

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

Present: Patricia Carluccio, Chair; Carol Amick 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 9:33 a.m.

2. Minutes

**Mr. Piantedosi made a motion to approve the minutes of June 12, 2014 as amended.
Ms. Amick seconded the motion.**

The motion passed 3-0-0.

**Ms. Amick made a motion to approve the minutes of June 20, 2014 as amended. Mr.
Piantedosi seconded the motion.**

The motion passed 3-0-0.

3. Old Business

a) Terms Up List and Status

Ms. Doyle reported that all the reappointments have taken place. Noting that Alicia Tillman had been reappointed to the Cable TV Advisory Committee by accident, Ms. Amick asked Ms. Doyle to have the Selectmen correct that appointment.

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

Ms. Amick reported that she contacted those who emailed the VCC's town email and did not hear back from anyone. Robyn Brandy expressed interest in serving on the Housing Authority but is unsure if she can commit to the position if one becomes available. John Premack is currently serving on another committee. Joseph O'Toole is travelling extensively for work and is not able to commit to anything. Mo Hacky expressed that he is too busy right now and is not interested in serving at this time. Ms. Carluccio reported that the candidates she contacted expressed no further interest in volunteering.

Ms. Amick asked that their names be added to the vacancy worksheet.

Arbor Resources Committee (BARC): Ms. Carluccio spoke with Debbie Leeman about applying for the vacancy on BARC but she would like to hold off on applying until she settles into her new job.

Bedford Housing Partnership: Tanzania Peele has not responded to any of Ms. Carluccio's attempts to contact her.

Bicycle Advisory Committee: Ralph Hammond submitted a VQ but there are no vacancies at this time. Ms. Amick asked that Ms. Doyle send a letter to Mr. Hammond explaining that there is no vacancy.

Cable Television Advisory Committee (CATV): Mr. Piantedosi stated that Eric Dahlberg is very interested in volunteering on a Town committee. He has attended a Cable TV meeting and would like to be considered for that committee. He previously applied for one of the vacancies on the Finance Committee but was not recommended because he had not attended Town Meeting since he just recently moved into Town. Town Meeting attendance is preferred but not required for Cable TV.

Shane O'Neil had expressed interest in this committee in the past but has not recently been in touch with Ms. Amick.

Mr. Piantedosi noted that the CATV chair, James Shea, would like someone with a financial background who does not have an affiliation with Bedford TV, Verizon or Comcast.

Ms. Amick asked that Mr. Dahlberg's VQ be modified to detail his interest in CATV. He has prior municipal experience as well.

Mr. Piantedosi made a motion to recommend Eric Dahlberg for an interview with the Selectmen for the Cable Television Committee on the condition that he is still interested. Ms. Amick seconded the motion.

The motion passed 3-0-0.

Capital Expenditure Committee: Ms. Doyle asked that the next VCC meeting be scheduled soon after the Finance Committee Appointing Authority meeting so that the VCC can recommend candidates for the Capital Expenditure vacancy. If a potential candidate is not appointed to the Finance Committee they will be asked if they are interested in serving on the Capital Expenditure Committee.

Conservation Commission: There is one vacancy and both Richard Torti and Joseph Guardino have submitted VQs. The VCC reviewed both of the applications and found no reason why they should not be recommended for interviews before the Selectmen.

Ms. Amick made a motion to recommend Richard Torti and Joseph Guardino for interviews before the Selectmen for the vacancy on the Conservation Commission. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Cultural Council: There is one vacancy and one applicant, Leslie Wittman. Mr. Piantedosi noted that Ms. Wittman has been recommended by Cultural Council chair Barbara Purchia. She had received grants from the Cultural Council and is very interested in becoming part of the process herself.

Mr. Piantedosi made a motion to recommend Leslie Wittman for an interview before the Selectmen for the Cultural Council vacancy. Ms. Amick seconded the motion.

The motion passed 3-0-0.

Depot Park Advisory Committee: Mr. Piantedosi reported that Stuart Trout has been unable to attend a meeting and is not sure whether he is still interested.

Finance Committee: Interviews will be conducted for the two Finance Committee vacancies on Monday, August 4, 2014.

Historic District Commission: The committee has not yet reorganized to move an existing member into the architect or builder vacancy which would allow an associate member to move into a full member at-large vacancy. This would then create an alternate vacancy. Les Stucka has attended a meeting but has not submitted a VQ for this vacancy but indicated that he was interested.

Ad hoc Historical Museum Study Committee: The candidates have been interviewed but the Selectmen need to vote to appoint the two at-large members.

Historic Preservation Commission: There is one vacancy and no applicants.

Land Acquisition Committee: There are two vacancies on the committee. Daniel Puffer is being interviewed at the July 21, 2014 Selectmen's Meeting for one of the vacancies.

