. Public Health staff work toward fulfilling this mission through collaboration with state and local agencies and community partners. The work largely consists of promoting health practices based on research and evidence, enforcing local and state regulations, and advocating for policy and regulatory changes that promote health and well-being. <u>On the Horizon:</u> In typical times, the Public Health Division and the Board of Health adapt programs and services as emerging issues or new research indicate needs. Recent examples of emerging issues have included concerns about concussions, the potential dangers of vaping, pest management,	

Department Information
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Department	Health & Human Services
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worrisome infectious diseases.

However, the only emerging issue between here and the horizon is COVID-19, the pandemic that has reshaped everything.

As the public health community learns more about containing the virus, and as public health staff adjust and readjust to pandemic demands, other issues to be addressed are: funding to replace a significant grant that has funded youth-focused substance use prevention; reviewing and updating policies, procedures, and regulations; and continuing the transition to electronic permit application and management.

Budget Statement:

This year's base budget submission for the Public Health Division reflects modest reductions in five spending categories to more closely align with a combination of historical spending levels and projected expenses. The budget submission also includes two increases—an additional \$250 in medical supplies to reflect the increased per unit costs for certain flu clinic supplies (largely driven by inconsistent supply chain function and continued allocation limits from medical suppliers), and a sizable increase of \$6,000 for the *Food Code Pro* software program. Please note that \$5,670 is included within the FY 2021 ITC budget for this program. The transfer in funds to the Public Health Division's budget would encompass that amount plus a projected 5% increase in the program's annual license fee.

Public Health Division

Line	Division	Description	Change from FY2021	Comments
Software License & User Fees	Public Health	Costs for <i>Food Code Pro</i> program.	\$6,000	Costs already in FY 2021 budget, transferred from ITC for FY 2022. Increased 5% to account for anticipated cost increase for FY 2022.
Printing & Mailing	Public Health	Printing & Mailing Services	(\$250)	Public Health Division has reduced printing and mailing needs
Legal Notices	Public Health	Legal Notices in the Needham Times	(\$250)	Over the last year with COVID, the Board of Health has revised fewer regulations and promulgated a more limited number of regulations, as a result there have

Department Information DSR1					
Department		Health & Human Services			
				been fewer Legal Notices in the community newspapers	
Medical Supplies	Public Health	Medical Supplies to Provide Flu Clinics in Town	\$250	Slight increase in budget for medical supplies to reflect the increased prices for some supplies seen during COVID	
Conference In-State	Public Health	Conferences & Trainings in MA	(\$75)	Budget revised a bit lower to reflect anticipated In-State Conference spending levels	
Mileage	Public Health	Staff Mileage costs	(\$25)	Budget revised just slightly lower to reflect anticipated staff mileage costs (projection from FY 2020)	
Conference Out-of-State	Public Health	Conferences & Trainings outside of MA	(\$50)	Budget revised slightly lower to reflect anticipated spending on Out-of-State Conferences	

There are no DSR4 budget requests for the Public Health Division, although there are DSR5 submissions.

Accomplishments and Activities:

Discussion of FY20 and FY21 work must be divided between pre- and post-coronavirus activities.

During the first half of FY20, Public Health continued active involvement in the Community Crisis Intervention Team, the Domestic Violence Action Committee, and the Local Emergency Planning Committee. Public Health leads the effort on substance use prevention with the Substance Prevention Alliance of Needham (During fall 2019, the division received a Vaping Prevention grant to fund work in the high school and middle school). The Public Health Division was a partner in Beth Israel Deaconess Needham's community health needs assessment which was released in summer 2019. The Environmental Health Unit continued its central role of training, enforcement, and inspections, and adopted electronic systems for permit application and management. Traveling Meals has, in partnership with Beth Israel Deaconess Hospital, continued to deliver meals to older Needham residents. And, the Public Health Nursing Program, busy during the summer and fall with its usual focus on communicable diseases, illness and injury prevention, blood pressure clinics, and public education, was transformed when the coronavirus arrived.

Since the onset of the coronavirus pandemic, the entire Public Health Division has been involved

**Department Information
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Department

Health & Human Services

in the response. The Director of Health and Human Services and the Town Manager, along with the Public Health Nurse, the Public Information Officer, and the Emergency Manager, established a command center through which all response efforts were organized.

- The Public Health Nursing team was augmented by school nurses during spring and summer and conducted contact tracing for all Needham residents who tested positive for the virus.
- Environmental Health staff worked closely with local businesses, restaurants, and other Town departments, to help them open and operate safely under the COVID-19 guidelines.
- The Traveling Meals program adopted safe contact-free delivery protocols even as enrollment in the program increased.
- The Substance Use Prevention team, continued working to prevent youth substance use, seamlessly adjusting to virtual meetings and training.
- Public Health coordinated with Be Kind Needham, a wonderful Facebook group of generous Needhamites, to make and distribute face coverings to seniors (through Aging Services), to all Town employees, and to the schools in preparation for the return of students and staff.
- Nursing and Environmental Health both played essential roles in educating the public about social distancing and other protective behavior.
- The dedicated Public Health volunteers never faltered as their responsibilities were transformed to meet new standards or they were asked to take on additional roles.
- The Public Health Division coordinated efforts within the Department of Health and Human Services to submit proposals for funds to augment the Town's pandemic response.

Budget Statement

Veterans Services Division

Mission:

The mission of the Veterans Services Division is to provide services determined by Massachusetts law including: the administration of benefits for veterans and their families who meet eligibility criteria; the care of veterans' graves, ensuring the burial of indigent veterans and their eligible family members; the ceremonial observance of national and state holidays dedicated to veterans and patriotic purposes; to take such actions as may be necessary to ensure the well-being of Needham's veterans; and to actively pursue available federal benefits for veterans and their families.

Needham is a member of the West Suburban Veterans District, which was established in fiscal year 2010. The District also includes Wellesley, Weston, and Wayland, and has recently expanded to include the Town of Westwood.

On the Horizon:

Long-term challenges including providing support and services to the population of post-9/11 veterans in Needham and meeting the needs of a larger population of pre-9/11 veterans as they continue to age in our community. On the latter front, existing and new collaborations with the Aging Services Division on programs like a Veterans Writing Group have been a valuable arena for engaging veterans.

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Health & Human Services

Budget Statement:

As a member of the West Suburban Veterans District (WSVD), Needham receives dedicated support for the administration of benefits and services to veterans and their families. The vast majority of the Veterans Services budget is consumed with those two cost categories (veterans' benefits and district administration costs), and there is a modest amount of additional funding available in the budget to support other programs and expenses.

Some of the funds spent on veterans' benefits and other services are eligible for up to 75% reimbursement from the Commonwealth. The WSVD has not notified officially Needham of its FY 2022 Assessment. This base budget is preliminary, as the WSVD Board will begin its FY2022 budget discussions towards the end of the calendar year.

This budget was developed based on previous year's spending increases and the surplus that was available in FY 2020 from the two primary funding lines (Governmental Charges and Veterans' Benefits) and the projected spending levels in FY 2022. It reflects a modest reduction (less than 1% and less than 7% respectively) in the two primary budget lines.

Veterans Services Division

Line	Division	Description	Change from FY2021	Comments
Governmental Charges	Veteran	Governmental Charges for Veterans	(\$500)	Slight decrease projected in total charges for Veteran District
Veterans Benefits	Veteran	Benefits for Veterans	(\$3,000)	Benefits costs have been lower than anticipated over previous cycles, so the estimated cost has been lowered

There are no DSR4 budget requests for the Veterans Services Division.

Accomplishments and Activities:

During the last year there were over 2,400 American flags on the graves of Veterans in St. Mary's and Needham cemeteries. Veterans Services coordinated and operated the Memorial Day and the Veterans Day observations. Veterans and widows of veterans have been assisted in identifying and applying for benefits and services to which they are entitled.

Accomplishments and Activities

Youth & Family Services Division

Mission:

The mission of Needham Youth & Family Services Division is to provide leadership and a community focus on youth and family issues, and to promote community wellness by: advocating for youth and family interests; developing and implementing quality programs and

Department Information
DSR1

Department	Health & Human Services
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clinical services; educating and communicating with the public regarding youth and family issues; Identifying and addressing youth and family needs; and partnering with agencies that serve youth and families.

On the Horizon:

Due to a significant increase in mental health needs and the amount of trauma experienced during the COVID-19 pandemic, Youth & Family Services has adjusted priorities. The Division is modifying services and programs to focus on keeping the community connected (even if it is virtually) and to address acute mental health needs.

Evidence from the World Health Organization, the National Institute for Mental Health, and other sources, about the mental health effects of COVID-19 are concerning. The pandemic and the concurrent focus on racial injustice have profound implications for mental health and wellness. In Needham, Youth & Family Services is providing counseling in response to a significant increase in the number and acuity in mental health needs. According to Riverside Trauma Center, there has been an increase in suicide rates in Massachusetts, and, with no end to the pandemic in sight, expectations are for continued high acuity mental health needs. In addition to stress caused by economic and health vulnerabilities, youth are experiencing extended isolation from their peers, especially for those who are participating in all remote learning. Under normal conditions, school staff often identify students who are experiencing mental health challenges. In the current environment, young people in need of service are less likely to be identified by school personnel.

Budget Statement:

This year's base budget submission for the Youth & Family Services Division reflects increases in two spending categories. Similar to the Aging Services Division, the Youth & Family Services Division faces increased monthly services charges with the additional of one mobile phone for its mental health counselors to conduct client sessions remotely, and so an increase of \$525 is included in this base budget request. Additionally, there is a sizable increase of \$4,000 in the Youth & Family Services budget which is for the annual costs of *Theranest* (counseling case notes) and *MyRec* (registration) software applications. Please note that \$4,000 is included within the FY 2021 ITC budget for this program, so this increase is more like a transfer from the ITC budget.

Youth & Family Services Division

Line	Division	Description	Change from FY2021	Comments
Software License & User Fees	Youth & Family	Costs for <i>Theranest</i> and <i>MyRec</i> programs.	\$4,000	Costs already in FY 2021 budget, transferred from ITC for FY 2022.
Wireless Communications	Youth & Family	Mobile Phones for Staff Members	\$525	Updated to better reflect the costs of the mobile phone service for staff members

There are no DSR4 budget requests for the Youth & Family Services Division.

Department Information DSR1			
Department		Health & Human Services	
<u>Accomplishments and Activities:</u> Youth & Family Services (YFS) has been able to pivot its services to be responsive to current needs. Following are some examples of program adjustments over the past months.			
1. YFS has increased capacity for individual, family, and group therapy, which are now offered virtually. 2. YFS has re-convened the Suicide Coalition. 3. YFS is organizing support for families with acute needs through its Youth Resource Network and the Community Crisis Intervention Team 4. YFS has launched various social media campaigns to promote self-care, build resilience. and offer support and guidance about staying connected while socially isolating. 5. YFS has three programs that continue to support youth virtually: the peer mentor program; Volunteers Around Needham; and the peer tutor program, which is especially important as students adjust to remote learning. 6. YFS has worked on many initiatives to build awareness about mental health and reduce the stigma of seeking help. They include teaching Youth Mental Health First Aid and participating in community groups convened to promote awareness of mental health issues.			
<u>Spending Request Recap</u>			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages	\$1,930,899	\$0	\$1,930,899
b) Expenses	\$462,515	\$0	\$462,515
c) Capital			
d)			
e)			
f)			
g) Total DSR2 & DSR4 Request (a through f)	\$2,393,414		\$2,393,414
V2022			

Department Expenditure Detail DSR2																
Department				Health & Human Services												
Object				Description						Amount						
DSR2A																
Permanent Personnel	Last Year (FY2020)			Current Year (FY2021)			Next Year (FY2022)									
	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)							
	15	4	17.14	15	4	17.67	16	3	18.67							
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services?						Yes	No	FT Head Count		PT Head Count						
						X		1		5						
Union Positions:		BCTIA		Fire A		Fire C		ITWA	X	NIPEA		Police		Police Superior		NA
1. Salary and Wage Permanent Positions.																
a.	PRD1 Salary and Wages Base												\$1,705,695			
b.	PRD1 Differentials (Conditions, Requirements, Shifts)															
c.	PRD1 Education															
d.	PRD1 Extra Holiday															
e.	PRD1 Longevity												\$4,607			
f.	PRD1 Snow Program															
g.	PRD1 Uniform															
h.	PRD1 Other Compensation												\$8,500			
i.	PRD1 Budget Adjustments												(\$150,804)			
														PRD1 Sub Total		
J	DSR3 Other Compensation															
														Sub Total 1		\$1,567,998
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below)																
a.	Aging Services – Recording Secretary at \$2,960 plus DSR3 costs listed below												\$2,960			
b.	Public Health – Temp office coverage at \$3,500, Recording Secretary at \$2,960, Prof/Tech Support Specialist at \$36,525 (includes the data gathering) plus DSR3 costs listed below												\$42,985			
c.	Youth & Family Services – Recording Secretary at \$2,960												\$2,960			
d.																
e.	DSR3 Total												\$296,196			
														Sub Total 2		\$345,101
3. Salary and Wage Overtime (Itemized Below)																
a.	Scheduled Overtime (contractually obligated)												\$3,000			
b.	Training and Development															
c.																
d.																
e.	DSR3 Total															
														Sub Total 3		\$3,000
4. Other Salary and Wage Expenses – (Itemized Below)																
a.	Incentive Programs															
b.	Pay In Lieu of Accrued Leave												\$11,800			
c.	Program Stipend												\$3,000			
d.	Tuition Reimbursement															
e.	Working Out of Grade															
f.	DSR3 Other Compensation															

Department Expenditure Detail DSR2		
Department	Health & Human Services	
	Sub Total 4	\$14,800
5. Total Salary and Wages (1+2+3+4)		\$1,930,899
DSR2B		
Object	Description	Amount
Energy (521x)		
Repairs & Maintenance Services (524x – 525x)	5245 – Maintenance @ \$500) Maintenance and Calibrations on Monitoring Equipment for Environmental Health Inspections needed every other year. This is an on-year for equipment calibration. (PH)	\$500
Rental & Leases (527X)		
Other Property Related Services (529x)	5290 – Pest Control @ \$15,500 (PH)	\$16,900
	Veterans' Event \$1,400 (Vet)	
Professional & Technical Services (530x – 531x)	5300 – Professional & Technical @ \$28,000 for data surveys, technical consultant (PH) 5300 – Professional & Technical @ \$8,500 for group activities (Youth) 5300 – Professional & Technical @ \$7,750 for group activities (Aging) 5303 – Seminars & Trainings @ \$4,000 (PH) 5303 - Seminars & Trainings @ \$2,000 (Aging) 5303 – Seminars & Training @ \$1,800 (Youth) 5305 – Software License Fee @ \$6,000 (PH) 5305 – Software License Fees @ \$4,000 (Youth) 5309-Licensed Professional Services @ \$95,500 (Riverside, Fuss & O'Neil, etc.) (PH); 5311 – Advertising of flu clinics, public health forums, healthy notes @ \$4,500 (PH)	\$162,050

**Department Expenditure Detail
DSR2**

Department	Health & Human Services	
Communications (534x)	5340 – Graphic Design @ \$6,000 to support the design of community education materials and public health awareness campaigns (PH) 5341 – Postage @ \$1,500 for mailing permits and licenses and renewal applications (PH) Postage @ \$2,850 (Aging) Postage @ \$100 (Vet) Postage @ \$1,000 (Youth) 5344 – Wireless Communications @ \$5,675 covering costs of smart phones for Director, two Public Health Nurses, Assistant Director, Environmental Health Agent, Substance Use Prevention Specialists, smart phone for Traveling Meals Program Coordinator, as well as three iPads for Environmental Health (PH) Wireless Communications @ \$6,000 covering costs of smart phones and data plan for Director, all social workers, and three of four vans (Aging) Wireless Communications @ \$2,500 covering costs of smart phone and data plan for Director and all social workers (Youth) 5345 – Mailing, Printing, and Photocopying @ \$5,000 for both internal (photocopier) and external printing (includes copying of inspection forms, business cards, and posters) (PH) Mailing, Printing, and Photocopying @ \$2,250 for external printing, includes printing of certain program flyers or materials that cannot be produced “in-house” as well as business cards (Aging) Mailing, Printing, and Photocopying @ \$400 for external printing of brochures	\$37,025

