

**Town of Uxbridge
Board of Health**
21 South Main Street, Room 204
Uxbridge, MA 01569
Phone: (508) 278-8600 X 8

*Michael Morrissette, Chairman
Dr. David Tapscott, Vice Chairman
Dr. Joann Lindenmayer, Member*

Minutes of the Uxbridge Board of Health meeting held on Wednesday, March 28, 2019 at 5:00 pm in the Board of Selectmen Meeting Room, 21 South Main Street, Uxbridge, MA

Present: Michael Morrissette, Chair, David Tapscott, Vice Chair, Joann Lindenmayer, Member
Also present, Kristin Black, Health Agent and Nancy Centrella, Admin. Assistant

Meeting called to order: The time being 5:00 pm and the meeting duly posted with a quorum present, Chairman Morrissette called the meeting to order.

Board of Health Job Description Revisions

• **Barn and Animal Inspector**

There's been some confusion in the past as to who manages this position and if all responsibilities are being met. There have been good responses on quarantine issues, but may be lacking in follow through with all barn inspections. Part of the problem is that there has never been a "reports to" section in the job description. This position will now report to the Health Agent. There seems to be some overlap with the Animal Control Officer with rabies control. We should possibly have policies and procedures as to whose responsibility it will be to handle rabies control in the future.

***Motion:** David Tapscott moved to accept the Barn and Animal Inspector Job Description as amended. Joann Lindenmayer seconded and the motion was passed unanimously with a vote of 3-0-0.*

• **Food Inspector**

The town did not have a job description for this position on file. Kristin found some examples to reference from the MA Municipal Assoc., the MA Housing Officers Assoc. and the MA Health Board sites. She reviewed them with our current Food Inspector. This position will report to the Health Agent. The Work Environment section needs to read the same as the Health Agent job description and will be updated.

***Motion:** Joann Lindenmayer moved to accept the Food Inspector Job Description as written. David Tapscott seconded and the motion was passed unanimously with a vote of 3-0-0.*

• **Health Agent/Health Director**

The Board of Health is the appointing authority for this position. Because of the wide range of "Essential Functions" and her supervisory role with the other Inspectors, the title of this position will be changed to Health Director. This will not exclude any of the previous duties as Health Agent. A revised appointment letter will be done at the next meeting.

***Motion:** Joann Lindenmayer moved to revise the Health Agent job title to Health Director. David Tapscott seconded and the motion was passed unanimously with a vote of 3-0-0.*

***Motion:** David Tapscott moved to accept the Job Description of Health Agent/Health Director as revised, striking out all references to Health Agent and leaving all references to Health Director. Joann Lindenmayer seconded and the motion was passed unanimously with a vote of 3-0-0.*

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- **Board of Health Administrative Assistant**
No changes were made to this job description

ADMINISTRATIVE

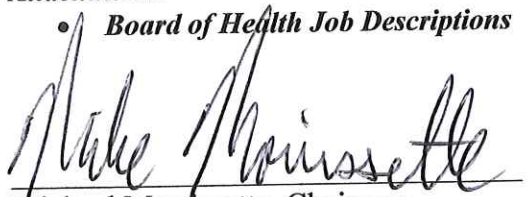
ANY OTHER MATTER THAT MAY LAWFULLY COME BEFORE THE BOARD

ADJOURNMENT 5:20 pm

Motion: *David Tapscott moved to adjourn the meeting, Joann Lindenmayer seconded and the motion was passed unanimously with a vote of 3-0-0.*

Attachments:

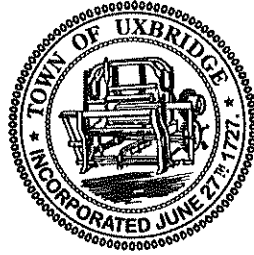
- **Board of Health Job Descriptions**


Michael Morrisette, Chairman


David Tapscott, Vice Chairman


Joann Lindenmayer, Member

*Michael Morrissette, Chairman
Dr. David Tapscott, Vice Chair
Dr. Joann Lindenmayer, Member
Nancy Centrella, Administrative Assistant
Dr. Kristin Black, Health Agent*



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BOARD OF HEALTH**
21 South Main Street, Room 204
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508-278-8600 ext. 8
boh@uxbridge-ma.gov

Job Title: Health Director (previously referred to as Health Agent)
Appointing Authority: Board of Health
Reports to: Board of Health

Summary

The Health Director works under the supervision and direction of the Board of Health and within the Board's established policies and procedures and applicable requirements of federal, state and local law. The Health Director performs leadership, administrative, and inspectional functions pertaining to the enforcement of all applicable federal, state and local codes, regulations, policies, laws and bylaws relevant to public health and safety. As such the Health Director exercises independent judgement and initiative in the overseeing the enforcement of all codes and laws which affect the health and safety of Town residents. The Health Director develops policies and procedures relevant to initiatives and programs concerned with public health and safety.

