

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Wednesday, May 14, 2014 – 9:30 a.m.**

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

Also Present: Administrative Assistant Colleen Doyle

1. Call to Order

The meeting was called to order at 9:30 a.m.

2. Minutes

Mr. Piantedosi made a motion to approve the minutes of February 18, 2014 as written. Ms. Amick seconded the motion.

The motion passed 2-0-0. Ms. Carluccio abstained as she was not at that meeting.

Ms. Amick made a motion to approve the minutes of February 26, 2014 as written. Mr. Piantedosi seconded the motion.

The motion passed 2-0-0. Ms. Carluccio abstained as she was not at that meeting.

The minutes of April 9, 2014 will be resubmitted at the next meeting after Ms. Amick submits all of her proposed changes.

3. Old Business

a) Terms Up List and Status

The committee reviewed the latest version of the Terms Up list and was pleased with the number of committee members who responded that they would be serving another term. Ms. Doyle noted that, since the list was printed, Jeff Cohen has contacted her with his decision not to remain on the Zoning Board of Appeals.

Ms. Carluccio noted that she sent out an email with the current and future vacancies to people who had been previously interviewed and were not appointed to a committee.

The committee also thought it would be beneficial to send out the list of vacancies to people who are resigning from committees to see if they are interested in serving on a different committee.

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

Arbor Resources Committee: There is one opening on this committee but no one has submitted a Volunteer Questionnaire (VQ).

Bedford Housing Partnership: Stephen Boyd is resigning from this committee effective July 1, 2014. Ms. Amick mentioned that Tanzania Peele originally had applied to serve on this committee when there were no openings. She subsequently was interviewed for the vacancy on the Housing Authority but withdrew her name during the interview because the appointing authority was having difficulty reaching a unanimous decision due to the number of applicants. Ms. Carluccio will contact Ms. Peele to gauge her interest in serving on this committee.

Depot Park Advisory Committee: Mr. Piantedosi reported that Stuart Trout is interested in serving on this committee but has been unable to attend a meeting. He also mentioned that Don Corey attends all of the meetings even though he is not an official member. Mr. Piantedosi will ask if he is interested in becoming a member.

Finance Committee: Two volunteer questionnaires have been received for this committee from David Powell and Paul Mortenson. Mr. Powell's wife is a school secretary which would create a conflict of interest when any part of his wife's salary was discussed at a meeting. Mr. Powell submitted with his VQ a disclosure statement concerning this conflict and his correspondence with the State Ethics Commission. Mr. Piantedosi noted that Mr. Powell would have to recuse himself from more discussions than just the school department budget. The Finance Committee also reviews the benefits line item as well.

Ms. Fedele agreed with Mr. Piantedosi that it was a more substantial conflict than what Mr. Powell thought and that he would have to recuse himself even if something could be construed as having the appearance of a conflict.

The committee agreed that, if they once again decide to submit his name for an interview to the appointing authority, his application should include this disclosure and correspondence from the State Ethics Commission.

Ms. Amick noted that the communications from the State Ethics Commission still left unanswered two issues for the FinCom Appointing Authority relative to whether appointing authority members need to vote that a substantial conflict does not exist, and whether that vote must be unanimous.

Historic District Commission: There is one vacancy on this committee for an architect or a builder. No volunteer questionnaires have been submitted.

Ad hoc Historical Museum Study Committee: Ms. Amick volunteered to notify the Bedford Historical Society once again about the two openings; to create more interest in the committee as only two volunteer questionnaires had been submitted for the two at large vacancies.

Land Acquisition Committee: There is one at-large vacancy on this committee. A VQ was received from Daniel Puffer. Ms. Amick noted that Mr. Puffer told her he hasn't attended a meeting yet because there were none announced on the Town website. Ms. Fedele said she is the Selectmen liaison to LAC and offered to add him to the distribution list so he knows when the next meeting is. Ms. Amick said she would contact Mary Kay Elloian about this vacancy as well.

Zoning Board of Appeals: Jeffrey Cohen is not seeking another term on the ZBA which will create a vacancy effective July 1, 2014. No volunteer questionnaires have been received but two people had previously expressed interest. Mr. Piantedosi stated that Robert Kalantari may be interested in serving. Ms. Amick said she would try to convince current member Jeff Dearing to remain.

