



TOWN OF
FAIRHAVEN
MASSACHUSETTS
THE FRIENDLY TOWN

OFFICE OF
DIRECTOR OF FINANCE/
TREASURER
TOWN HALL
TELEPHONE (508) 979-4026

10/16/2014

Personnel Board Minutes
September 2, 2014

A meeting of the Personnel Board (PB) was held on September 2, 2014 in the Banquet Room at Town Hall. The meeting was called to order at 4:07 PM by Chairman Charles Murphy. Also in attendance were members Lindsay Gordon and Wendy Graves.

For the first item of business, Ms. Graves passed out copies of the Personnel Board minutes for July 22, 2014. Ms. Gordon made a motion to accept the minutes with Mr. Murphy seconding the motion

For the second item of business, Mr. Murphy explained that the Personnel Board needed another member according to the Town By-laws. A letter from Gary Souza was sent to the Board of Selectmen and the appointment would be voted tonight at the Selectmen's meeting.

For the third item of business was a discussion regarding upgrading the Building Commissioner and the Health Agent. The Personnel Board will start the process from the beginning to make sure that the Board is following the Town by-law according to M.G.L. 61 sec 5. Written notification for the meeting October 16, 2014 at 4:00 should be posted in prominent work locations and a letter sent to each union regarding change in classification. Mr. Murphy suggested possibly a level 17-5 for the Health Agent, but more research needed to be done. For the next meeting Ms. Graves will provide job descriptions for all jobs levels 17 – levels 20.

For the last item of business, the recommendation from the Veteran's Agent regarding office personnel was tabled to the next meeting.

The next meeting will be October 16, 2014 at 4:00.

A motion to adjourn was made by Ms. Gordon and seconded by Mr. Murphy, which was passed unanimously at 5:06 PM

Respectfully Submitted,
Wendy L Graves

Approved: Wendy L. Graves

Date: 10/15/14

RECEIVED
TOWN CLERK
2014 DEC 30 P 2:54
FAIRHAVEN,
MASS.



Town of Fairhaven
Massachusetts
OFFICE OF THE
BUILDING DEPARTMENT

TOWN HALL
40 Center Street
Tel. (508) 979-4019
FAX: 979-4079

Wayne Fostin
Building Commissioner

July 16, 2014

Mr. Charles Murphy, Sr., Chairman
Personnel Board
40 Center Street
Fairhaven, Ma. 02719

Dear Mr. Murphy

As Building Commissioner for the Town of Fairhaven since 1988, my last review for a level change and raise was in 1999. Since that time there have been numerous changes to the job. The State Building Code has grown in complexity and size and as such, I am required to cover many more details of a building's components. Since I was hired I have seen the Code grow from a simple one book to today where it takes eleven separate books to review plans. Along with the new complexities I am now required to have a lot more education on the different topics that an inspector faces in today's age. A Building Commissioner must be certified by the State as a Building Commissioner in order to serve in that capacity. Additionally, I have to carry Certificates in ICS 100, 200, and 700 and take on-going courses to be certified in Hurricane preparedness. Monthly educational classes in various building code topics, and an annual three-day seminar on all the new rules and regulations is also required by the State licensure Board. Other responsibilities I am entrusted with are all Zoning issues for the town, Community Rating Service Coordinator for the Town and Conservation Agent. As the Conservation Agent I must have a vast knowledge of all the flood zone maps and their particular application to each different section of the town. With all of these changes to my position since 1999 I am requesting that the Personnel Board consider that I be placed at level 20, step 5. I would be happy to answer any questions you may have regarding this request at the Personnel Board meeting July 22, 2014.

Thank you in advance for your consideration in this matter.

