

ADMINISTRATIVE CODE

Board of Health

A. Membership

Five members appointed by the Town Manager with staggered three-year terms. The Committee elects a chairman and clerk.

B. Duties and Responsibilities

1. The Board of Health is responsible for the overall stewardship of the public health of the Town. The board's responsibilities are defined both by local bylaws and state law, but in addition includes the general authority to act at its own discretion to protect the public health when required.
2. Enact and provide for the enforcement of public health regulations for the town in accordance with applicable laws, establish requirements for licenses, permits, and certificates pertaining to matters affecting the public health, and give public notice of such regulations and requirements.
 - a. General areas of regulatory responsibility include on site sewage disposal system; public and private dumping sites; human habitation of dwellings and camps; swimming pools; farm animals; production and sale of milk and food stuffs; public and private water supplies; food service establishments; disease and injurious substances; and hazardous materials management under Town Bylaws.
3. Establish clinics, home care services, and instructional programs for public health purposes, including contractual relations with private persons and bodies to provide such services, and supervise their operation and effectiveness.
4. Establish fees to be charged for licenses, permits, certificates, and other public health services of the department.
5. Make all required reports to the Massachusetts Department of Public Health, including reports of deaths in the town from dangerous contagious diseases.

6. Recommend to the Town Manager any court action necessary to enforce compliance with Board of Health rules and regulations and other applicable laws.
7. Recommend to the Director cooperative arrangements with other towns and with private persons and bodies for the provision and operation of public health services, and serve as the Town's liaison with other governmental units and private bodies in matters relating to public health.
8. Adopt regulations and provide for the enforcement of the Town's Groundwater Protection Bylaw. Serve as the Town agency responsible for the administration and enforcement of hazardous material management regulations and laws at the local level.
9. Provide policy guidance and make recommendations to the Director on improving the organization and operational effectiveness of the department.
10. Assist the Town Manager in the appointment of the Director, and assist the Director in the appointment of the Public Health Officer.
11. Review the annual budget and capital improvement program within the board's area of responsibility as submitted by the Director and submit them to the Town Manager with its recommendations.
12. Advise the Board of Appeals and Planning Board on matters within the board's responsibility.
13. Assist the Director in special studies relating to the public health.
14. Submit an Annual Report for incorporation in the Annual Town Report.
15. With approval of the Town Manager, appoint special advisory committees to the board.