

**Town of Boxford
Employment Agreement
Director of Public Health**

An Agreement between Kendell L. Longo and the Town of Boxford

Employment agreement between the Town of Boxford and Kendell L. Longo, Director of Public Health

Term of Agreement

The Town (acting by and through its Board of Health) agrees to employ Kendell L. Longo as the Director of Public Health for the term of twelve months ending June 30, 2016.

Compensation

The Town agrees to pay Kendell L. Longo for her services in the following manner:

(FY16) – July 1, 2015 to June 30, 2016 the sum of \$73,878.00

Performance Goals/Education Reimbursement

1. Education Requirement: Kendell L. Longo is to have successfully completed courses. Budget for training/education reimbursement will be \$2,000.00 for the contract period until June 30, 2016. The Board of Health authorizes to disperse this amount on an annual basis.

2. The Town agrees to pay membership dues and the full amount for seminars, updates on any ongoing educational training upon approval of the Board of Health up to the amount available in the annual budget.

Duties of Position

The duties for this position are stated in the attached Job Description for Director of Public Health.

Regular Working Hours

Director of Public Health is a full time, department head position, according to a schedule approved by the Board of Health. Recognizing that the Director of Public Health may devote additional hours in a given work week, consideration will be given for compensatory time off upon approval by the Board of Health. Any compensatory time awarded must be utilized in the same fiscal year earned. It is expected that she will work an average of 40 hours per week and could be on call outside regular working hours.

Other Personal Benefits

The Director of Public Health shall be entitled to all benefits in the Boxford Personnel By-Law as it may be amended, not superseded or contradicted by the within contract.

The Town agrees to reimburse the Director of Public Health, upon presentation of a paid receipt, up to \$100.00 per fiscal year for work-related clothing.

The Town agrees to allow the Director of Public Health to receive thirty-two (32) hours of personal leave per fiscal year to be taken in increments as needed.

The Town agrees to reimburse the Director of Public Health for mileage at the appropriate rate allowed for deduction under the United States Internal Revenue Code as it may from time to time be amended.

Termination

The Town may choose to terminate the Director of Public Health with just cause upon thirty (30) days' written notice to the Director of Public Health.

Statement of Continuation of Current Contract

In the event that a subsequent contract is not ratified in a timely manner, the previous contract shall remain in full force and effect with retroactively of salary.

Statement of Outside Business Activities

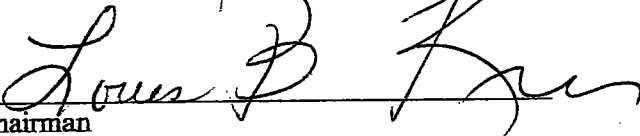
The Director of Public Health agrees that she will not engage in outside business activities during business hours without the prior written approval of the Board of Health. It is agreed that the primary employment of the Director of Public Health shall be with the Town of Boxford.

General Provisions

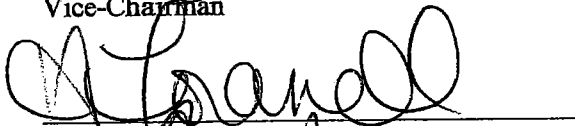
This contract constitutes all of the agreements of the parties. Any supplemental or additional agreement hereafter made shall be made in writing.

In witness whereof, the Town of Boxford has executed and delivered this Agreement in duplicate acting by and through the Board of Health and the Director of Public Health on this 15th day of July, 2015.

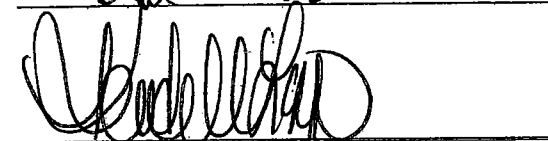
THE TOWN OF BOXFORD ACTING BY AND THROUGH ITS BOARD OF HEALTH


Chairman


Vice-Chairman






Kendell L. Longo

Health Agent Position Description

July 2001

General Purpose

Under the provisions of M.G.L. Chapter 111 Section 30, as amended, boards of health may appoint a Director of Public Health to act for them in cases of emergency or if they cannot conveniently assemble, and any such Director shall have in each cases of emergency or if they cannot conveniently assemble, and any such Director shall have in each case within two days report his/her action to the board for its approval, and shall be directly responsible to it under its direction and control. The Director of Public Health may make complaint of violations of any law, ordinance or bylaw relative to the public health.

The General Duties of the Director of Public Health shall consist of, but not be limited to, the following:

- Assists the Board of Health in discharging its responsibilities under the law
- Assists in the preparation of health policies and regulations
- Responds on 24-hour call to health emergencies in the Town
- Makes recommendations relative to the Subdivision Control Law
- Schedules and serves as the on-site representative of the Board for septic system percolation testing and high ground water level determinations
- Reviews and approves individual subsurface sewage disposal system plans
- Examines and licenses septic system installers in the Town
- Acts as a "licensed sanitarian" (as defined by M.G.L. Chapter 21A Section 13) in cases of septic system design and repairs
- Carries out inspections and issues permits for recreational camps for children
- Reviews and acts on complaints relative to solid waste disposal and recyclables
- Approves private water supplies
- Act as the custodian for all septic system plans
- Coordinates health clinics in the Town
- Submits all reports required by law
- Issues license and permits including Disposal Works Construction Permits, Well Installation Permits, Septic System Installer Permits, etc.
- Attends Board meetings and hearing
- Carries out any duties related to Public Health as ordered by the Board.