Sincerely

Wayne Fostin

Salary Survey July 2014 Building Commissioner

Acushnet	\$62,829.00
Dartmouth	\$86,329.00
Fairhaven	\$67,108.00 (26years)
Freetown	\$66,998.00
Marion	\$70,380.00
Rochester	\$27,000.00 (part time)
Mattapoisett	\$86,532.00 + \$1,000.00 for Certified Building Commissioner
New Bedford	\$88,042.00
Wareham	



TOWN OF FAIRHAVEN

MASSACHUSETTS

OFFICE OF THE BOARD OF HEALTH

TOWN HALL

40 Center Street

Tel. (508) 979-4022

Fax (508) 979-4079

July 16, 2014

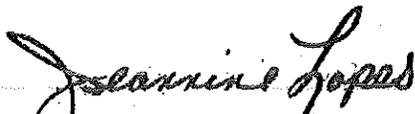
Mr. Charles K. Murphy, Sr., Chairman
Personnel Board
40 Center Street
Fairhaven, MA 02719

Dear Mr. Murphy,

The Board of Health requests to be placed on the agenda of the Personnel Board's meeting of July 22, 2014 to discuss a pay schedule level change for the health agent position from the current level 17, step 5 to level 20, step 5. At the meeting the Board, along with the health agent, will detail the job description changes and demands since last reviewed by the Personnel Board in 1996.

Thank you for your consideration of this request.

Sincerely,
FAIRHAVEN BOARD OF HEALTH


Jeannine L. Lopes, Chairman



Board of Health

Town Hall • 40 Center Street • Fairhaven, MA 02719

Date: July 21, 2014
To: Board of Health
From: Patricia Fowle, Health Agent
Re: Salary level raise

I am the health agent and have been employed in that capacity since August 1981. Over the course of the years as you are aware, this job description has dramatically changed with increasing responsibilities for the Board of Health and its staff. The last pay level increase that I requested and received was in July 1996 which was from level 15 to level 17.

I am requesting a pay level increase to level 20, step 5 for the following reasons:

1. Licenses now required by Massachusetts for a Health Agent:

- Certified Health Officer-required for an understanding of all public health laws and the administration of the laws in a practical manner- with 12 continuing education units (CEU's) required per year,
- Registered Sanitarian-required for septic system design and installation-with 12 CEU's required per year,
- Septic System Soil Evaluator-required for an understanding of soils for proper septic system siting through percolation and operation-with 10 CEU's required every 3 years,
- Septic System Inspector-required to observe an operating septic system to determine if it is operating per State code or has failed-with 10 CEU's required every 3 years,
- Certified Food Manager-required to perform food establishment inspections-re-examine every 5 years,
- Lead Paint Detector-required in housing inspections where a child under the age of 6 resides,
- Alternative Septic System Certifications-required to oversee installation of the systems when allowed for use by the Board of Health-Oakson Perc-Rite, GeoFlow Dispersal, Eljin Sand Filter, Presby System-renewable as systems change/upgrade,
- Emergency Preparedness-NIMS 100, 200, 300 and 700 series.

2. New/Expanded Tasks as required by State DPH, Town, CDC:

- Housing-temporary use as shelters for transitional populations,
- Bed-bug infestation-in large housing developments,
- Air quality-mold, dampness-schools, housing,
- Hoarding-issues, team events, follow-up,
- Housing Court-increased procedural requirements by court-no Town attorney involvement,
- Recycling-new process coming-contract and implementation,
- MAVEN/ISIS-emerging diseases and reporting process (DPH),
- Burial Permits-EDRS process (DPH),
- MIIS-flu clinic management and reporting (DPH),

- Septic systems-perc test process expanded, plan review and installation with new details required per code, septic system inspection-onsite required,
- Tobacco Control-no longer part of a collaborative-enforcement and inspections performed by health agent now
- Sharps, Mercury disposal-by health agent
- Emergency Preparedness-obligated monthly meetings with DPH, CDC representative on a regional basis for emergency planning-eg: pandemics, flood, bio-hazard, etc. including quarterly drills, reports and event planning.
- Code changes-on going: Housing, Camps, Title 5, Food Code, Recycling, HazWaste-sharps, mercury.