**Department Expenditure Detail
DSR2**

Department	Health & Human Services	
	and program flyers or materials that cannot be produced "in-house" as well as business cards (Youth)	
	5347 - Legal Notices @\$3,750 for mandated posting of Board of Health regulations...everytime the BOH adopts a new regulation or revises an existing regulation there is a two-week public notice period pre-hearing and at least a one week posting period post hearing, which costs at least \$657 to post in the Needham Times and Hometown Weekly (PH)	
Recreational & Cultural Services (535x)	Memorial Day Luncheon \$500 (Vet)	\$52,500
	Program instructors or vendors @ \$52,000 (Aging)	
Other Purchased Services (538x)	5380 - Nuisance Abatement @ \$1,000 (PH)	\$1,000
Office Supplies (542x)	5420 - Office Supplies and equipment for 7 full time, 3 part-time regular, and 10 part-time/per diem employees, as well as for three committees - Domestic Violence Action Committee, Coalition for Suicide Prevention, and Substance Prevention Alliance of Needham @ \$5,000 (PH)	\$8,900
	Supplies and equipment necessary for the program and service delivery such as but not limited to paper, pens, files, labels @ \$3,000 (Aging)	
	To purchase basic office supplies --- paper, pens, folders, mailers, etc @ \$800 (Youth)	
	Office Supplies @ \$100 (Vet)	
Building & Equipment Supplies (543x)		
Custodial Supplies (545x)		
Grounds Keeping Supplies (546x)		
Vehicular Supplies (548x)	Parts such as tires, brakes, batteries, inspection stickers for Aging Vans @ \$2,500 (Aging)	\$2,500
Gasoline and Diesel Fuel (5481)	Gasoline for the Aging Vans @ \$9,250 (Aging)	\$9,250
Food and Service Supplies (549x)	Supplies related to program operation @ \$300 Aging and @ \$2,200 Youth	\$2,500

**Department Expenditure Detail
DSR2**

Department	Health & Human Services	
Medical Supplies (550x)	5500 – Medical Supplies and health materials, largely for public health nursing purposes @ \$2,000 (PH) Supplies related to medical purposes such as first aid kits @ \$250 (Aging)	\$2,250
Public Works Supplies (553x)		
Other Supplies & Equipment (558x)	5580 – Other Supplies & Equipment @ \$11,925 Other Supplies & Equipment @ \$2,425 for Wellness Supplies (examples include Stress Balls, Hand Sanitizer Kits) and unexpected expenses like the purchase of Sharps Disposal Containers to be provided free of charge for residents with limited resources and the purchase of water bottles as gift to sports coaches that attended a concussion training offered by the Public Health Department. (PH) Flags and Holders @ \$4,000 (Vet) For a variety of expenses including program materials, off-site printing, etc. To purchase books, manuals, and literature regarding youth/family issues and treatment @ \$3,250 (Youth) Special Event and Public Recognition Expenses @ \$2,250 (Aging)	\$11,925
Governmental Charges (569x)	5690 – Governmental Charges for the annual cost for Environmental Health Agent licensure for MA Division of Professional Licensure for Environmental Health Agent and for Public Health Specialist @ \$200 (PH) West Suburban Veterans' District Assessment @ \$82,000 (Vet) Licensure for Social Workers @ \$800 (Youth)	\$83,000
Travel & Mileage (571x – 572x)	5710 – In-State Travel Expenses @ \$2,800 for in-state registration fees (PH) In-State Travel Expenses @ \$1,000 for	\$21,050

**Department Expenditure Detail
DSR2**

Department	Health & Human Services	
	in-state registration fees (Aging) In-State Travel Expenses @ \$1,500 for in-state registration fees (Youth) 5711 – Mileage @ \$3,850 7 full time, 3 part-time regular, and 10 part-time/per diem employees (PH) Mileage @ \$1,300 (Youth) Mileage @ \$1,000 (Aging) Mileage @ \$100 (Vet) 5720 – Out-of-State Travel Expenses @ \$3,000 for the cost of attendance for one staff member at regional or national event such as training (Youth) Out-of-State Travel Expenses @ \$6,500 for the cost of attendance for one staff member at regional or national events and trainings such as National Association of County and City Health Officials Annual Meeting or the CADCA Leadership Institute in Washington D.C (PH)	
Dues & Subscriptions (573X)	5730 – Dues & Subscriptions for Departmental and staff membership in professional associations and organizations, including the MA Environmental Health Association, the National Association of Local Boards of Health, and the Community Anti-Drug Coalitions of America @ \$3,105 (PH) Professional Subscriptions such as National Association of Social Workers \$1,500 (Aging) Veterans' Association @ \$60 (Vet) Professional Subscriptions and NASW Membership @ \$1,000 (Youth)	\$5,665
Other Expenses (574 X – 579x)	5740 – \$500 for Transponder charges for COA Vans (Aging)	\$45,500

Department Expenditure Detail DSR2				
Department	Health & Human Services			
	5780 – Veterans’ Benefits @ \$45,000 (Vets)			
6. Total Expenses			\$462,515	
DSR2C				
Capital Equipment Replacement (587X)				\$0
7. Total Operating Budget Capital			\$0	
8. Total Base Request (Line 5 + Line 6 + Line 7)			\$2,393,414	
Does the Department depend on any Federal or State grants to provide services?	YES	X	NO	
Did the Department submit any requests for FY2022 for the replacement or upgrade of technology or software to the Information Technology Center?	YES		NO	X
Did the Department submit any requests for FY2022 to the Department of Public Works/Building Maintenance division to improve or upgrade a public building or facility?	YES		NO	X
Does this budget request include software and/or subscription expenses which are currently carried by the Finance Department (ITC)?	YES	X	NO	
V2022				

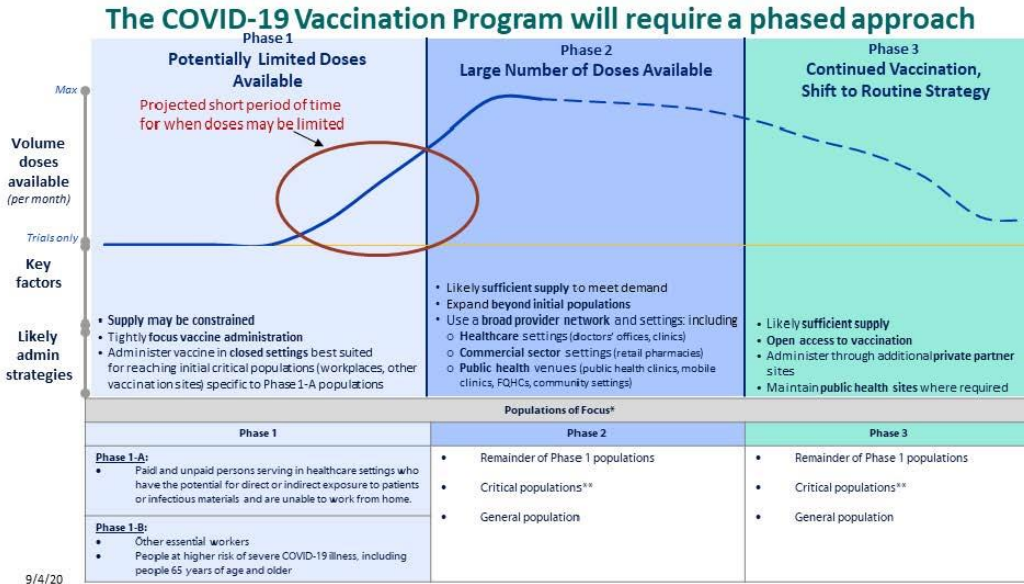
Department Personnel Supplement DSR3							
Department		Health & Human Services					
	Description	Amount	Amount Reflected DSR2A Section				
			1	2	3	4	
1	Aging Services – Kitchen Assistant/Building Monitor	\$19,140		X			
2	Aging Services – Program Support Assistant III (Evenings)	\$28,710		X			
3	Aging Services – Program Support Assistant II (Weekend)	\$11,670		X			
4	Aging Services – Van Drivers 66 hrs/week	\$68,718		X			
5	Public Health – Per Diem and Substitute Nurses	\$55,840		X			
6	Public Health – Traveling Meals Program Summer Drivers	\$10,368		X			
7	Public Health – Environmental Health Inspections – After Hours & Additional Hours	\$32,310					
8	Public Health –Substance Prevention Alliance of Needham PSA III at 100% in FY 2022, approved at 100% but funded at 75% in FY 2021	\$28,710					
9	Youth & Family Services – Part-time and After-Hours Social Workers	\$40,730					
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
I	Total	\$296.196					
Sections							
	Amount Reported Under DSR2A Section 1						
	Amount Reported Under DSR2A Section 2						
	Amount Reported Under DSR2A Section 3						
	Amount Reported Under DSR2A Section 4						
II	Total						

Special Financial Warrant Article Request DSR5			
Title	Public Health Led Mass Vaccination Campaign -- Pandemic Response		
Fiscal Year	FY 2022	Department	HHS/Public Health
Funding Amount	\$129,119	Funding Source	Operating Budget
Article Information			
The Public Health Division requests support for a special warrant article which equals the estimated costs of an unprecedented vaccination campaign in Needham once a COVID-19 vaccine is made available. A special warrant article with sufficient funding would achieve a Board of Health priority and serve as necessary response to the COVID-19 pandemic which has taxed the resources of local governments in general, and public health departments in particular. Funding would support projected salary, temp staffing, and supply costs for the first six months of FY 2022, during which 40 large-scale vaccination clinics would be held in Needham. Those clinics would allow for approximately two-thirds of the Town to receive both the first and second dose of the COVID vaccine, one month apart.			
Disclosures		YES	NO
1. Was this request submitted last year?			X
2. Is this a recurring special financial warrant article?			X
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?		X	
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
All "YES" responses must be explained Below			
Disclosure Explanation			
The COVID-19 pandemic will not abate until a vaccine is available to inoculate a significant portion (approximately 70%) of the US population. While a viable COVID-19 vaccination may be available in the first quarter of 2021, it is unlikely that sufficient quantities of vaccine will be available to inoculate the wider populace until the second half of Phase 2 and Phase 3. This warrant article requests funds based upon a rough estimate of the likely costs needed for an aggressive six-month vaccination campaign. There are numerous assumptions built into that rough estimate; many of those assumptions are informed by a review of available DRAFT plans from the Centers for Disease Control & Prevention (CDC) and the Massachusetts Department of Public Health (DPH). The CDC's <i>COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations</i> is available at: https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf. And the MA Department of Public Health's <i>INTERIM DRAFT COVID-19 Vaccination Plan</i> is available at: https://www.mass.gov/doc/massachusetts-interim-draft-plan/download			

**Special Financial Warrant Article Request
DSR5**

Title

Public Health Led Mass Vaccination Campaign -- Pandemic Response



*Planning should consider that there may be initial age restrictions for vaccine products.

**See Section 4: Critical Populations for information on Phase 1 subset and other critical population groups.

Assumptions

- Vaccine is provided to local public health and healthcare providers free of charge by the federal or state government;
- Vaccine is accompanied by needles or syringes, but all ancillary supplies are the responsibility of the vaccinating organization;
- Vaccine requires ultra-cold storage of between -80°F and -96°F;
- Vaccine will be administered in two doses which must be given four weeks apart; and
- State will provide electronic application/software program to facilitate scheduling and registration for clinics.

Based on the above chart, healthcare workers and critical public safety personnel will be vaccinated in Phase 1-A, and other essential workers, seniors, and those with high risk conditions will be vaccinated in Phase 1-B. Widespread vaccination will not begin until Phase 2. The Phase 2 and 3 populations will comprise approximately two-thirds of the population of Needham (~20,000 individuals), it is believed.

To address the challenge of vaccinating 20,000 individuals and doing it twice, the Public Health Division will conduct a series of five-hour flu clinics (five hours of client time plus one hour to setup/take down) for the general public. Each clinic will utilize eight Per Diem nurses along with two or more staff nurses for supervision and management. For Fall 2020, the Public Health Division adapted its flu vaccination plan to meet the needs of safe and efficient vaccination in a time of COVID; conducting those clinics gave the Division valuable insights into how to organize for COVID mass vaccination efforts. Each nurse can administer approximately 25 shots per hour, meaning that approximately 1,000 residents can be vaccinated during a fully-staff five-hour clinic. That will mean that the Public Health Division must conduct 40 clinics in order to vaccinate 20,000 Town residents twice.

Projected costs are as follows:

**Special Financial Warrant Article Request
DSR5**

Title	Public Health Led Mass Vaccination Campaign -- Pandemic Response
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Category	Direct Costs	Additional Benefit Costs
Per Diem Nurse Staffing	\$59,520	\$0
Six months of PH COVID Nurse	\$39,566	\$9,918
Clinic Supplies	\$20,115	\$0
TOTAL	\$119,201	\$9,918

Per Diem Nurses	Rate per Hour	Hours per Clinic	Number of Clinics	Estimated Total Cost
6	\$31.00	6	40	\$44,640.00
8	\$31.00	6	40	\$59,520.00
10	\$31.00	6	40	\$74,400.00

Item	Number of Clinics	Quantity per clinic (approx.)	Cost Per Item (approx.)	Estimated Total Cost
Rubbing Alcohol	40	4 bottles	\$2.00	\$640.00
Cotton Balls	40	.25 bag	\$15.76	\$157.60
Bandages	40	10 boxes	\$2.21	\$884.00
Table Clothes	40	8	\$2.66	\$851.20
Miscellaneous Setup Supplies	40	1	\$10.00	\$400.00
Vaccine Trays	40	0.50	\$17.67	\$353.40
Hand Sanitizer/ Pump Alcohol	40	1.5 bottles	\$5.35	\$321.00
Print Outs (vaccine information, insurance, other required forms)	40	2,000 pages	\$0.05	\$4,000.00
Sharps Containers	40	2.00	\$3.23	\$258.40
Sharps Pickups (coordinated through RTS)	40	1.00	\$200.00	\$8,000.00
PPE Gowns	40	8	\$3.15	\$1,008.00
PPE Masks	40	20	\$0.30	\$240.00
PPE Gloves	40	8 boxes	\$5.88	\$1,881.60
PPE Face Shields	40	20	\$1.40	\$1,120.00
			TOTAL	\$20,115.20

Special Financial Warrant Article Request DSR5			
Title	Funding to Retain Scientific Experts and Consultants		
Fiscal Year	FY 2022	Department	HHS/Public Health
Funding Amount	\$50,000	Funding Source	Operating Budget
Article Information			
The Public Health Division requests funding to support a Board of Health (BOH) goal, a Select Board priority, and a pressing community need. The request is to establish a source of funding that allows the BOH to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise. For example, this fund would allow for the retention of an outside expert to evaluate a proposed utility project that has unknown or uncertain environmental and health impacts, such as the Eversource Underground Utility Line Redundancy project. When there is a permit application process, the BOH has the ability (via regulation) to require applicants to pay an 'outside consultant fee' so that the BOH may retain an independent expert to review the application and to advise the BOH. This funding request addresses the need to access expertise to evaluate community impact in instances when there is no public health division permit application, such as large-scale utility projects.			
Disclosures		YES	NO
1. Was this request submitted last year?		X	
2. Is this a recurring special financial warrant article?			X
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?		X	
8. Is this a program that is planned to be in place for more than one year?			X
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?			X
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
All "YES" responses must be explained Below			
Disclosure Explanation			
There have been a number of large-scale utility projects which have emerged suddenly as a community concern due to possible environmental health impacts; examples include the Eversource underground utility project and Verizon 5G Cell Sites. There is a need to access expertise to understand potential impacts of such projects. There is limited ability to anticipate such projects, and no ability to require utilities to pay for outside experts. Having the resources necessary to understand and respond to new and emerging environmental health challenges in Needham is a high priority of the BOH and was included as the top goal in the Environmental Health Section of the 2020 BOH goals. <i>"Hire additional staff or provide additional resources to maintain EH unity capacity for inspections, environmental health monitoring, training, and vendor and general public education."</i> Additionally, one of the Select Board's New Initiatives in its FY20-21 Goals is to: <i>"Investigate the potential impact of Small Cell and 5G Technology on the Town and formalize a policy for considering Grant of Location Requests."</i> Funding this request would help achieve such goals			

Special Financial Warrant Article Request DSR5	
Title	Funding to Retain Scientific Experts and Consultants
and strengthen Needham's capacity to assess environmental health impacts from emerging technology or newly proposed utility projects.	
V2022	

Special Financial Warrant Article Request DSR5			
Title	Public Health Division Accreditation		
Fiscal Year	FY 2022	Department	HHS/Public Health
Funding Amount	\$70,000	Funding Source	Operating Budget
Article Information			
Formal recognition by the national Public Health Accreditation Board has become an important goal for local and state health departments across the country. Accreditation outcomes include improved performance and quality of services, and increased ability to be responsive to existing and emerging health needs in Needham. Accreditation is a mark of a highly functional, proactive, and professional public health department and its attainment will enhance the Public Health Division's competitiveness for future grant and foundation funding.			
Disclosures		YES	NO
1. Was this request submitted last year?		X	
2. Is this a recurring special financial warrant article?			X
3. Is this a matching grant funding request?			X
4. Is this a CPA funding request?			X
5. Is this a revolving fund request?			X
6. Is this a pilot program request?			X
7. Is this a study?			X
8. Is this a program that is planned to be in place for more than one year?		X	
9. Is this required by a court or other jurisdictional order?			X
10. Is this a personnel related request?		X	
11. Is this a local option acceptance request?			X
12. Is this in support of a goal of a Board or Committee?		X	
All "YES" responses must be explained Below			
Disclosure Explanation			
Achieving accreditation for the Public Health Division is a long-standing priority of the Needham Board of Health (BOH), and this request, or one like it, has been submitted five times in total. Public Health Division accreditation has been included in the BOH's goals for the last five fiscal years, and is the first long-term goal under the Administrative Section of the 2020 BOH goals. <i>"Pursue Public Health Division accreditation and support the establishment of a culture of continuous quality improvement."</i> Accreditation has been a positive process for previous applicants, fostering and formalizing those public health departments' commitment to quality improvement, performance management, transparency, workforce development, and the capacity to deliver the CDC's Ten Essential Public Health Services. An independent national assessment of the Needham Public Health Division will also serve to engender trust between the Division and the Town's residents who can be assured of the quality of the services they receive and the excellence of the staff providing those services. The process of achieving public health department accreditation is rigorous and requires significant staff time and resources to conduct community health assessments, develop specific plans, procedures, and policies, and complete a formal application. In 2018, the Public Health Division received a nine-month Accreditation Support Initiative grant of \$14,960 from the National Association of County and City Health Officials to help advance these efforts. Additional funding is requested to support these efforts moving forward; funding will cover			

Special Financial Warrant Article Request
DSR5

Title

Public Health Division Accreditation

approximately 15 hours per week from a part-time staff member along with other accreditation-related expenses. Work is anticipated to take 20 to 30 months to complete.

