



TOWN OF  
**AMHERST**  
MASSACHUSETTS

Office of the Town Manager  
Phone: (413) 259-3002  
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To: Town Council  
Town Clerk

Fr: Paul Bockelman  
Town Manager

Dt: July 22, 2019

Re: Board of Health Appointments

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**Appointments**

With this memo, I refer to the Town Council and simultaneously file with the Town Clerk, the following names of people I desire to appoint as members of the Board of Health in accordance with Section 2.11(b) of the Amherst Home Rule Charter. Terms are effective immediately unless otherwise noted.

Three-year term (3):  
(expires June 30, 2022) Stephen George (reappointment)

Two-year term (2):  
(expires June 30, 2021) Maureen Millea, 1510 South East Street  
Timothy Randhir, 100 Columbia Drive

Nancy Gilbert and John Tobiason will continue as members. Their terms expire June 30, 2020.

**Profiles**

- **Maureen Millea**: Maureen is a retired physician who practice general internal medicine in a variety of settings. For the past twenty years, she served as the medical director of the student health services at Mount Holyoke College where she had extensive experience in advocating strong preventive health policies, promoting positive health behaviors, and oversaw the management of contagious diseases.
- **Timothy Randhir**: Timothy is a professor at the University of Massachusetts and a scientist who specializes in environmental sciences and hydrology. His studies have included watershed management, water quality, ecological economics, complex systems, dynamic modeling and optimization, spatial analysis and simulation, institutional economics, climate change, land use policy, international trade and development, common pool resource management, nonpoint source pollution, and natural resources

policy and management. He has worked in both the Connecticut River watershed and globally in many countries in Africa and Asia.

- Stephen George: Stephen is a long-time member of the Amherst College faculty where he teaches neurobiology. He has been a member of the Board of Health since 2016.

### **Summary of Process**

I reviewed those who had expressed interest in serving on the Board of Health.

I assembled a team to conduct interviews. The interview team was comprised of Health Director Julie Federman; Connie Kruger and Jim Pistrang of the Residents' Advisory Committee (different representatives for two interview days); and Paul Bockelman, Town Manager.

The interview team interviewed new applicants. All team members asked questions and contributed to the discussion during the interviews. At the conclusion of the interviews, we reviewed the candidates and the needs of the Commission and agreed that the candidates above would best serve the needs of the Town.

### **Background Information**

Below is the relevant section of the Charter for your review.

*Section 2.11(b) of the Charter states:*

*Members of Multiple-Member Bodies: The Town Manager shall refer to the Town Council and simultaneously file with the Town Clerk, the name of each person the Town Manager desires to appoint as a member of a multiple-member body. Appointment of a member of a multiple-member body made by the Town Manager shall become effective on the 30th day after the date on which notice of the proposed appointment was filed with the Town Clerk unless approved or rejected by a majority of the full Town Council within the 30 days.*

## TOWN OF AMHERST

### COMMITTEE CHARGE

Name: BOARD OF HEALTH

Appointing authority: TM

Town code: 15

Type: Committee

Town bylaw: yes

Number of voting members: 5

Member appointment: 3 yrs.

Voting members to include (where possible): One physician (state requirement). Training in public health or a related field desirable for other appointments.

Non-voting liaisons:

Committee charge summary:

The board is responsible for enforcing the state sanitary code and other laws through regulations, permits, and inspections. State laws cover water quality, solid waste disposal, sewage disposal, food handling, housing and swimming pools. The town has specific responsibilities under state law for the control of certain diseases, and the board makes policies and regulations designed to insure compliance with town responsibilities.

The board is also responsible for programs established by town by-laws and by the board itself. The board reviews subdivision applications coming before the Planning Board and special permit applications coming before the Zoning Board of Appeals, as well as working with the department of Public Works on aquifer protection and recycling.

MGL, ch. 111 establishes the powers and duties of local Boards of Health.

