

**Agreement for Public Health, Public Health Nurse, and Animal Control
Services between the Towns of Amesbury, Salisbury, and the City of
Newburyport, Massachusetts**

THIS AGREEMENT is entered into by and between the Towns of Amesbury, Salisbury, and the City of Newburyport, Massachusetts (hereafter referred to Amesbury, Salisbury, and Newburyport respectively), hereafter referred to collectively as the “Municipalities”, this ___ day of _____ 2009, as follows:

WHEREAS, the Municipalities desire to cooperate in the provision, on a shared basis, of public health, public nurse, and animal control services for the benefit of the Municipalities; and

WHEREAS, the Municipalities have obtained authorization for this joint undertaking as required by M.G.L. C.40, §4A pursuant to a vote of the Town of Amesbury’s Municipal Council with the approval of its Mayor on _____ 2009, a vote of the Town of Salisbury’s Board of Selectmen on _____ 2009, and a vote of the City of Newburyport’s City Council with the approval of its Mayor on _____ 2009.

NOW, THEREFORE, Amesbury, Salisbury, and Newburyport, in mutual consideration of the covenants contained herein, hereby agree as follows:

1. Designation of Lead Municipality

1.1. For the purpose of implementing this Agreement, the Municipalities designate Newburyport as the Lead Municipality acting for and on behalf of the Municipalities.

2. Local Boards of Health

- 2.1. Municipalities will retain independent Boards of Health, with roles and duties determined according to MGL and the Municipality’s charter.
- 2.2. Municipalities will provide their Boards of Health with applicable and relevant information produced by the regional health services program, so that they may perform their adjudicatory duties as required by MGL.

3. Administrative Steering Committee

- 3.1. An Administrative Steering Committee is hereby established to oversee the implementation and administration of the regional public health, public health nurse, and animal control services program, as described in this Agreement.
- 3.2. The Committee shall be comprised of the Town of Amesbury Mayor or his designee, the Town of Salisbury Town Manager or his designee, and the City of Newburyport Mayor or his designee, the latter of whom shall chair the Committee.
- 3.3. The Committee shall meet monthly for the first six months of this agreement, and quarterly thereafter. Additional meetings may be scheduled by request of any member, as needed
- 3.4. The Administrative Steering Committee shall develop and adopt a protocol and policy for responding to requests for service, daily/ongoing communication, and other operating procedures as applicable and appropriate.

- 3.5. Each Committee member shall represent its community's interests and concerns respecting the implementation and administration of the public health, public nurse, and animal control services program.
- 3.6. During the first six months the Committee shall review monthly reports and determine whether the program is meeting the Municipalities' needs, whether adjustments to service delivery are needed, and what those adjustments should be.
 - 3.6.1. Monthly reports will include the number and type of inspections performed, animals impounded, vaccinations administered, programs administered, program expenditures, enforcement actions, quarantines, local Board of Health requests, service feedback from establishments and residents, and like information concerning the operation of the program.
 - 3.6.2. All reports will be retained by each Municipality.
- 3.7. After the first six months the Committee members shall receive and review monthly reports to continue their review of whether the program is meeting the Municipalities' needs, whether adjustments to service delivery are needed, and what those adjustments should be.
 - 3.7.1. If a Committee member sees a need to meet prior to the next scheduled quarterly meeting the member shall notify the other Committee members of said request to meet, as further described herein.

4. Scope of Services

4.1. Performance of Services

- 4.1.1. Unless where otherwise specified, the Municipalities agree to utilize the services of the Newburyport's Public Health Director to provide oversight, management and administration of the services provided in this Agreement.
- 4.1.2. Unless where otherwise specified the Municipalities agree to utilize the services of Salisbury's Animal Control Officer and Inspector to provide animal control and animal inspector services provided in this Agreement.
- 4.1.3. Unless where otherwise specified, the Municipalities agree to utilize the services of Newburyport's Public Health Nurse to provide public health nursing services.
- 4.1.4. Unless where otherwise specified, the Municipalities agree to utilize the services of the Newburyport's Department of Public Health Administrative Assistant to provide administrative support for the services provided in this Agreement.

