

**Policies and Procedures of the Grafton Town Health Officer
As adopted by
the Selectboard of the Town of Grafton on March 16, 2020.**

Whereas, the Town Health Officer Committee, formed by the Selectboard was directed by the Selectboard to study the office and make recommendations to the Selectboard concerning the duties of the Town Health Officer (THO),

Whereas, in response to that directive the Committee proposed twelve recommendations to the Selectboard, eight of which are policy or procedural items, all of which have been reviewed by the Selectboard,

Therefore, the Selectboard in response to those recommendations, adopt the following policies and procedures to guide the work of the Town Health Officer:

1. *Duties*: The duties of the THO are those set forth in Title 18 of Vermont Statutes Annotated, Chapter 11 “Local health Officials” and as recommended and explicated in the Vermont Department of Health “Town Health Officer Manual” that addresses specific health risks and hazards to the public.
2. *Report to Public*: The THO will report public health risks/hazards to the Town Clerk, Town Administrator, and Selectboard. Record of complaints, inspections, and resolutions will be properly filed and recorded in the Selectboard office in the Town Hall.
3. *Disbursements/Fees/Expenses and Fines Collected*: The Grafton Selectboard will be responsible for legal fees and expenses incurred in the resolution of complaints the THO resolves. Fines collected shall be credited to the Selectboard budget.
4. *Records/Stipend*: The THO will keep a record on file of the time spent on complaints. The Select Board will re-evaluate the THO’s yearly stipend of \$1000 to reflect proper compensation for duties performed.
5. *Septic Pumping/Enforcement*: Grafton Selectboard along with Grafton Town Clerk shall continue to follow current septic pumping policy/ordinance and ticket system for the town of Grafton.
6. *Notification of new laws or ordinances*: Grafton Selectboard along with Town Clerk, and Town Administrator shall inform the THO of any new or changes in law or ordinance or policy that relates to any health risk or