Essential Functions

- Acts as an agent for the Board of Health in all matters relating to public health including serving as Department Head in town related matters
- Responsible for organizing and directing operations of the Board of Health Department and policy directives of the Board of Health
- Enforces public health laws and regulations in accordance with local, state and federal law
- Participates and oversees all emergency planning activities relating to the Board of Health including Emergency Dispensing Site drills
- Represents the community in regional, state, and federal organizations and efforts related to public health
- Works with other Town employees, officials and boards to administratively coordinate policies and procedures
- Maintains adequate training to provide a current base of understanding of public health practices
- Conducts inspections of properties or businesses in accordance with state and local laws
- Oversees health inspections, nursing services, and animal control services
- Prepares annual budget and coordinates the administration of grants regarding public health programs
- Communicates with legal bodies such as courts, police or other officials regarding the enforcement of matters which come before the Board.

Supervisory Duties

The Health Director is responsible for the supervision of Food Inspector, Barn & Animal Inspector, all contractors (including nursing services) and consultants, and inspections performed under the jurisdiction of the Board of Health. In addition, the Health Director provides administrative guidance to the Administrative Assistant to the Board of Health so that the latter's duties, schedules and activities

are consistent with Board policies and priorities. The Health Agent/Health Director supervises all students or volunteers who work under the auspices of the Board.

Qualifications and Experience

The Health Director is required to hold a Bachelor's degree in public health, environmental science, biology or a related field and have a minimum of three years of experience in public health, environmental health, sanitary engineering or any equivalent combination of education and experience that enables performance of all aspects of the position. Strong communication and computer skills and thorough knowledge of laws, bylaws, and regulations pertaining to public health are also required.

Physical Demands

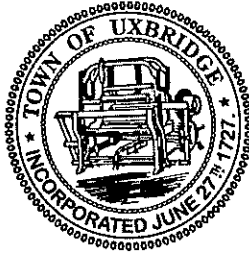
The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. Light to moderate physical effort is required when conducting inspections. The employee must occasionally climb stairs and balance on uneven terrain, lift and/or move up to 20 pounds and bend/stoop in conducting field inspections. This position requires manual dexterity in combination with eye-hand coordination for use of general office equipment and ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, and foot and hand protection.

Work Environment

The conditions of work include office work and field work. There can be exposure to a variety of weather conditions, difficult terrain, adverse air quality, loud noise and infectious disease. Weekend and evening hours may be required to attend meetings or perform inspections.

Approved 3/28/2019 at BOH Meeting

*Michael Morrisette, Chairman
Dr. David Tapscott, Vice Chair
Dr. Joann Lindenmayer, Member
Nancy Centrella, Administrative Assistant
Dr. Kristin Black, Health Agent*



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Job Title: Food Inspector
Appointing Authority: Board of Health
Reports to: Health Agent/Health Director

Summary

Under the general supervision of the Health Agent/Health Director, the position primary provides inspections to all food establishments.

Essential Functions

- Conduct inspections and re-inspections of all new and existing food service establishments, including restaurants, retail stores, caterers, cafeterias, residential kitchens, schools, churches, fairs, carnivals, mobile food trucks and carts, and temporary food establishments, including inspections of food vendors at occasional special events outside of normal working hours
- Ensure compliance with all local, state, and federal codes, regulations, laws and by-laws pertaining to said inspections
- Perform plan review of proposals relating to new food service establishments
- Perform report preparation, inspection-related correspondence and office work associated with the position of Food Inspector
- Perform investigation of all food-borne illness complaints and follow-up regarding food recalls, embargo and destruction
- Respond to food complaints as directed
- Attends Board of health meetings when requested to be a representative of the department
- Attend educational meetings, seminars and training programs necessary to remain current with new regulations and policy when directed by the Health Agent/Health Director
- Keep up with all current new food regulations through educational tools
- May provide additional inspections including tattoos, motel, body work, etc.
- Report all activities to the Board of Health and any additional agencies as required within 48 hours of any event
- Other office and field work as necessary

Minimum Qualifications

Experience & Knowledge

- A valid U.S. driver's license with reliable automobile to travel to establishments
- Allergen Awareness and ServSafe Manager certified
- 1+ year experience with MA Food Code, Food Establishment Plan Review, HACCP, and/or food safety inspections preferred

Ability & Skills

- Must be able to work independently and in a team setting
- Strong sense of integrity
- Strong written, verbal and computer communication skills
- Coachable and positive attitude
- Desire to learn and grow in the food safety industry
- Personable and strong customer service skills
- Willingness to help the community through food safety

Physical Demands

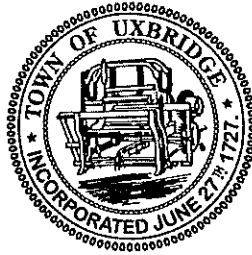
The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. Light to moderate physical effort is required when conducting inspections. The employee must occasionally climb stairs and balance on uneven terrain, lift and/or move up to 20 pounds and bend/stoop in conducting inspections. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

Work Environment

The conditions of work include office work and field work. There can be exposure to a variety of weather conditions, difficult terrain, adverse air quality, loud noise and infectious disease. Weekend and evening hours may be required to attend meetings or perform inspections.