4.2. Public Health Inspections and Services

- 4.2.1. The Municipalities agree to a regional health services program that shall include, but not be limited to, the following inspections and services:
 - 4.2.1.1. Dumpster Inspections
 - 4.2.1.2. Housing Inspections
 - 4.2.1.3. Body Art Establishment Inspections & Practitioner Licenses
 - 4.2.1.4. Camps Inspections
 - 4.2.1.5. Public and Semi-Public Pool Inspections
 - 4.2.1.6. Disposal Works Installers Licenses
 - 4.2.1.7. Septage Haulers Licenses
 - 4.2.1.8. Tobacco Inspections
 - 4.2.1.9. Tanning Inspections
 - 4.2.1.10. Civil processes

- 4.2.1.11. Court appearances as needed
- 4.2.1.12. Attendance at each Municipality's Board of Health meeting once per month
- 4.2.1.13. Development of policy and implementation
- 4.2.1.14. Representation at public health fairs and forums as necessary.
- 4.2.1.15. Representation at regional, state and federal organizations and coalitions
- 4.2.2. The Public Health Director shall submit monthly activity reports to each Municipality's Board of Health. The reports shall include a list of inspections, relevant findings, and any applicable recommendations for further action.
- 4.2.3. The Public Health Director may, with approval of the Municipalities, contract with qualified inspectors to perform some or all of the services assigned.
- 4.2.4. In conjunction with an agreement on subcontracting, the Administrative Steering Committee will review and adjust the cost sharing formula if needed.
- 4.3. The Municipalities agree to contract separately with qualified inspectors, to perform the following inspections and services:
 - 4.3.1.1. Title 5 plan review, percolation and soil evaluations, septic system inspections
 - 4.3.1.2. Food & Restaurant inspections (includes grocery, mobile, caterer, residential kitchen, retail & temporary)
 - 4.3.2. The Municipalities are encouraged to jointly procure the services of qualified inspectors, though are not required under this Agreement.
 - 4.3.3. The qualified inspectors under contract with each Municipality shall be accountable to each Municipality, and overseen by the Newburyport's Public Health Director.
 - 4.3.4. Each Municipality is responsible for the payment of contracted inspectors for assigned inspections and services, as identified in this Agreement, and performed and approved by the Public Health Director and contracting Municipality.
 - 4.3.4.1. Any invoice so submitted by a contractor shall indicate work performed in sufficient detail to enable approval for payment and evaluate service delivery and work performed.
- 4.4. Animal Control Services**
 - 4.4.1. The Municipalities agree to a regional animal control and inspection service, that shall include, but not be limited to:
 - 4.4.1.1. Animal Inspections
 - 4.4.1.2. Quarantine
 - 4.4.1.3. Animal Impound
 - 4.4.1.4. Response to complaints, questions, request for information
 - 4.4.2. Salisbury shall provide weekday animal control services and animal inspections.
 - 4.4.3. Newburyport will provide after-hours, nights and weekend animal control services, to include but not be limited to:
 - 4.4.3.1. Animal Impounds
 - 4.4.3.2. Quarantines
 - 4.4.3.3. Response to specific complaints, as determined in the regional health services program protocol.
- 4.5. Public Health Nurse**
 - 4.5.1. The Municipalities agree to a regional public health nurse service, that shall include, but not be limited to:

- 4.5.1.1. Communicable disease reporting, surveillance, and coordination with Municipal and School entities,
- 4.5.1.2. Annual screening and vaccination clinics
- 4.5.1.3. Weekly walk-in hours at each Municipality
- 4.5.1.4. Monthly health education and/or wellness programs.
- 4.5.1.5. Vaccination distribution to health care providers
- 4.5.2. Each Municipality may contract with qualified nurses to supplement the regional public health nurse services.
 - 4.5.2.1. The Municipalities are encouraged to jointly procure the services of qualified contractors, though are not required to by nature of this Agreement.
 - 4.5.2.2. The qualified contractor shall be accountable to each Municipality, and overseen by the Newburyport's Public Health Director.
 - 4.5.2.3. Each Municipality is responsible for the payment of contracted health nurse services performed by the qualified contractor.
 - 4.5.2.4. Any invoice so submitted by a contractor shall indicate work performed in sufficient detail to enable approval for payment and evaluate service delivery and work performed.

