

DRAFT

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Wednesday, April 9, 2014 – 11:30 a.m.**

Present: Carol Amick, Chair, Patricia Carluccio and Joseph Piantedosi

Absent: Selectmen Liaison Caroline Fedele

Also Present: Administrative Assistant Colleen Doyle

1. Call to Order

The meeting was called to order at 11:30 a.m.

2. Minutes

This agenda item was postponed until the next meeting so that all members would have the chance to read the minutes.

3. Old Business

b) Update: Committee Chair Responsibilities

Mr. Piantedosi reported that he made some minor editorial changes from the last meeting on February 27, 2014. Ms. Amick contributed additional editorial changes based on the current document. Ms. Amick also suggested that a section be added to remind committee members about what is and is not appropriate to be discussed through email under the Open Meeting Law as this continues to be a big problem for all committees. Ms. Carluccio thought that including this may place a legal burden only on the committee chairs and not the other committee members. Mr. Piantedosi pointed out that this is discussed in the documents concerning open meeting law and conflict of interest. Mr. Piantedosi felt that this should also be mentioned at the upcoming volunteer workshop.

Mr. Piantedosi recommended distributing this document at the upcoming volunteer workshop in draft form as there would not be a Selectman's meeting allowing the Selectmen to review and approve the amended document. He also recommended attaching Town Counsel's memo to the draft. Mr. Piantedosi said that he would continue to work on finishing this document. Ms. Amick mentioned that she felt that the workshop should be

held after the committee reappointments so that new volunteers could benefit from it.

Mr. Piantedosi made a motion to have the Committee Chair's Responsibilities document distributed as a draft at the volunteer workshop. Ms. Carluccio seconded the motion.

The motion passed 2-1-0, Ms. Amick voted against because the revised document had not been reviewed again by the Selectmen.

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

Arbor Resources Committee: Ms. Carluccio reported that she had received a call from someone who expressed interest in volunteering for this committee after she learned of the Tree Inventory Program.

Depot Park Advisory Committee: Mr. Piantedosi had two people in mind for this committee, Steward Trout who is a mechanical engineer and Kevin Latady who recently resigned from the Historic District Commission. Ms. Amick also thought that Daniel Puffer may be interested as he indicated at Town Meeting that he would like to volunteer and has an interest in history.

Finance Committee: Michael Seibert will not be seeking reappointment to this committee which leaves one opening at this time. There have been rumors of another committee member resigning but that member has not officially resigned at this time. There have been multiple people who have expressed interest in serving on this committee.

Historic District Commission: Christopher Weisz of 22 Loomis Street submitted a Volunteer Questionnaire for this committee. As the full member vacancy is for an architect or builder, Mr. Weisz's name would be submitted for the vacant alternate position. Ms. Carluccio mentioned that Mr. Weisz is a coach and is very thoughtful. Ms. Amick added that Mr. Weisz restored his home that was built in 1890.

Jeffrey Dearing and Alan Long were suggested as people who may be interested in filling the architect or builder position.

Ms. Carluccio made a motion to send Christopher Weisz for an interview with the Selectmen for the alternate member position on the Historic District Commission. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Land Acquisition Committee: Ms. Amick mentioned to Daniel Puffer that there was an opening on this committee. She also has encouraged Mary Kay Elloian to apply, believing that she might be a good fit for this committee. She

is a lawyer and was interviewed for the Charter Review Committee but was not appointed.

Trails Committee (TC): The TC currently has seven appointed members. If the current vacancy is filled, there would be a total of eight voting members – not an uneven number for voting purposes. Richard Somers has expressed interest in serving on this committee. Ms. Amick stated that the VCC has four ways to proceed with this committee: 1) Recommend Mr. Somers to be interviewed by the Selectmen, 2) Send a memorandum to the Selectmen asking them to increase the size of the committee to nine members, 3) Tell Mr. Somers that there is no opening, 4) find another name to recommend to the Selectmen.

Ms. Carluccio made a motion that Ms. Amick would draft a memorandum to the Selectmen asking about the TC charge and their wishes regarding the committee's size, before the VCC recommends Richard Somers to be interviewed by the Selectmen. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Zoning Board of Appeals: Ms. Amick noted that Arthur Black Smith was appointed to the Zoning Board of Appeals as an alternate member. Ms. Amick mentioned that she did not believe this appointment followed the correct procedure as the Selectmen made the appointment without receiving any recommendation for interviews from the VCC. Another member resigned shortly after the interview creating the new vacancy, and the Selectmen filled that vacancy without input from the VCC. Ms. Amick said two other candidates had mentioned they may be interested in the alternate position and felt that they were not given the chance to apply.

Youth and Family Services: One vacancy on this committee is for an at-large member. The other vacancy on this committee is for a representative from the Recreation Department. Ms. Amick reported that she had contacted Amy Hamilton, the Recreation Director, about this vacancy, and received a reply that the members of the Recreation Commission are busy with other committees, so they would refrain from designating a member to Y&FS. Ms. Amick said she notified Ms. Hamilton that the vacancy was for a Recreation *Department* staffer, not a Recreation *Commissioner*. Mr. Piantedosi noted that the previous Recreation Director attended some meetings.

Ad hoc Museum Study Committee: The Selectmen recently approved the charge for this committee and there is a need for publicity to attract volunteers to this new committee.

- c) Report on discussion with Town's IT Manager to highlight vacancies on the Home Page of Town's website

Ms. Amick reported that a button had been added to the homepage so that residents may more easily find out about current openings on committees.

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

This item was postponed.

4. New Business

- a) VCC Reorganization

Ms. Amick stated that she did not wish to be chair for a third year. Ms. Carluccio volunteered to be chair, but noted that she would be away during the winter months. Mr. Piantedosi volunteered to be vice-chair in her absence.

Mr. Piantedosi made a motion to appoint Patricia Carluccio as chair of the Volunteer Coordinating Committee with the understanding that during her absence he will serve as vice-chair. Ms. Amick seconded the motion.

The motion passed 3-0-0.

Ms. Amick made a motion to appoint Joseph Piantedosi as vice-chair of the Volunteer Coordinating Committee. Ms. Carluccio seconded the motion.

The motion passed 3-0-0.

- b) Report on VCC contacts while distributing flyers at Annual Town Meeting

Ms. Amick and Mr. Piantedosi reported that they had met a number of people at Town Meeting but most of the people in attendance are already volunteers on committees. Discussion ensued on new ways to disseminate information to get new volunteers. Sending notices to Carleton-Willard and through the weekly school newsletter were mentioned as viable options.

- c) Terms Up List and status

The committee reviewed the most current list of those wishing to be reappointed. Mr. Piantedosi said that he would contact the people who have not replied on his committees.

- d) Youth and Family Services: membership

Administrative Assistant Colleen Doyle will ask the Recreation Department Director Amy Hamilton about sending someone to the meetings.

- e) Publicity for new ad hoc Historical Museum Study Committee and other vacancies

Ms. Amick volunteered to do this.

- f) Recommendations for improving communications with the Selectmen about vacancies and candidates for interviews.

This item was discussed earlier under item 3a, the ZBA vacancies discussion.

5. Next Meeting Date

The committee decided to meet again on May 14, 2014 at 9:30 a.m.

Ms. Carluccio left at this time.

Mr. Piantedosi and Ms. Amick discussed the editorial changes to the committee chair responsibilities document in more detail.

6. Adjourn

Mr. Amick moved to adjourn. Mr. Piantedosi seconded the motion, and it passed 2-0-0.

The meeting adjourned at 1:30 p.m.