Trails Committee: There is one vacancy for a bicycle interest which would create eight voting members.

Transportation Advisory Committee: There are two vacancies on this committee and no applicants.

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

Zoning Board of Appeals: There is one associate vacancy on this committee and four potential applicants. Ms. Amick said she would confirm ZBA Associate Michelle Puntillo's interest in moving into the open full ZBA position.

Robert Schmalz submitted a VQ last year indicating interest in serving on the ZBA but has recently submitted another VQ indicating interest in serving on the Housing Authority if a vacancy should occur. When Ms. Amick spoke to Mr. Schmalz, he indicated that he would rather wait for a vacancy to occur and not serve on the ZBA. Ms. Amick felt that he should be contacted once more to make clear that the Housing Authority vacancy may not occur for some time.

Mr. Piantedosi made a motion to recommend Robert Schmalz for an interview before the Selectmen for an associate position on the Zoning Board of Appeals under the condition that Carol Amick confirms that he is still interested. Ms. Amick seconded the motion.

The motion passed 3-0-0.

Varada "Rao" Panduranga submitted a VQ after speaking with Carol Amick at the March Annual Town Meeting.

Ms. Amick made a motion to recommend Varada "Rao" Panduranga for an interview before the Selectmen for an associate position on the Zoning Board of Appeals. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The VCC reviewed Robert Kalantari's VQ noting that he has attended Town Meeting, a ZBA meeting and is currently on the Energy Task Force.

Ms. Amick made a motion to recommend Robert Kalantari for an interview before the Selectmen for an associate position on the Zoning Board of Appeals. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The VCC reviewed Les Stucka's VQ pointing out that he is an architect and is planning to attend the next ZBA meeting. He also attended Town Meeting in the past.

Ms. Amick made a motion to recommend Les Stucka for an interview before the Selectmen for an associate position on the Zoning Board of Appeals. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0

c) Update: Committee Chair Responsibilities

Mr. Piantedosi reported that the Selectmen approved the Committee Chair Responsibilities document with wording for the voting procedure on the Historic District Commission added by Selectman Moonan. Mr. Piantedosi said he had asked

Mr. Moonan about the statutory basis of the wording, but had not heard back yet. Ms. Amick stated that she would get the statutory reference for Mr. Moonan's language, and email it to Mr. Piantedosi.

d) Town Meeting Attendance for various committees

At a previous meeting the VCC had decided which committees should require potential applicants to attend Town Meeting. The VCC clarified that Town Meeting would be preferred not required for most committees. The only committees that would require potential applicants to attend Town Meeting will be the Finance Committee and Capital Expenditure Committee. The Vacancy Worksheet will be modified to reflect these changes.

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

Ms. Amick reported that she spoke with Trail's Committee chair Michael Barbehenn. Mr. Barbehenn indicated that there was no quorum problem with the committee. One member missed a few meetings because of work obligations but is still involved on the committee. Mr. Barbehenn felt that the representatives from other committees are not contributing that much to the meetings. Ms. Carluccio noted that those representatives may be reporting back helpful information to their committees. Mr. Barbehenn supports the idea of increasing the membership of the Trails committee and thinks that the committee should discuss this more with the Conservation Commission.

The VCC also discussed how the process of recruiting and appointing members of the Trails committee had originally been conducted by the Conservation Commission and Selectmen respectively. The VCC has taken over recruiting candidates for recent appointments. Ms. Carluccio stated that this problem has become overly complicated and the VCC should recruit candidates and present the findings about the membership to Conservation Commission and Selectmen to let them decide. Ms. Amick asked that Ms. Doyle look one more time for a charge for the Trails Committee. Ms. Amick suggested looking though the minutes around September 2006.

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

The letter was approved at the last VCC meeting; Ms. Doyle will put the final version of VCC letterhead and will add the topic to an upcoming Selectmen's agenda.

g) Update: Publicity for Vacancies

Ms. Doyle will update the flyer and website with current information.

4. New Business

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

The VCC reviewed Ms. Amick's changes to the Charter language that were proposed at the last VCC meeting. The committee was in agreement with Ms. Amick's changes. The committee also reiterated the fact the committee needs longer than 30 days to recruit and recommend members for vacancies.

Ms. Amick moved that the VCC submit the proposed changes to the Charter Review Committee to address the problems with the current charter language and to address the appointment process length. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

- c) Next meeting

The committee decided to meet again on Wednesday, August 6, 2014 at 9:30 a.m.

Ms. Amick asked Ms. Doyle to send her a copy of the memo that addresses the potential conflict of interest for David Powell. She also asked that the Finance Committee and Capital Expenditure Committee Appointing Authorities receive a copy of the VCC's selection criteria.

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

The motion passed 3-0-0.

The meeting adjourned at 11:43 a.m.