

Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Thursday, November 7, 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

1. Call to Order

The meeting was called to order at 9:32 a.m.

2. Minutes

Ms. Carluccio suggested adding a sentence to the minutes of Oct. 8, 2013 to clarify the discussion about the Volunteer Coordinating Committee's (VCC's) actions concerning the notification, to the Finance Committee (FinCom) Appointing Authority, of a fifth candidate to fill the FinCom vacancy.

After adding the sentence, "Ms. Carluccio agreed that the appointing authority can ask for additional names," Ms. Carluccio moved to approve the minutes, as edited. Mr. Piantedosi seconded the motion, and it passed 3-0-0.

3. Old Business

- a. Report on VCC recruitment activities at Nov. 4 Special Town Meeting.

Ms. Amick thanked the other two VCC members for assisting in handing out flyers announcing current vacancies. She felt that her presentation to town meeting was "preaching to the choir" since the low turnout-audience was comprised largely of residents who currently serve on a town committee or have done so in the past.

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

Finance Committee (FinCom) - Ms. Amick reported that she called the candidates not chosen for the FinCom opening and encouraged them to apply for other vacancies.

Ms. Amick said she spoke to the candidate, who both the VCC and the FinCom AA had expressed concerns about a possible conflict of interest, suggesting that the conflict may have been the reason he was not appointed. She further reported that this candidate believes he does not have such a conflict, and emailed her a ruling from the State Ethics Commission which he believes applies to his circumstance.

Ms. Amick said that, after reading the ruling, she contacted the State Ethics Commission and spoke to staff attorney Deirdre Rooney who asked her to email the particulars of the candidate's situation, so that she could better advise the VCC. Ms. Amick will forward any reply from Ms. Rooney to the other VCC members.

She also contacted Paul Mortenson, who applied for FinCom on 10/15/13 -- too late for the latest appointment process. He indicated that he would rather wait until the next opening on the FinCom, but would consider something else in the meantime, so Ms. Amick sent him information on other committee openings.

Bedford Housing Authority (BHA) - Ms. Amick felt that the VCC should continue to identify volunteers for the BHA opening, but has no authority to recommend any candidates because the vacancy is for an elected position. Ms. Carluccio reported that John McPhee has not responded to her outreach and Ms. Amick reported that Jean Colbath has not submitted a Volunteer Questionnaire (VQ). Robyn Brandy applied, but then withdrew her application. Because the joint meeting of the Selectmen and the BHA Commissioners is scheduled for Nov.18, Ms. Amick offered to prepare a press release.

Bedford Arbor Resource Committee (BARC) - Ms. Amick reported that she emailed the members of the Garden Club to see if there was any interest in serving on BARC. Catherine Rifkin indicated her interest, but has not sent in a VQ.

Capital Expenditure Committee (CapEx) - Mr. Piantedosi reported that Kay Hamilton is interested in CapEx or the Zoning Board of Appeals. He will call her as well as Tony Battaglia. Ms. Amick said that Joe Toole was out of the country and unable to attend the Special Town Meeting, making him ineligible for consideration at this time. She also spoke to Myles McDonough, but he has not applied, and said Karen Dunn of Mitchell Grant Way is interested in CapEx or FinCom.

Charter & Bylaw Review Committee (CBRC) – Ms. Amick reported that the Selectmen voted to convene a Charter Review Committee, although the VCC has not been officially notified to begin seeking candidates. She noted that Mary Elloian has expressed an interest in serving. Because the Vacancy Worksheet indicated only two at-large citizens would serve on this new committee, Ms.

Amick asked Ms. Hurd to confirm the committee's composition as well as to determine if it will be reviewing the Charter, the Bylaws, or both.

Energy Task Force (ETF) – There are two openings, and one VQ from Brendan Welch. Mr. Piantedosi reported that the committee would like someone with background/experience in the committee's mission, which is to identify strategies and potential funding partnerships to help reduce municipal and school energy costs and greenhouse emissions. Ms. Carluccio will call Stacy Swider Schalick to determine her interest, as she works at MIT in the energy field. Mr. Piantedosi will contact Lowell Stern, a former Facilities Director for another town.

