

Minutes of the Winthrop Field Committee Meeting, September 23, 2023, 8:30 am

Present: Chair Mike Chapman, Gar Morse, Betsy Nickless, Jim Moroney, Sue Thorne

Absent: Tony Leggett and Mike Carvalho

Guests: Jody Morse, Jersey Lane resident and President of Friends of Manchester Trees and Joan Kululundis, Jersey Lane resident.

Mike called the meeting to order at 8:30 a quorum being present.

Minutes from the August meeting were approved and will be filed with Town Clerk

Sue presented a recap of the training session with Town Clerk, there were no questions and it will be filed with the September minutes once approved.

Jersey Lane tree removal discussion: to have a town tree removed, a tree removal form must be filed and a hearing likely held. The Town has done some tree work on Jersey Lane but further work will require bigger equipment. Three trees of concern are on private property (Kulukundis and Yearly). The owners will try to coordinate with the Town removal process.

Mike will submit our annual report to the Select Board soon.

There was some discussion about possible further drainage work on the north side of the field next spring. Mike will try to get some idea of cost and the committee may consider applying to the CPC for help with funding if we vote to do any work.

The next meeting will be October 28, 8:30 at the Jersey Lane Gate. Weather permitting, those who can will work on clearing and pruning along the northern property line after the meeting.

Meeting adjourned at 8:55

Respectfully submitted,

Sue Thorne

Approved 10/25/23

Summary of training session with Dianne Bucco regarding Board, Committee, Commission volunteering, Monday Sept.18, 2023

General discussion of the Open Meeting Law, Conflict of Interest Law, and Public Records Law. Following are my comments:

Open Meeting Law—test every two years, annual acknowledgment of same.

Conflict of Interest Law: Always err on the side of caution. Public perception can be a factor. Be open and honest.

Public Records law: File only approved minutes, no notes or draft. No need to keep after ten years. We are preserving history. Great emphasis on the filing process--approve minutes at next meeting. File with Town Clerk within 7 days of approval. Record who is present and absent and any guests. If meeting is by remote, all who speak must be identified. Attach any documents or other paperwork which has been a part of the meeting. Zoom meetings must use a Town account, do not use personal or business accounts. Go through Town Clerk to set up meeting.

EVERYTHING regarding all forms of communication is considered public and open to review/scrutiny.

Important to know a Committee, Board or Commission's charge, organization and roles when volunteering or seeking election to said organization. We assume a fiduciary and ethical responsibility when serving.

Every member of an organization has an equal vote. Chair often assumes more responsibility for organizing and communicating.

We should reach out to the Town Communications Director who in turn can use social media, smart 911, town website to help us get information to the public. All such communication must come through the Chair or designated committee member.

All of us are volunteers and the town is grateful for our participation.