3. Other:

- Acting Board Secretary at Board of Health meetings-setting agendas, minutes, paperwork for meetings,
- Electronic postings for meetings, minutes, agendas,
- Office record keeping-administrative and technical,
- SEMASS billing and contract appropriations,
- All Board of Health budgeting-creating, managing, rectifying,
- **Complaints:** This particularly has greatly changed the structure of how work is accomplished in the Board of Health. With the increased use of social media, emails, You-Tube and the like, the public has an array of mechanisms for making complaints or getting their point across on anything that is troubling to them on any day and at any time. For example the turbines and shipyard complaints come at all times of the day and night and by the use of Town email-the complainants often demand immediate action to observe, react, rectify, etc. I do my utmost to investigate the complaints as they occur and it can be time consuming. Of course these demands have always been part of the Board of Health but never in such great number and with such demanding expectation by the complainant.

In closing, I ask for your support in my request before the Personnel Board on Tuesday, July 22, 2014, acknowledging that any movement forward with this must be at the will of the Board of Health.

Thank you for this opportunity.

HEALTH AGENT JOB DESCRIPTION

(6-14)

SUMMARY:

The Health Agent is responsible for exercising administrative and technical duties in accordance with the policies of the Fairhaven Board of Health, the Massachusetts Department of Public Health, and public health law and codes. The Health Agent works under the general direction of the Board of Health with a minimum of supervision. The Health Agent has authority to issue orders on behalf of the Board of Health as per M.G.L. C. 111.

QUALIFICATIONS:

1. Bachelor of Science Degree, with an area of concentration of public health, environmental health, biology, or other related science field. Experience in lieu of education may be considered.
2. Massachusetts Licensed Certified Health Officer and Registered Sanitarian or shall be eligible to become such.
3. Massachusetts Licensed Soil Evaluator and Licensed Septic System Inspector or shall be eligible to become such.
4. Shall have knowledge of the local and Commonwealth's public health rules and regulations, and have the ability to enforce and interpret regulations firmly, tactfully and impartially. Willing to attend certification and continuing education courses, which include Certified Food Manager, Food Safety, Septic System Inspection, Soil Evaluation, Lead Paint Determination, Housing Inspection and Certified Pool Operator.
5. Valid Massachusetts Driver's License.
6. Be neat in appearance and able to work with contractors, community groups, general public, state agencies, and develop effective working relations with other town personnel, board, and commissions.
7. Hold no felony convictions and may be subject to a criminal background check by the Fairhaven Police Department.

GENERAL DUTIES:

1. Appointed by and works under the general direction of the Board of Health.
2. Ensures that the normal operations and compliance with record keeping procedures of the Board of Health office are performed, including providing administrative & technical assistance to the office staff and providing all necessary administrative work required for the department.
3. Be familiar with all rules, regulations, and laws concerning public and environmental health in Fairhaven and the Commonwealth of Massachusetts.
4. Represents the Board of Health in Massachusetts Housing Court for all preliminary housing court action for non-compliance of rules, regulations, and laws concerning public and environmental health.
5. Be proficient in the design, operation and maintenance of private and commercial septic systems. Witness septic system soil evaluations and percolation tests as needed, and shall perform appropriate inspections of septic systems as required by state and local rules and regulations. Soil Evaluator preferred.
6. Assists the Board of Health by reviewing and recommending approval of septic system plans for alterations and/or construction.
7. Assists the Board of Health by observing the construction of septic systems for compliance with approved plans.
8. Assists the Board of Health by observing all septic system inspections as performed by State licensed inspectors.
9. Be proficient in the operation and maintenance of private and semi-private potable water wells. Approves the construction and testing of all potable water wells.
10. Assists the Board of Health by reviewing applications and recommending approval for construction or alteration of all structures serviced by a septic system.
11. Assists the Board of Health by reviewing applications and recommending approval for alteration and/or construction of all establishments licensed by the Board, including but not limited to rest homes, day care centers, food service establishments, camps, motels, hotels, public, semi-public and private swimming pools, and facilities handling hazardous materials.

