

**BOARD OF HEALTH
ASHFIELD, MASSACHUSETTS
March 19, 2013
Ashfield Town Hall**

Members present: Duncan Colter, chair, Joanne Ostrowski, Susan Clark

Guests present: Suzanne Corbett, Brian Clark

Meeting was called to order at 6:35 p.m. by the Chair. The following recording devices were noted: Suzanne Corbett (2 audio recorders, 1 video recorder), Susan Clark (2 audio recorders)

Posting of Public Documents on the Ashfield town website:

The BOH discussed putting public documents on the website, and formally approving doing so at a BOH meeting. We discussed posting minutes, complaints, and document requests.

Susan discussed posting minutes that are fully typed, with no hand-written corrections. Duncan and Joanne agreed that clean typewritten copies would be best. Brian Clark, Technology Committee member, brought up the fact that the BOH has a log-on so that minutes can be uploaded directly without having to get the webmaster to do so.

Brian stated further that documents that go on the website need to be screened for personal information ahead of time. After documents are posted they are available to the public. He stated that the redaction process is spelled out in the public records law.

Joanne brought up the possibility of posting the Public Document Tracking form that the BOH had recently developed and approved. There was discussion about that form being more of an internal document for BOH use, but that if someone verbally requests documents, that tracking form can be posted on the website.

Joanne brought up the possibility of posting blank complaint forms on the website. Joanne also brought up the subject of posting what permits are required. Susan stated that there is already a list of permit fees on the website, along with a list of septic designers. Perhaps a statement could be added to the permit fee list, about the necessity of applying for permits for various town functions.

Duncan is posting meeting agendas on the website currently.

Susan asked about how far back the BOH wants to go in posting public documents. There was discussion about posting all of 2012 onward.

Brian Clark brought up the fact that posting minutes vs. public documents are two separate issues, since the Technology Committee is not involved in the posting of minutes.

Motion: Susan Clark made a motion that the BOH post OML complaints and the initial response to the complaints and public records requests and the initial response to the records requests. Joanne Ostrowski seconded the motion.

There was some discussion about how many responses would be posted. The initial responses will be posted as the Technology committee recommends only the initial complaints/public records requests and the initial responses be posted.

The motion was passed unanimously. If members of the public want further information beyond the initial responses to complaints and document requests, they can contact the BOH for additional documents.

Joanne Ostrowski recommended that something be printed in the Ashfield News about the availability of public documents on the town website.

Joanne had a question about removing her emails from the BOH laptop. She was advised to remove only the personal emails.

Motion was made by Susan Clark to adjourn the meeting. Joanne seconded the motion. The motion was passed unanimously.

The meeting was adjourned at 6:54 p.m.

Next meeting: Tuesday, March 26, 2013

Respectfully submitted by Susan Clark