

Board of Health
Meeting Minutes
August 13, 2018 – 6:00 P.M.
Ashland Town Hall, 101 Main Street, Ashland, MA
Meeting Room B/C

Jon Fetherston, Chairman
Diane Mortensen, Vice Chairwoman
Mark Oram, Agent/Director

Chris Daniele, Clerk
Ronald Etskovitz, Member
Koduvayur Narayana, Member

Members Present:

Jon Fetherston, Diane Mortensen, Chris Daniele, Ronald Etskovitz and Koduvayur Narayana

Others Present:

Mark Oram, Health Agent / Director
Laura Clifford, Administrative Secretary
Mark Dassoni, resident
Jim Hanna, resident

Call to Order

Mr. Fetherston called the meeting to order at 6:06 PM. This meeting was audio recorded.

Citizen's Participation

Mark Dassoni inquired as to what the Board of Health's role is on the cell tower project, which is on the ZBA's agenda for tomorrow night. Mr. Oram responded that he has spoken with Josh Chase, Assistant Planner, who said that the ZBA's jurisdiction is limited, it is in the hands of the FCC. Board Members agreed that it is not under the Board of Health's purview, some Members noted they may attend or watch the meeting on WACA.

Jim Hanna noted that he received a copy of the Board of Health's Policies and Procedures manual and appreciates the message the document sends to the residents.

Board to review and discuss Board of Health Policies and Procedures, including suggested edits submitted by KG Narayana.

The Board agreed to review Mr. Narayana's edited version of the Policies and Procedures manual by Section. Mr. Fetherston noted that each of Mr. Narayana's changes will be a motion which the Board will vote on. Ms. Mortensen noted that she finds the adopted Policies and Procedures to be a well-written document and hopes that all five Members will sign this document.

Section I – Purpose. After review and discussion of this Section, Mr. Daniele made an amendment to the motion to change the word "consolidate" to the word "consider" and to add the word "these" before "...operating policies and procedures for the Board of Health". Ms. Mortensen seconded the amended motion. The amended motion was approved 5-0.

Section II – Nature of Policies and Procedures. After review and discussion of this Section, Ms. Mortensen seconded the motion approving the edits throughout the Section, Mr. Daniele added with a change to the tenses. The motion was approved 5-0.

Section III. Procedure for Establishing Policies and Procedures. After review and discussion of this Section, there was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

Section IV. Authority and Role of the Board of Health. After review and discussion of this Section, Mr. Narayana decided to withdraw his motion pertaining to the edits in the first paragraph of this Section.

Mr. Fetherston called for a vote on the motion to approve the edits in the third and fourth paragraphs of this Section. There was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

Mr. Fetherston called for a vote on the motion to approve the edits in the fifth paragraph of this Section. Mr. Daniele made an amendment to the motion to add the wording “and such requests shall be forwarded to Town Counsel, pending approval by the Town Manager.” Ms. Mortensen seconded the amended motion. The amended motion was approved 5-0.

Section V. Role of the Town Health Agent. Mr. Narayana decided to withdraw his motion pertaining to the edits in this Section.

Section VI. Duties, Responsibilities, and Obligations of Board Members After review and discussion of this Section, there was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

Section VII. Organization of the Board and Election of Officers. After review and discussion of this Section, there was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

Section VIII. Responsibilities of the Officers of the Board. After review and discussion of this Section, Mr. Narayana decided to withdraw his motion pertaining to the edits in this Section.

Section IX. Meetings of the Board. After review and discussion of this Section, there was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

Ms. Mortensen noted that she would verify whether a room location and end time is required when posting a meeting.

Mr. Daniele made a substitute motion to change the wording of this Section to state: “Regular Board meetings are usually held on the first and third Tuesday of each month. The Health Agent or his or her designee is responsible for the posting of all Board meetings in compliance with Open Meeting Law. Regular Board meetings shall begin at 7:00 P.M. and end no later than 11:00 P.M. The same rules as those established for regular meetings shall apply, unless an unforeseen emergency requires a special meeting to be scheduled. Special meetings shall be called by the Chairman, in consultation with the Health Agent, and with the informal consent of a majority of Board members; special meetings may also be subject to alternate start times.” Mr. Narayana seconded the motion. The motion was approved 5-0.

