

**HINGHAM BOARD OF HEALTH REPLY
TO
THE GOVERNMENT STUDY COMMITTEE**

1. Please state your department's or committee's charge or job description.

**REQUIRED DUTIES OF LOCAL BOARDS OF
HEALTH IN MASSACHUSETTS**

The Hingham Board of Health is required by state statutes and regulations to perform many important and crucial duties relative to the protection of public health, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution. These requirements reflect the legislature's understanding that many critical health problems are best handled by the involvement of local community officials familiar with local conditions.

The following is a list of duties and responsibilities of local boards of health in Massachusetts. Each item includes a citation to the statute or regulation which imposes the duty or responsibility. The items have been grouped under general subject categories.

Following this listing of Required Duties is a list of Additional Powers of local boards of health which extend the local board's authority over the broad range of health, sanitation and environmental problems.

A. Records, Recordkeeping and Reports:

1. Maintain numerous records and retain them for required minimum retention periods. (A list of approximately three dozen categories of board of health records and their retention period will be found in the Guidebook for Massachusetts Boards of Health published by the Massachusetts Association of Health Boards).
2. Process numerous types of reports of cases of diseases. These reports are detailed in Food Borne Illness Investigation and Control Reference Manual, and MAHB Guide book.
3. Process of death certificates. M.G.L. c.46, s.11.

B. Health Care and Disease Control:

1. Upon request, telephone to a gas and electric utility company and certify in writing within seven (7) days of said telephone call that there is a serious illness in a residence such that no gas or electric company shall shut off or fail to restore gas or electric service in any residence during such time as there is a serious illness. M.G.L. c.164, s.124A; 220 CMR 25.03(2).
2. Receive reports of cases of disease dangerous to public health. Keep records of these reports and also forward copies of these reports to the

local school committee, and to other local boards in whose jurisdiction the patient resides, or may have contracted the disease, or may have exposed others. M.G.L. c.111, s.111. See 105 CMR 300.100 for list of diseases required to be reported.

3. Report cases of dangerous diseases to the Department of Public Health within twenty-four hours. M.G.L. c.111, s.112. See 105 CMR 300.100 for a list of diseases required to be reported.
4. Consult with the Department of Public Health regarding the prevention of dangerous diseases. M.G.L. c.111,s.7.
5. Send to the Department of Public Health weekly reports of deaths due to dangerous diseases. M.G.L. c.111 s.29.
6. Receive notices of school children sent home because of dangerous disease. M.G.L. c.71, s.55A. See the School Health Manual.
7. Receive reports of persons afflicted with cerebral palsy, and submit an annual report of these cases to the Department of Public Health. M.G.L. c.111, s.111A.
8. Receive reports of food poisoning and send these reports to the State Department of Public Health, 105 CMR 300.100, 105 CMR 300.131.
9. Receive notices from inspectors of the Division of Occupational Safety regarding violations of health laws or nuisances in industrial establishments, investigate these reports, and enforce appropriate laws. M.G.L. c.149, s.136.
10. Provide general health care screenings such as blood pressure health care education and referrals, well baby monitoring and a variety of immunizations for Hingham residents.

C. Housing and Dwellings:

1. Enforce Chapter II of the State Sanitary Code: Minimum Standards of Fitness for Human Habitation, M.G.L. c.111, ss.127A and 127B: 105 CMR 410.000. enforcement of Chapter II includes inspecting dwellings (upon request or upon the board's initiative) for compliance with the minimum standards, certifying violations, issuing orders, holding hearings, granting variances and instituting court proceedings if necessary to enforce such orders.
2. Enforce the State Lead Poisoning Prevention regulations. M.G.L. c.111, s.198; 105 CMR 460.000. Enforcement of these regulations includes inspecting dwellings (upon request or upon the board's initiative) for lead paint, issuing orders for removal of lead paint, and instituting court proceedings to enforce such orders if necessary.
3. Review and approve or disapprove preliminary and definitive plans for the subdivision of land. M.G.L. c.41, ss.81S-81V.

