

MINUTES OF THE SELECTMEN'S WORKSHOP
JULY 23 2007

Present: Selectmen Glenn Trindade, Richard Dunne, John Foresto, Dennis Crowley and Andrew Espinosa, Town Administrator, Suzanne Kennedy and Administrative Services Assistant, Celeste Hanson were present. Town Counsel, Barbara Saint Andre was also present to provide explanations on matters as needed.

7:01 p.m. – Chairman Trindade called the workshop session to order in Sanford Hall of Town Hall. All stood for the Pledge of Allegiance.

Chairman Trindade explained the Board meeting is not a regular meeting of the Selectmen and that the session is a workshop for the Board to discussion purposes.

Approve and sign warrant:

- Selectman Dunne moved that the Board approve and sign warrant 54E-1 representing summer school FY 07 payroll in the amount of \$306,257.45 and warrant 3 for fiscal year '08 as read in the total amount of \$416,701.47 totaling \$722,958.92; Selectman Espinosa seconded; All ayes 5-0-0 (voted).

The Board discussed the following matters:

Proposed Town Insurance Policy:

- Parks Commissioner and Council on Aging Director, Marilyn Dzikczek, was present and asked that the Selectmen develop a policy/guideline explaining the Town's insurance requirements for volunteers. She also inquired if volunteers could execute a general waiver form at the beginning of each year that could cover the individual for a variety of events, rather than have the volunteer execute several waiver forms through out the year. Ms. Dzikczek stated that the Park Commissioners would like to sponsor Wacky Wednesday again at the parks—this event was organized in the past as part of the summer park program; however, due to budget cuts, the summer park program was eliminated. Ms. Dzikczek also stated that the Parks Commissioners would like to begin sponsoring free events at the parks and would like to get a clear understanding of the Town's insurance policies/procedures in order to protect all parties. Understanding the policies/procedures will also aide in the organization process.
- Town Counsel stated that such a form could be created. Town Counsel further explained insurance requirements and the procedure the Town should follow. She stated that in general, if the Town organizes the event and charges a fee, all volunteers should execute insurance waivers. If the Town-organized event is free, then the volunteers are covered and are not required to execute waivers. Town Counsel suggests that waivers should be obtained whenever possible regardless of the circumstances.

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- The parties entered into a lengthy discussion. It was agreed that the Town Administrator would prepare a draft insurance procedure reflecting suggestions from Town Counsel and the Board's requirements for Town sponsored/non-Town sponsored events.

Railroad Bed Issues:

- Town Counsel, Barbara Saint Andre, explained the issues of land purchases involving parcels that abut the railroad bed. Some of the parcels are owned by the Town and some parcels are not. Town Counsel also explained that the tasks associated with researching these land purchases are very involved. Town Counsel suggests that the Board may want to entertain charging the party of interest for such services. She also explained the procedures and processes required by the Town when selling parcels of land. Town Counsel referred to land map copies and identified some of the parcels.
- The Board entered into a discussion to develop a checklist to follow for all parties interested in selling or purchasing land from the Town. The Selectmen also indicated that they would like to continue the discussion at a later date, but would first like the Board of Assessors to provide an inventory list of all town-owned properties. The Selectmen would like the list in one month for discussion/review at their September 17 meeting.

Other Property Matters:

- The Selectmen entered into a brief discussion regarding the Martha's Vineyard property matter. It was agreed that the Board requires more due diligence including a walk of the property and ordering a property appraisal.
- The Selectmen entered into a brief discussion regarding the Vara property and authorized Town Counsel to perform a title rundown on said property.
- Selectman Trindade also brought the Board up to speed on the status of the Coakley Building matter and asked Town Counsel who has jurisdiction over the building. Town Counsel stated it is her opinion that the School Department has jurisdiction over the building.

9:40 p.m. There being no other workshop business to discuss; Selectman Crowley moved that the workshop session meeting be adjourned; Selectman Dunne seconded; All ayes 5-0-0 (voted).

Respectfully submitted,

Celeste Hanson
Administrative Services Assistant
NOTE: APPROVED BY BOS ON