4.6. Administrative Support

- 4.6.1. Under direction of Newburyport's Public Health Director, Newburyport's Department of Public Health Administrative Assistant shall provide administrative support to include, but not be limited to:
 - 4.6.1.1. Prepare and distribute each Municipality's Board of Health meeting materials
 - 4.6.1.2. Take and draft each Municipality's Board of Health meeting minutes
 - 4.6.1.3. Prepare monthly reports as needed

4.7. Adjustments to Service Delivery

- 4.7.1. At any time, the Administrative Steering Committee may determine that further contracting or outsourcing of the services provided for in this Agreement may be advantageous to the Municipalities to provide for increased scope of services, to improve service delivery for the current scope of services, or to reduce costs or any combination thereof.
- 4.7.2. Adjustment to the nature in which services are provided, must be approved by the Administrative Steering Committee. Changes to service delivery through further outsourcing and contracting shall be reduced to writing prior to implementation.

5. Financial Formula

- 5.1. Municipalities shall be assessed an annual cost for the regional health services according to volume of services used and actual costs for providing services, as best can be determined.
- 5.2. For Year 1 of this Agreement, effective July 1, 2009 through June 30, 2010, the Municipalities shall utilize the cost allocation formula attached and *titled Attachment A: Year One Assessment*, for the annual assessment of the regional services provided in this Agreement.
- 5.3. The cost allocation formula for subsequent fiscal periods shall be modified as necessary by recommendation of the Administrative Steering Committee after review of service

and inspectional information compiled for the previous twelve (12) month period from January 1 through December 31.

- 5.4. Municipalities shall be assessed the regional services fee in July of the contract year, with payment due within 30 days of receipt.

6. Term of Agreement

- 6.1. This Agreement shall commence on July 1, 2009 and shall terminate on June 30, 2012.
- 6.2. The terms of this Agreement shall remain in full force and effect until a new agreement is reached or this Agreement is terminated as provided herein, whichever occurs first, save that the indemnification provisions herein shall survive the termination of this Agreement.

7. Termination of Agreement

- 7.1. Any Municipality, by a vote of the Town of Amesbury's Municipal Council with the approval of its Mayor, a vote of the Town of Salisbury's Board of Selectmen, and a vote of the City of Newburyport's City Council with the approval of its Mayor; may terminate this Agreement upon the provision of at least thirty (30) days prior written notice to the other Municipalities.
- 7.2. Such notice shall state the termination date.
- 7.3. Upon such termination, each Municipality shall be solely responsible for the provision of public health, public nurse, and animal control services for the benefit of that Municipality.
- 7.4. Upon such termination, the Municipalities shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter.
- 7.5. Notwithstanding anything else to the contrary in this Agreement employment of qualified public health inspectors is contingent upon the continuation of this Agreement and termination of this Agreement as provided herein shall constitute a basis for termination of the shared qualified public health inspectors' employment.
- 7.6. Consequently, notice of termination of this Agreement as provided herein shall also be given in writing by the terminating Municipality to the qualified public health inspectors at the time it is provided to the other Municipalities.

8. Records and Reporting

- 8.1. The Municipalities, acting by their respective officials responsible for provision of public health, public health nurse, and animal control services and related functions, shall keep accurate and comprehensive records of all services provided, costs incurred, and reimbursements and contributions received.
- 8.2. The qualified contractors, within thirty (30) days of the end of the Calendar Year, shall report of all services performed hereunder and the financial elements thereof to the City of Newburyport's Public Health Director, or their designee.
- 8.3. The City of Newburyport's Public Health Director shall provide a full report to the Administrative Steering Committee.
- 8.4. For purposes of cost allocation formula review and evaluation of services program, the following factors shall be incorporated into the review.
 - 8.4.1. Public Health Inspections and Services

