

# BOARD OF HEALTH

**Meetings:** Monthly, Last Thursday, 3:00PM  
5-Member Board, plus two alternates

## Staff Support:

Health Agent  
Assistant Health Agent  
Health Department Administrative Assistant

## STATUTES

[MGL Ch. 21A, Sec. 13 \(State Environmental Code\)](#)  
[MGL Ch. 111, Sec. 31 \(Health Regulations, adoption\)](#)  
[MGL Ch. 30A, Sec. 18-25 \(Open Meeting Law\)](#)  
[MGL Ch. 268A \(Conflict of Interest\)](#)

## STATE REGULATIONS

[310 CMR 15.00 \(State Environmental Code\)](#)  
[105 CMR 410 \(State Sanitary Code\)](#)

## LOCAL BYLAWS & REGULATIONS

[Eastham Board of Health Regulations](#)

## AT APPOINTMENT

Work towards completing annual Certificate Program from the MA Association of Health Boards, within two years (strongly encouraged).  
Complete Conflict of Interest Training and submit to Town Clerk.  
Review and Sign Open Meeting Law Summary, submit to Town Clerk and swearing in with Town Clerk.  
Receive MAHB Membership Log-In Information and MAHB Public Health Guidebook (electronic), and website links to all pertinent regulations.  
Receive loose-leaf notebook with printed copies of all pertinent regulations, bylaws, and policies, (including current pending town drafts), Public Health Guidebook and commonly used abbreviations and plan symbols, and an engineer scale ruler.  
Meet with Health Agent.

## MONTHLY

Prepare and attend and participate in work sessions, as applicable (strongly encouraged).  
Review meeting agenda, materials, and prepare for upcoming meetings.  
Attend regular BOH meetings.

## ANNUALLY

Attend MAHB Annual Conference, or similar, if possible virtually or in-person.  
Attend applicable continuing education courses, in-person or online, that are of most interest to the appointee.  
If possible, attend Joint regulatory board meeting.  
Meet with Town Counsel (bi-annually, as needed).  
Attend general review work session with Health Agent, if possible.

## IMPORTANT DOCUMENTS AND WEBSITES

In addition to statutes, regulations and bylaws, these documents should be reviewed and referred to often:

- Duties of Boards of Health: <https://www.mahb.org/wp-content/uploads/2015/12/Duties-of-BOH.pdf>
- Innovative Septic Technologies: <https://www.mass.gov/guides/innovative-technology-and-title-5-systems>
- Local Public Health Institute: <https://sites.bu.edu/masslocalinstitute/>
- MA Association of Health Boards: <https://www.mahb.org/>
- MAHB Healthy Links: <https://www.mahb.org/other-resources/>
- Open Meeting Law Guide: <https://www.mass.gov/doc/open-meeting-law-guide-and-educational-materials-0/download#:~:text=Under%20the%20Open%20Meeting%20Law,without%20permission%20of%20the%20chair>
- Public Health Guidebook: <https://www.mahb.org/toc-guidebook/>
- Training Opportunities: <https://sites.bu.edu/masslocalinstitute/training/more-training-opportunities/>