Once successful in achieving all the requirements and pre-requisites for accreditation, the Public Health Division will formally apply using the funding remaining in the Special Warrant Article to cover the initial accreditation review fee of \$14,000. If the accreditation application is successful, there will be an annual fee of approximately \$6,000 to maintain accreditation and to support the costs of re-accreditation, which must be completed every five years.

V2022

Cntrl	Account							Description	462,515.00	7,475.00	1.64%		462,515.00	7,475.00	1.64%	455,040.00	298,219.83	326,153.27	282,046.03
		FD	FU	DP	LN	OBJ	A		FY2022 DSR2 Request	BASE \$ Change from FY2021	BASE % Change	FY2022 DSR4 Request	FY2022 Total Request	Total \$ Change from FY2021	Total % Change	Budget 2021	Expenditures 2020	Expenditures 2019	Expenditures 2018
6228	0001.5120.000.00.0000.000.00.552.030.5210.512.00	1	5120	552	30	5210	512	HEALTH ENERGY											
6229	0001.5120.000.00.0000.000.00.552.030.5211.512.00	1	5120	552	30	5211	512	HEALTH ELECTRIC											
6230	0001.5120.000.00.0000.000.00.552.030.5212.512.00	1	5120	552	30	5212	512	HEALTH OIL											
6231	0001.5120.000.00.0000.000.00.552.030.5213.512.00	1	5120	552	30	5213	512	HEALTH NATURAL GAS											
6232	0001.5120.000.00.0000.000.00.552.030.5230.512.00	1	5120	552	30	5230	512	HEALTH NON-ENERGY UTILITIES											
6233	0001.5120.000.00.0000.000.00.552.030.5240.512.00	1	5120	552	30	5240	512	HEALTH REPAIRS & MAINTENANCE										986.12	280.50
6234	0001.5120.000.00.0000.000.00.552.030.5241.512.00	1	5120	552	30	5241	512	HEALTH R&M BUILDING											
6235	0001.5120.000.00.0000.000.00.552.030.5242.512.00	1	5120	552	30	5242	512	HEALTH R&M MEP											
6236	0001.5120.000.00.0000.000.00.552.030.5245.512.00	1	5120	552	30	5245	512	HEALTH HARDWARE MAINT AGREEMENTS	500.00				500.00			500.00			
6237	0001.5120.000.00.0000.000.00.552.030.5257.512.00	1	5120	552	30	5257	512	HEALTH R&M EQUIP											
6238	0001.5120.000.00.0000.000.00.552.030.5259.512.00	1	5120	552	30	5259	512	HEALTH R&M VEHICLES											
6239	0001.5120.000.00.0000.000.00.552.030.5270.512.00	1	5120	552	30	5270	512	HEALTH RENTALS & LEASES											635.60
6240	0001.5120.000.00.0000.000.00.552.030.5275.512.00	1	5120	552	30	5275	512	HEALTH SOFTWARE LIC & USER FEES										1,480.50	
6241	0001.5120.000.00.0000.000.00.552.030.5290.512.00	1	5120	552	30	5290	512	HEALTH OTHER PROP REL SERVICES	15,500.00				15,500.00			15,500.00	200.00	184.40	
6242	0001.5120.000.00.0000.000.00.552.030.5294.512.00	1	5120	552	30	5294	512	HEALTH SOLID WASTE DISPOSAL											
6243	0001.5120.000.00.0000.000.00.552.030.5300.512.00	1	5120	552	30	5300	512	HEALTH PROFESSIONAL & TECHNICAL	28,000.00				28,000.00			28,000.00	125,462.73	108,070.48	94,524.49
6244	0001.5120.000.00.0000.000.00.552.030.5303.512.00	1	5120	552	30	5303	512	HEALTH P&T SEM & TRAIN	4,000.00				4,000.00			4,000.00	9,230.00	7,698.99	8,338.70
6245	0001.5120.000.00.0000.000.00.552.030.5305.512.00	1	5120	552	30	5305	512	HEALTH P&T SFTWR LIC FEE	6,000.00	6,000.00			6,000.00	6,000.00					7,224.00
6246	0001.5120.000.00.0000.000.00.552.030.5309.512.00	1	5120	552	30	5309	512	HEALTH P&T LIC PROF	95,500.00				95,500.00			95,500.00			
6247	0001.5120.000.00.0000.000.00.552.030.5310.512.00	1	5120	552	30	5310	512	HEALTH P&T LEGAL SVCS											
6248	0001.5120.000.00.0000.000.00.552.030.5311.512.00	1	5120	552	30	5311	512	HEALTH ADVERTISING	4,500.00				4,500.00			4,500.00	150.00	2,997.60	2,450.00
6249	0001.5120.000.00.0000.000.00.552.030.5340.512.00	1	5120	552	30	5340	512	HEALTH COMMUNICATIONS	6,000.00				6,000.00			6,000.00			
6250	0001.5120.000.00.0000.000.00.552.030.5341.512.00	1	5120	552	30	5341	512	HEALTH POSTAGE	1,500.00				1,500.00			1,500.00	903.72	1,034.99	1,019.33
6251	0001.5120.000.00.0000.000.00.552.030.5342.512.00	1	5120	552	30	5342	512	HEALTH COMM - LANDLINE											
6252	0001.5120.000.00.0000.000.00.552.030.5343.512.00	1	5120	552	30	5343	512	HEALTH COMM - CABLE/INTERNET									80.40		179.22
6253	0001.5120.000.00.0000.000.00.552.030.5344.512.00	1	5120	552	30	5344	512	HEALTH WIRELESS COMMUNICATIONS	5,675.00				5,675.00			5,675.00	7,345.00	6,992.85	4,875.00
6254	0001.5120.000.00.0000.000.00.552.030.5345.512.00	1	5120	552	30	5345	512	HEALTH PRINTING & MAILING	5,000.00	(250.00)	-4.76%		5,000.00	(250.00)	-4.76%	5,250.00	2,296.72	3,041.41	1,869.77
6255	0001.5120.000.00.0000.000.00.552.030.5347.512.00	1	5120	552	30	5347	512	HEALTH LEGAL NOTICES	3,750.00	(250.00)	-6.25%		3,750.00	(250.00)	-6.25%	4,000.00		1,700.00	1,200.00

Cntrl	Account	FD	FU	DP	LN	OBJ	A	Description	FY2022 DSR2 Request	BASE \$ Change from FY2021	BASE % Change	FY2022 DSR4 Request	FY2022 Total Request	Total \$ Change from FY2021	Total % Change	Budget 2021	Expenditures 2020	Expenditures 2019	Expenditures 2018
6256	0001.5120.000.00.0000.000.00.552.030.5350.512.00	1	5120	552	30	5350	512	HEALTH RECREATION											
6257	0001.5120.000.00.0000.000.00.552.030.5380.512.00	1	5120	552	30	5380	512	HEALTH OTHER PURCHASED SERVICES	1,000.00				1,000.00			1,000.00		390.00	325.55
6258	0001.5120.000.00.0000.000.00.552.030.5410.512.00	1	5120	552	30	5410	512	HEALTH OFFICE ENERGY SUPPLIES											
6259	0001.5120.000.00.0000.000.00.552.030.5420.512.00	1	5120	552	30	5420	512	HEALTH OFFICE SUPPLIES	5,000.00				5,000.00			5,000.00	6,307.27	4,233.46	2,160.60
6260	0001.5120.000.00.0000.000.00.552.030.5430.512.00	1	5120	552	30	5430	512	HEALTH BUILD & EQUIP SUPPLIES											
6261	0001.5120.000.00.0000.000.00.552.030.5450.512.00	1	5120	552	30	5450	512	HEALTH CUSTODIAL SUPPLIES										22.53	
6262	0001.5120.000.00.0000.000.00.552.030.5460.512.00	1	5120	552	30	5460	512	HEALTH GROUNDSKEEPING SUPPLIES											
6263	0001.5120.000.00.0000.000.00.552.030.5480.512.00	1	5120	552	30	5480	512	HEALTH VEHICLE SUPPLIES											
6264	0001.5120.000.00.0000.000.00.552.030.5481.512.00	1	5120	552	30	5481	512	HEALTH GASOLINE/DIESEL											
6265	0001.5120.000.00.0000.000.00.552.030.5490.512.00	1	5120	552	30	5490	512	HEALTH FOOD & SERVICE SUPPLIES									2,934.63	2,085.01	2,272.19
6266	0001.5120.000.00.0000.000.00.552.030.5500.512.00	1	5120	552	30	5500	512	HEALTH MEDICAL SUPPLIES	2,000.00	250.00	14.29%		2,000.00	250.00	14.29%	1,750.00	400.51		
6267	0001.5120.000.00.0000.000.00.552.030.5510.512.00	1	5120	552	30	5510	512	HEALTH EDUCATIONAL SUPPLIES											
6268	0001.5120.000.00.0000.000.00.552.030.5530.512.00	1	5120	552	30	5530	512	HEALTH BUILD & EQUIP SUPPLIES											
6269	0001.5120.000.00.0000.000.00.552.030.5580.512.00	1	5120	552	30	5580	512	HEALTH OTHER SUPPLIES	2,425.00				2,425.00			2,425.00	8,310.51	23,542.49	10,156.34
6270	0001.5120.000.00.0000.000.00.552.030.5585.512.00	1	5120	552	30	5585	512	HEALTH COMPUTER SUPPLIES & EQUIPMENT									2,046.67		9,086.69
6271	0001.5120.000.00.0000.000.00.552.030.5690.512.00	1	5120	552	30	5690	512	HEALTH GOVERNMENTAL CHARGES	200.00				200.00			200.00	67.55	234.00	243.00
6272	0001.5120.000.00.0000.000.00.552.030.5710.512.00	1	5120	552	30	5710	512	HEALTH CONF IN-STATE	2,800.00	(75.00)	-2.61%		2,800.00	(75.00)	-2.61%	2,875.00	405.96	448.71	777.00
6273	0001.5120.000.00.0000.000.00.552.030.5711.512.00	1	5120	552	30	5711	512	HEALTH MILEAGE	3,850.00	(25.00)	-0.65%		3,850.00	(25.00)	-0.65%	3,875.00	2,383.98	3,373.20	4,429.47
6274	0001.5120.000.00.0000.000.00.552.030.5720.512.00	1	5120	552	30	5720	512	HEALTH CONF OUT-STATE	6,500.00	(50.00)	-0.76%		6,500.00	(50.00)	-0.76%	6,550.00	5,495.39	3,501.33	2,884.02
6275	0001.5120.000.00.0000.000.00.552.030.5730.512.00	1	5120	552	30	5730	512	HEALTH DUES & MEMBERSHIPS	3,105.00				3,105.00			3,105.00	2,645.00	2,550.00	2,748.00
6276	0001.5120.000.00.0000.000.00.552.030.5780.512.00	1	5120	552	30	5780	512	HEALTH OTHER EXPENSES										111.00	
6283	0001.5410.000.00.0000.000.00.552.030.5210.540.00	1	5410	552	30	5210	540	AGING SERVICES ENERGY											
6284	0001.5410.000.00.0000.000.00.552.030.5211.540.00	1	5410	552	30	5211	540	AGING SERVICES ELECTRIC											
6285	0001.5410.000.00.0000.000.00.552.030.5212.540.00	1	5410	552	30	5212	540	AGING SERVICES OIL											
6286	0001.5410.000.00.0000.000.00.552.030.5213.540.00	1	5410	552	30	5213	540	AGING SERVICES NATURAL GAS											
6287	0001.5410.000.00.0000.000.00.552.030.5230.540.00	1	5410	552	30	5230	540	AGING SERVICES NON-ENERGY UTILITIES											
6288	0001.5410.000.00.0000.000.00.552.030.5240.540.00	1	5410	552	30	5240	540	AGING SERVICES REPAIRS & MAINTENANCE											
6289	0001.5410.000.00.0000.000.00.552.030.5241.540.00	1	5410	552	30	5241	540	AGING SERVICES R&M BUILDING											
6290	0001.5410.000.00.0000.000.00.552.030.5242.540.00	1	5410	552	30	5242	540	AGING SERVICES R&M MEP											

Cntrl	Account	FD	FU	DP	LN	OBJ	A	Description	FY2022 DSR2 Request	BASE \$ Change from FY2021	BASE % Change	FY2022 DSR4 Request	FY2022 Total Request	Total \$ Change from FY2021	Total % Change	Budget 2021	Expenditures 2020	Expenditures 2019	Expenditures 2018
6291	0001.5410.000.00.0000.000.00.552.030.5245.540.00	1	5410	552	30	5245	540	AGING SERVICES HARDWARE MAINTENANCE AGREEMENTS											
6292	0001.5410.000.00.0000.000.00.552.030.5257.540.00	1	5410	552	30	5257	540	AGING SERVICES R&M EQUIP									1,215.00		
6293	0001.5410.000.00.0000.000.00.552.030.5259.540.00	1	5410	552	30	5259	540	AGING SERVICES R&M VEHICLES									1,354.26	1,425.00	35.00
6294	0001.5410.000.00.0000.000.00.552.030.5270.540.00	1	5410	552	30	5270	540	AGING SERVICES RENTAL & LEASES											
6295	0001.5410.000.00.0000.000.00.552.030.5275.540.00	1	5410	552	30	5275	540	AGING SERVICES SOFTWARE LICENSE & USER FEES											
6296	0001.5410.000.00.0000.000.00.552.030.5290.540.00	1	5410	552	30	5290	540	AGING SERVICES OTHER PROPERTY RELATED SERVICES											
6297	0001.5410.000.00.0000.000.00.552.030.5294.540.00	1	5410	552	30	5294	540	AGING SERVICES SOLID WASTE DISPOSAL											
6298	0001.5410.000.00.0000.000.00.552.030.5300.540.00	1	5410	552	30	5300	540	AGING SERVICES PROFESSIONAL & TECHNICAL	7,750.00	(250.00)	-3.13%		7,750.00	(250.00)	-3.13%	8,000.00	1,900.00	5,400.00	1,820.00
6299	0001.5410.000.00.0000.000.00.552.030.5303.540.00	1	5410	552	30	5303	540	AGING SERVICES P&T SEM & TRAIN	2,000.00				2,000.00			2,000.00	1,950.00	709.00	
6300	0001.5410.000.00.0000.000.00.552.030.5305.540.00	1	5410	552	30	5305	540	AGING SERVICES P&T SFTWR LIC FEE									380.00	4,665.00	1,360.00
6301	0001.5410.000.00.0000.000.00.552.030.5309.540.00	1	5410	552	30	5309	540	AGING SERVICES P&T LIC PROF											
6302	0001.5410.000.00.0000.000.00.552.030.5310.540.00	1	5410	552	30	5310	540	AGING SERVICES P&T LEGAL SVCS											
6303	0001.5410.000.00.0000.000.00.552.030.5311.540.00	1	5410	552	30	5311	540	AGING SERVICES ADVERTISING											
6304	0001.5410.000.00.0000.000.00.552.030.5340.540.00	1	5410	552	30	5340	540	AGING SERVICES COMMUNICATIONS											
6305	0001.5410.000.00.0000.000.00.552.030.5341.540.00	1	5410	552	30	5341	540	AGING SERVICES POSTAGE	2,850.00	(150.00)	-5.00%		2,850.00	(150.00)	-5.00%	3,000.00	1,200.00	1,157.16	43.75
6306	0001.5410.000.00.0000.000.00.552.030.5342.540.00	1	5410	552	30	5342	540	AGING SERVICES COMM - LANDLINE											
6307	0001.5410.000.00.0000.000.00.552.030.5343.540.00	1	5410	552	30	5343	540	AGING SERVICES COMM - CABLE/INTERNET											
6308	0001.5410.000.00.0000.000.00.552.030.5344.540.00	1	5410	552	30	5344	540	AGING SERVICES WIRELESS COMMUNICATIONS	6,000.00	1,750.00	41.18%		6,000.00	1,750.00	41.18%	4,250.00	3,954.62	1,205.76	
6309	0001.5410.000.00.0000.000.00.552.030.5345.540.00	1	5410	552	30	5345	540	AGING SERVICES PRINTING & MAILING	2,250.00				2,250.00			2,250.00	609.20	1,059.23	352.07
6310	0001.5410.000.00.0000.000.00.552.030.5347.540.00	1	5410	552	30	5347	540	AGING SERVICES LEGAL NOTICES											
6311	0001.5410.000.00.0000.000.00.552.030.5350.540.00	1	5410	552	30	5350	540	AGING SERVICES RECREATION	52,000.00				52,000.00			52,000.00	4,675.96	917.67	350.36
6312	0001.5410.000.00.0000.000.00.552.030.5380.540.00	1	5410	552	30	5380	540	AGING SERVICES OTHER SERVICES									474.80	263.54	
6313	0001.5410.000.00.0000.000.00.552.030.5410.540.00	1	5410	552	30	5410	540	AGING SERVICES ENERGY SUPPLIES											
6314	0001.5410.000.00.0000.000.00.552.030.5420.540.00	1	5410	552	30	5420	540	AGING SERVICES OFFICE SUPPLIES	3,000.00				3,000.00			3,000.00	3,261.99	4,502.19	2,000.00
6315	0001.5410.000.00.0000.000.00.552.030.5430.540.00	1	5410	552	30	5430	540	AGING SERVICES BUILD & EQUIP SUPPLIES											
6316	0001.5410.000.00.0000.000.00.552.030.5450.540.00	1	5410	552	30	5450	540	AGING SERVICES CUSTODIAL SUPPLIES											
6317	0001.5410.000.00.0000.000.00.552.030.5460.540.00	1	5410	552	30	5460	540	AGING SERVICES GROUNDSKEEPING SUPPLIES											
6318	0001.5410.000.00.0000.000.00.552.030.5480.540.00	1	5410	552	30	5480	540	AGING SERVICES VEHICLE SUPPLIES	2,500.00	(250.00)	-9.09%		2,500.00	(250.00)	-9.09%	2,750.00	73.80		
6319	0001.5410.000.00.0000.000.00.552.030.5481.540.00	1	5410	552	30	5481	540	AGING SERVICES GASOLINE/DIESEL	9,250.00	(250.00)	-2.63%		9,250.00	(250.00)	-2.63%	9,500.00	4,468.06	6,217.00	5,205.05