- 8.4.1.1. Number of inspections and revenues collected
- 8.4.1.2. Number of re-inspections and revenues collected
- 8.4.1.3. Number of civil cases processed and revenues collected
- 8.4.1.4. Number of court cases processed and revenues collected
- 8.4.1.5. Number of food service inspections and revenues collected,
- 8.4.1.6. Number of septic inspections, plan reviews, percolation and soil evaluations and revenues collected,
- 8.4.2. Animal Control and Inspection Services
 - 8.4.2.1. Number of animal complaints responded to
 - 8.4.2.2. Number of animals impounded, surrendered
 - 8.4.2.3. Number of deceased animals disposed of
 - 8.4.2.4. Number of animal related inspections
 - 8.4.2.5. Number of animal licenses and revenues collected
 - 8.4.2.6. Number of animals quarantined and revenues collected
- 8.4.3. For the Public Health Nurse
 - 8.4.3.1. Number of screenings performed
 - 8.4.3.2. Number of vaccinations administered
 - 8.4.3.3. Number of vaccinations distributed
 - 8.4.3.4. Number of clinics and participation at each
 - 8.4.3.5. Number of communicable diseases reported, by category and disposition of the cases
 - 8.4.3.6. Number of clients seen during office hours and in general services performed

9. Audit

- 9.1. At the end of each fiscal year, an audit of the records of the services provided hereunder shall be made.
- 9.2. The records, revenues and expenditures shall be reviewed jointly by the Chief Financial Officer of Amesbury, the City Auditor of Newburyport, and the Town Accountant of Salisbury with a report of findings and recommendations presented to the Administrative Steering Committee for adoption and action.
- 9.3. Audit reports will be provided to the Mayors of Amesbury and Newburyport, and Town Manager of Salisbury.

10. Miscellaneous

- 10.1. The Municipalities agree that if any court of competent jurisdiction shall declare any provision of this Agreement unenforceable, the remaining provisions hereof shall not be affected and shall remain in full force and effect.

This Agreement may be amended from time to time, but only by mutual written recommendation of the Administrative Steering Committee, by a vote of the Town of Amesbury's Municipal Council with the approval of its Mayor, a vote of the Town of Salisbury's Board of Selectmen, and a vote of the City of Newburyport's City Council with the approval of its Mayor..

WITNESS OUR HANDS, as of the dates specified:

For the Town of Amesbury _____

DRAFT AGREEMENT 6/1/09

Mayor

Date

For the Town of Salisbury

Town Manager

Date

For the City of Newburyport

Mayor

Date

Approved as to Form

Chief Financial Officer – Amesbury

Municipal Counsel - Amesbury

Town Accountant – Salisbury

Town Counsel - Salisbury

City Auditor - Newburyport

City Attorney - Newburyport

*Attachment A
Year One Cost Allocation*

Year 1 Annual Assessment:

Summary

Amesbury
 Payable to Newburyport: \$45,233
 Payable to Salisbury: \$8,047
 Newburyport
 Payable to Salisbury: \$8,047
 Salisbury
 Payable to Newburyport: \$45,233

Details

Public Health Inspections & Services

Assessment Per Community as Designated

Newburyport Director of Public Health

Regular Salary	\$	67,600	10%	\$ 6,760
Regional Work	\$	12,400	50%	\$ 6,200
Health Insurance	\$	13,000	33%	\$ 4,333
Vehicle Allowance	12 Months		\$ 200	\$ 2,400
Meeting Allowance	12 Months		\$ 150	\$ 1,800

Animal Control Inspections & Services

Assessment Per Community as Designated

Salisbury and Newburyport Animal Control

Salisbury Weekdays & Animal Inspector	\$350/week		33%	\$ 6,067
Health Insurance	\$	6,000	33%	\$ 1,980
Newburyport Nights & Weekends	\$250/week		33%	\$ 4,333

Public Health Nurse Services

Assessment Per Community as Designated

Newburyport Health Nurse

Regular Salary	\$	30,056	10%	\$ 3,006
Regional Work	\$	3,500	50%	\$ 1,750

Regional Health Services Administrative Costs

Assessment Per Community as Designated

Newburyport Admin Assistant (Board Support)

Regular Salary	\$	44,122	10%	\$,412
Regional Work	\$	5,878	50%	\$,939
Health Insurance	\$	13,500	33%	\$,500
Meeting Allowance	12 months		\$ 150	\$ 1,800

Supplies \$ 1,000