

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Thursday September 11, 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

Chair Carluccio called the meeting to order at 9:30 a.m.

2. Minutes of July 10, 2014 and August 6, 2014

Ms. Amick made a motion to approve the minutes of July 10, 2014 as amended. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Mr. Piantedosi made a motion to approve the minutes of Aug. 6, 2014 as amended. Ms. Amick seconded the motion.

The motion passed 2-0-1, Ms. Carluccio abstained as she was not at the meeting.

3. Old Business

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

Arbor Resources Committee (BARC): There is one vacancy and no applicants. Deborah Leeman expressed interest but would like to settle into her new job before applying for this vacancy.

Bedford Housing Partnership: Ms. Amick volunteered to contact Tanzania Peele one more time to determine if she is interested in serving on the BHP.

Kris Washington submitted a Volunteer Questionnaire and has attended a few meetings. Since he has been the only applicant the VCC decided to recommend Mr. Washington for an interview. They requested that Ms. Doyle wait one week to set up the interview to see if Ms. Peele has responded to Ms. Amick's attempt to contact her. If Ms. Peele does express interest, then Ms. Doyle should hold off on scheduling an interview for Mr. Washington until after the next VCC meeting.

Ms. Amick made a motion to send Kris Washington for an interview with the Selectmen for the vacancy on the Bedford Housing Partnership and that Ms. Doyle should wait one week until September 17, 2014 to set up the interview while Ms. Amick attempts to contact Tanzania Peele. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

Capital Expenditure Committee (CapEx): Mr. Piantedosi reported that he spoke with Robert Santamaria who has attended meetings and understands the workload involved with this committee. Mr. Piantedosi also spoke with Robert Froehlich and Casey Ackerman to let them know that since they have not attended Town Meeting they cannot be considered for this current vacancy. Mr. Froehlich indicated that he may be interested in the Depot Park Advisory Committee. Mr. Ackerman expressed interest in the Land Acquisition Committee and Transportation Advisory Committee. John Carbone plans on attending the next CapEx meeting to get a better understanding of the time commitment. He is working towards finishing his MBA and works nights as a security guard. He has not submitted a VQ for this vacancy and the VCC decided to keep him on the list for any future vacancy. Joseph Toole is travelling too much for work and cannot commit to a committee right now.

Robert Dorer submitted his VQ and has attended Town Meeting. He has not attended a CapEx meeting but is planning to attend the next one.

Ms. Amick spoke with Karen Dunn last night about the vacancy and Ms. Dunn would like to apply. She has attended Town Meeting but not a CapEx meeting. She also plans to attend the next meeting. She has a background in finance.

Ms. Amick has not heard back from Katherine Moskos or Myles McDonough. Kay Hamilton is not interested in CapEx anymore and would like to remain on the Zoning Board of Appeals.

Ms. Amick made a motion to submit Robert Santamaria, Robert Dorer and Karen Dunn for interviews before the Capital Expenditure Appointing Authority on the condition that the VCC receives Ms. Dunn's VQ within one week and if she does not meet the VCC criteria, then Ms. Doyle should move forward with the interviews for Mr. Santamaria and Mr. Dorer. She further moved Ms. Doyle send the VQ's of the other interested applicants who did not meet the criteria of attending Town Meeting. Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The VCC asked that Ms. Doyle also send a copy of the VCC criteria to the appointing authority.

Depot Park Advisory Committee: Mr. Piantedosi requested that Mr. Froehlich be added to the vacancy worksheet for Depot Park.

Historic District Commission (HDC): The committee has reorganized so that Alan Long moved into the builder/architect position and Lorrie Dunham filled his position which leaves an associate vacancy.

Historic Preservation Commission (HPC): There is one vacancy and no applicants. Ms. Amick mentioned that Jan van Steenwijk, Richard Axtell, Dan Smythe and Robert Clark may be interested in serving on this committee. Mr. Smythe, however, is married to a current HPC member.

Land Acquisition Committee (LAC): Richard Tortis very interested in serving on this committee, has submitted a VQ and attended a few meetings. Casey Ackerman is interested in attending the next meeting on October 9, 2014. The VCC decided to wait until the next meeting to act on this committee and Ms. Amick volunteered to call Mr. Torti to let him know why the VCC has not moved forward.

Petitioner's Advisory Committee: Walter St. Onge has submitted a VQ. The VCC saw no reason not to move forward with this as Mr. St. Onge is an attorney and former Selectmen.

Mr. Piantedosi made a motion to send Walter St. Onge's name to the Town Moderator for consideration. Ms. Amick seconded the motion.
The motion passed 3-0-0.

Transportation Advisory Committee: There are two vacancies on this committee and one potential interested candidate who still needs to attend a meeting. Mr. Piantedosi said he would follow up with Casey Ackerman about this vacancy.

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

b) Charter Review – Changes to VCC section.