12. Performs all Housing inspections based on complaints issued per the State Sanitary Code and take appropriate actions concerning the findings including but not limited to filing in Massachusetts Housing Court.
13. Oversees the Health Inspector's position and reviews all inspection reports for all Food Establishments licensed by the Board, including but not limited to rest homes, day care, schools, food service establishments and tanning facilities.
14. Inspects all temporary fairs and events that require food inspections at the time of the event.
15. Inspects per State Sanitary Code requirements all motels, hotels, public and semi-public swimming pools and facilities handling hazardous materials.
16. Monitors and assists food establishments to comply with local, state, and federal food safety and health standards.
17. Investigates and takes actions relative to complaints of violations of local and state rules and regulations, and conducts general inspections in the interest of protecting public and environmental health and creates documentation, order-to-correct and follow-up of all violations. Including all Tobacco Control Regulation inspections and enforcement.
18. Assists the Animal Control Officer to disseminate information to residents in rabies related events-bites, capture, etc.
19. Participates in regional and local Emergency Management programs including preparing for public health emergencies, potential infectious disease outbreaks due to natural or man-made causes and, by participating in a regional coalition in accordance with CDC and MDPH
20. Must communicate effectively, orally and in writing and maintain complete and accurate inspection records and must prepare reports.
21. Assists in administering all public health programs sponsored by the Town including managing beach water quality annually during the recreational water season.
22. Assists the Board in administering and overseeing the Curbside Recycling program throughout Fairhaven.
23. Assists the Board in oversight and maintenance through engineering contracts of the closed landfill.
24. Works collaboratively with the contracted Public Health Nurse as required including MAVEN and MIIS of the MA DPH.
25. Secures and facilitates flu vaccine for Board of Health sponsored public flu clinics.
26. Organizes, advertises, facilitates, reports on Board of Health sponsored public flu clinics.
27. Issues burial permits as the Burial Agent.
28. Issues a variety of Board permits.
29. Attends scheduled evening Board of Health meetings. May be required to post, both paper and electronically the meeting agenda, keep minutes at the meetings and create official records of same.
30. Assists the Board in formulating, drafting, and adopting new local health regulations.
31. Must be able to operate a personal computer and a variety of office equipment.
32. Perform any other duty as needed to protect public and environmental health as needed and required by state and local rules, regulations, laws, and bylaws.
33. Must maintain the confidentiality of information.
34. Performs financial duties including annual budget preparation, turnovers, warrants and maintains budget oversight for Board review and approval.

WORK ENVIRONMENT:

Some work is performed in office conditions; other work is performed under varying field conditions, with exposure to the hazards associated with construction sites and potential exposure to communicable diseases. The workload is subject to seasonal fluctuations and administrative deadlines; the employee is required to be on call for health-related emergency situations.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES OF THE POSITION.

From: Pat Fowle <pat@fairhaven-ma.gov>

To: 'molife@aol.com' <molife@aol.com>

Subject: salary survey-Health Agent

Date: Tue, 5 Aug 2014 3:48 pm

Welcome home Charlie

Here's the survey:

Salary Survey July 2014

Health Director/Agent

Acushnet	\$59,000 start	
Dartmouth	\$90,068	
Fairhaven	\$67,108 (33 years)	<i>60K</i>
Freetown	\$57,000 start	
Marion/Rochester	\$68,000	
Mattapoisett	\$63,110	
New Bedford	\$75,700 start	
Wareham	\$75,460	

Thanks for your help!

1-11-01

Pat



Town of Fairhaven
Office of
Veterans' Services



40 CENTER STREET
FAIRHAVEN, MA 02719

TEL: (508) 979-4024

FAX: (508) 979-4079

veterans@fairhaven-ma.gov

jbettencourt@fairhaven-ma.gov

James A. Cochran
Director/Agent
Ext. 114

Jane Bettencourt
Administrative Assistant
Ext. 115

Charles Murphy, Chairman
Board of Personnel
Town of Fairhaven

30 June 2014

Dear Sir,

Mrs. Jane Bettencourt has been the Administrative Assistant in the Veterans' Office since October, 2013. During this period she has exhibited excellent performance in all her duties. She came to the job with excellent computer skills and a comprehensive knowledge of the town VADAR system and has mastered the Veterans' Services Management Information System (VSMIS). Jane is an asset to the Department in all aspects of her position, i.e.: dealing with the public, daily organizing and running of the office, applying Chapter 115 and 108-CMR laws and regulations as well as working with the numerous miscellaneous requests from Veterans and their families.

