

## ATTACHMENT “A”

### Town Hall Department/Board General Description of Public Records Maintained

*\*This list is not an exclusive list of records; This list represents commonly requested records and/or records that are maintained by the department as outlined in the Municipal Records Retention Schedule, issued by the Supervisor of record. All requests are provided in accordance with the public records law.*

### Town Clerk

Records maintained & available on the Towns [documents on demand](#):

- Campaign Finance Reports (see Town Clerk/Campaign Finance)
- Election Results (listed by election type under Town Clerk)
  
- Meeting Agendas (listed under committee name)
- Meeting Minutes (listed under committee name)
- Public Hearing Notices (listed under committee name)
  
- Town Meeting Warrants (see Town Meeting Final Warrants)
- Town Meeting Minutes (see Town Meeting Warrant Results)

Records maintained & available upon request:

- Annual Street List
- Voter Extracts (Voter Lists & Voter Turn Out records, etc)
- Dog Owner Lists
- Business Certificate Listing
- Raffle permit listing
- Yard Sale Permit listing
- Public Records Requests
- Perspective Juror List
- Conflict of Interest Disclosures
- Compliance Documents - State Ethics & Opening Meeting Law
  
- Town Charter - Copies
- Town Bylaws - Copies
  
- Election Warrants

### Town Administrators Office (Selectmen’s Office)

Records maintained & available on the Town’s [documents on demand](#):

- Annual Town Report (see Annual Town Report)
- Collective Bargaining Agreements (see Collective Bargaining Agreements)
- Goals & Objectives (see under Town Administrator)

Records maintained & available on the Town’s website (See Residents/town govt/financial info)

- Annual Operating and Capital Budgets
- Gross Annual Employee Earnings

Records maintained & available upon request:

- Applications for Board of Selectmen’s Licenses and Permits

## **Planning & Economic Development** (Planning / Zoning / Board of Appeals)

Records maintained & available on the Towns website:

- Bylaws, Rules, Regulations, Policies (see Easton Code Book from home page)
  - Agricultural Commission
    - Right-to-Farm bylaw – Chapter 189
  - Planning & Zoning Board
    - Zoning Bylaw – Chapter 235
    - Subdivision Rules & Regulations – Chapter 501
  - Conservation Commission
    - Wetlands Protection Bylaw – Chapter 227
    - Wetlands Protection Bylaw Regulations - Chapter 503
    - Conservation Land Regulations for use – Chapter 504
  - Zoning Board of Appeals - Chapter 400
  
- Bylaws, Rules, Regulations, Policies (see relevant board/commission page)
  - Historical Commission
    - Local Historic District Map
  - Planning & Zoning Board
    - Planning & Zoning Board Administrative Rules & Regulations
  - Conservation Commission
    - Wetlands Protection Policies

Records maintained & available on the Town's online permitting public view (most available after 2010) or by request submitted to office:

- Application for Decisions issued by Planning & Zoning Board
  - Certain zoning Special Permits
  - Subdivisions
  - Site Plan Review
- Applications for Decisions issued by Zoning Board of Appeals (via online permitting beginning fall 2017)
  - Certain zoning Special Permits
  - Zoning Variances
  - Use Variances
- Applications for Permits issued by the Conservation Commission
  - Notices of Intent – Permits for Work & Orders of Conditions
  - Requests for Determinations of Applicability – Determination of Applicability
  - Abbreviated Notices of Resource Area Delineation
  - Certificates of Compliance (complete & partial)
  - Enforcement Orders (hard copy available from the office)
  - Emergency Certifications (hard copy available from the office)
- Historical Commission (via online permitting beginning fall 2017)
  - Demolition Reviews
  - Certificates of Appropriateness

## **Assessors**

Records maintained & available on the Towns website:

- Property Record Cards (see Assessors page.)

Records maintained & available upon request:

- Abatement certificates
- Exemption certificates
- Betterment Records
- Tax Rate Recapitulation forms
- Sewer Assessment Records

## **Building (Inspectional Services)**

Records maintained & available on the Towns online permitting public view (as of a certain date) or by request submitted to office. Note: some addresses, no information available.

- Application for Permits
  - Building
  - Electrical Wiring
  - Erect, Alter or Repair
  - Gas Fitting
  - Plumbing Work
  - Signs
  - Swimming Pool
- Inspection Certificates
  - Egress Retain for life of building
  - Occupancy
- Notices
  - Building in Dangerous Condition
  - To Cease and Desist Illegal Work
- Permit Log (Building and other permits)
- Plans and Specifications
  - Plans of Buildings with Public Access
  - Plans of Private Dwellings
  - Buildings Included in the State Register of Historic Places, or Eligible for Inclusion

## **Board of Health**

Records maintained and available on the Town's online permitting public view (beginning in 2017) (<http://fctpermit.com/sites/easton/boh/publicview.asp>) **OR** by request submitted to office. Note: some addresses, no information available.

- Rules & Regulations (available on documents on demand: (see [documents on demand](#)))
- Septic System applications & permits
- Septic As Builts & Certificates of Compliance

Current calendar year lists of licensees and other permits issued for the following on the Board of Health Public View (<http://fctpermit.com/sites/easton/boh/publicview.asp>). Older permit records available upon request to department.

- Cabins/Motels/Mobile Home Park
- Body Art Practitioner/Apprentice
- Camp
- Disposal Works Installer
- Dumpster
- Farmers Market
- Food Establishment, Floor plans of
- Funeral Director
- Household Rubbish and Garbage
- Portable Sanitation Facilities
- Septage Hauler
- Pool (Semi-public & public)
- Tanning Facility
- Title 5 Inspector
- Tobacco and Nicotine Delivery Product Sales

OTHER Maintained Records (available upon request to department):

- Complaint records as related to public health, includes housing complaints
- Septic pumping records
- Title V inspection reports
- Percolation test results
- Inspection Reports

### **Municipal Finance** (Town Accountant / Tax Collector / Treasurer)

Records maintained & available on the Town's website

(See department / town accountant /town financial budget & reports)

- Audit Reports
- Annual Budgets
- Statements of Indebtedness

Records maintained & available upon request

- Real estate, personal property, excise, trash and water billing and payment information
- Municipal Lien Certificates
- Verification of Employment forms
- Payroll information allowable
- Benefit information
- Retirement information