



STONEHAM
Board of Health - Health Department
35 CENTRAL STREET
STONEHAM, MA 02180

Phone #: 781-279-2621
Health Director - Anthony Chui, MPH

Memo

Subject: Request for Additional Hours for Health Inspector

Dear Administrator Sheehan,

I am writing to formally request an increase in the working hours of Health Inspector Thomas Bilbilian by 5 additional hours per week, raising his total to 40 hours. This adjustment is critical to managing the increasing workload on the Stoneham Health Department and ensuring the sustainability of our department's funding, which has benefited from significant revenue growth.

Since joining the department in May 2023, Mr. Bilbilian has played a key role in enforcing important health and safety regulations, including the Minimum Standards for Food Establishments, Human Habitation, Swimming Pools, Recreational Camps, and Body Art Establishments. His duties encompass permit reviews, inspections, re-inspections, and complaint management across the town. Over the past year, Mr. Bilbilian has overseen the issuance of 30 new Food Establishment Permits, 11 new Body Art Establishment/Practitioner Permits, and the initiation of permits for 2-4 Body Work Establishments. This growing volume of work is further compounded by the town's ongoing development and expansion.

The department has also had to deal with numerous voluntary closures of food establishments due to imminent health hazards, primarily from pest infestations. Since July 2023, 9 establishments have voluntarily closed, many of which have closed on more than one occasion, and each requiring extensive inspections, detailed reports, and multiple re-inspections. These protocols also apply to failed inspections which sometimes include the need for third-party food safety consultations. In addition to these tasks, Mr. Bilbilian has been handling complex cases of severe hoarding, which often require coordination with other town departments and the legal system.

During the summer pool season, Mr. Bilbilian was responsible for inspecting the town's 14 outdoor pools and 1 indoor pool at LA Fitness. Over the past two years, the number of pools failing inspections has remained significant, with 9 of 15 pools failing in 2023 and 8 of 15 pools failing in 2024. These failures have resulted in closures, re-inspections, and fines, contributing to the increased workload. LA Fitness alone has faced 2 temporary closures in the past year due to complaints and repeated violations, requiring further inspections and follow-ups.

Looking ahead, the town's growing number of multi-unit residential developments will require 300-600 pre-occupancy inspections for new residential units, in addition to inspections for newly constructed swimming pools. Health Department involvement is also required at the pre-construction phase for permitting and compliance with public health guidelines related to demolition, including; removal of hazardous materials, asbestos abatement, lead determination, and pest control.

The additional 5 hours per week will enable Mr. Bilbilian to more effectively manage the growing demands of inspections, complaint handling, and emergency response. These additional hours are especially necessary given the need to conduct inspections outside of regular office hours to accommodate food establishments' operating hours, attend regular and emergency Board of Health meetings, and respond to emergencies such as fires, heat complaints, water & sewage issues, and hoarding cases.

Furthermore, the increased hours will contribute to the sustainability of our department's funding. From FY23 to FY24, the Health Department's revenue grew by \$10,432, with total revenue increasing from \$53,120 to \$63,552. Of this increase, \$7,175 was generated from fines, largely due to violations related to poor sanitation and dumpster management. The introduction of re-inspection fees for pools, which are set to increase from \$50 to \$150, and proposed updates to recreational camp permit fees and local regulations, will further enhance revenue.

Approving this request for additional hours, along with overtime pay for work beyond 40 hours, will allow the department to keep pace with the demands of a growing population and increasing regulatory responsibilities while continuing to generate sustainable revenue for the town.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Anthony Chui', with a stylized flourish at the end.

Anthony Chui
Regional Health and Human Services Director
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