She is a valuable asset to this office and the Veterans of our community and should receive remuneration commensurate with her abilities and responsibilities. I am requesting her pay level be elevated to that of an Administrative Assistant, Level 10, Step 5.

Respectfully submitted,

James A. Cochran
Veterans' Agent
Town of Fairhaven

Veterans' Service Office

Town of Fairhaven

40 Center Street
Fairhaven MA 02719
508-979-4024

Administrative Assistant – Job Description

This is a clerical, part-time non-union position. It is Level 5 on the Schedule B Non-Exempt Level. Regular work week consists of 19 hours.

Summary of Duties:

The function of the Administrative Assistant to the Veterans' Agent is to handle the daily operations of the office. This includes greeting Fairhaven Veterans and assisting them with their requests and needs promptly and with respect. Many times the Veterans' Agent must leave the office to visit house bound clients. The Administrative Assistant must have the confidence to complete tasks without supervision. It is of utmost importance the employee realize any information regarding the veteran is highly confidential. The Administrative Assistant works closely alongside the Agent with any and all projects the office may incur.

Responsibilities:

- Open daily correspondence
- Keep track of all veterans' medical bills for payment through the Accountant's office
- Maintain a payables List of all weekly bills in alphabetical order
- Enter all bills with proper codes of either the client or the vendor into the VADAR system using Remote Payables weekly
- Assist the Agent with maintaining the client and vendor list
- Enter all account numbers for proper disbursement of payments whether it be medical services, encumbrances or office supplies
- Photo-copy all bills for accountant, veterans' files
- Prepare all monthly individual client VS-21As (all payments made during the month on behalf of the veteran)
- Enter all payments for the month for percentage of reimbursement to the Town of Fairhaven to Boston via Gateway's VSMIS program
- Assist the Agent with balancing and closing out each month all medical bills and benefits paid to Fairhaven Veterans ensuring proper reimbursement of funds to the Town of Fairhaven
- Prepare various correspondence for clients regarding their benefits for Housing and/or medical services
- Bi-annually assist the Agent with updating all records for clients; collecting Social Security information, bank balance, etc. to update records on VSMIS
- All filing
- Answer the telephone. Assist the Veteran or maintain messages for the Agent

- Enter appointments for the Agent at the Veteran's request
- Complete all Turnover Sheets for monies returned for the Treasurer's Department
- Print all envelopes for mailing the monthly benefit checks to Veterans
- When monthly benefit checks are ready for mailing from the Treasurer's Department, collate and fold all and enter into the prepared envelopes
- Post all envelopes for mailing or put aside checks for Veterans who telephone and request to pick up their check in person
- Mail all weekly checks for payment of medical bills, etc. to clients or vendors when received from Treasurer's Department
- Scan all client records every fiscal year for permanent record storage. Box original copies of all to be stored in Town Hall records room.
- Any and all other duties assigned by the Veterans' Agent

In order to complete all tasks in the Veterans' Services Office, the Administrative Assistant must be proficient with Excel, Word, VADAR and Gateway.