4. Inspect and certify public lodging houses for water closets, urinals, ventilation and cleaning. M.G.L. c.140, s.36.

D. Hazardous Wastes:

1. Assign the site for a hazardous waste disposal facility as follows (M.G.L. c.111, s.150B):
 - a. Notify the Department of Environmental Protection (DEP) of the receipt of an application to assign a site.
 - b. Assess significance and degree of danger to public health and consider and evaluate any evidence submitted.
 - c. Give public notice and hold a public hearing.
 - d. Every decision of the board in assigning or refusing to assign a site must be in writing and include a statement of reasons and facts relied on.
2. Chairperson of board serves on the local assessment committee established whenever a developer seeks to construct and operate a hazardous waste facility within the city or town. Committee has certain duties including negotiating with the developer, entering a contract, and adopting necessary rules and procedures. M.G.L. c.21D, s.5.
3. Notify the mayor and city council or board of selectmen of the following (M.G.L. c.21C, s.4):
 - a. Pending applications for licenses for the collection, storage, treatment, or disposal of hazardous waste, upon notification from DEP.
 - b. Information supplied annually by DEP identifying types and quantities of hazardous waste generated, stored, treated or disposed of within the city or town.

E. Solid Waste:

1. Assign sites of sanitary landfills, refuse incinerators, waste storage or treatment plants, and refuse transfer stations, after a public hearing. Ensure that these do not present a danger to public health. M.G.L. c.111, s.150A.
2. Consider and act on applications for permits for the disposal of special wastes. 310 CMR 19.061.

F. Medical and Biological Waste

1. Authorized to enter, examine, or survey at any reasonable time such medical and biological waste facility as is necessary to protect public health. 105 CMR 480.600(B).

2. Issue notice of violation to waste generator setting forth the nature of the violation and warning that a second violation may result in legal action. 105 CMR 480.600(C).
3. Initiate proceedings to enforce 105 CMR 480.000 without prior notice if there is an imminent risk to public health or safety. 105 CMR 480.600(C).
4. Notify the appropriate professional registration board if a notice pursuant to 105 CMR 480.600(C) is issued or a conviction and/or fine is obtained pursuant to 105 CMR 480.600(D) is obtained. 105 CMR 480.600(H).
5. Enforcement of the Hingham Board of Health Recombinant DNA Technology regulations.
6. Inspection of the Hingham Sharps Collection Kiosk including kiosks prior to initial operation. 105 CMR 480.135(F).
7. Notify the Department of Health within 30 days of initial inspection of the location, and address of the Sharps Collection Center(s), including kiosks. 105 CMR 480.135(G).

G. Septage and Garbage

1. Enforce Title 5 of the State Environmental Code; Minimum Requirements for the disposal of Sanitary Sewage, 310.CMR 15.00.
2. Enforce the Town of Hingham Board of Health Supplementary Rules and Regulations for the Disposal of Sanitary Sewage.
3. Make rules and regulations for the removal, transportation and disposal of garbage, offal and other offensive substances. M.G.L. c.111, s.31B.
4. Issue permits for the removal or transportation of garbage, offal or offensive substances when such refuse has been collected in the city or town. Keep registry of all transporters of refuse through the city or town, and enforce local rules and regulations regarding such transport. M.G.L. c.111, s.31A.

G. Nuisances:

1. Investigate nuisances which in the board's opinion may be injurious to health. The board shall destroy, prevent or remove such nuisances, and shall make regulations relative to nuisances. M.G.L. c.111, s.122.
2. Assign location for noisome trades M.G.L. c.111, s.143.
3. Assign location for slaughter houses or other noxious or offensive trade M.G.L. c.111, s.151.

H. Food:

1. Issue permits for all food service establishments, including restaurants and food service facilities in stores, recreational camps for children, family

style campgrounds, institutions, hotels, motels, schools, retail food store, mobile food units and pushcarts, etc., 105 CMR 590.012.