Ms. Carluccio wished to review the Charter Review Committee's proposed changes regarding the VCC. Ms. Amick had recommended an increase of membership of the VCC from 3 to 5 members on her own. The VCC had not recommended this as a committee. Ms. Amick felt that an increase in membership would broaden the pool of candidates for openings since more members may be in contact with different groups and candidates could be identified more quickly. She also felt it would be more inclusive, because more local organizations and individuals would be contacted about vacancies. Ms. Carluccio believes that the committee is working well and succeeding at

filling vacancies. There is no quorum problem right now but Ms. Carluccio expressed concern that this may occur with an increase to five members. Mr. Piantedosi echoed Ms. Carluccio's sentiment and was not sure additional members would make the process any more efficient.

Mr. Piantedosi made a motion to recommend that the Volunteer Coordinating Committee maintain three members instead of five. Ms. Carluccio seconded the motion.

The motion passed 2-1-0, Ms. Amick voted against.

Ms. Carluccio wanted the committee to review the other proposed changes to determine if they are in line with what the committee discussed. The VCC previously voted to approve an increase in the number of days in which the VCC had to send candidates to the appointing authority. The VCC argued that it often took longer than thirty days. Ms. Carluccio wondered if 90 days was too long and may pose a hardship on committees needing to fill vacancies. She also wondered whether it should be left at thirty days for the unlikely situation of there being a non-functioning VCC. Ms. Amick read the memo that the VCC had voted to send to the Charter Review Committee last winter. She noted that the VCC had asked Charter Review to change the "30 day" language, but had not recommended a specific length of time; the Charter Review Committee had come up with the 90 day language on its own. Mr. Piantedosi suggested a 60 day period instead of 90 days.

Mr. Piantedosi asked Selectman Liaison Caroline Fedele her opinion; she thought "60 days" was appropriate. After further discussion the committee decided that it should be recommended to the Charter Review Committee to change the length of time to 60 days.

Ms. Amick reminded the other members that one of the VCC's proposed changes was intended to remove the requirement, in the current Charter, that the VCC must submit more than one name to the Appointing Authority for consideration. She noted that the VCC had recommended inserting, in place of the word "names," the following: "the names of as many potential applicants as can be identified," and was disappointed that the Charter Review Committee's current draft did not include that language. Ms. Carluccio recommended that the word "names" could be changed to "name(s)," which would solve the problem. Ms. Amick and Mr. Piantedosi agreed, and urged Ms. Carluccio to bring this suggestion to the Charter Review Committee when she meets with them.

Mr. Piantedosi made a motion to recommend to the Charter Review Committee that the timeline be changed from 90 days to 60 days in Article 30.4 Responsibilities of the Volunteer Coordinating Committee. Ms. Carluccio seconded the motion.

The motion passed 3-0-0.

The committee reviewed the rest of the changes and were satisfied with them especially the addition regarding the appointment process of subcommittees being outside the VCC's responsibilities.

Ms. Fedele announced that she had to leave the meeting early, but reported that the VCC's memo concerning the elimination of the Affirmative Action Monitoring Committee (AAMC) and the transfer of its duties to the Selectmen had been reported to the Selectmen by Rick Reed in his Town Manager's report. She said that the Selectmen did not appear to have any problems with the recommendations, but wanted the issue to be placed on the agenda for an upcoming Selectmen's meeting, so that the public could weigh in on this proposal.

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

Ms. Amick presented a revised memorandum regarding appointments to the Trails Committee. Mr. Piantedosi suggested adding the language from Town Counsel about the appointment process. Other minor changes were suggested. Ms. Amick will finalize the memo and send it to Ms. Doyle for distribution.

Mr. Piantedosi made a motion to approve the memorandum written by Carol Amick with the recommended changes and that once finalized it be sent to the Selectmen, Conservation Commission and Trails Committee. Ms. Amick seconded the motion.

The motion passed 3-0-0.

- d) Update: Publicity for Vacancies

The VCC agreed to send publicity to the Bedford Citizen, Minuteman, schools, Council on Aging, and staff activities person at Carleton-Willard announcing the following openings:

Arbor Resources, Depot Park, HDC (associate position), HPC, LAC, TAC and Housing Authority.

The VCC agreed that new publicity should be sent out to inform residents that they may still apply for a committee even when it does not have any vacancies. The committee hopes that this will identify candidates for future openings and make the process of filling the vacancy quicker.

It was also determined that the VQ should be updated to request that candidates attach a resume and that the contact email should be Ms. Doyle.

Ms. Carluccio reported that she heard that the Finance Committee and Capital Expenditure Committee may think that the VCC is overstepping when it comes to the appointment process for those two committees. When asked the specifics of the complaint, Mr. Carluccio said she was asked "is Town Meeting attendance really necessary?" Mr. Piantedosi said he could not imagine any FinCom member questioning Town Meeting attendance. Ms. Carluccio thought she should attend a meeting of each of the committees to explain why the VCC created the criteria.

Ms. Amick made a motion to authorize Chair Carluccio to attend a meeting of the Finance Committee and Capital Expenditure Committee to explain the criteria used by the VCC to recommend candidates for interviews for the two most important appointed committees in Town. Mr. Piantedosi seconded the motion.

Mr. Piantedosi also volunteered to go to these meetings with Ms. Carluccio.

The motion passed 3-0-0.

4. New Business

a) Next meeting

The committee will meet again on Friday, September 11, 2014 at 9:30 a.m. in the second floor conference room.

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

The motion passed 3-0-0.

The meeting adjourned at 11:52 a.m.