Cntrl	Account	FD	FU	DP	LN	OBJ	A	Description	FY2022 DSR2 Request	BASE \$ Change from FY2021	BASE % Change	FY2022 DSR4 Request	FY2022 Total Request	Total \$ Change from FY2021	Total % Change	Budget 2021	Expenditures 2020	Expenditures 2019	Expenditures 2018
6320	0001.5410.000.00.0000.000.00.552.030.5490.540.00	1	5410	552	30	5490	540	AGING SERVICES FOOD & SERVICE SUPPLIES	300.00				300.00			300.00		1,529.64	
6321	0001.5410.000.00.0000.000.00.552.030.5500.540.00	1	5410	552	30	5500	540	AGING SERVICES MEDICAL SUPPLIES	250.00	100.00	66.67%		250.00	100.00	66.67%	150.00			
6322	0001.5410.000.00.0000.000.00.552.030.5510.540.00	1	5410	552	30	5510	540	AGING SERVICES EDUCATIONAL SUPPLIES											
6323	0001.5410.000.00.0000.000.00.552.030.5530.540.00	1	5410	552	30	5530	540	AGING SERVICES PUBLIC WORKS SUPPLIES											
6324	0001.5410.000.00.0000.000.00.552.030.5580.540.00	1	5410	552	30	5580	540	AGING SERVICES OTHER SUPPLIES & EQUIPMENT	2,250.00				2,250.00			2,250.00	498.00	171.76	1,032.00
6325	0001.5410.000.00.0000.000.00.552.030.5690.540.00	1	5410	552	30	5690	540	AGING SERVICES GOVERNMENTAL CHARGES										164.00	173.00
6326	0001.5410.000.00.0000.000.00.552.030.5710.540.00	1	5410	552	30	5710	540	AGING SERVICES CONF IN-STATE	1,000.00				1,000.00			1,000.00		41.80	
6327	0001.5410.000.00.0000.000.00.552.030.5711.540.00	1	5410	552	30	5711	540	AGING SERVICES MILEAGE	1,000.00	(100.00)	-9.09%		1,000.00	(100.00)	-9.09%	1,100.00	166.80	327.32	
6328	0001.5410.000.00.0000.000.00.552.030.5720.540.00	1	5410	552	30	5720	540	AGING SERVICES CONF OUT-STATE									515.86		
6329	0001.5410.000.00.0000.000.00.552.030.5730.540.00	1	5410	552	30	5730	540	AGING SERVICES DUES & MEMBERSHIPS	1,500.00				1,500.00			1,500.00	2,949.52	200.00	1,299.60
6330	0001.5410.000.00.0000.000.00.552.030.5780.540.00	1	5410	552	30	5780	540	AGING SERVICES OTHER EXPENSES	500.00				500.00			500.00	398.00	974.37	225.00
6336	0001.5420.000.00.0000.000.00.552.030.5210.540.00	1	5420	552	30	5210	540	YOUTH AND FAMILY SERVICES ENERGY											
6337	0001.5420.000.00.0000.000.00.552.030.5211.540.00	1	5420	552	30	5211	540	YOUTH AND FAMILY SERVICES ELECTRIC											
6338	0001.5420.000.00.0000.000.00.552.030.5212.540.00	1	5420	552	30	5212	540	YOUTH AND FAMILY SERVICES OIL											
6339	0001.5420.000.00.0000.000.00.552.030.5213.540.00	1	5420	552	30	5213	540	YOUTH AND FAMILY SERVICES NATURAL GAS											
6340	0001.5420.000.00.0000.000.00.552.030.5230.540.00	1	5420	552	30	5230	540	YOUTH AND FAMILY SERVICES NON-ENERGY UTILITIES											
6341	0001.5420.000.00.0000.000.00.552.030.5240.540.00	1	5420	552	30	5240	540	YOUTH AND FAMILY SERVICES REPAIRS & MAINTENANCE											
6342	0001.5420.000.00.0000.000.00.552.030.5241.540.00	1	5420	552	30	5241	540	YOUTH AND FAMILY SERVICES R&M BUILDING											
6343	0001.5420.000.00.0000.000.00.552.030.5242.540.00	1	5420	552	30	5242	540	YOUTH AND FAMILY SERVICES R&M MEP											
6344	0001.5420.000.00.0000.000.00.552.030.5245.540.00	1	5420	552	30	5245	540	YOUTH AND FAMILY SERVICES HARDWARE MAINT AGREE											
6345	0001.5420.000.00.0000.000.00.552.030.5257.540.00	1	5420	552	30	5257	540	YOUTH AND FAMILY SERVICES R&M EQUIP											
6346	0001.5420.000.00.0000.000.00.552.030.5259.540.00	1	5420	552	30	5259	540	YOUTH AND FAMILY SERVICES R&M VEHICLES											
6347	0001.5420.000.00.0000.000.00.552.030.5270.540.00	1	5420	552	30	5270	540	YOUTH AND FAMILY SERVICES RENTAL & LEASES											
6348	0001.5420.000.00.0000.000.00.552.030.5275.540.00	1	5420	552	30	5275	540	YOUTH AND FAMILY SERVICES SOFTWARE LIC & USER FEES											
6349	0001.5420.000.00.0000.000.00.552.030.5290.540.00	1	5420	552	30	5290	540	YOUTH AND FAMILY SERVICES OTHR PROP REL SVCS											
6350	0001.5420.000.00.0000.000.00.552.030.5294.540.00	1	5420	552	30	5294	540	YOUTH AND FAMILY SERVICES SOLID WASTE DISPOSAL											
6351	0001.5420.000.00.0000.000.00.552.030.5300.540.00	1	5420	552	30	5300	540	YOUTH AND FAMILY SERVICES PROFESSIONAL & TECHNICAL	8,500.00				8,500.00			8,500.00	5,566.00	5,970.00	1,500.00
6352	0001.5420.000.00.0000.000.00.552.030.5303.540.00	1	5420	552	30	5303	540	YOUTH AND FAMILY SERVICES P&T SEM & TRAIN	1,800.00				1,800.00			1,800.00	1,043.00	3,408.97	654.99
6353	0001.5420.000.00.0000.000.00.552.030.5305.540.00	1	5420	552	30	5305	540	YOUTH AND FAMILY SERVICES P&T SFTWR LIC FEE	4,000.00	4,000.00			4,000.00	4,000.00					

Cntrl	Account	FD	FU	DP	LN	OBJ	A	Description	FY2022 DSR2 Request	BASE \$ Change from FY2021	BASE % Change	FY2022 DSR4 Request	FY2022 Total Request	Total \$ Change from FY2021	Total % Change	Budget 2021	Expenditures 2020	Expenditures 2019	Expenditures 2018
6354	0001.5420.000.00.0000.000.00.552.030.5309.540.00	1	5420	552	30	5309	540	YOUTH AND FAMILY SERVICES P&T LIC PROF											
6355	0001.5420.000.00.0000.000.00.552.030.5310.540.00	1	5420	552	30	5310	540	YOUTH AND FAMILY SERVICES P&T LEGAL SVCS											
6356	0001.5420.000.00.0000.000.00.552.030.5311.540.00	1	5420	552	30	5311	540	YOUTH AND FAMILY SERVICES ADVERTISING											
6357	0001.5420.000.00.0000.000.00.552.030.5340.540.00	1	5420	552	30	5340	540	YOUTH AND FAMILY SERVICES COMMUNICATIONS											
6358	0001.5420.000.00.0000.000.00.552.030.5341.540.00	1	5420	552	30	5341	540	YOUTH AND FAMILY SERVICES POSTAGE	1,000.00				1,000.00			1,000.00	230.90	325.21	254.76
6359	0001.5420.000.00.0000.000.00.552.030.5342.540.00	1	5420	552	30	5342	540	YOUTH AND FAMILY SERVICES COMM - LANDLINE											
6360	0001.5420.000.00.0000.000.00.552.030.5343.540.00	1	5420	552	30	5343	540	YOUTH AND FAMILY SERVICES COMM - CABLE/INTERNET											
6361	0001.5420.000.00.0000.000.00.552.030.5344.540.00	1	5420	552	30	5344	540	YOUTH AND FAMILY SERVICES WIRELESS COMMUNICATIONS	2,500.00	525.00	26.58%		2,500.00	525.00	26.58%	1,975.00	1,974.00	1,861.63	1,240.00
6362	0001.5420.000.00.0000.000.00.552.030.5345.540.00	1	5420	552	30	5345	540	YOUTH AND FAMILY SERVICES PRINTING & MAILING	400.00				400.00			400.00	38.50	200.00	115.50
6363	0001.5420.000.00.0000.000.00.552.030.5347.540.00	1	5420	552	30	5347	540	YOUTH AND FAMILY SERVICES LEGAL NOTICES											
6364	0001.5420.000.00.0000.000.00.552.030.5350.540.00	1	5420	552	30	5350	540	YOUTH AND FAMILY SERVICES RECREATION									750.00		
6365	0001.5420.000.00.0000.000.00.552.030.5380.540.00	1	5420	552	30	5380	540	YOUTH AND FAMILY SERVICES OTHER PURCHASED SERVICES											
6366	0001.5420.000.00.0000.000.00.552.030.5410.540.00	1	5420	552	30	5410	540	YOUTH AND FAMILY SERVICES ENERGY SUPPLIES											
6367	0001.5420.000.00.0000.000.00.552.030.5420.540.00	1	5420	552	30	5420	540	YOUTH AND FAMILY SERVICES OFFICE SUPPLIES	800.00				800.00			800.00	773.02	1,150.32	416.61
6368	0001.5420.000.00.0000.000.00.552.030.5430.540.00	1	5420	552	30	5430	540	YOUTH AND FAMILY SERVICES BUILD & EQUIP SUPPLIES											
6369	0001.5420.000.00.0000.000.00.552.030.5450.540.00	1	5420	552	30	5450	540	YOUTH AND FAMILY SERVICES CUSTODIAL SUPPLIES											
6370	0001.5420.000.00.0000.000.00.552.030.5460.540.00	1	5420	552	30	5460	540	YOUTH AND FAMILY SERVICES GRNDSKPG SUPPLIES											
6371	0001.5420.000.00.0000.000.00.552.030.5480.540.00	1	5420	552	30	5480	540	YOUTH AND FAMILY SERVICES VEHICLE SUPPLIES											
6372	0001.5420.000.00.0000.000.00.552.030.5481.540.00	1	5420	552	30	5481	540	YOUTH AND FAMILY SERVICES GASOLINE/DIESEL											
6373	0001.5420.000.00.0000.000.00.552.030.5490.540.00	1	5420	552	30	5490	540	YOUTH AND FAMILY SERVICES FOOD & SVC SUPPLIES	2,200.00				2,200.00			2,200.00	686.40	2,464.67	332.43
6374	0001.5420.000.00.0000.000.00.552.030.5500.540.00	1	5420	552	30	5500	540	YOUTH AND FAMILY SERVICES MEDICAL SUPPLIES											
6375	0001.5420.000.00.0000.000.00.552.030.5510.540.00	1	5420	552	30	5510	540	YOUTH AND FAMILY SERVICES EDUCATIONAL SUPPLIES											
6376	0001.5420.000.00.0000.000.00.552.030.5530.540.00	1	5420	552	30	5530	540	YOUTH AND FAMILY SERVICES PUBLIC WORKS SUPPLIES											
6377	0001.5420.000.00.0000.000.00.552.030.5580.540.00	1	5420	552	30	5580	540	YOUTH AND FAMILY SERVICES OTHR SUPPLIES & EQUIP	3,250.00				3,250.00			3,250.00	1,619.83	439.52	
6378	0001.5420.000.00.0000.000.00.552.030.5690.540.00	1	5420	552	30	5690	540	YOUTH AND FAMILY SERVICES GOVERNMENTAL CHGS	800.00				800.00			800.00	155.00	354.00	
6379	0001.5420.000.00.0000.000.00.552.030.5710.540.00	1	5420	552	30	5710	540	YOUTH AND FAMILY SERVICES CONF IN-STATE	1,500.00				1,500.00			1,500.00	323.00	98.50	10.00
6380	0001.5420.000.00.0000.000.00.552.030.5711.540.00	1	5420	552	30	5711	540	YOUTH AND FAMILY SERVICES MILEAGE	1,300.00				1,300.00			1,300.00	630.63	1,322.97	1,123.37
6381	0001.5420.000.00.0000.000.00.552.030.5720.540.00	1	5420	552	30	5720	540	YOUTH AND FAMILY SERVICES CONF OUT-STATE	3,000.00				3,000.00			3,000.00	459.19	1,414.01	
6382	0001.5420.000.00.0000.000.00.552.030.5730.540.00	1	5420	552	30	5730	540	YOUTH AND FAMILY SERVICES DUES & MEMBERSHIPS	1,000.00				1,000.00			1,000.00	276.00		

