

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Thursday, February 27, 2014 – 9:00 a.m.**

Present: Carol Amick, Chair and Joseph Piantedosi

Absent: Patricia Carluccio and Selectmen Liaison Caroline Fedele

Also Present: Administrative Assistant Patricia Hurd

1. Call to Order

The meeting was called to order at 9:01 a.m.

2. Minutes

The minutes of February 18, 2014 were postponed to 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.

Ms. Amick and Mr. Piantedosi reviewed the Volunteer Questionnaire (VQ) from Jan Shepard for the Charter Review Committee. It was noted that she previously served on the Zoning Board of Appeals.

Mr. Piantedosi made a motion that the Volunteer Coordinating Committee (VCC) recommend Jan Shepard for an interview for the Charter Review Committee. Ms. Amick seconded the motion, and it passed 2-0.

The VCC next discussed Mark Mullins' VQ received today for the Energy Task Force (ETF). Mr. Piantedosi noted that Mr. Mullins was recruited by ETF member Carolyn Sarno. Both Ms. Amick and Mr. Piantedosi felt he was highly qualified for this committee and would like to recommend him for an interview.

The ETF has 3 openings. The committee also reviewed Mr. Jaffer's VQ again and decided to recommend that the names of Brendan Welch, Aubrey Jaffer and Mark Mullins be sent for interviews for the 3 openings. The committee asked that the cover memo to the Selectmen indicate that Mark Mullins promised to attend the March 24 Annual Town Meeting and that he was recruited by a member of the ETF.

Mr. Piantedosi made a motion to recommend Brendan Welch, Aubrey Jaffer and Mark Mullins for interviews for the Energy Task Force. Ms. Amick seconded the motion, and it passed 2-0.

Ms. Amick reported that Kara Kerwin has submitted her VQ for the new ad hoc Historical Museum Study Committee (HMSC). The first VQ received was from Angelo Colao, and Bobbie Ennis might also apply. The committee decided to postpone any recommendations on the HMSC until the Selectmen finalize a charge for that committee. She noted that, even though the Selectmen voted to direct the VCC to begin filling the three at-large members for this new committee, that the membership was still subject to change.

Ms. Amick noted that she has not heard back from Paul Mortenson for Land Acquisition and will contact him once again. In addition, she noted that Art Black Smith will be interviewed for the Zoning Board of Appeals Associate position, along with Kay Hamilton, and if he does not get the spot, she will ask him to consider the opening on the Historic District Commission.

b) Update: Committee Chair Responsibilities

Ms. Amick recommended deleting the extra space at the end of the second sentence on the second bulleted item, page 1. Discussion ensued on the first bulleted item under the heading "Other Duties" regarding sending a "signed" resignation letter to the Town Clerk as opposed to sending an emailed resignation. Ms. Amick said she believes the Town Clerk's insistence on signed letters is no longer consistent with the acceptance of emails as legal documents. She suggested that the VCC check with the Secretary of State's office on this question. Ms. Hurd noted that, in her discussion this morning with the Town Manager, she learned that Town Counsel had previously indicated to him that email resignations are considered correspondence and are an acceptable method to send in a resignation.

Ms. Amick and Mr. Piantedosi agreed to remove the word "signed" and the phrase "(not an email)" from this bullet.

Mr. Piantedosi made a motion to postpone action on the proposed Town of Bedford Committee Chair Responsibilities document until a third page on quorum rule has been reviewed by Town Counsel and is ready for consideration. Ms. Amick seconded the motion, and it passed 2-0.

Mr. Piantedosi mentioned the possibility of recommending to the new Charter Review Committee the possibility of clarifying the definition of 'quorum' since the General Bylaws and Charter seems to be silent on this issue.

c) Continued discussion of Affirmative Action Monitoring Committee: Draft letter to Selectmen

This item was postponed.

4. New Business

- a) Report on “Action Items” in the new Bedford Comprehensive Plan that refers to the VCC.

Ms. Amick noted that the Planning Board recently approved its new *Bedford Comprehensive Plan*. She distributed a page from the document under the heading *Action Items* which referenced the VCC under Item LU#12:

“Conduct a concentrated campaign of recruitment for additional civil volunteers, committee and board members and special event participants, building upon the strong work done by the Volunteer Coordinating Committee and individual departments, particularly using online and social media resources in strategic and targeted ways.”

Ms. Amick noted that the VCC has been discussing the same issue, especially adding some sort of message about vacancies on the Home Page of the Town’s website. She said she has not heard back from the IT Director about this request, and will contact him again.

Ms. Amick mentioned that Colleen Doyle will have a Town Meeting handout prepared for VCC members to hand out before Town Meeting. She and Mr. Piantedosi will arrive at 6:45 p.m.

5. Next Meeting Date

The committee decided to cancel its March 6th meeting and meet instead on April 10 at 9:30 a.m.

6. Adjourn

Mr. Piantedosi moved to adjourn at 9:50 a.m. Ms. Amick seconded the motion, and it passed 2-0.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approved:
Record Copy

| ACTION ITEMS SHEET 2/27/14 | |
|-----------------------------------|--|
| CAROL | Email Paul Mortenson again (LAC) |
| | Ask Town Clerk for permission to distribute VCC literature before town meeting commences |
| | Follow up with Sherwood Ives. |
| | |
| PATTY | Absent |
| | |
| | |
| JOE | |
| | |
| | |
| COLLEEN | |
| | Prepare literature for distribution at town meeting. |
| | Arrange for ETF interviews for Brendan Welch, Aubrey Jaffer and Mark Mullins |
| | When preparing letter for ETF interviews, note that Mark Mullins was recruited by the ETF and that he promises to attend the ATM. |
| | Arrange for interview for Jan Shepard for Charter Review Committee. |