Approved 3/28/2019 at BOH Meeting

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Job Title: Barn and Animal Inspector
Appointing Authority: Board of Health
Reports to: Health Agent/Health Director

Summary

Under the general supervision of the Health Agent/Health Director, the position primary provides rabies control in domestic animals. Duties include but are not limited to reporting to the Board of Health and Department of Agricultural Resources on exposure, checking livestock, populating reports, and conducting inspections.

Essential Functions

- Controlling rabies in domestic animal populations
- Serve as local government contact for local veterinarian's when a client presents an animal with a potential rabies exposure
- Ensure quarantine of any domestic mammal which bites a human or another domestic mammal for a period of ten days to determine the risk of rabies transmission
- Transmit copies of forms and reports (Notice of Exposure, Order of Quarantine, etc. to Department of Agricultural Resources
- Ensure that animals are properly captured and euthanized and head is properly packaged and submitted to the State Rabies Lab for testing in an event that an animal must be tested for rabies
- Check ear tag numbers and date of arrival of cattle from out of state and report information on Cattle and Llama Permit
- Assist with other domestic animal disease quarantines in the event of an outbreak
- Perform annual barn inspections to gather census of domestic animal's population, determine health of all animals, and observe housing and ensure ample food and water are supplied
- Issue monthly written reports to the Board of Health
- Report all activities to the Board of Health and any additional agencies as required within 48 hours of any event
- Other office and field work as necessary

Minimum Qualifications

Experience & Knowledge

- Moderate experience in husbandry
- General knowledge in handling and care of domestic animals
- Experience with common "urban wildlife" and collection of specimens is preferred
- Familiar with applicable domestic animal import requirements and local bylaws and regulations

Ability & Skills

- Willingness and ability to respond immediately to calls relating to potential rabies and quarantine needs
- Planning, time management and organizational skills
- Compliance with all regulations of Massachusetts Department of Agricultural Resources and Bureau of Animal Health

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment. The employee is required to operate a Class D motorized vehicle. The employee is required to use traps and catch poles for capture of suspect animals.

Physical Demands

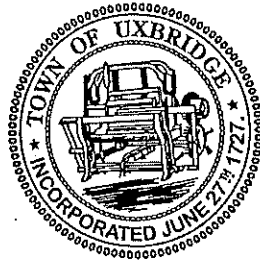
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Work Environment

Field work is performed with some exposures of dust, dirt, and other irritants as inspections are often conducted in agricultural settings. It is likely that work is performed with exposure to outside weather extremes (cold or excessive heat), loud noise, potential infectious disease, and fumes/gases.

Approved 3/28/2019 at BOH Meeting

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Job Title: Board of Health Administrative Assistant
Appointing Authority: Town Manager
Reports to: Town Manager

Under supervision of the Health Agent and accountable to the Town Manager, serves as primary staff member responsible for comprehensive administrative and secretarial duties for the Board of Health, including but not limited to customer service, secretarial responsibilities, office administrative and bookkeeping functions, and support to the Board of Health.

ESSENTIAL FUNCTIONS

Provides assistance to internal and external customers of the department, including members of the public, contractors, staff of the Town, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization, referring more complex issues to technical, professional or management staff. Issues include:

1. Explanations of division policies, regulations and office procedures, including restrictions or requirements that apply in individual situations.
2. Explanations and initial interpretations of state codes regarding Title V and septic systems, housing and sanitation, food service establishments, environmental and mosquito control programs, etc.
3. Board of Health matters, including vaccinations, communicable disease, animal bites and rabies, water purity, explanation of Board regulations, etc.
4. Review of applications and processing of permits, certificates and licenses under the jurisdiction of the Health Department.

Provides secretarial services to the Board of Health and its agents and inspectors. Opens and distributes mail, screens calls and takes messages; produces documents and reports using word processing and related software applications; makes appointments and maintains calendar; establishes and maintains department files; sends faxes and duplicates materials; sends annual notices to permit holders for renewal, assembles data for Annual Town Report and information requests.

Serves as primary division staff member responsible for office administrative and bookkeeping functions. Duties include:

1. Collection, recording and deposit of fees for permits, licenses, and other division functions and services
2. Processing of permits and complaints and maintenance of permit/complaint database
3. Processing of invoices, including coding of expense categories

4. Assistance in preparation of budgets and grants and monitoring same during the year
5. Prepare agenda and post public hearing notices and legal advertisements
6. Maintain website and other outreach and education tools

Recommended Minimum Qualifications:

Education and Experience

- High school graduate
- College graduate preferred; with concentration in business administration
- One to two years general office experience or any combination of education and experience
- Knowledge and experience with Word, Excel, KVS, Vadar, or other municipal software

Knowledge, Ability, Skill

- Ability to maintain accurate records
- Average physical effort required to perform duties under typical office conditions
- Must possess interpersonal skills to interact with town employees, governmental agencies, and the general public in a courteous and professional manner
- Must be able to maintain confidentiality
- Familiarity with state grants and qualifying expenditures
- Comfortable with municipal accounting functions and Vadar software
- Ability to manage/track budgetary and non-budgetary lines