## Town of Amherst Board of Health Responsibilities

The **Board of Health** is comprised of five members, appointed by the Town Manager, each serving a three-year term. The Board of Health is represented by the Amherst Health Department in day-to-day activities. The Amherst Health Department is responsible for implementation of the Board of Health policies including enforcement, inspection and fines if necessary.

The **Board of Health** currently meets on the second Thursday of each month, beginning at 5:00 p.m. Board of Health meetings generally conclude by 7:00 p.m.; however, there is the occasion, not often, when discussions can require a meeting to go beyond 7:00 p.m. Traditionally the Board of Health does not meet during the month of August. Meetings are posted within the Event Calendar on the Town of Amherst website, as well as posted with the Amherst Town Clerk.

The **Board of Health**, as required by state statutes and regulations, is responsible for duties relative to the protection and promotion of public health, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution for the Town of Amherst. The Board of Health oversees health regulations for the Town of Amherst including:

- Creating new regulations
- Reviewing and updating existing regulations
- Holding public hearings on new draft regulations
- Review and determination regarding variance requests for existing regulations

### Time Involved (estimated)

Monthly Meetings: The Board of Health meets monthly for approximately 2 hours. Prior to the meeting, each member receives a document packet in the mail for review. The best estimate for review time required would be an average of an hour. If a Board of Health member volunteers to take on the research of a particular item or subject, additional research time and brief report writing would be required.

For questions and further information, contact:

Julie Federman, Health Director  
413-259-3101 (work)  
[federmanj@amherstma.gov](mailto:federmanj@amherstma.gov)

Nancy Gilbert, Chair, Board of Health  
[nancygilbertrn@gmail.com](mailto:nancygilbertrn@gmail.com)

## Duties of a Massachusetts Board of Health- Summary

### State Sanitary Code Enforcement

1. Housing
2. Farm Labor Camps
3. Recreational Camps for Children
4. Public/Semi-Public Swimming Pools
5. Family Type Camp Grounds
6. Bathing Beaches
7. Medical or Biological Waste
8. Indoor Skating Rinks
9. Lead Poisoning Prevention
10. Tanning and Radiation Control
11. Smoking Regulations

### Food Protection Laws and Regulations

12. Restaurants
13. Retail Food Stores
14. Temporary Food events
15. Mobile Food Vendors
16. Farmer's Markets
17. Eggs
18. Dairy/Milk
19. Bottled Water and Non-Alcoholic Beverages
20. Bakeries and Bakery Products
21. Frozen Desserts and Frozen Dessert Mix
22. Cold Storage and Refrigerated Warehouses
23. Seafood and Shellfish
24. Sampling of Food
25. Seizure of Food
26. Slaughter Houses
27. Mobile Slaughter Operations

### State Environmental Code Enforcement / Environmental Protection

28. Perc Tests/ Deep holes
29. Septic Plan Reviews
30. Septic Installations
31. Local Upgrades
32. Title V Variances
33. Sani- Cans
34. Private Wells
35. Solid Waste Site Assignments
36. Solid Waste- Landfills
37. Solid Waste Transfer Station
38. Trash/ Garbage Transportation
39. Recycling and Beneficial Re-use
40. Mobile Home Parks
41. Motels and Public Lodging Places
42. Air Pollution
43. Outdoor Wood Furnaces
44. Medical Waste
45. Noisome Trades
46. Subdivision of Land
47. Location of Cemeteries
48. Pesticides
49. Beaver Trapping and Flood Control
50. Asbestos and Lead Remediation Projects
51. Large Building Demolition

### Disease Prevention and Control

52. Investigate Cases of Diseases Dangerous to the Public Health
53. Enforce Isolation/ Quarantine/ Exclusion Regulations for Case and Contacts
54. Rabies Control and Animal Inspections
55. Vaccination and Medication Clinics
56. Death Certificates and Burial Permits
57. License Funeral Directors
58. Emergency Dispensing Site
59. School Physicians and Nurses
60. Arbovirus / Mosquito Control