SUPERVISION RECEIVED

Works independently as a professional, determining own work schedule and activities, and interacting primarily with the Chairman of the Board for counsel and advice. Flexibility required in order to respond to emergency and changing situations.

SUPERVISION EXERCISED

Supervises Board of Health secretarial help: office secretary and minutes secretary.

DISTINGUISHING FEATURES OF THE CLASS

Supervises the daily operations of the Department, including administrative scheduling, inspections, permitting and licensing services. Interacts directly with the Public on public health concerns, installation of septic systems and wells, new home occupancy requirements, clinic and disease outbreak matters, food establishment inspections and permits, fee collection, etc. Maintains Department files and responds to questions on such files. Carries out on-call fieldwork including septic system inspections, food establishment inspections, investigation of potential public health problems, inspection of livestock, etc. Reviews and approves detailed septic system plans and well water quality data.

PERIPHERAL DUTIES

Obtains and integrates new State and local laws and regulations into Department policy and actions. Attends continuing education courses dealing with new public health requirements. Aids the Board in identifying needs for clarification of policies/regulations or for new policies/regulations.

DESIRED MINIMUM QUALIFICATIONS

Education and knowledge

- B.S., B.A. or equivalent degree
- Registered Sanitarian
- Certified Soil Evaluator (Massachusetts DEP)
- Two years experience as a Health Agent or Director of Public Health

Necessary Knowledge, Skills and Abilities

- Working knowledge of all Massachusetts and Boxford health codes and regulations
- Field inspection experience w/r/t septic systems, food establishments, stables, public buildings, schools and camps
- Working knowledge of computers and electronic data processing
- Ability to supervise secretarial and office support
- Ability to deal with the Public as the representative of the Board

SPECIAL REQUIREMENTS

Ability to work in all types of outdoor conditions including adverse weather conditions.

TOOLS AND EQUIPMENT USED

Main-line telephone, fax machine, computer terminal and printer, scheduling organizer, field notebooks, selected kits for water/soil/surface testing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside an office building and outdoors on construction sites and in various inspection locations including stores, restaurants, farms, camps, ponds/lakes, woodlands, wetlands, the landfill, and other areas as required.

Hand-eye coordination is required for operation of computers and other pieces of office equipment. While performing office duties, the employee is required to stand, walk, use hands to finger, handle, feel or operate object, tools or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, depth perception and the ability to adjust focus.

These same requirements and others are required for fieldwork. Additional requirements for field work include ability to walk through wet, slippery, potentially hazardous terrain; ability to carry out field inspections under adverse weather conditions including rain, high wind, sleet and snow; and ability to drive a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

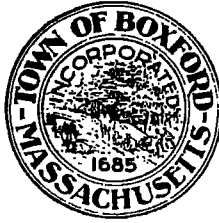
In the office, a reasonable level of noise is to be expected. In the field, brief episodes of loud noise (e.g. construction machinery) may be encountered, together with potentially hazardous conditions due to open pits, shifting soils, adverse weather, etc. In the field, the employee may be exposed to wet, cold, hot or humid conditions. The employee may occasionally be exposed to fumes, airborne particles, toxic or caustic chemicals, the risk of electrical shock, and potential exposure to infectious disease agents.

SELECTION AND GUIDELINES

Formal application, rating of education and experience, oral interviews and references check.

The duties listed above are intended only illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

This job description does not constitute an employment agreement between the Board of Health and the employee and is subject to change by the Board as the needs of the Board and requirements of the job change.



TOWN OF BOXFORD

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November 28, 2016

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Kendell Longo
Director of Public Health
Town of Boxford

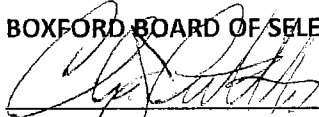
Dear Director Longo:

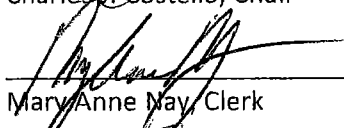
In accordance with action taken at the May 11, 2016 Annual Town Meeting and with the approval of the Board of Selectmen and Personnel Board, the Board of Selectmen has determined that your successful job performance earned the Town standard wage adjustment of 1.5%. The Board of Selectmen recommends the Board of Health set your FY 2017 compensation at:

FY 2017 – July 1, 2016 to June 30, 2017 - **\$74,986** annual salary (retroactive)

Thank you for your continued dedicated service on behalf of the residents of the Town of Boxford.

BOXFORD BOARD OF SELECTMEN


Charles J. Costello, Chair


Mary Anne May, Clerk


Peter C. Perkins


William R. Cargill, Jr.


Alfred Vaz, Jr.

BOXFORD BOARD OF HEALTH

cc: Personnel Board
Director of Municipal Finance