Population	15,873
Per Capita Inc	\$20,986

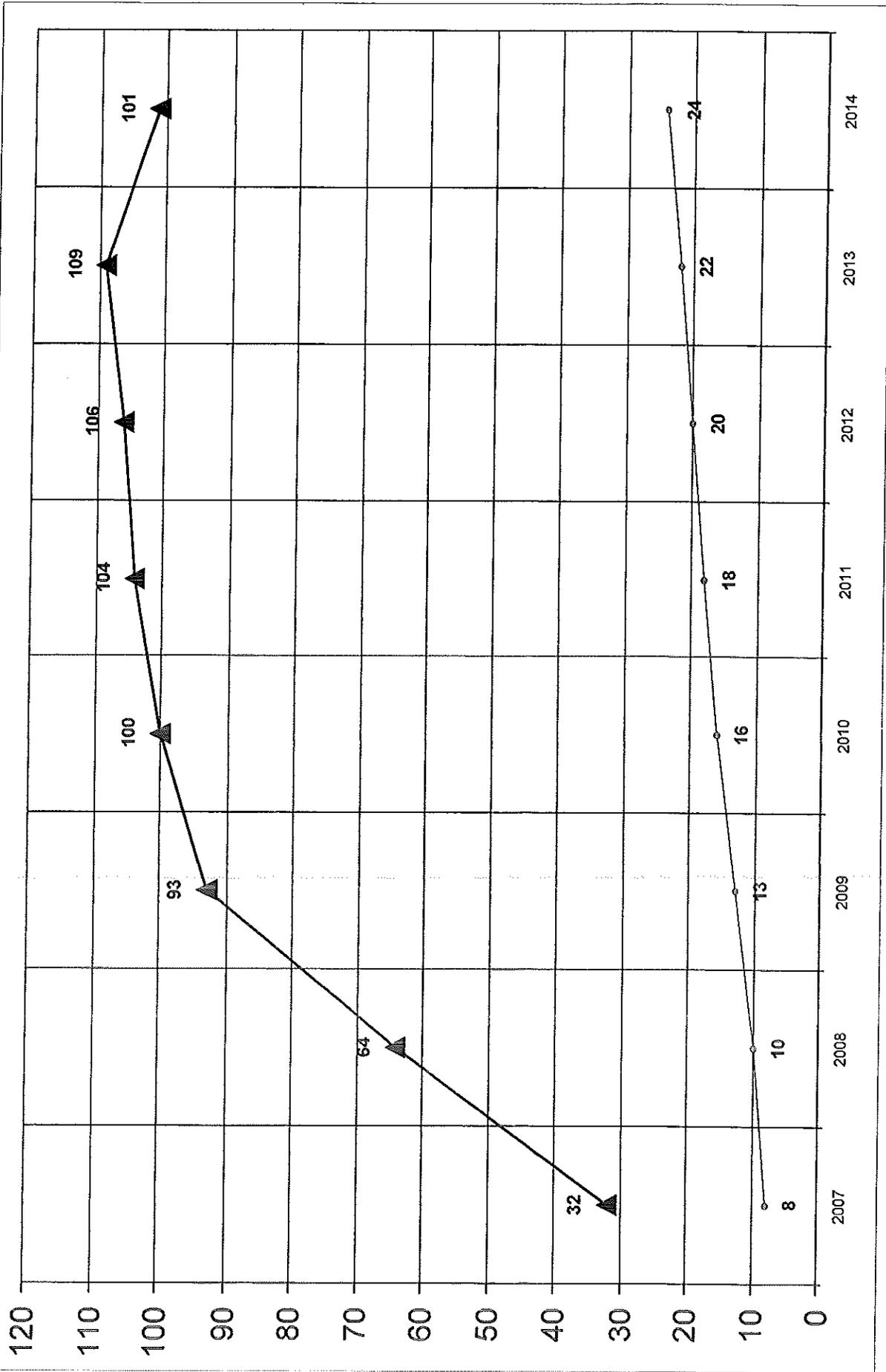
VSO: James Cochran

FAIRHAVEN

Date Generated: 10/1/2014

veterans@fairhaven-ma.gov

Average Number of Cases - Δ = FAIRHAVEN • = Average of communities with a population between 10,873 And 20,873



Population	Per Capita Inc
15,873	\$20,986

VSO: James Cochran

FAIRHAVEN

veterans@fairhaven-ma.gov

Date Generated: 10/1/2014

Benefit Comparisons - Δ = FAIRHAVEN • = Average of communities with a population between 10,873 And 20,873