2. Enforce Chapter X of the State Sanitary Code: Minimum Sanitation Standards for Food Establishments, 105 CMR 590.000 and the 1999 Federal Food Code. Enforcement includes conducting inspections, issuing orders, suspending or revoking permits where necessary.
 3. Issue permits for plants which break and can eggs. M.G.L. c.94, s.89.
 4. License milk pasteurization plants. M.G.L. c.94, s.48A.
 5. City health departments shall have milk inspectors. Town boards may Appoint milk inspector. Inspectors must inspect and license milk producers and dealers. M.G.L. c.94, s.33 and s.40.
 6. Issue permits for plants that bottle carbonated non-alcoholic beverages. M.G.L. c.94, s.10A; inspect such plants, and revoke permits where plants are found to be unsanitary or otherwise in violation of public health rules and regulations, M.G.L. 94 s.10C; 105 CMR 570 et. Seq. Send to the Department of Public Health copies of all licenses, applications and half the license fees, 105 CMR 570.002. Notify each owner prior to the expiration date of each permit and close plants that fail to renew such permits, M.G.L. c.94, s.10C.
 7. Register and inspect bakeries. M.G.L. c.94, s.94F; 105 CMR 550.000; 105 CMR 551.000. Furnish DPH with monthly reports of inspections, 105 CMR 550.001.
 8. License plants and food establishments that manufacture frozen desserts, M.G.L. c.94, ss. 9D-9M.
 9. Inspect cold storage and refrigerated warehouses, M.G.L. c.94, s.67.
 10. Enforce M.G.L. c.130, s.81 which prohibits importation of shellfish which have not been certified by a United States or foreign shellfish regulating agency.
 11. Enforce statutes and regulations relative to the adulteration and misbranding of food. M.G.L. c.94, ss.186-195.
 12. Enforce the Town of Hingham Board of Health regulations for Fats, Oils and Grease (FOG) Pretreatment Systems.
- H. Pools and Beaches:**
1. Enforcement Chapter V of the State Sanitary Code: Minimum Standards for Swimming Pools, 105 CMR 435.000. Enforcement includes issuing annual permits, conducting examinations, issuing orders, holding hearings, granting variances, taking water samples.
 2. Enforce Chapter VII of the State Sanitary Code: Minimum Standards for Bathing Beaches, 105 CMR 445.000. Enforcement includes issuing

annual licenses, approving plans for new or altered beaches, issuing orders, holding hearings, granting variances, receiving reports of accidents, taking water samples.

3. Testing, monitoring and analyzing all bathing waters within its municipality and report test results to the Department of Public Health. M.G.L. c.111 s.5S.
4. Notify Department of Public Health of violation of minimum sanitation standards no later than 24 hours after discovery and post signs no later than 24 hours after discovery. M.G.L. c.111 s.5S.
5. Prohibit swimming in water that fails to meet proscribed standards for bathing, 105 CMR 445.10 (-3).
6. Review plans for new or altered bathing beaches, 105 CMR 445.16.

I. **Camps, Motels and Mobile Home Parks:**

1. Inspect all recreational camps for children and family style campgrounds, motels, mobile home parks and cabins; and annually issue licenses for these facilities, M.G.L. c.140, ss.32B and 32C. Send copies of family style campground permits to the Department of Environmental Protection.
2. Enforce Chapter VI of the State Sanitary Code: Minimum Standards for Developed Family type Campgrounds, 105 CMR 440.000. Enforcement includes conducting examination; issuing orders; issuing, suspending and revoking licenses; holding hearings; granting variances.
3. Enforce Chapter IV of the State Sanitary Code: Sanitary Standards for Recreational Camps for Children, 105 CMR 430.000. Enforcement includes inspection, issuing orders and licenses, conducting hearings, granting variances.

J. **Miscellaneous:**

1. **Pesticides**

- a) Local boards may make reasonable health regulations regarding pesticides provided such regulations are not inconsistent with the Massachusetts Pesticide Control Act, M.G.L. c.132B or state regulations, 333 CMR 2.00. Wendell v. Attorney General, 476 NE 2nd 585, 394 Mass 518 (1985). For example, a city or town may want to give its board of health an opportunity to determine whether the proposed application of pesticides in particular locations would be consistent with the products labeling or other restrictions imposed by the Department, Wendell v. Attorney General, supra, 394 Mass at 528.
- b) Receive public notice of the application of herbicides from applicants that intend to maintain a right of way by the application of herbicides. 333 CMR 11.07.