Cntrl	Account	FD	FU	DP	LN	OBJ	A	Description	FY2022 DSR2 Request	BASE \$ Change from FY2021	BASE % Change	FY2022 DSR4 Request	FY2022 Total Request	Total \$ Change from FY2021	Total % Change	Budget 2021	Expenditures 2020	Expenditures 2019	Expenditures 2018
6383	0001.5420.000.00.0000.000.00.552.030.5780.540.00	1	5420	552	30	5780	540	YOUTH AND FAMILY SERVICES OTHER EXPENSES									274.88		65.56
6389	0001.5430.000.00.0000.000.00.552.030.5210.543.00	1	5430	552	30	5210	543	VETERANS' SVCS ENERGY										500.00	
6390	0001.5430.000.00.0000.000.00.552.030.5211.543.00	1	5430	552	30	5211	543	VETERANS' SVCS ELECTRIC											
6391	0001.5430.000.00.0000.000.00.552.030.5212.543.00	1	5430	552	30	5212	543	VETERANS' SVCS OIL											
6392	0001.5430.000.00.0000.000.00.552.030.5213.543.00	1	5430	552	30	5213	543	VETERANS' SVCS NATURAL GAS											
6393	0001.5430.000.00.0000.000.00.552.030.5230.543.00	1	5430	552	30	5230	543	VETERANS' SVCS NON-ENERGY UTILITIES											
6394	0001.5430.000.00.0000.000.00.552.030.5240.543.00	1	5430	552	30	5240	543	VETERANS' SVCS REPAIRS & MAINT											
6395	0001.5430.000.00.0000.000.00.552.030.5241.543.00	1	5430	552	30	5241	543	VETERANS' SVCS R&M BUILDING											
6396	0001.5430.000.00.0000.000.00.552.030.5242.543.00	1	5430	552	30	5242	543	VETERANS' SVCS R&M MEP											
6397	0001.5430.000.00.0000.000.00.552.030.5245.543.00	1	5430	552	30	5245	543	VETERANS' SVCS HRDWR MAINT AGREE											
6398	0001.5430.000.00.0000.000.00.552.030.5257.543.00	1	5430	552	30	5257	543	VETERANS' SVCS R&M EQUIP											
6399	0001.5430.000.00.0000.000.00.552.030.5259.543.00	1	5430	552	30	5259	543	VETERANS' SVCS R&M VEHICLES											
6400	0001.5430.000.00.0000.000.00.552.030.5270.543.00	1	5430	552	30	5270	543	VETERANS' SVCS RENTAL & LEASES											
6401	0001.5430.000.00.0000.000.00.552.030.5275.543.00	1	5430	552	30	5275	543	VETERANS' SVCS SFTWR LIC & USER FEE											
6402	0001.5430.000.00.0000.000.00.552.030.5290.543.00	1	5430	552	30	5290	543	VETERANS' SVCS OTHR PROP REL SVCS	1,400.00				1,400.00			1,400.00		1,500.00	1,500.00
6403	0001.5430.000.00.0000.000.00.552.030.5294.543.00	1	5430	552	30	5294	543	VETERANS' SVCS SOLID WASTE DISPOSAL											
6404	0001.5430.000.00.0000.000.00.552.030.5300.543.00	1	5430	552	30	5300	543	VETERANS' SVCS PROF & TECH											
6405	0001.5430.000.00.0000.000.00.552.030.5303.543.00	1	5430	552	30	5303	543	VETERANS' SVCS P&T SEM & TRAIN											
6406	0001.5430.000.00.0000.000.00.552.030.5305.543.00	1	5430	552	30	5305	543	VETERANS' SVCS P&T SFTWR LIC FEE											
6407	0001.5430.000.00.0000.000.00.552.030.5309.543.00	1	5430	552	30	5309	543	VETERANS' SVCS P&T LIC PROF											
6408	0001.5430.000.00.0000.000.00.552.030.5310.543.00	1	5430	552	30	5310	543	VETERANS' SVCS P&T LEGAL SVCS											
6409	0001.5430.000.00.0000.000.00.552.030.5311.543.00	1	5430	552	30	5311	543	VETERANS' SVCS ADVERTISING											
6410	0001.5430.000.00.0000.000.00.552.030.5340.543.00	1	5430	552	30	5340	543	VETERANS' SVCS COMMUNICATIONS											
6411	0001.5430.000.00.0000.000.00.552.030.5341.543.00	1	5430	552	30	5341	543	VETERANS' SVCS POSTAGE	100.00				100.00			100.00	20.80	11.77	8.82
6412	0001.5430.000.00.0000.000.00.552.030.5342.543.00	1	5430	552	30	5342	543	VETERANS' SVCS COMM - LANDLINE											
6413	0001.5430.000.00.0000.000.00.552.030.5343.543.00	1	5430	552	30	5343	543	VETERANS' SVCS COMM - LANDLINE											
6414	0001.5430.000.00.0000.000.00.552.030.5344.543.00	1	5430	552	30	5344	543	VETERANS' SVCS WIRELESS COMMUNICATI											
6415	0001.5430.000.00.0000.000.00.552.030.5345.543.00	1	5430	552	30	5345	543	VETERANS' SVCS PRINTING & MAILING											
6416	0001.5430.000.00.0000.000.00.552.030.5347.543.00	1	5430	552	30	5347	543	VETERANS' SVCS LEGAL NOTICES											

Cntrl	Account	FD	FU	DP	LN	OBJ	A	Description	FY2022 DSR2 Request	BASE \$ Change from FY2021	BASE % Change	FY2022 DSR4 Request	FY2022 Total Request	Total \$ Change from FY2021	Total % Change	Budget 2021	Expenditures 2020	Expenditures 2019	Expenditures 2018
6417	0001.5430.000.00.0000.000.00.552.030.5350.543.00	1	5430	552	30	5350	543	VETERANS' SVCS RECREATION	500.00				500.00			500.00			
6418	0001.5430.000.00.0000.000.00.552.030.5380.543.00	1	5430	552	30	5380	543	VETERANS' SVCS OTHR PURCH OF SVCS											
6419	0001.5430.000.00.0000.000.00.552.030.5410.543.00	1	5430	552	30	5410	543	VETERANS' SVCS ENERGY SUPPLIES											
6420	0001.5430.000.00.0000.000.00.552.030.5420.543.00	1	5430	552	30	5420	543	VETERANS' SVCS OFFICE SUPPLIES	100.00				100.00			100.00			
6421	0001.5430.000.00.0000.000.00.552.030.5430.543.00	1	5430	552	30	5430	543	VETERANS' SVCS BUILD & EQUIP SUPPLI											
6422	0001.5430.000.00.0000.000.00.552.030.5450.543.00	1	5430	552	30	5450	543	VETERANS' SVCS CUSTODIAL SUPPLIES											
6423	0001.5430.000.00.0000.000.00.552.030.5460.543.00	1	5430	552	30	5460	543	VETERANS' SVCS GRNDSKPG SUPPLIES											
6424	0001.5430.000.00.0000.000.00.552.030.5480.543.00	1	5430	552	30	5480	543	VETERANS' SVCS VEHICLE SUPPLIES											
6425	0001.5430.000.00.0000.000.00.552.030.5481.543.00	1	5430	552	30	5481	543	VETERANS' SVCS GASOLINE/DIESEL											
6426	0001.5430.000.00.0000.000.00.552.030.5490.543.00	1	5430	552	30	5490	543	VETERANS' SVCS FOOD & SVC SUPPLIES											500.00
6427	0001.5430.000.00.0000.000.00.552.030.5500.543.00	1	5430	552	30	5500	543	VETERANS' SVCS MEDICAL SUPPLIES											
6428	0001.5430.000.00.0000.000.00.552.030.5510.543.00	1	5430	552	30	5510	543	VETERANS' SVCS EDUCATIONAL SUPPLIES											
6429	0001.5430.000.00.0000.000.00.552.030.5530.543.00	1	5430	552	30	5530	543	VETERANS' SVCS PUBLIC WORKS SUPPLIE											
6430	0001.5430.000.00.0000.000.00.552.030.5580.543.00	1	5430	552	30	5580	543	VETERANS' SVCS OTHR SUPPLIE & EQUIP	4,000.00				4,000.00			4,000.00	3,573.77	3,138.19	3,673.69
6431	0001.5430.000.00.0000.000.00.552.030.5690.543.00	1	5430	552	30	5690	543	VETERANS' SVCS GOVERNMENTAL CHGS	82,000.00	(500.00)	-0.61%		82,000.00	(500.00)	-0.61%	82,500.00	73,113.00	71,384.00	70,575.00
6432	0001.5430.000.00.0000.000.00.552.030.5710.543.00	1	5430	552	30	5710	543	VETERANS' SVCS CONF IN-STATE											
6433	0001.5430.000.00.0000.000.00.552.030.5711.543.00	1	5430	552	30	5711	543	VETERANS' SVCS MILEAGE	100.00				100.00			100.00			
6434	0001.5430.000.00.0000.000.00.552.030.5720.543.00	1	5430	552	30	5720	543	VETERANS' SVCS CONF OUT-OF-STATE											
6435	0001.5430.000.00.0000.000.00.552.030.5730.543.00	1	5430	552	30	5730	543	VETERANS' SVCS DUES & MEMBERSHIPS	60.00				60.00			60.00			
6436	0001.5430.000.00.0000.000.00.552.030.5770.543.00	1	5430	552	30	5770	543	VETERANS' SVCS VETERANS' BENEFITS	45,000.00	(3,000.00)	-6.25%		45,000.00	(3,000.00)	-6.25%	48,000.00		25,000.00	28,500.00
6437	0001.5430.000.00.0000.000.00.552.030.5780.543.00	1	5430	552	30	5780	543	VETERANS' SVCS OTHER EXPENSES											

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
1	Bottling Permit	\$500	Annual	M.G.L., Chapter 111, Section	March 2020
2	Food service-less than 50 seats, retail 1500-3000 sq. ft.	\$250	Annual	M.G.L., Chapter 111, Section 31	March 2020
3	Food Service-more than 50 seats, retail 3000-6000 sq. ft.	\$450	Annual	M.G.L., Chapter 111, Section 31	March 2020
4	Food Service-150-250 seats, retail 6000-10,000 sq. ft.	\$550	Annual	M.G.L., Chapter 111, Section 31	March 2020
5	Food Service-more than 250 seats	\$650	Annual	M.G.L., Chapter 111, Section 31	March 2020
6	Mobile Food; food prep or PHF's; small; retail less than 1500 sq. ft.	Note	Annual	M.G.L., Chapter 111, Section 31	March 2020
7	Food Plan Review	\$225	Annual	M.G.L., Chapter 111, Section 31	March 2020
8	Food Service – Catered Feeding Location	\$175	Annual	M.G.L., Chapter 111, Section 31	March 2020
9	Food - Prepackaged (no refrigeration); very limited retail; no coffee; good compliance record	\$75	Annual	M.G.L., Chapter 111, Section 31	March 2020
10	Food - Prepackaged (refrigeration); limited retail; mobile prepackaged	\$125	Annual	M.G.L., Chapter 111, Section 31	March 2020
11	Food – Retail more than 10,000 sq. ft	\$750	Annual	M.G.L., Chapter 111, Section 31	March 2020
12	Food – Temporary/one day event	\$30	One time fee	M.G.L., Chapter 111, Section 31	Unknown
13	Food – Farmers market/seasonal	Note	Annual	M.G.L., Chapter 111, Section 31	March 2020
14	Hauler Truck – septic, grease, rubbish	\$150	Annual	Article 2- Regulation for Disposal of Refuse	March 2020
15	Hotel/Motel	\$200	Annual	M.G.L., Chapter 111, Section 31	March 2020
16	Marijuana Plan review (dispensary site)	\$1000	One time fee	Article 20- Regulation to	March 2020

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
				Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	
17	Marijuana Plan review (cultivation/processing site)	\$1000	One time fee	Article 20-Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
18	Marijuana Plan review (storage disposal)	\$1000	One time fee	Article 20-Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
19	Marijuana Plan review (continuity of	\$0	One time	Article 20-	March 2020

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
	business/continuity of operations		fee	Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	
20	Marijuana Plan review (security)	\$0	One time fee	Article 20- Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
21	Registered Marijuana Dispensary	\$2500	Annual	Article 20- Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
22	Marijuana Home Cultivation	\$150	Annual	Article 20-Regulation to Ensure the Sanitary and Safe Operations of Registered Marijuana Dispensaries and the Sale of Marijuana to Persons with Documented Medical Needs	March 2020
23	Medical Waste Hauler	\$100	Annual	Article 2-Regulation for Disposal of Refuse	March 2020
24	Non-Profit	50%	One time or Annual	M.G.L., Chapter 111, Section 31	March 2020
25	Disposal of Sharps	\$100	Annual	M.G.L., Chapter 111, Section 31	March 2020
26	Public/semi public pool – Plan review	\$250	One time fee	M.G.L., Chapter 111, Section 31	March 2020
27	Public/semi public – seasonal permit	\$175	Annual	M.G.L., Chapter 111, Section 31	March 2020
28	Public/semi public pool – annual permit	\$250	Annual	M.G.L., Chapter 111, Section 31	March 2020
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Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
1	Swimming Pool – variance initial application	\$150	One time fee	M.G.L., Chapter 111, Section 31	March 2020
2	Swimming pool – variance renewal	\$75	Annual	M.G.L., Chapter 111, Section 31	March 2020
3	Indoor Tanning – establishment	\$500	Annual	Article 21-Regulation of Indoor Tanning Facility	March 2020
4	Indoor Tanning – each booth	\$250	Annual	Article 21-Regulation of Indoor Tanning Facility	March 2020
5	Septic Installer's permit & test	\$250/125	One time fee	M.G.L., Chapter 111, Section 31	March 2020
6	Septic Installer's test	\$50	Every two years	M.G.L., Chapter 111, Section 31	March 2020
7	Soil application (less than 2 hours)	\$425	One time fee	M.G.L., Chapter 111, Section 31	March 2020
8	Soil application (each additional hour 2 initial hours)	\$75	One time fee	M.G.L., Chapter 111, Section 31	March 2020
9	Septic Plan review	\$275	One time fee	M.G.L., Chapter 111, Section 31	March 2020
10	Addition to home with Septic	\$75	One time fee	M.G.L., Chapter 111, Section 31	March 2020
11	Deed restriction	\$125	One time fee	M.G.L., Chapter 111, Section 31	March 2020
12	Additional Plan Reviews for septic design	\$50	One time fee	M.G.L., Chapter 111, Section 31	March 2020
13	Septic construction permit	\$350	One time fee	M.G.L., Chapter 111, Section 31	March 2020
14	Excavation & trench permit	\$50	One time fee	Article 18-Excavation and Trench Safety	March 2020
15	Construction permit – minor system repair	\$125	One time fee	M.G.L., Chapter 111,	March 2020

Schedule of Fees and Charges

Department		Health & Human Services – Public Health Division			
	Description	Rate	Frequency	Authority	Last Reviewed
				Section 31	
16	Septic variance request	\$150	One time fee	M.G.L., Chapter 111, Section 31	March 2020
17	Tobacco Permit to sell	\$700	Annual	Article 1-Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham	March 2020
18	Vaccine administration fee: clinics (per shot)	\$10	One time fee	M.G.L., Chapter 111, Section 31	March 2020
19	Well application – irrigation	\$225	One time fee	M.G.L., Chapter 111, Section 31	March 2020
20	Well application – geothermal	\$225	One time fee	M.G.L., Chapter 111, Section 31	March 2020
21	Well application – site visit to well per hour	\$75	One time fee	M.G.L., Chapter 111, Section 31	March 2020
22	Woodburning boiler permit	\$100	Annual	M.G.L., Chapter 111, Section 31	March 2020
23	Beaver Removal Permit	\$75	One time fee	M.G.L. Chapter 111, Section 31	March 2020
24	Pre-Residency Housing Inspection	\$75	One time fee	M.G.L. Chapter 111, Section 31	March 2020
25	Food Service – Residential Kitchen	\$125	Annual	M.G.L. Chapter 111, Section 31	March 2020
26	Food Service – 1,500-3,000 Square Feet	\$250	Annual	M.G.L. Chapter 111, Section 31	March 2020
27	Food Service – 3,000-6,000 Square Feet	\$450	Annual	M.G.L. Chapter 111, Section 31	March 2020
28	Food Service – 6,000-10,000 Square Feet	\$550	Annual	M.G.L. Chapter 111, Section 31	March 2020
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Schedule of Fees and Charges

Department

Health & Human Services – Public Health Division

	Description	Rate	Frequency	Authority	Last Reviewed
34					
35					
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V2022					

Schedule of Fees and Charges

Department		Health & Human Services – Aging Services			
	Description	Rate	Frequency	Authority	Last Reviewed
1	Scott Brumit – Tai Chi	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
2	Steve Cadigan – Train the Brain	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
3	Steve Cadigan - Arthritis Exercise	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
4	Lisa Karger - Barre	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
5	Steve Cadigan - Arthritis Exercise	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
6	Hsiu-Hui Chen – NIA	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
7	Hsiu-Hui Chen – Line Dancing	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
8	Betty Hood – Ballroom Dancing/Hustle	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
9	Lisa Karger - Pilates	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
10	Beth Knaus – Creative Writing	Free	Per Class	Council on Aging Board of Directors	10/22/2020
11	Michelle Lawlor – Yoga	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
12	Adrienne Lederman – Printmaking/Drawing	\$20.00	Per Class	Council on Aging Board of Directors	10/22/2020
13	Sandra Levy – Yoga	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
14	Chris Morrison - Zumba	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
15	Pearl Pressman – Strength Training	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
16	Pearl Pressman – Weight Management	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
17	Randy Sharek - the Brain Train	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
18	Randy Sharek- Arthritis Exercise	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
19	Steve Cadigan - the Brain Train	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
20	Randy Sharek - Arthritis Exercise Ball	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
21	Carol Wein – Technology Classes	\$15.00	Per Class	Council on Aging Board of Directors	10/22/2020

