

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Thursday, June 12, 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 9:35 a.m.

2. Minutes

Mr. Piantedosi made a motion to approve the minutes of April 9, 2014 as amended. Ms. Amick seconded the motion.

The motion passed 3-0-0.

Mr. Piantedosi made a motion to approve the minutes of May 15, 2014 as amended. Ms. Amick seconded the motion.

The motion passed 3-0-0.

3. Old Business

a) Terms Up List and Status

Carol Amick noted that Alicia Tillman of the Cable Television Committee did not wish to serve another term on the committee but was reappointed by the Selectmen. Ms. Doyle said that she would look into this.

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

Affirmative Action Monitoring Committee (AAMC): The VCC reviewed the memo which Ms. Amick drafted concerning the proposed elimination of the AAMC. The AAMC has not met in a number of years and never worked to ensure the hiring of minorities in Town. The committee was only supplied with statistics. The VCC is recommending that the Selectmen assume the functions of the AAMC and that they receive a report once or twice a year. There is no statutory requirement stating that such a committee must exist.

The AAMC members who Ms. Amick was able to contact did not have any objections to the committee being eliminated.

The memo will be cleaned up by Ms. Amick before it is sent to the Selectmen. Mr. Piantedosi recommended that this be sent to the School Committee as well.

Ms. Amick moved to adopt the Draft Memo to the Selectmen concerning the Affirmative Action Monitoring Committee. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

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

Bedford Housing Partnership: There will be one vacancy effective July 1, 2014 on this committee but no VQs were submitted.

Bicycle Advisory Committee: Ralph Hammond expressed interest in serving on the BAC or Trails Committee depending on where he was needed most. He attends the meetings of both committees regularly. He noted in his email to Ms. Amick that the Trails Committee is having a difficult time reaching a quorum for meetings. Mr. Hammond also noted that there are sometimes more non-members at the meetings than appointed members. Ms. Amick volunteered to contact the chair of the Trail's committee to investigate this issue further.

Cable Television Committee: There may be a vacancy effective July 1, 2014, if Alicia Tillman does not wish to accept her reappointment. Shane O'Neil had previously expressed interest in serving on this committee. Ms. Amick will contact him once the VCC knows whether there is a vacancy.

Capital Expenditure Committee: No VQs have been submitted for this committee but there may be more interest after the Finance Committee Appointing Authority has chosen their two new members.

Conservation Commission: The VCC reviewed Joseph Guardino's VQ and found no conflicts. Ms. Amick noted that Joseph Toole has expressed interest in the past and will contact him again. The VCC will postpone sending Mr. Guardino name to the Selectmen until they hear back from Mr. Toole.

Cultural Council: There is one opening on this committee but no applicants yet. It has been difficult to fill these vacancies in the past. The Cultural Council does not require a significant time commitment and may be of interest to those who have just resigned from other committees. Ms. Carluccio

volunteered to reach out to these people as well as the Chair, Barbara Purchia.

Depot Park Advisory Committee: Stuart Trout still has not attended a meeting. Don Corey is not interested in becoming a member even though he attends all the meetings.

Finance Committee (Fincom): There are two openings and three applicants for this Committee.

The VCC reviewed Paul Mortenson's application noting that he has attended FinCom meetings and Town Meeting, is a lawyer by trade, was a Selectman in Foxboro and has no restrictions that would prevent him from attending meetings. Ms. Amick asked Ms. Doyle to make sure that the VQ sent to the appointing authority showed that Mr. Mortenson HAS attended Town Meeting.

Ms. Amick moved that Paul Mortenson's name be submitted to the Finance Committee Appointing Authority for an interview. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The VCC reviewed David Powell's VQ noting that he has attended Fincom meetings and Town Meeting, and has the relevant background. There is the potential conflict of interest which he has acknowledged and researched with the State Ethics Commission.

Ms. Amick drafted a memo to the Finance Committee Appointing Authority detailing this potential conflict of interest. After reviewing the memo, Ms. Carluccio stated that she thought the memo should be shorter and less detailed as the VCC seems to be offering their opinion on Mr. Powell's appointment rather than the pure facts of the issue. Ms. Amick said that all she did in writing the memo was to summarize – and in some cases quote directly from – the emails from the State Ethics Commission legal counsel; she felt the memo presented the facts, not VCC opinion. The Appointing Authority needs to determine whether the conflict is substantial enough. Ms. Fedele added that it is important to inform the Appointing Authority of their options in case they have further questions. Ms. Amick noted that the question whether the Appointing Authority's vote to determine that the conflict is not so substantial that Mr. Powell could serve had to be a unanimous vote is addressed in the memos received from the Ethics Commission, which ~~The State Ethics Commission~~ suggested contacting Town Counsel on this matter. ~~with further questions.~~ It was recommended that the memo and supporting documents be sent to Town Manager Reed, to Mr. Powell and to the Appointing Authority.

Ms. Amick made a motion to approve the memo as amended to the Finance Committee Appointing Authority. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Mr. Piantedosi moved to submit David Powell's name to the Finance Committee Appointing Authority for an interview with the finalized memo and information from the State's Ethics Commission attached. Ms. Amick seconded the motion.