Trails Committee: As discussed at the last meeting, there is one vacancy on this committee for a representative of the Bicycle Advisory Committee. If filled, the committee would have eight voting members. Ms. Amick drafted a memorandum to the Selectmen asking for their advice on whether the membership of this committee should be increased, kept at eight members or whether they should wait for someone to resign and not fill that vacancy. The charge of this committee could not be found in the Town Manager's Office. Ms. Amick had contacted Conservation Administrator Elizabeth Bagdonas asking whether she had the charge but has not heard back. Ms. Amick suggested postponing action on the memo until she can reach Ms. Bagdonas.

Youth and Family Services Committee: Peter Ricci submitted a VQ for this committee and had attended a meeting. Ms. Fedele added that she thought Mr. Ricci will be a great addition to this committee.

Since there has been a vacancy for a long time on this committee, the VCC decided not to wait for another name to send to the Selectmen.

Ms. Amick made a motion to submit Peter Ricci's name to the Selectmen for an interview for the Youth and Family Services Committee. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Ms. Fedele noted that the Selectmen liaison assignments should be updated on the Committee List Portrait.

c) Update: Committee Chair Responsibilities

Mr. Piantedosi noted that the first two pages of the Committee Chair Responsibilities document were distributed at the Volunteer Training Workshop. Since the last meeting Mr. Piantedosi incorporated Town Counsel's opinion on quorum requirements. Mr. Piantedosi added language to clarify the role of Associate members on the Zoning Board of Appeals as Town Counsel's opinion did not address this. The VCC identified minor editorial changes.

Ms. Amick moved to approve the Committee Chairperson Responsibilities document with the corrections that Mr. Piantedosi will make with the knowledge that he will send the document to Town Manager Richard Reed for final review and if there are no substantial changes the document will be sent to the Selectmen for their final review. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

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

Ms. Amick had emailed a draft letter of this document to the VCC and asked them to review the letter and submit their comments to her. There are a few sections she would like to research more and add clarifying language to.

e) Youth and Family Services: membership.

There is a vacancy on the Youth and Family Services Committee for a representative from the Recreation Department. Ms. Fedele reported that she is the liaison for both committees and would act as the Recreation liaison. Recreation Director Amy Hamilton also told Administrative Assistant Doyle that she would attend meetings when Youth and Family Services Director Sue Baldauf asked her to be there.

f) Update: Publicity for Vacancies

Ms. Carluccio sent out notes to the Lane School. Ms. Amick suggested that the VCC obtain permission from the schools to post important vacancies in the weekly newsletter that is distributed. It was also suggested that vacancies be publicized at the Council on Aging. Ms. Amick volunteered to contact the Council on Aging Director, Lori Dance.

4. New Business

a) Remote Participation

Ms. Carluccio mentioned that she has mixed feelings regarding the possible adoption of a Remote Participation policy. She can see that there are advantages under certain

conditions but also noted the benefit of face to face interaction. She was also concerned about technology issues.

Ms. Fedele noted that in the Town of Lincoln's policy, which was also provided to the VCC, there is an option for committees to opt out. She also mentioned that the policy could be advantageous for committees that have quorum issues. It would also allow someone to volunteer for a committee who would not otherwise because their schedule may sometimes conflict with meeting dates. It should not be used on a regular basis.

Ms. Amick stated that Remote Participation would not be an issue for a committee like the Volunteer Coordinating Committee but could be problematic for committees that hold public hearings. Mr. Piantedosi agreed with Ms. Amick's statement and added that there were times when it would have been beneficial for him to participate remotely.

The Town of Lincoln decided to implement its policy on a trial basis and intend to review it after one year.

Ms. Amick moved to communicate to the Town Manager the following points:

- **That Remote Participation may not work for every committee.**
- **The Volunteering Coordinating Committee believes that Remote Participation may be a viable option for them and they are willing to try it on a trial basis for one year.**

Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The committee decided to meet again on Thursday, June 12, 2014 and Thursday July 10, 2014 at 9:30 a.m.

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

The motion passed 3-0-0.

The meeting adjourned at 11:07 a.m.