

**Volunteer Coordinating Committee Meeting  
First Floor Conference Room  
Town Hall  
Tuesday, October 8, 2013 – 9:30 a.m.**

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

**Absent:** Selectmen Liaison Caroline Fedele

**Also Present:** Administrative Assistant Patricia Hurd

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**1. Call to Order**

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

**2. Minutes**

Ms. Carluccio referred to Page 5 of the Sept. 12, 2013 draft minutes, and said she did not remember Ms. Amick saying that the bylaws allow the appointing authority to request additional names, if requested. Ms. Amick felt that the minutes accurately reported her conversation during the meeting, but noted that she did not identify the specific bylaw provision (Article 31, Section 31.4) at that time, because none of the Volunteer Coordinating Committee (VCC) members had brought their bylaws to the meeting. She said she added that reference to the minutes when they were being prepared, for clarification.

Ms. Carluccio wondered whether informing the Finance Committee Appointing Authority (Appointing Authority) that another Volunteer Questionnaire (VQ) had come in late was a violation of the Open Meeting Law. She also felt the Appointing Authority's action had negatively impacted the candidates who already had been interviewed. Ms. Amick reminded VCC members that the Appointing Authority Chair sent an email to all VCC members, asking for additional candidates. When Ms. Carluccio said she had not seen such an email, Ms. Amick said she would send it out after today's meeting.

Mr. Piantedosi noted that Ms. McClung had indicated earlier that she was interested, but due to personal issues, had not submitted the application near the same time as the other four candidates. Ms. Carluccio said that the VCC should not inform an appointing authority that there are more candidates, once VCC action occurs on a round of applicants. Ms. Amick responded that this is the current VCC policy, except in the case when the appointing authority requests more applicants. She added that she did not notify the appointing authority about the fifth candidate and did not know whether they knew Ms. McClung had applied, or whether they were simply making a

generic request for additional candidates, but that, under the bylaws, they have every right to request more candidates. Ms. Carluccio agreed that the appointing authority can ask for additional names. Ms. Carluccio suggested that the VCC should be more sensitive in its notifications in the future.

After pointing out a misspelling on page 2 of the Minutes, Ms. Carluccio made a motion to approve them, as amended. Mr. Piantedosi seconded the motion, and it passed 3-0.

### **3. Old Business**

- a. Continuing discussion: Possible recommendation to Selectmen on promoting responsibilities of committee chairmen.

Ms. Carluccio suggested one more edit to the *Committee Chairpersons Guidelines* before it was deemed complete and final. (Copy attached). The committee approved the language in Mr. Piantedosi's cover letter to the Selectmen. VCC members hoped that, after the policy paper is approved by the Selectmen, it would be mailed with a cover letter to newly-appointed committee members, as well as distributed at Town-sponsored Committee Training workshops for new volunteers.

Mr. Piantedosi moved that the VCC send the *Committee Chairpersons Guidelines* to the Board of Selectmen. Ms. Carluccio seconded the motion, and it passed 3-0.

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

*Affirmative Action Monitoring Committee (AAMC)* – There are two vacancies. Item was postponed until Ms. Amick hears back from the Assistant Town Manager. (Discussion under Item 4 a.)

*Arbor Resources* – Ms. Amick will contact Bedford Garden Club members to see if there is any interest from them.

*Bicycle Advisory Committee (BAC)* – Ms. Hurd confirmed that John Premack was interviewed and appointed by the Selectmen on October 7, 2013.

*Capital Expenditure Committee (CapEx)* – No action will be taken on this until the Finance Committee (Fincom) Appointing Authority fills the vacancy because some of the candidates are also interested in CapEx. Ms. Amick said she would contact Myles McDonough to see if he is interested.

*Depot Park Advisory Committee (DPAC)* – There is one vacancy. Mr. Piantedosi noted that Roberta “Bobbi” Ennis may be interested and he will contact her once again.

