

**Volunteer Coordinating Committee Meeting**  
**First Floor Conference Room**  
**Town Hall**  
**Thursday, October 10, 2014 – 9:30 a.m.**

**Present:** Patricia Carluccio, Chair; Carol Amick; Joseph Piantedosi and Selectmen  
Liaison Caroline Fedele

**Also Present:** Administrative Assistant Colleen Doyle

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**1. Call to Order**

Chair Carluccio called the meeting to order at 9:33 a.m.

**2. Minutes of September 11, 2014**

Ms. Amick did not have the opportunity to review the minutes of September, 11, 2014 and asked that this item be postponed until the next meeting.

**3. Old Business**

- a) Reports on contacts made to potential appointees and review of Vacancy Worksheet with possible recommendations for filling various vacancies.

**Arbor Resources Committee (BARC):** There is one vacancy and no applicants. Deborah Leeman expressed interest but would like to settle into her new job before applying for this vacancy.

**Bedford Housing Partnership (BHP):** Kris Washington was appointed to the BHP at the October 6, 2014 Selectmen's meeting.

**Depot Park Advisory Committee:** There are two interested candidates that need to attend the next meeting. Mr. Piantedosi will contact them when the next meeting is scheduled.

**Historic District Commission (HDC):** There is one associate member vacancy. David Goldbaum submitted a Volunteer Questionnaire (VQ) but did not indicate whether he was interested in the Historic District Commission or the Historic Preservation Commission. Ms. Amick volunteered to contact him. Les Stucka expressed interest but has not submitted a VQ.

**Historic Preservation Commission (HPC):** Ms. Amick reached out to several people to see if they would be interested in filling the vacancy but none were interested at this time. Ms. Amick will reach out to Robert Dorer and Robert Santamaria to see if they would be interested.

**Land Acquisition Committee (LAC):** Richard Torti is very interested in serving on this committee, submitted a VQ and attended a few meetings. Casey Ackerman did not attend the last meeting.

**Ms. Amick moved that Richard Torti be recommended for an interview with the Selectmen for the Land Acquisition Committee vacancy. Mr. Piantedosi seconded the motion.**

**The motion passed 3-0-0.**

**Patriotic Holiday Committee:** Mr. Piantedosi informed the VCC that there is a vacancy on this committee. The liaison members do not count towards the nine member quorum. A new committee charge was drafted to clarify this and created the VFW representative position. James Burton from the VFW has been attending meetings and Mr. Piantedosi recommended that he be officially appointed. Ms. Amick suggested that Mr. Piantedosi add “non-voting” in front of the list of liaisons so that it is clear that liaisons are not voting members of the committee.

**Ms. Amick moved that James Burton be recommended for an interview before the Selectmen for the VFW representative position on the Patriotic Holiday Committee. Mr. Piantedosi seconded the motion.**

**The motion passed 3-0-0.**

**Transportation Advisory Committee:** There are two vacancies on this committee and one interested candidate who still needs to attend a meeting. Mr. Piantedosi said he would remind Casey Ackerman about the next TAC meeting.

**Youth and Family Services Committee:** There is one vacancy on this committee and no applicants.

b) Charter Review Update

Ms. Carluccio stated that the Special Town Meeting Warrant will include all the proposed changes discussed at the last VCC meeting including the increased membership.

Mr. Piantedosi asked if any language was included in the charter amendments regarding the rotation of committee chairs. Ms. Amick believed that the language is included in the Committee Chairs Responsibilities Documents created by the VCC, not in the proposed Charter changes.

Ms. Fedele arrived at this time.

c) Update: Trails Committee memo – feedback

Ms. Doyle reported that the memo was sent to the Selectmen, Conservation Commission and Trail’s Committee but she has not received any replies. Ms. Amick said that the intent, as stated in the memo, is to have the Selectmen call a joint meeting with the other two groups to discuss the issues in the memo. The VCC asked that Ms. Doyle discuss this with Town Manager Richard Reed so that it can be discussed at an upcoming Selectmen’s Meeting.

d) Update: Publicity for Vacancies

There is a vacancy on the Shawsheen Technical High School Committee. Ms. Doyle stated that the position was already advertised in the Minuteman and on the Bedford Citizen, and one candidate, Don Drouin, has applied. A joint meeting of the Housing Authority and Selectmen needs to occur to fill the vacancy on the Housing Authority until the next election, and one candidate, Robert Schmalz, has applied so far.

Ms. Carluccio will draft new publicity for the other four openings.

- e) Fincom/ CapEx update regarding “VCC Criteria for Candidates”

Ms. Carluccio plans to meet with the Finance Committee and Capital Expenditure Committee to explain the VCC’s criteria to fill Finance Committee and Capital Expenditure Committee vacancies. She said she intends to wait until after the Special Town Meeting because of the current workload of these two committees.

- f) Update re: the Affirmative Action Monitoring Committee memo to Selectmen

Ms. Fedele reported that the Selectmen voted to eliminate the Affirmative Action Monitoring Committee but will not disband it until the Town’s current Affirmative Action Plan has been updated and approved by the Selectmen. The Volunteer Coordinating Committee no longer needs to recruit members for this committee.

#### **4. New Business**

- a) Committee Liaison Letter

Mr. Piantedosi will draft a letter to committee chairs to encourage committee input concerning the criteria they would like when searching for new members.

- b) Next meeting

The committee will meet again on Friday, November 14, 2014 at 9:30 a.m. in the second floor conference room.

**Ms. Amick moved to adjourn. Mr. Piantedosi seconded the motion**

**The motion passed 3-0-0.**

The meeting adjourned at 10:34 a.m.