

Memorandum

Date: December 27th, 2022

To: Chilmark Board of Selectmen

From: Chilmark Board of Health

Subject: To increase the scheduled weekly hours for the Chilmark Board of Health Inspector/ Administrator position from 35 to 40 weekly hours.

During the Board of Health meeting on December 21st, 2022, the role, daily responsibilities, and the need for additional hours of the Board of Health Administrator/Inspector were identified and discussed. Currently, the Administrator/Inspector works 35 scheduled hours, and it would be beneficial to have it increased to 40 hours per week.

The reasoning behind this need is explained by the wide range of responsibilities and the required certified training within the scope. The Board acknowledged that preparation for the Certified Food Protection Manager, Soil Evaluator, Public Water Supply Operator, and Septic Systems Inspector Certified programs would take some time.

In addition, the Board of Health would like to continue moving forward with the plans to digitize the well/septic files for each property in the next several years. Furthermore, the Board of Health is planning to work on adding an epay option for all permit renewals, updating sections of town regulations, ongoing community efforts, and state-required septic upgrades.

Thank you,

Katherine L. Carroll, Chair
Chilmark Board of Health

CC: Matthew Poole, Jan Buhrman Anna McCaffrey