Schedule of Fees and Charges					
Department		Health & Human Services – Aging Services			
	Description	Rate	Frequency	Authority	Last Reviewed
22	Marjorie Wein – Technology Classes	\$15.00	Per Class	Council on Aging Board of Directors	10/22/2020
23	Lisa Karger – Gentle Fitness	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
24	Lisa Cadigan – Band Class	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
25	Lisa Cadigan – Circuit Training	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
26	Steve Cadigan - PITT Exercise Program	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
27	Fitness Room	\$25.00	Monthly	Council on Aging Board of Directors	10/22/2020
28	Lunch Bunch	\$5.00	Per Session	Council on Aging Board of Directors	10/22/2020
29	Beaded Jewelry Class	\$5.00	Per Class	Council on Aging Board of Directors	10/22/2020
30	Betty Hood- Ballroom Dancing/Waltz	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
31	Lulu Tasai - Zumba	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
32	Laila Vehvilainen – Exercise with Ease	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
33	Laila Vehvilainen – Balance Posture Core	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
34	Debbie Mairbor – Now Hear This	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
35	Lisa Karger – Gentle Fitness	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
36	Hsiu-Hui Chen – Dance Fitness	\$8.00	Per Class	Council on Aging Board of Directors	10/22/2020
37	Val Walker – Word Games & Poets Alive	Free	Per Hour	Council on Aging Board of Directors	10/22/2020
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Schedule of Fees and Charges

Department		Health & Human Services – Youth & Family Services			
	Description	Rate	Frequency	Authority	Last Reviewed
1	Employment Listings	\$10	Per list	Youth Commission	2018
2	Peer Tutor	\$45	Per year	Youth Commission	2018
3	Family Fun Night	\$25	Per night	Youth Commission	New
4	Wilderness	\$25-35	Per program	Youth Commission	new
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**Board of Health
TOWN OF NEEDHAM
AGENDA FACT SHEET**



MEETING DATE: 11/12/2020

Agenda Item	Oak Street Subdivision Off-Street Drainage Bond release request (for 2 Lots)
Presenter	Tara Gurge, Assistant Public Health Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Board of Health discussion about the request we received from Mr. Jorge Oslan, Agent for Oak Street LLC, wanting the release of the off-street drainage bonds for the 2 Lots that were built. Each lot had a bond in the amount of \$3,500.00 set aside to address any potential issues with standing water and/or water erosion issues, due to improper grading. Will have a discussion on feedback received from owners and abutters and will also review the results of the follow-up site visits that were conducted at these lots.	
2.	VOTE REQUIRED BY BOARD OF HEALTH
Vote required to release \$7,000.00 off-street drainage bonds. (@ \$3,500.00 per lot.) FOR: #68 Oak St. (Lot 1) and #11 Cypress St. (Lot 2)	
3.	BACK UP INFORMATION ATTACHED
See attached documents.	



Needham Public Health Department

1471 Highland Avenue, Needham, MA 02492
www.needhamma.gov/health

781-455-7500 ext. 511
781-455-0892 (fax)



Memo

To: Lee Newman, Planning Department
From: Tara Gurge, Health Department
Date: September 11, 2014
Re: Comments on the Definitive Subdivision Plan for # 66 Oak St.

This memo is in reference to the definitive subdivision of land for #66 Oak St., and is shown Assessors Plan No. 132 as Parcel 68. The plans are dated March 31, 2014 (rev.), and signed and stamped by Bradley J. Simonelli, Professional Land Surveyor and Tsung Chiang, Registered Professional Engineer.

This definitive subdivision would split an existing building lot into two separate lots, one with frontage on Oak Street, a public way, and the other with frontage on Cypress Street, an unconstructed private way. Both lots will be serviced by municipal water and sewer.

The following off-street drainage requirements are indicated:

- 1) All lots should be graded to the limits of construction as to have no standing water or otherwise create a public health nuisance.
- 2) Grading shall not improperly shed or illegally increase drainage onto adjacent properties.
- 3) All subsequent developers or builders should be notified of the off-street drainage requirements.
- 4) If there are difficult or unusual conditions as determined in the field from the approved grading plan, or other circumstances or objections received from abutters, the Health Department may require an as-built grading plan for further evaluation.
- 5) Following the Board of Health off-street drainage guidelines for a subdivision, a drainage surety of \$3,500 per lot should be set for each buildable lot or \$7,000 for the two-lot subdivision, will be required.

Please feel free to contact the Health Department office if you have any additional questions or concerns.



Needham Public Health Division

178 Rosemary St., Needham, MA 02494
www.needhamma.gov/health

781-455-7940 ext. 504
781-455-7922 (fax)



Memo

To: Jorge L. Oslan, J.L. Oslan

From: Tara Gurge, Public Health Division

Date: 9/2/2020

Re: Surety – 66 Oak Street Definitive Subdivision- Definitive Subdivision
(Also referred to as Cypress Street)
Request to release of off-street drainage bond for Lots 1 and 2

The Public Health Division has received a notification from the Planning Board that you are currently seeking a release in the performance off-street drainage bond for the lots noted above for the Oak Street Definitive Subdivision. We understand that the Town is currently holding \$7,000.00 for off-street drainage at this time. The surety amount for each lot was set at \$3,500.00.

The Public Health Division requires that the following information be submitted prior to accepting the request for the release of the off-street drainage bond for each lot:

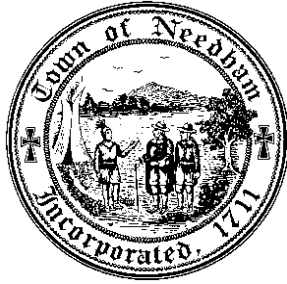
- 1.) Please provide the Public Health Division with the owners' contact information, i.e., phone/email, for these lots, along with the abutting lot owners contact info, if applicable.
(*NOTE: In order for the requested lots to be released, they must have been occupied for at least **one year**. Please include not only the sale dates for each lot to be released, but also the occupancy dates.*)
- 2.) Please notify, via certified mail/return receipt requested, all owners and abutters of your release of surety request to determine if any water drainage and/or erosion concerns exist (see enclosed sample draft letter that can be used.) Please also copy the Public Health Division on your letters. The Health Division must receive copies of each signed certified mail green card for our file.

Please note that the Public Health Division will need to call each lot owner and conduct the required site visits at each lot to verify that no off-street water pooling or erosion issues exist prior to the release of this surety.

Please contact me, at the Public Health Division, if you have any additional questions on these requirements at (781) 455-7940; Ext. 211 or via email at: Tgurge@needhamma.gov.

Encl.: Draft Bond Release Letter

cc: Joan Kelly, J.L. Oslan
Timothy McDonald, Director of Health and Human Services Dept.
Lee Newman, Director of Planning and Community Development
Diana Acosta, Health Agent, Public Health Division



Memorandum

TO: Tim McDonald - Director, Health Department *via email*
Tara Gurge – Assistant Director, Health Department *via email*

FROM: Planning Department 

DATE: September 2, 2020

SUBJECT: Surety – 66 Oak Street Definitive Subdivision- Definitive Subdivision
(Also referred to as Cypress Street)
Request to release of off-street drainage bond for Lots 1 and 2

The Town of Needham currently holds \$7,000.00 for off-street drainage surety for Lots 1 and 2 of the above noted subdivision. This amount includes \$3,500.00 for each lot. The funds previously being held for roadway construction and maintenance in accordance with the recommendations of the Needham Public Works Department have previously been released (by letter to the Town Treasurer dated September 14, 2018).

A written request has been received from Mr. Jorge Oslan, seeking the release of the off-street drainage bond for Lots 1 and 2 as shown on the above-named subdivision plan. The surety amount for these lots is set at \$7,000.00. Mr. Oslan has requested a release of the entire \$7,000.00 off-street drainage bond at this time. Please provide the Planning Board with a recommendation as to the release of the above described off-street drainage surety. The Board will schedule this item for action as soon as we have received Board of Health comments.

Additionally, Mr. Oslan has provided the owner name and address information for the owners of the 2 lots within the subdivision and that information is included here:

Akshay Saxena
11 Cypress Street
Needham, MA 02492

Markus Ripperger
68 Oak Street
Needham, MA 02492

Thank you for your attention to this matter.

Cc *via email*: Rick Merson
Tony Del Gaizo
Jorge Oslan



J.L. OSLÁN

HOME IMPROVEMENT ♦ NEW CONSTRUCTION
from design to finish

mailed 6/12/2020

Needham Planning Board
Public Service Administration
Needham, MA 02492

RE: Subdivision – Oak Street LLC

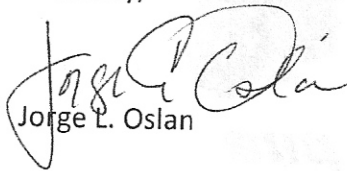
68 Oak Street, Lot 1, 11 Cypress, Lot 2

Dear Members of the Board:

I am requesting the release of the two existing bonds that were set for 68 Oak Street and 11 Cypress. Each bond is in the amount of \$3500.00. 68 Oak Street sale date was June 23, 2017 and 11 Cypress sale date April 17, 2019.

Please let me know if you have any further questions or require any further information.

Sincerely,


Jorge L. Oslán

Chelmsford

235 Billerica Road ♦ Chelmsford, MA 01824 ♦ Cell 978.590.3199 ♦ Tel 978.250.3900 ♦ Fax 978.250.3904

Needham

61 Central Avenue ♦ Needham, MA 02494 ♦ Tel 781.455.6700 ♦ Fax 781.455.6705



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



MEETING DATE: 11/12/2020

Agenda Item	Board of Health discussion about the 3 open tobacco permits.
Presenter(s)	Timothy Muir McDonald, Director of Health & Human Services Tara Gurge, Assistant Public Health Director Diana Acosta, Environmental Health Agent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Discuss Open Tobacco Permits at the following locations: - 7-Eleven (Chestnut St.) - Due to recent announcement that they decided to close their store back on Oct. 18th (still no word on what will be going into that vacant space); and - Sudbury Farms and Roche Bros. stores just announced that they will be retiring their tobacco permits at each store on 11/19/20, which will take place at all Roche Bros. locations. -
2.	VOTE REQUIRED BY BOARD OF HEALTH
	No specific vote is required, nor is one expected.
3.	BACK UP INFORMATION ATTACHED
	Copy of BOH Article I – Regulation Affecting Smoking and the Sale and Distribution of Tobacco Products in Needham. Review section E. - Tobacco Product Sales Permit, specifically section 11.



Board of Health

Kathleen Ward Brown, ScD
Member

Edward Cosgrove, PhD
Vice Chair

Stephen Epstein, MD, MPP
Chair

ARTICLE 1

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

A. Statement of Purpose:

Whereas there exists conclusive evidence that tobacco smoking causes cancer, respiratory and cardiac diseases, negative birth outcomes, irritations to the eyes, nose and throat¹;

Whereas the U.S. Department of Health and Human Services has concluded that nicotine is as addictive as cocaine or heroin² and the Surgeon General found that nicotine exposure during adolescence, a critical window for brain development, may have lasting adverse consequences for brain development,³ and that it is addiction to nicotine that keeps youth smoking past adolescence.⁴

Whereas a Federal District Court found that Phillip Morris, RJ Reynolds and other leading cigarette manufacturers “spent billions of dollars every year on their marketing activities in order to encourage young people to try and then continue purchasing their cigarette products in order to provide the replacement smokers they need to survive” and that these companies were likely to continue targeting underage smokers⁵;

Whereas more than 80 percent of all adult smokers begin smoking before the age of 18, more than 90 percent do so before leaving their teens, and more than 3.5 million middle and high school students smoke;⁶

¹ Center for Disease Control and Prevention, (CDC) (2012), *Health Effects of Cigarette Smoking Fact Sheet*. Retrieved from: http://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/index.htm.

² CDC (2010), *How Tobacco Smoke Causes Disease: The Biology and Behavioral Basis for Smoking-Attributable Disease*. Retrieved from: http://www.cdc.gov/tobacco/data_statistics/sgsr/2010/.

³ U.S. Department of Health and Human Services, 2014. *The Health Consequences of Smoking – 50 Years of Progress: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 122. Retrieved from: <http://www.surgeongeneral.gov/library/reports/50-years-of-progress/full-report.pdf>.

⁴ *Id.* at Executive Summary p. 13. Retrieved from: <http://www.surgeongeneral.gov/library/reports/50-years-of-progress/exec-summary.pdf>

⁵ *United States v. Phillip Morris, Inc., RJ Reynolds Tobacco Co., et al.*, 449 F.Supp.2d 1 (D.D.C. 2006) at Par. 3301 and Pp. 1605-07.

⁶ SAMHSA, Calculated based on data in 2011 National Survey on Drug Use and Health and U. S. Department of Health and Human services (HHA).

Whereas 18.1 percent of current smokers aged <18 years reported that they *usually* directly purchased their cigarettes from stores (i.e. convenience store, supermarket, or discount store) or gas stations, and among 11th grade males this rate was nearly 30 percent ;⁷

Whereas the Institute of Medicine (IOM) concludes that raising the minimum age of legal access to tobacco products to 21 will likely reduce tobacco initiation, particularly among adolescents 15 – 17, which would improve health across the lifespan and save lives⁸.

Whereas the 2014 MetroWest Adolescent Health Survey (MHAWS) results show that 8% of Needham high school students used cigarettes on at least one day of the 30 days before the survey, compared with 5% of students in 2012. And whereas the 2014 MetroWest Adolescent Health Survey (MHAWS) results show that 19% of Needham high school students used cigarettes in their lifetime, compared with 17% of students in 2012.⁹

Whereas cigars and cigarillos, can be sold in a single “dose;” enjoy a relatively low tax as compared to cigarettes; are available in fruit, candy and alcohol flavors; and are popular among youth¹⁰;

Whereas research shows that increased cigar prices significantly decreased the probability of male adolescent cigar use and a 10% increase in cigar prices would reduce use by 3.4%¹¹;

Whereas 59% of high school smokers in Massachusetts have tried flavor cigarettes or flavored cigars and 25.6% of them are current flavored tobacco product users; 95.1 % of 12 – 17 year olds who smoked cigars reported smoking cigar brands that were flavored;¹²

Whereas the Surgeon General found that exposure to tobacco marketing in stores and price discounting increase youth smoking;¹³

Whereas the federal Family Smoking Prevention and Tobacco Control Act (FSPTCA), enacted in 2009, prohibited candy- and fruit-flavored cigarettes,¹⁴ largely because these flavored products were marketed to youth and young adults,¹⁵ and younger smokers were more likely to have tried these products than older smokers¹⁶, neither federal nor Massachusetts laws restrict sales of flavored non-cigarette tobacco products, such

⁷ CDC (2013) Youth Risk Behavior, Surveillance Summaries (MMWR 2014; 63 (No SS-04)). Retrieved from: www.cdc.gov.

⁸ IOM (Institute of Medicine) 2015. *Public Health Implications of Raising the Minimum Age of Legal Access to Tobacco Products*. Washington DC: The National Academies Press, 2015.

⁹ MetroWest Adolescent Health Survey: Needham High School Reports 2012 and 2014.

¹⁰ CDC (2009). *Youth Risk Behavior, Surveillance Summaries* (MMWR 2010; 59, 12, note 5). Retrieved from: <http://www.cdc.gov/mmwr/pdf/ss/ss5905.pdf>.

¹¹ Ringel, J., Wasserman, J., & Andreyeva, T. (2005) *Effects of Public Policy on Adolescents' Cigar Use: Evidence from the National Youth Tobacco Survey*. *American Journal of Public Health*, 95(6), 995-998, doi: 10.2105/AJPH.2003.030411 and cited in *Cigar, Cigarillo and Little Cigar Use among Canadian Youth: Are We Underestimating the Magnitude of this Problem?*, J. Prim. P. 2011, Aug: 32(3-4):161-70. Retrieved from: www.ncbi.nlm.nih.gov/pubmed/21809109.

¹² Massachusetts Department of Public Health, 2015 Massachusetts Youth Health Survey (MYHS); Delneve CD et al., *Tob Control*, March 2014; Preference for flavored cigar brands among youth, young adults and adults in the USA.

¹³ U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 508-530, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

¹⁴ 21 U.S.C. § 387g.