*Finance Committee (FinCom)* – The Appointing Authority needs to meet again to interview Elizabeth McClung and any other candidate(s) who may apply before the vacancy is filled. Mr. Piantedosi offered to call the FinCom Chair to see what qualities they are seeking in the candidates.

*Energy Task Force (ETF)* – Mr. Piantedosi reported that, according to Brendan Welch, who applied and attended the last meeting, there are two resignations forthcoming. One member has a long-term illness and one member has not been attending meetings. This was confirmed to him by ETF member Bob Kalantari. Ms. Hurd will check with the Town Clerk to see if any resignation letters have been received.

*Historic District Commission (HDC)* – There is one full and one alternate vacancy. Ms. Amick reported that Art Black Smith told her he is interested in becoming the ‘architect or builder’ member. Ms. Amick contacted Anna Wallace but has not heard back. She will try again.

*Land Acquisition Committee (LAC)* – There are now two vacancies. Donald Cullis was appointed by the Selectmen on October 7, 2013.

*Bedford Housing Authority (BHA)* - Ms. Amick noted that she met with Tanzania (“Tanza”) Peele, who applied for the open position, to explain the unusual appointment-then-election process. Ms. Hurd will contact her regarding additional required paperwork. Ms. Amick said she has tried, in vain, to reach Mark Connor, who was suggested by Patty Ross – the outgoing BHA member. She also spoke with Jean Colbath about the opportunity, but said Jean was reluctant to run for office in March. Ms. Carluccio is actively recruiting John MacPhee.

*Recreation Commission (Rec Comm.)* – Ms. Hurd confirmed that Tara Capobianco was appointed on September 16, 2013.

*Transportation Advisory Committee (TAC)* – Ms. Amick noted that although Ralph Hammond resigned from this committee, he still attends the meetings. Ms. Amick asked him if he was interested in rejoining, but he wants to wait until his health improves.

*Zoning Board of Appeals (ZBA)* – There is one associate position available and Kay Hamilton continues to be interested. The VCC will delay action until she attends a Town Meeting.

- c. Discussion of criteria for VCC use in evaluating applicants for Finance Committee.

Ms. Amick reported that she informed Betsey Anderson that the VCC was establishing its own criteria to use when there are multiple candidates for FinCom. Once the VCC criteria are finalized, Ms. Amick offered to draft a cover letter to the Appointing Authority indicating what criteria the VCC approved for its use, and other criteria that the VCC considered, but decided not to include for its evaluation of applicants.

The VCC reviewed and modified the list (copy attached) of what criteria it felt were most important or somewhat important, as follows:

Tier One – Most Important: A, C, I

Tier Two – Somewhat Important: E, F, K, N

Because the FinCom Appointing Authority was actively considering candidates for one FinCom vacancy, Ms. Carluccio suggested that the VCC's criteria not be used until the current FinCom vacancy has been filled. The other VCC members agreed. Ms. Amick said she would clean up the Potential Criteria working document for final action at a future VCC meeting. Ms. Carluccio urged that, for future FinCom vacancies, the VCC criteria be posted on the Town website under the VCC and Finance Committee pages, and included in newspaper announcements of FinCom vacancies.

In connection with the activity underway to fill the FinCom vacancy, Ms. Amick reminded members that the Town Clerk had been asked to determine if the first four candidates who were interviewed for the FinCom position had attended a Town Meeting. The fifth applicant was seen at Town Meeting, so there was not a question about her application.

Ms. Amick said the Town Clerk reported back that one candidate had not attended, even though his VQ said that he had. She recommended that it would be good practice to ask the Town Clerk to check her official Town Meeting attendance records, just for applicants for FinCom vacancies, not for all committee vacancies. The other two VCC members agreed with this practice for the future.

- d. Possible recommendations to Selectmen and Charter and Bylaw Review Committee (CBRC) for Charter and/or Bylaw changes: See VCC's running list and defer for future discussion.