The motion passed 3-0-0.

The VCC reviewed Stephen Boyd's VQ to determine if his background is relevant and if he has attended Fincom meetings and Town Meeting. The Town Clerk was on vacation and was unable to verify if Mr. Boyd had attended the 2014 Annual Town Meeting. The VCC noted that he had not attended a Fincom meeting. The VCC believes that attending a committee meeting is one of the criteria for Finance Committee and Capital Expenditure Committee applicants.

Mr. Piantedosi will call Mr. Boyd after verifying that this is indeed their criteria.

Ms. Amick made a motion to submit Stephen Boyd's name to the Finance Committee Appointing Authority on the condition that the Town Clerk confirms that he has attended Town Meeting and that the rest of his application is consistent with the VCC's guidelines for Finance Committee and Capital Expenditure Committee applicants. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Robert Dorer had initially expressed interest in the Finance Committee but said that he had to think about it more.

Historic District Commission (HDC): There is one vacancy on this committee for an architect or a builder. No volunteer questionnaires have been submitted. The HDC has discussed having one member who is an architect or builder move into that spot. This would allow one of the alternate members to become a full member which would leave an alternate vacancy instead of the builder or architect vacancy.

Ad hoc Historical Museum Study Committee: Four VQ's have been submitted for the two at-large spots.

The VCC reviewed Christopher's Weisz's VQ observing that he is not a member of the Bedford Historical Society as some of the other applicants are. Those applicants will need to file a disclosure statement if they are appointed to the committee. Ms. Carluccio noted that a memo should be drafted to the

appointing authority noting the need for a disclosure for some applicants. Ms. Amick volunteered to contact those who are recommended to the Selectmen with this information.

Ms. Amick made a motion to submit Christopher Weisz's name to the Selectmen for an interview for an at-large position on the ad hoc Historical Museum Study Committee. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The VCC reviewed the VQ of Linda Christen noting that she has attended Town Meeting previously and has volunteered at the Job Lane House.

Ms. Amick made a motion to submit Linda Christen's name to the Selectmen for an interview for an at-large position on the ad hoc Historical Museum Study Committee. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The VCC read Angelo Colao's VQ and mentioned that Mr. Colao is well known in Town and has served on numerous committees. He is a member of the Historical Society.

Ms. Amick made a motion to submit Angelo Colao's name to the Selectmen for an interview for an at-large position on the ad hoc Historical Museum Study Committee. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The VCC reviewed the VQ of Kara Kerwin who teaches in Billerica and is a part-time employee of the Historical Society. She is unavailable during the school day.

Ms. Amick made a motion to submit Kara Kerwin's name to the Selectmen for an interview for an at-large position on the ad hoc Historical Museum Study Committee. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Land Acquisition Committee: There are three vacancies on this committee and one VQ has been received for Dan Puffer. Ms. Amick had contacted Mary Kay Elloian again but she never sent in a VQ.

Ms. Amick made a motion to submit Daniel Puffer's name to the Selectmen for an interview for one of the three vacancies on the Land Acquisition Committee. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Transportation Advisory Committee: No VQs have been received.

Youth and Family Services Committee: There are two openings on this committee. Peter Ricci will be interviewed for one vacancy at the June 23, 2014 Selectmen's meeting.

Zoning Board of Appeals: There is one vacancy on this committee. Robert Kalantari submitted a VQ. Because Ms. Amick would like to contact two other people who had previously expressed interested before acting on Mr. Kalantari's application (Dr. Varada ("Rao") Panduranga and Robert Schmalz), the VCC agreed to hold action for the next meeting.

f) Publicity for vacancies

Ms. Carluccio stated that she sent out emails to those who had expressed interest in volunteering before and those who are coming off of committees informing them of vacancies. She also was able to have the vacancies listed in the School's newsletter. Ms. Amick suggested that another press release be sent to the Bedford Minuteman and also to the Council on Aging and Carleton Willard.

4. New Business

a) Charter Review Committee – re: memo from Betsey Anderson regarding the VCC appointment process.

Ms. Amick explained her edits and how they corresponded to Ms. Anderson's question. This will be discussed at the next meeting when the committee has reviewed the memo further.

3. Old Business

c) Update: Committee Chair Responsibilities

Town Manager Reed needs to review this document before the Selectmen can discuss it.

d) Update: Trails Committee memo – update from Carol re: charge of committee and update from Elizabeth

Ms. Amick rewrote the draft memo which was presented at the last meeting. Ms. Carluccio suggested that Ms. Amick contact the Trails Committee Chair about the issue of TC members not attending meetings. She thought that, if one non-attending member were to decide to retire, the TC size issue would

disappear, and eliminate the need for a memo to the Selectmen. Ms. Amick said she would look into this.

- e) Update: Affirmative Action Monitoring Committee: Review of Draft letter to Selectmen

Discussed earlier in the meeting under item 3B. The VCC voted to approve the memo drafted by Ms. Amick.

4. New Business

- b) Memo to the Charter Review Committee

Same discussion as 4A concerning the letter from Charter Review Committee Chair Betsey Anderson.

- c) Next meeting

The committee will meet again on 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.