2. **Boards of health in towns may nominate animal inspectors, M.G.L. c.129, s.15.**
 3. **Authorize the use of traps to capture furbearing mammals to protect from threats to human health and safety, issuing emergency permits for such traps, not to exceed a period of ten days. M.G.L. c.131 s.80A.**
 4. **License and if necessary revoke licenses for funeral directors. Transmit to the board of registration in embalming names and addresses of all licensees, M.G.L. c.114, s.49.**
 5. **Approve location of cemeteries, M.G.L. c.114. s.34.**
 6. **Retain charge of any case arising under M.G.L. c.111 in which the board has acted. M.G.L. c.111, s.32.**
 7. **Enforce all local health regulations promulgated pursuant to M.G.L. c.111, s.31.**
- K. Smoking**
1. Enforce the provisions of the Smoke-Free Workplace Act, M.G.L. c.270 s.22(m)(1) and the Town of Hingham Board of Health regulations “Prohibiting Smoking in Workplaces and Public Places” and “Regulations of the Hingham Board of Health Sale of Tobacco Products to Minors”
 2. Receive complaints regarding the failure or refusal to comply with the Smoke-Free Workplace Act. M.G.L. c.270 s.22(m)(3) and local Board of Health Tobacco and Smoking Regulations.
 3. Inspect the area described in the complaint and enforce no-smoking laws. M.G.L. c.270 s.22.
- L. Animal Regulations**
1. Enforce the Town of Hingham Board of Health Regulations Governing the Keeping of Animals and Fowl.
- M. Private Water Supply Regulations**
1. Enforce the Town of Hingham Board of Health Regulations Private Water Supply Regulations.
- N. Tanning Salon Regulations**
1. Enforce the State regulations 105 CMR 123.000 entitled Tanning Salons.
- O. Body Art Regulations**
1. Enforce the Town of Hingham Board of Health Regulations for Body Art Establishments.
- P. Massage Palors Regulations**
- Enforce the Town of Hingham Board of Health Regulations for Massage Therapy and Bodywork Rules and Regulations.

**ADDITIONAL POWERS AND AUTHORITY OF LOCAL
BOARDS OF HEALTH IN MASSACHUSETTS**

Local boards of health in Massachusetts have historically played a crucial role in the protection of public health, promotion of sanitary living conditions and protection of the environment. In recognition of the importance of local leadership and action in these areas, the legislature has enacted over the years numerous statutes which authorize and thereby encourage local boards to be responsible for dealing with the broad range of health, sanitation and environmental problems at the local community level.

The following is a list of statutes which grant additional powers and authority to local boards of health. Each time includes a citation to the appropriate statute. The items have been grouped under general subject categories which parallel, where possible, the categories in the prior lists of required local activities.

A. General Health Protection and Regulation:

1. Adopt and enforce any reasonable health regulations. M.G.L. c.111, s.31.
2. Issue an order reciting the existence of an emergency and requiring that such action be taken as the board deems necessary to meet the emergency. State Sanitary Code, Chapter 1, 105 CMR 400.200(B), pursuant to M.G.L. c.111, s.127A; and State Environmental Code, Title I, 310 CMR 11.05(1).

B. Health Care and Disease Control:

1. Direct the operation of and adopt rules for city and town medical dental and health clinics, M.G.L. c.111, s.50 and hospitals, M.G.L. c.111, s.92.
2. Require vaccination of inhabitants of the city or town. M.G.L. c.111, s.181.
3. Order the fluoridation of public water supplies. (This order may be overturned by a referendum vote.) M.G.L. c.111, s.8C.
4. Appoint school physicians. M.G.L. c.71, s.53.
5. In cities, and in towns with a population greater than ten thousand, establish public sanitary stations. M.G.L. c.111, s.33.
6. Isolation and quarantine of individuals and property relative to communicable disease Chapter 111 sections 92-121A

C. Housing and Dwellings:

1. Condemn a dwelling which is unfit for human habitation, order the occupants to vacate, order the owner to clean the dwelling or tear it down (or the board may itself clean or tear down). M.G.L. c.111, s.127B.