¹⁵ Carpenter CM, Wayne GF, Pauly JL, et al. 2005. “New Cigarette Brands with Flavors that Appeal to Youth: Tobacco Marketing Strategies.” *Health Affairs*. 24(6): 1601–1610; Lewis M and Wackowski O. 2006. “Dealing with an Innovative Industry: A Look at Flavored Cigarettes Promoted by Mainstream Brands.” *American Journal of Public Health*. 96(2): 244–251; Connolly GN. 2004. “Sweet and Spicy Flavours: New Brands for Minorities and Youth.” *Tobacco Control*. 13(3): 211–212; U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 537, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

¹⁶ U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 539, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

as cigars, cigarillos, smokeless tobacco, hookah tobacco, and electronic devices and the nicotine solutions used in these devices;

Whereas the U.S. Food and Drug Administration and the U.S. Surgeon General have stated that flavored tobacco products are considered to be “starter” products that help establish smoking habits that can lead to long-term addiction;¹⁷

Whereas the U.S. Surgeon General recognized in his 2014 report that a complementary strategy to assist in eradicating tobacco related death and disease is for local governments to ban categories of products from retail sale;¹⁸

Whereas the U.S. Centers for Disease Control and Prevention has reported that the current use of electronic cigarettes, a product sold in dozens of flavors that appeal to youth, among middle and high school students tripled from 2013 to 2014;¹⁹

Whereas 5.8% of Massachusetts youth currently use e-cigarettes and 15.9% have tried them²⁰ and in Needham 17% of Needham high school students currently use e-cigarettes and 29% of those students have tried e-cigarettes once in their lifetime, according to the 2014 MetroWest Adolescent Health Survey (MHAWS).²¹

Whereas the Massachusetts Department of Environmental Protection has classified liquid nicotine in any amount as an “acutely hazardous waste”;²²

Whereas in a lab analysis conducted by the FDA, electronic cigarette cartridges that were labeled as containing no nicotine actually had low levels of nicotine present in all cartridges tested, except for one²³;

Whereas according to the CDC’s youth risk behavior surveillance system, the percentage of high school students in Massachusetts who reported the use of cigars within the past 30 days is 10.8% in 2013;²⁴

Whereas data from the National Youth Tobacco Survey indicate that more than two-fifths of U.S. middle and high school smokers report using flavored little cigars or flavored cigarettes;²⁵

Whereas the sale of tobacco products is incompatible with the mission of health care institutions because these products are detrimental to the public health and their presence in health care institutions undermine efforts to educate patients on the safe and effective use of medication, including cessation medication;

Whereas educational institutions sell tobacco products to a younger population, who is particularly at risk for becoming smokers and such sale of tobacco products is incompatible with the mission of educational institutions that educate a younger population about social, environmental and health risks and harms;

¹⁷ Food and Drug Administration. 2011. *Fact Sheet: Flavored Tobacco Products*, www.fda.gov/downloads/TobaccoProducts/ProtectingKidsfromTobacco/FlavoredTobacco/UCM183214.pdf; U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 539, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

¹⁸ See fn. 3 at p. 85.

¹⁹ Centers for Disease Control & Prevention. 2015. “Tobacco Use Among Middle and High School Students — United States, 2011–2014,” *Morbidity and Mortality Weekly Report (MMWR)* 64(14): 381–385;

²⁰ Massachusetts Department of Public Health, 2015 Massachusetts Youth Health Survey (MYHS)

²¹ MetroWest Adolescent Health Survey: Needham High School Reports 2012 and 2014.

²² 310 CMR 30.136

²³ Food and Drug Administration, *Summary of Results: Laboratory Analysis of Electronic Cigarettes Conducted by FDA*, available at:

<http://www.fda.gov/newsevents/publichealthfocus/ucm173146.htm>.

²⁴ See fn. 7.

²⁵ King BA, Tynan MA, Dube SR, et al. 2013. “Flavored-Little-Cigar and Flavored-Cigarette Use Among U.S. Middle and High School Students.” *Journal of Adolescent Health*. [Article in press], www.jahonline.org/article/S1054-139X%2813%2900415-1/abstract.

Whereas the Massachusetts Supreme Judicial Court has held that “. . . [t]he right to engage in business must yield to the paramount right of government to protect the public health by any rational means”²⁶.

Now, therefore it is the intention of the Needham Board of Health to regulate the sale of tobacco products.

B. Authority:

This regulation is promulgated pursuant to the authority granted to the Needham Board of Health by Massachusetts General Laws Chapter 111, Section 31 which states that "Boards of health may make reasonable health regulations".

C. Definitions:

For the purpose of this regulation, the following words shall have the following meanings:

Adult-only retail tobacco store: An establishment that is not required to possess a retail food permit whose primary purpose is to sell or offer for sale but not for resale, tobacco products and tobacco paraphernalia, in which the sale of other products is merely incidental, and in which the entry of persons under the minimum legal sales age is prohibited at all times, and maintains a valid permit for the retail sale of tobacco products as required to be issued by the Needham Board of Health.

Blunt Wrap: Any tobacco product manufactured or packaged as a wrap or as a hollow tube made wholly or in part from tobacco that is designed or intended to be filled by the consumer with loose tobacco or other fillers regardless of any content.

Business Agent: An individual who has been designated by the owner or operator of any establishment to be the manager or otherwise in charge of said establishment.

Characterizing flavor: A distinguishable taste or aroma, other than the taste or aroma of tobacco, menthol, mint or wintergreen, imparted or detectable either prior to or during consumption of a tobacco product or component part thereof, including, but not limited to, tastes or aromas relating to any fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, herb or spice; provided, however, that no tobacco product shall be determined to have a characterizing flavor solely because of the provision of ingredient information or the use of additives or flavorings that do not contribute to the distinguishable taste or aroma of the product.

Cigar: Any roll of tobacco that is wrapped in leaf tobacco or in any substance containing tobacco with or without a tip or mouthpiece not otherwise defined as a cigarette under Massachusetts General Law, Chapter 64C, Section 1, Paragraph 1.

Component part: Any element of a tobacco product, including, but not limited to, the tobacco, filter and paper, but not including any constituent.

²⁶ *Druzik et al v. Board of Health of Haverhill*, 324 Mass.129 (1949).

Constituent: Any ingredient, substance, chemical or compound, other than tobacco, water or reconstituted tobacco sheet, that is added by the manufacturer to a tobacco product during the processing, manufacturing or packaging of the tobacco product. Such term shall include a smoke constituent.

Coupon: Any card, paper, note, form, statement, ticket or other issue distributed for commercial or promotional purposes to be later surrendered by the bearer so as to receive an article, service or accommodation without charge or at a discount price.

Distinguishable: Perceivable by either the sense of smell or taste.

Educational Institution: Any public or private college, school, professional school, scientific or technical institution, university or other institution furnishing a program of higher education.

Employee: Any individual who performs services for an employer.

Employer: Any individual, partnership, association, corporation, trust or other organized group of individuals that uses the services of one (1) or more employees.

Flavored tobacco product: Any tobacco product or component part thereof that contains a constituent that has or produces a characterizing flavor. A public statement, claim or indicia made or disseminated by the manufacturer of a tobacco product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements concerning such tobacco product, that such tobacco product has or produces a characterizing flavor shall constitute presumptive evidence that the tobacco product is a flavored tobacco product.

Health Care Institution: An individual, partnership, association, corporation or trust or any person or group of persons that provides health care services and employs health care providers licensed, or subject to licensing, by the Massachusetts Department of Public Health under M.G.L. c. 112 or a retail establishment that provides pharmaceutical goods and services and is subject to the provisions of 247 CMR 6.00. Health care institutions include, but are not limited to, hospitals, clinics, health centers, pharmacies, drug stores, doctor offices, optician/optometrist offices and dentist offices.

Liquid Nicotine Container: A bottle or other vessel which contains nicotine in liquid or gel form, whether or not combined with another substance or substances, for use in a tobacco product, as defined herein. The term does not include a container containing nicotine in a cartridge that is sold, marketed, or intended for use in a tobacco product, as defined herein, if the cartridge is prefilled and sealed by the manufacturer and not intended to be open by the consumer or retailer.

Listed or non-discounted price: The higher of the price listed for a tobacco product on its package or the price listed on any related shelving, posting, advertising or display at the place where the tobacco product is sold or offered for sale plus all applicable taxes if such taxes are not included in the state price, and before the application of any discounts or coupons.

Minimum Legal Sales Age (MLSA): The age an individual must be before that individual can be sold a tobacco product in the municipality.

Non-Residential Roll-Your-Own (RYO) Machine: A mechanical device made available for use (including to an individual who produces cigars, cigarettes, smokeless tobacco, pipe tobacco, or roll-your-own tobacco solely for the individual's own personal consumption or use) that is capable of making cigarettes, cigars or other tobacco products. RYO machines located in private homes used for solely personal consumption are not Non-Residential RYO machines.

Permit Holder: Any person engaged in the sale or distribution of tobacco products who applies for and receives a tobacco product sales permit or any person who is required to apply for a Tobacco Product Sales Permit pursuant to these regulations, or his or her business agent.

Person: Any individual, firm, partnership, association, corporation, company or organization of any kind, including but not limited to, an owner, operator, manager, proprietor or person in charge of any establishment, business or retail store.

Self-Service Display: Any display from which customers may select a tobacco product, as defined herein, without assistance from an employee or store personnel.

Schools: Public or private elementary or secondary schools.

Smoke Constituent: Any chemical or chemical compound in mainstream or sidestream tobacco smoke that either transfers from any component of the tobacco product to the smoke or that is formed by the combustion or heating of tobacco, additives or other component of the tobacco product.

Smoking Bar: An establishment that primarily is engaged in the retail sale of tobacco products for consumption by customers on the premises and is required by Mass. General Law Ch. 270, §22 to maintain a valid permit to operate a smoking bar issued by the Massachusetts Department of Revenue. "Smoking bar" shall include, but not be limited to, those establishments that are commonly known as "cigar bars" and "hookah bars".

Tobacco Product: Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic hookah, liquid nicotine, "e-liquids" or other similar products, regardless of nicotine content, that rely on vaporization or aerosolization. "Tobacco product" includes any component or part of a tobacco product. "Tobacco product" also includes all nicotine delivery products. "Tobacco product" does not include any product that has been approved by the United States Food and Drug Administration either as a tobacco use cessation product or for other medical purposes and which is being marketed and sold or prescribed solely for the approved purpose.

Vending Machine: Any automated or mechanical self-service device, which upon insertion of money, tokens or any other form of payment, dispenses or makes cigarettes or any other tobacco products, as defined herein.

Workplace: Any enclosed area of a structure, indoor area, facility or a portion thereof at which one (1) or more employees perform services for their employer (including the personal residence of the employer during those hours when used as a place of employment); other enclosed spaces rented to or otherwise used by the public; and where the employer has the right or authority to exercise control over the space. It also include motor vehicles, employee lounges, restrooms, conference rooms, hallways, stairways and entrance ways, as well as

exterior, unenclosed spaces at stairs, ramps, landings, patios, porches, decks, adjacent yards, loading docks and other areas within twenty (20) feet of the entrance doors or other areas where smoke would migrate into the enclosed area of a structure.

D. Tobacco Sales to Persons Under the Minimum Legal Sales Age Prohibited:

1. No person shall sell tobacco products or permit tobacco products, as defined herein, to be sold to a person under the minimum legal sales age; or not being the individual's parent or legal guardian, give tobacco products, as defined herein, to a person under the minimum legal sales age. The minimum legal sales age in Needham is 21 years.

2. Required Signage:

- a. In conformance with and in addition to Massachusetts General Law, Chapter 270, Section 7, a copy of Massachusetts General Laws, Chapter 270, Section 6, shall be posted conspicuously by the owner or other person in charge thereof in the shop or other place used to sell tobacco products at retail. The notice shall be provided by the Massachusetts Department of Public Health and made available from the Needham Board of Health. The notice shall be at least 48 square inches and shall be posted conspicuously by the permit holder in the retail establishment or other place in such a manner so that it may be readily seen by a person standing at or approaching the cash register. The notice shall directly face the purchaser and shall not be obstructed from view or placed at a height of less than 4 feet or greater than 9 feet from the floor. The owner or other person in charge of a shop or other place used to sell tobacco products at retail shall conspicuously post any additional signs required by the Massachusetts Department of Public Health. The owner or other person in charge of a shop or other place used to sell hand rolled cigars must display a warning about cigar consumption in a sign at least 50 square inches pursuant to 940 CMR 22.06 (2) (e).
- b. The owner or other person in charge of a shop or other place used to sell tobacco products, as defined herein, at retail shall conspicuously post signage provided by the Needham Board of Health that discloses current referral information about smoking cessation.
- c. The owner or other person in charge of a shop or other place used to sell tobacco products that rely on vaporization or aerosolization, as defined herein as "tobacco products", at retail shall conspicuously post a sign stating that "The sale of tobacco products, including e-cigarettes, to someone under the minimum legal sales age of 21 years is prohibited." The notice shall be no smaller than 8.5 inches by 11 inches and shall be posted conspicuously in the retail establishment or other place in such a manner so that it may be readily seen by a person standing at or approaching the cash register. The notice shall directly face the purchaser and shall not be obstructed from view or placed at a height of less than four (4) feet or greater than nine (9) feet from the floor.

3. Identification: Each person selling or distributing tobacco products, as defined herein, shall verify the age of the purchaser by means of a valid government-issued photographic identification containing the bearer's date of birth that the purchaser is 21 years old or older. Verification is required for any person under the age of 27.

Commented [DA1]: Should I add in the additional forms required by the state here?

"(A) All retail establishments, including smoking bars and retail tobacco stores, shall conspicuously post signage, in the form developed and made available by the Department. Such signage shall include:
(1) a copy of M.G.L. c. 270, §§ 6 and 6A;
(2) referral information for smoking cessation resources;
(3) a statement that sale of tobacco products, including e-cigarettes, to someone younger than 21 years old is prohibited;
(4) health warnings associated with using electronic nicotine delivery systems; and
(5) except in the case of smoking bars, notice to consumers that the sale of flavored tobacco products are prohibited at all times. Such signage shall be posted conspicuously in the retail establishment or other place in such a manner so that it may be readily seen by a person standing at or approaching the cash register. The notice shall directly face the purchaser and shall not be obstructed from view or placed at a height of less than four feet or greater than nine feet from the floor"

So we are missing 2, 4, and 5.

4. All retail sales of tobacco products, as defined herein, must be face-to-face between the seller and the buyer and occur at the permitted location.

5. No person or entity selling tobacco products shall allow anyone under twenty one (21) years of age to sell tobacco products.

E. Tobacco Product Sales Permit:

1. No person shall sell or otherwise distribute tobacco products, as defined herein, within the town of Needham without first obtaining a Tobacco Product Sales Permit issued annually by the Needham Board of Health. Only owners of establishments with a permanent, non-mobile location in Needham are eligible to apply for a permit and sell tobacco products, as defined herein, at the specified location in Needham.

2. As part of the Tobacco Product Sales Permit application process, the applicant will be provided with the Needham regulation. Each applicant is required to sign a statement declaring that the applicant has read said regulation and that the applicant is responsible for instructing any and all employees who will be responsible for tobacco product sales regarding federal, state and local laws regarding the sale of tobacco and this regulation.

3. As a condition for obtaining and/or renewing a Tobacco Sales Permit, the Needham Board of Health may require tobacco retailers and any employee involved in the act of sale of tobacco products to participate in training programs provided by or approved by the Board regarding compliance with the laws and regulations prohibiting the sale of tobacco products to minors and to individuals under the age of 21.

4. No Tobacco Sales Permit holder shall allow any employee to sell cigarettes or other tobacco products until such employee reads this regulation and state laws regarding the sale of tobacco products and signs a statement, a copy of which will be placed on file in the office of the employer, that the employee has read and understands the regulation and applicable state laws.

5. Each applicant who sells tobacco products is required to provide proof of a current Tobacco Retailer License issued by the Massachusetts Department of Revenue, when required by state law, before a Tobacco Product Sales Permit can be issued.

6. A separate permit, displayed conspicuously, is required for each retail establishment selling tobacco products, as defined herein. The fee for which shall be determined by the Needham Board of Health annually.

7. A Tobacco Product Sales Permit is non-transferable. A new owner of an establishment that wishes to sell tobacco products, as defined herein, must apply for a new permit Tobacco Product Sales Permit and one may only be issued at the Needham Board of Health's discretion. At the very least, no new permit will be issued unless and until all outstanding penalties incurred by the previous permit holder are satisfied in full.

8. Issuance of a Tobacco Product Sales Permit shall be conditioned on an applicant's consent to unannounced, periodic inspections of his/her retail establishment to ensure compliance with this regulation.

9. A Tobacco Product Sales Permit will not be renewed if the permit holder has failed to pay all fines issued and the time period to appeal the fines has expired and/or the permit holder has not satisfied any outstanding permit suspensions.

10. A Tobacco Product Sales Permit will not be renewed if the permit holder has sold a tobacco product to a person under the MLSA (§D.1) six times within the 36 month period of performance (which begins on the effective date of this regulation's amendment, July 1, 2017) and the time period to appeal has expired. The violator may request a hearing in accordance with subsection 4 of the Violations section.