Section X. Meeting Procedures. After review and discussion of the first paragraph of this Section, the majority of the Board agreed not to confine the Board to any one specific rule of parliamentary procedure. Mr. Narayana amended his motion to change the wording to state “similar to Robert’s Rules”, after the words “Board meetings shall be conducted in accordance with generally accepted rules of parliamentary procedure”. Mr. Daniele seconded the amended motion. The amended motion was approved 5-0.

After review and discussion of the third paragraph of this Section, Mr. Etskovitz suggested changing the wording to state: “The Health Agent is expected to be in attendance at all meetings of the Board whenever it is feasible. The Health Agent shall keep the Board informed and make recommendations in all matters that fall within the jurisdiction of the Health Agent. The Health Agent shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under the Health Agent’s jurisdiction.” Mr. Narayana agreed to

amend his motion to use this wording. Mr. Fetherston seconded the amended motion. The amended motion was approved 5-0.

Section XI. Board Meetings: Executive Sessions. There were no suggested edits for this Section.

Section XII. Agenda Procedures. After review and discussion of the first paragraph of this Section, there was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

After further discussion, Ms. Mortensen made a substitute motion to the first paragraph, to add the words “as required” after the words “Agenda items shall be”. Mr. Daniele seconded the motion. The motion was approved 5-0.

After further discussion, Mr. Fetherston made a motion to change the wording in the fourth paragraph to change the word “web” to “Town of Ashland website.” Mr. Narayana seconded the motion. The motion was approved 5-0.

Section XIII. Meeting Minutes. There were no suggested edits for this Section.

Section XIV. Advisory Committees. Because the reference to adopting Robert’s Rules as the adopted parliamentary procedures was not approved in Section X, Meeting Procedures, Mr. Narayana withdrew his motion pertaining to this Section.

Section XV. Relations with other Town Boards and Committees. There were no suggested edits for this Section.

Section XVI. Relations with Citizens. After review and discussion regarding changing the word “citizen” to the word “public” throughout this Section, there was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

After further discussion, Ms. Mortensen made a substitute motion to add the words “of Health” and remove the word “Office” (to read: “...a resident or group of residents may request a meeting with the Board by contacting the Board of Health”) in the second paragraph. Mr. Etskovitz seconded the motion. The motion was approved 5-0.

After further discussion regarding the addition of the words “by the public member” in this Section, there was no second to the motion, therefore Mr. Fetherston declared that the motion failed.

Effective Date. Members agreed the next meeting date will be August 28th. Mr. Fetherston made a motion that the document worked on tonight will be edited and presented to the Board on August 28th for possible adoption. Mr. Etskovitz seconded the motion. The motion was approved 5-0.

Board Members thanked Mr. Narayana for his time and efforts to make improvements to the Policies and Procedures manual.

Mr. Daniele made a motion to extend the meeting until no later than 8:15 P.M. Mr. Narayana seconded the motion. The motion was approved 5-0.

Board to discuss Juuling and Vaping Educational Seminar to be held in September

Mr. Fetherston asked Mr. Oram to reach out by email to Saumya Sankhavaram, with a copy to the Board, regarding DAET’s involvement with the juuling and vaping seminar. Board Members discussed possible dates to hold the seminar. Mr. Fetherston made a motion that Mr. Oram reach out to Saumya through email to discuss dates and topics for a seminar during the September Board of Health meeting. There was no second to the

motion, but it was agreed. Discussion continued regarding who is sponsoring the event, DAET or the Board of Health. Mr. Fetherston suggested also sending an invitation to the tobacco retailers in Town. Mr. Oram read the email that he sent to Ms. Sankhavaram.

Review meeting minutes: July 17, 2018

Mr. Fetherston explained that, pursuant to Town Counsel's letter, the Board should make every effort to approve minutes in a timely manner. Mr. Narayana made a motion to accept the July 17, 2018 minutes as presented. Ms. Mortensen seconded the motion. The motion was approved 4-0-1 (Mr. Daniele abstained as he was not present for that meeting).

Adjournment

Ms. Mortensen made a motion to adjourn, Mr. Fetherston seconded the motion. The motion was approved 5-0.

The meeting adjourned at 8:14 PM.

ASHLAND BOARD OF HEALTH

DOCUMENTS REVIEWED AT THE 8/13/2018 MEETING

(All items stored in the Board of Health files unless otherwise noted)

1. Board of Health Policies and Procedures / Draft Policies and Procedures with edits submitted by KG Narayana
2. Parliamentary procedure from the Editors of Encyclopedia Britannica, referenced by Chris Daniele
3. Draft Minutes: July 17, 2018
4. Audio Recording of the meeting is available