D. Nuisances:

1. Condemn all nuisances; clean or tear down a nuisance. M.G.L. c.111, s.125.

E. Food:

1. Inspect and condemn all unfit meat, fish vegetables, produce, fruit or provisions of any kind. M.G.L.. c.94, s.146; 105 CMR 590.013.
2. Adopt and enforce regulations relative to the keeping and exposure of food for sale. M.G.L. c.94, 2.146.
3. Adopt and enforce regulations for bakeries and close bakeries found unfit for the production of handling of food or dangerous to the health of its employees. M.G.L. c.94 s.9D-9M.
4. In towns, appoint milk inspectors. (City boards of health are required to appoint milk inspectors.) M.G.L. c.94, s.33.
5. Adopt bacterial standards for milk which are stricter than the standards adopted by the Department of Public Health M.G.L. c.94, s.13E.
6. Upon determination that drinking water in a dwelling or food service establishment is unsafe, order discontinuance of use or order provisions of a new source. M.G.L. c.111, s.122A.

F. Miscellaneous:

1. Adopt and enforce State regulations to control air and noise pollution. M.G.L. c.111, s.31C.

STATE REGULATIONS COMMONLY USED BY LOCAL BOARDS OF HEALTH
MASS. DEPT. OF PUBLIC HEALTH: THE STATE SANITARY CODE

105 CMR 300.00	Reportable Diseases and Isolation and Quarantine Requirements
105 CMR 400.000	General Administrative Procedures
105 CMR 410.000	Minimum Standards of Fitness for Human Habitation
105 CMR 430.000	Minimum Sanitation and Safety Standards for Recreational Camps for Children
105 CMR 435.000 *(310 CMR 12.00)	Minimum Standards for Swimming Pools

105 CMR 440.000 Minimum Standards for Developed Family type Camp Grounds
*(310 CMR 14.00)

105 CMR 445.000 Minimum Standards for Bathing Beaches
*(310 CMR 17.00)

105 CMR 460.000 Regulations for Lead Poisoning Prevention and Control

105 CMR 590.000 Minimum Sanitation Standards for Food Establishments

*Regulations which were previously available under asterisked D.E.P. CMR numbers.
(State Legislature transferred to MDPH FY87)

310 CMR 15.00 Title 5 Minimum Requirements for Subsurface Disposal of
Sanitary Sewage

2. To whom is your department or committee accountable?

Hingham Board of Health (3 member elected Board)

3. What three things contribute most to the successful functioning of your department or committee?

- a. Communication between department personal and other town hall departments.
- b. Cross training of department personnel to cover departmental responsibilities during vacations, illnesses or during high volume periods.
- c. Utilizing Outlook for scheduling and sharing work schedules with department personnel.

4. What three things would you change to bring about more effective functioning?

- a. Digitalize files for easy access, unlimited storage and file preservation.
- b. Adopting procedures to reduce town hall traffic such as providing on-line access and payment for applying for and tracking permits by residents, builders, realtors and town hall department.
- c. Streamlining the work day by reducing the lunch hour to 30 minutes and by consolidating the work schedule to a four day work week instead of a 4.5 day work week. This would eliminate a days worth of start up and shut down time and could extend the

remaining work days to accommodate working residents. It would also save energy by lowering heating and air-conditioning costs by closing Town Hall for three consecutive days.

5. What challenges do you anticipate that might impact the work of your department or committee in the future and what changes would you suggest for addressing those challenges?

a. Inadequate file storage which can lead to the inability to access archive files for the public and to preserve and protect these files. I would suggest that the Town of Hingham implement a file digitalization program for each department's files.

b. As a member of Region 4b, a collaborative of 28 surrounding communities, the Hingham Health Department has been able to apply for and receive a number of grants from the federal government to achieve our, "Public Health Ready Status", in emergency preparedness. If the federal funds stop coming, we would not be able to conduct the number of drills and trainings that we currently run yearly with the Local Emergency Planning Committee (LEPC).

It has been very beneficial for funds, mutual aid and networking. The challenge is that it does require additional time and money.

Due to the events of "911", times have changed and the LEPC must be more prepared than ever before for local emergency whether they are natural events i.e. an ice storm or man made events such as a plane or train disaster.

The Town should consider alternative funding to maintain the readiness of the Town's Local Emergency Planning Committee.

6. Do you have anything to add?

Not at this time.