11. Maximum Number of Tobacco Product Sales Permits.

- a. At any given time, there shall be no more than **ten (10)** Tobacco Product Sales Permits issued in Needham (reduced by the number of permits not renewed pursuant to subsection (b) below). No permit renewal will be denied based on the requirements of this subsection except any permit holder who has failed to renew his or her permit within thirty (30) days of expiration will be treated as a first-time permit applicant.
- b. As of July 1, 2017, any permit not renewed because a retailer no longer sells tobacco products, as defined herein, or because a retailer closes the retail business, or because the ownership of the establishment with the Tobacco Product Sales Permit changes ownership, shall be returned to the Needham Board of Health and may, at the Board's discretion, be permanently retired by the Board of Health and the total allowable number of Tobacco Product Sales Permits under paragraph 11(a) shall be reduced by the number of the retired permits.
- c. A Tobacco Product Sales Permit may, at the Board of Health's discretion, not be issued to any new applicant for a retail location within 500 feet of a public or private elementary or secondary school as measured by a straight line from the nearest point of the property line of the school to the nearest point of the property line of the site of the applicant's business premises. This provision does **not** apply to existing permit holders in good standing that are within 500 feet of a public or private elementary or secondary school.
- d. A Tobacco Product Sales Permit may, at the Board of Health's discretion, not be issued to any new applicant for a retail location within 500 feet of an existing Tobacco Product Sales Permit holder as measured by a straight line from the nearest point of the proposed permit holder's property line to the nearest point of the property line of the site of the applicant's business premises. This provision does **not** apply to existing permit holders in good standing that currently located within an existing Tobacco Product Sales Permit holder.
- e. Applicants who purchase an existing business that holds a valid Tobacco Product Sales Permit at the time of the sale of said business must apply within sixty (60) days of such sale for the permit held by the Seller if the Buyer intends to sell tobacco products, as defined herein, and permit issuance shall be subject to the conditions of this Section.

Commented [DA2]: May be reduced. No longer have Dunkin GPA or 7-Eleven on Chestnut. Roche Bros and Sudbury Farms are also going to stop selling this year so we will have 6 active permits left.

F. Cigar Sales Regulated:

1. No person shall sell or distribute or cause to be sold or distributed a single cigar.

2. No person shall sell or distribute or cause to be sold or distributed any original factory-wrapped package of two or more cigars, unless such package is priced for retail sale at \$5.00 or more.

3. This Section shall not apply to:

- a. The sale or distribution of any single cigar having a retail price of two dollars and fifty cents (\$2.50) or more.
- b. A person or entity engaged in the business of selling or distributing cigars for commercial purposes to another person or entity engaged in the business of selling or distributing cigars for commercial purposes with the intent to sell or distribute outside the boundaries of Needham.

4. The Needham Board of Health shall adjust, from time to time, the amounts specified in this Section to reflect changes in the applicable Consumer Price Index by amendment of this regulation.

G. Sale of Flavored Tobacco Products Prohibited:

No person shall sell or distribute or cause to be sold or distributed any flavored tobacco product, except in smoking bars and adult-only retail tobacco stores.

H. Prohibition of the Sale of Blunt Wraps:

No person or entity shall sell or distribute blunt wraps in Needham.

I. Free Distribution and Coupon Redemption: No person shall:

1. Distribute or cause to be distributed, any free samples of tobacco products, as defined herein;
2. Accept or redeem, offer to accept or redeem, or cause or hire any person to accept or redeem or offer to accept or redeem any coupon that provides any tobacco product, as defined herein, without charge or for less than the listed or non-discounted price; or
3. Sell a tobacco product, as defined herein, to consumers through any multi-pack discounts (e.g., "buy-two-get-one-free") or otherwise provide or distribute to consumers any tobacco product, as defined herein, without charge or for less than the listed or non-discounted price in exchange for the purchase of any other tobacco product.
4. Sections 2 and 3 shall not apply to products, such as cigarettes, for which there is a state law prohibiting them from being sold as loss leaders and for which a minimum retail price is required by state law.

J. Out-of-Package Sales:

1. The sale or distribution of tobacco products, as defined herein, in any form other than an original factory-wrapped package is prohibited, including the repackaging or dispensing of any tobacco product, as defined herein, for retail sale. No person may sell or cause to be sold or distribute or cause to be distributed any cigarette package that contains fewer than twenty (20) cigarettes, including single cigarettes.

2. A retailer of Liquid Nicotine Containers must comply with the provisions of 310 CMR 30.000, and must provide the Needham Board of Health with a written plan for disposal of said product, including disposal plans for any breakage, spillage or expiration of the product.
3. All retailers must comply with 940 CMR 21.05 which reads: "It shall be an unfair or deceptive act or practice for any person to sell or distribute nicotine in a liquid or gel substance in Massachusetts after March 15, 2016 unless the liquid or gel product is contained in a child-resistant package that, at a minimum, meets the standard for special packaging as set forth in 15 U.S. C. §§1471 through 1476 and 16 CFR §1700 et. Seq."

K. Self-Service Displays:

All self-service displays of tobacco products, as defined herein, are prohibited. All humidors including, but not limited to, walk-in humidors must be locked.

L. Vending Machines:

All vending machines containing tobacco products, as defined herein, are prohibited.

M. Non-Residential Roll-Your-Own Machines:

All Non-Residential Roll-Your-Own machines are prohibited.

N. Prohibition of the Sale of Tobacco Products by Health Care Institutions:

No health care institution located in Needham shall sell or cause to be sold tobacco products, as defined herein. No retail establishment that operates or has a health care institution within it, such as a pharmacy, optician/optometrist or drug store, shall sell or cause to be sold tobacco products, as defined herein.

O. Prohibition of the Sale of Tobacco Products by Educational Institutions:

No educational institution located in Needham shall sell or cause to be sold tobacco products, as defined herein. This includes all educational institutions as well as any retail establishments that operate on the property of an educational institution.

P. Incorporation of Attorney General Regulation 940 CMR 21.00:

The sale or distribution of tobacco products, as defined herein, must comply with those provisions found at 940 CMR 21.00 ("Sale and Distribution of Cigarettes, Smokeless Tobacco Products, and Electronic Smoking Devices in Massachusetts").

Q. PROHIBITION ON SMOKING IN PUBLIC PLACES AND WORKPLACES: No person shall smoke or use an e-cigarette nor shall any person having control of the premises upon which smoking is prohibited by

this regulation or by M.G.L. c. 270, §22, or the business agent or designee of such person, permit a person to smoke or use an e-cigarette in any of the following places as defined herein: restaurants and all outdoor areas of restaurants, bars, taverns, and any other outdoor place where food and/or beverages, and/or non-alcoholic beverages are sold, served, or otherwise consumed or carried, health care facilities, municipal buildings, municipal vehicles, public places, public transportation, retail stores, town-owned parks and playgrounds, town-owned athletic fields, town-owned property, conservation land, nursing homes, hotels, motels, inns, bed and breakfast, lodging homes, any establishment that is required to possess a valid Tobacco Sales Permit from the Needham Board of Health (including, but not limited to, smoke shops, tobacconists, retail tobacco stores) and workplaces except as otherwise provided in § Q.2 of this regulation. It shall be the responsibility of the employer to provide a smoke-free environment for all employees working in an enclosed workplace as well as those workplaces listed. Additionally, no person shall smoke in any place in which a sign conforming to the requirements of Section Q.1 of this regulation is posted. No person shall remove a sign posted under the authority § Q.1 of this regulation.

1. Every person having control of premises upon which smoking is prohibited by and under the authority of this regulation shall conspicuously display upon the premises "No Smoking" signs provided by the Massachusetts Department of Public Health and available from the Needham Board of Health or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it) and comparable in size to the sign provided by the Massachusetts Department of Public Health and available from the Needham Board of Health.
2. Notwithstanding any other provision of these regulations, smoking may be permitted in the following places and/or under the following circumstances consistent with all applicable state laws:
 - a. Private residences except those portions used as a public place, food service establishment, child care, adult care, or health care office during the hours when operating as such.
 - b. Hotel, motel, inn and bed and breakfast rooms rented to guests at smoke free (100%) at all times. A room so designated shall have signs posted indicating that no smoking is allowed.
 - c. Private clubs if all employees are members. When a private club is open to the general public, that portion of said establishment open to the general public must be smokefree, separately enclosed and shall have self-closing doors. Premises occupied by a membership association, if the premises is owned, or under a written lease for a term of not less than 90 consecutive days, by an association during the time of the permitted activity if the premises are not located in a public building. Smoking may be permitted in a distinct part of the premises of a membership association, provided that this part (a) is physically separated from any area open to the public or occupied by a non-member who is not a guest. The separation shall be sufficient to prevent any migration of smoke into the public areas. Any doors separating the areas shall be self-closing; (b) is occupied solely by those persons specified in 105 CMR 661.100(b). The membership association shall adopt and effectively implement a policy that ensures only such persons are permitted to enter the part of the premises where smoking is permitted; and (c) there are no signs inviting or encouraging the public or non-members who are not guests to enter. No smoking shall be permitted in an enclosed indoor space of a membership association during the time the space is:
 - 1) open to the public. A membership association shall be regarded as open to the public when it has signs or advertising inviting or encouraging non-members to the premises or takes other action that may

- reasonably be regarded as inviting or allowing non-members to enter the premises.; or
- 2) occupied by a non-member who is not an invited guest of a member or an employee of the association. A non-member shall be regarded as a guest if entering the premises (a) accompanied by a member, provided the member remains on the premises while the guest is present, and (b) signing a guest register that clearly specifies the name and address of the guest and the inviting member;
 - 3) rented from the association for a fee or other agreement that compensates the association for the use of such space; OR
 - 4) occupied by a contract employee, temporary employee or independent contractor.
 - 5) Smoking may be permitted in an enclosed indoor space of a membership association at all times, if the space is restricted by the association to admittance only of its members, the invited guest of a member, and the employees of the membership association. A person shall not be regarded as a member if entering the premises under terms of a membership that differ in duration, cost or privileges from the terms of a full membership in the association. A person who is a contract employee, temporary employee, or independent contractor shall be considered an employee of a membership association under this subsection. A person who is a member of an affiliated chapter or branch of a membership association that is fraternal in nature operating under the lodge system, and is visiting the affiliated association, shall be an invited guest for the purpose of this association.

Nothing shall prohibit an establishment from being completely smoke free.

R. Smoking Bars:

Smoking bars are prohibited in the Town of Needham.

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S. Violations:

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

- a. In the case of a first violation, a fine of ~~three hundredone thousand~~ dollars (~~\$300~~1000.00) and the Tobacco Product Sales Permit shall be suspended for seven (7) consecutive business days.
- b. In the case of a second violation within 36 months of the date of the first violation, a fine of ~~three-two hundred-thousand~~ dollars (~~\$300~~2000.00) and the Tobacco Product Sales Permit shall be suspended for fourteen (14) consecutive business days.
- c. In the case of a third violation within 36 months of the date of the first violation, a fine of ~~three hundredfive thousand~~ dollars (~~\$300~~5000.00) and the Tobacco Product Sales Permit shall be suspended for thirty (30) consecutive business days.
- d. In the case of a fourth violation within 36 months of the date of the first violation, a fine of three hundred dollars (\$300.00) and the Tobacco Product Sales Permit shall be suspended for ninety (90) consecutive business days.
- e. In the case of a fifth violation or repeated, egregious violations of this regulation within a 36 month period, the Board of Health shall hold a hearing in accordance with subsection 4 of this section and shall permanently revoke a Tobacco Product Sales Permit.

Commented [DA3]: In state reg, the permit is not suspended after a first offense. Just the \$1000 fine.

Commented [DA4]: The state reg stops at 3 offenses.

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

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

4. The Needham Board of Health shall provide notice of the intent to suspend or revoke a Tobacco Product Sales Permit, which notice shall contain the reasons therefor and establish a time and date for a hearing which date shall be no earlier than seven (7) days after the date of said notice. The permit holder or its business agent shall have an opportunity to be heard at such hearing and shall be notified of the Board of Health's decision and the reasons therefor in writing. After a hearing, the Needham Board of Health shall suspend or revoke the Tobacco Product Sales Permit if the Board of Health finds that a violation of this regulation occurred. For purposes of such suspensions or revocations, the Board shall make the determination notwithstanding any separate criminal or non-criminal proceedings brought in court hereunder or under the Massachusetts General Laws for the same offense. All tobacco products, as defined herein, shall be removed from the retail establishment upon suspension or revocation of the Tobacco Product Sales Permit. Failure to remove all tobacco products, as defined herein, shall constitute a separate violation of this regulation.

T. Non-Criminal Disposition:

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

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

V. Enforcement:

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

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

W. Severability:

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

X. Effective Date:

A public meeting about this regulation occurred in September and October 2018. A public hearing occurred on November 16, 2018. This regulation was approved by a unanimous vote of the Needham Board of Health on November 16, 2018, and shall take effect on January 15, 2019. A notice and summary of the regulation was

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

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

DRAFT

Public Health announces flu clinic

Needham Public Health has announced it will host an influenza vaccination clinic in October to help prevent the spread of flu this season.

The clinic will be held Saturday, October 3, from 11 a.m. to 4 p.m. Additional clinics may be added. The flu vaccine is covered by health insurance. For those without health insurance, the vaccine will be provided free of charge.

The first hour of each clinic will be reserved for individuals 65 years of age and older. All flu vaccination clinics will be held at The Center at the Heights (300 Hillside Ave, Needham). Face masks will be required, and

social distancing procedures will be in place. Registration is required. Check needhamma.gov/health for registration information and to make an appointment.

As we enter flu season during the COVID-19 pandemic, it's important to understand the differences and similarities between COVID-19 and influenza. Learn more about the symptoms of each here: <https://www.cdc.gov/flu/symptoms/flu-vs-covid19.htm>

Any question about influenza clinics or COVID-19 may be directed to the Needham Health Department at (781-455-7940) or tzike@needhamma.gov.

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Any question about influenza clinics or COVID-19 may be directed to the Needham Health Department at (781-455-7940) or tzike@needhamma.gov.

Flu vaccine clinics coming

Needham Public Health announced on Sept. 2 it will host influenza vaccination clinics in September and October to help prevent the spread of influenza.

The clinics will be held from 3 to 7 p.m. Sept. 23 and from 11 a.m. to 4 p.m. Oct. 3. Additional clinics may be added. The flu vaccine is covered by health insurance. For those without health insurance, the vaccine will be provided free of charge.

The first hour of each clinic will be reserved for individuals 65 years of age and older. All flu vaccination clinics will be held at The Center at the Heights, 300 Hillside Ave., Needham. Face masks will be required and social distancing procedures will be in place. Registration is required.

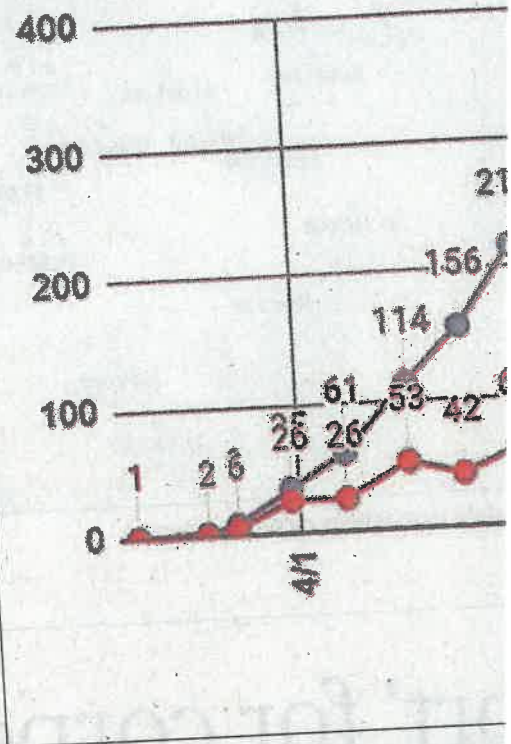
For registration information and to make an appointment, visit <http://needhamma.gov/health>.

Needham Public Health is also emphasizing to residents the differences and similarities between COVID-19 and influenza, which can be viewed at <https://bit.ly/2YZvATW>.

Along with getting the flu vaccine, there are things residents can do to protect themselves and others from both influenza and COVID-19: stay 6 feet away from others and wear masks in public spaces; stay home from work, school and errands when sick; cover their mouth and nose with a tissue when coughing or sneezing; wash hands and avoid touching their face; and call their health care provider if they feel they have any signs or symptoms

Weekly COVID-19 cases Sept. 9, 2020

● Total COVID-19 Cases in Needham



Data for this graph provided by Town of Needham

Five more cases in Needham

By Trevor Ballantyne
tballantyne@wickedlocal.com

Updated case numbers by city and town are released by the Massachusetts Department of Public Health on Wednesday at 4 p.m. and are subject to retroactive change. The deadline for this print publication is Tuesday evening. Go to <https://www.mass.gov/info-details/covid-19-updates-and-information> or needham.wickedlocal.com or for updated case

five cases last week, bringing a total of 379 cases. The data published by the state's Department of Public Health shows an average daily death rate per 100,000 increased to 1.1. As of September 9, Needham residents after being diagnosed with COVID-19, data published by the state. On September 9, Public Health reported