#### **4. New Business**

- a. Meeting (or memo) from Assistant Town Manager Jessica Porter regarding her responsibilities on Affirmative Action monitoring and reporting.

Ms. Amick noted that she has not heard back from Ms. Porter. Ms. Amick repeated her previous report that, after researching state law, state regulations and executive orders, she does not believe any state requirement exists that all municipalities have an affirmative action monitoring committee (AAMC). Because she did not check federal law or federal regulations, she asked Ms. Porter what information she has pertaining to any such federal requirement for AAMCs, and also noted that existing and past AAMC members question the necessity of this committee. Ms. Hurd noted that Sarah Buhler is now compiling affirmative action reports on behalf of the Town. Ms. Amick reported that Ms. Porter will inform the VCC when Town Counsel gets back to her with the information if federal law or regulations require a monitoring committee.

b. VCC recruitment activities at November 4 Special Town Meeting

Ms. Carluccio will ask Bill Magee at the DPW to make another poster for the VCC, since the last one went missing. All VCC members will be at Town Meeting to distribute volunteer recruitment flyers. The flyer will list all committees and bullet the ones that have availability. Ms. Carluccio suggested adding a sentence explaining that committee meetings are open to the public and their schedules appear on the Town website. Ms. Hurd was asked to print 100 copies on colored paper. Ms. Amick will ask the Town Moderator for permission to speak at the beginning of Town Meeting, to summarize the VCC volunteer process and the importance of volunteering. Ms. Amick volunteered to create another press release and send a copy to Ms. Carluccio.

c. Review all appointed boards, committees and commissions concerning Town Meeting attendance criteria.

Due to time constraints, this item was postponed.

**5. Next Meeting Date**

The members tentatively chose Thursday, November 7 at 9:30 as their next meeting with a backup date of November 14<sup>th</sup>.

**6. Adjourn**

The meeting adjourned at 11:12 a.m.

Respectfully submitted,

Patricia Hurd  
Recording Secretary

Minutes approved as amended November 7, 2013

Attached: Action Items

Record Copy

### Action Items 10-8-13

#### CAROL

FORWARD EMAIL FROM MIKE SEIBERT TO VCC MEMBERS ASKING FOR MORE FINCOM CANDIDATES.

SEND EMAIL TO GARDEN CLUB SEEKING ARBOR RESOURCE VOLUNTEERS.

FOLLOW UP WITH MYLES MCDONOUGH FOR CAPEX.

FOLLOW UP WITH ANNA WALLACE FOR HDC.

CALL TOWN MODERATOR FOR PERMISSION TO SPEAK AT TOWN MEETING.

CALL JEAN COLBATH: HOUSING AUTHORITY.

REVISE DOCUMENT: CRITERIA FOR CONSIDERING MULTIPLE FINCOM APPLICANTS.

FOLLOW UP WITH JESSICA PORTER.

CREATE PRESS RELEASE AND SEND COPY TO PATTY CARLUCCIO.

#### PATTY

FOLLOW UP WITH JOHN MACPHEE: HOUSING AUTHORITY.

CALL BILL MCGEE AT DPW FOR ANOTHER POSTER FOR STM.

#### JOE

CALL MIKE SEIBERT: WHAT QUALITIES THEY LOOK FOR IN A FINCOM CANDIDATE?

CONTACT BOBBI ENNIS: INTERESTED IN DEPOT PK?

CONTACT KAY HAMILTON: ATTEND STM.

ASK MIKE SEIBERT ABOUT EDUCATIONAL CLASSES FOR FINCOM MEMBERS.

PAT

MAKE AMENDMENTS TO CHAIRPERSON RESPONSIBILITIES AND SEND WITH  
COVER LETTER TO SELECTMEN.

ADD HOUSING AUTHORITY TO THE COMMITTEE VACANCY LIST.

CALL TANZANIA PEELE RE HOUSING AUTHORITY VACANCY.