Historic District Commission (HDC) – Ms. Amick reported that Art Black Smith has not responded to her outreach, and Carl Hanson was not interested in serving. Ms. Amick will email members of the Historical Society to see if there is any interest.

Land Acquisition Committee (LAC) – Ms. Amick suggested Paul Mortenson and John Carbone. Ms. Carluccio noted that Kristin Marcus may be submitting a VQ.

Recreation Commission (Rec Comm) – Ms. Carluccio announced that Sandy Morvillo may be submitting a VQ even though there is no opening.

Trails Committee – Ms. Carluccio, who will contact Richard Somers to determine if he is registered in Bedford, moved to submit his name to the Conservation Commission for consideration on the Trails Committee, on the condition that he is a registered voter. Mr. Piantedosi seconded the motion, and it passed 3-0-0.

Transportation Advisory Committee (TAC) – John Premack, who recently was appointed to the Bicycle Advisory Committee, also had expressed interest in TAC. Ms. Amick will contact him.

Youth and Family Services (YFS) – The only vacancy at this time is for a representative from the School Committee.

Zoning Board of Appeals (ZBA) – Mr. Piantedosi will call Kay Hamilton and Ms. Amick will call John Premack about the vacancy for an associate position.

- c. Draft proposal of criteria for VCC use in evaluating applicants for Finance Committee, based on discussions at past VCC meetings.

Referring to the draft she had prepared and distributed prior to the meeting, which was based on decisions made at previous VCC meetings regarding what criteria were "most important" and "somewhat important," Ms. Amick said she could not support the draft as written because it did not include the complimentary criteria to the criteria: "participation in non-governmental

organizations (church, school, sports, etc.) is desirable but not compulsory.” The complimentary criterion is “participation on other town government committees is desirable but not compulsory.”

The other VCC members agreed to include the complimentary criteria; Mr. Piantedosi then recommended that this proposal also should be used in evaluating applicants for CapEx vacancies. There was agreement on his suggestion.

Next the draft Appointing Authority letter was reviewed. Ms. Amick said she would re-draft both the draft Criteria document and the draft Appointing Authority letter to incorporate the changes made today for VCC review at the next meeting. Ms. Carluccio offered to reword the next to last paragraph of the Appointing Authority letter for consideration at the next meeting.

Noting the VCC’s desire to include their evaluation criteria on the Town’s website and in the Town Report, Ms. Amick said she has noticed, on other town’s websites, prominently-displayed announcements of vacancies on town committees. She recommended that Bedford do the same thing and offered to contact IT Director Sherwood Ives to set up this system on the Bedford website. The committee concurred.

- 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.

Ms. Amick suggested that the VCC review its list of possible Charter changes at its next meeting, since a Charter Review Committee has been established.

4. **New Business**

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

Ms. Amick reported that Town Counsel has advised the Town Manager that no state or federal legal requirement exists for communities to have an Affirmative Action Monitoring Committee. She said that she began to survey other communities on this question and will survey more communities before the next VCC meeting. Ms. Amick asked Mr. Piantedosi to check if his past employer, the Town of Andover, has such a committee.

Ms. Amick offered to prepare a draft letter to the Selectmen recommending elimination of the AAMC. She also asked Ms. Hurd to locate old AAMC minutes, to determine if any complaints were ever made regarding discrimination in hiring.

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

The VCC members discussed the former VCC's policy of requiring Town Meeting (TM) attendance by all volunteers before their names could be sent to an appointing authority. Ms. Amick noted earlier VCC discussions that (1) this policy is not required by the Town's Charter or Bylaws; and (2) a member of the former VCC could not remember whether her committee waived from this policy in some instances.

Current VCC members discussed the fact that TM attendance is desirable because it demonstrates an interest in serving the town. They also discussed the problem of volunteer recruitment, and felt that, in certain cases, or for certain appointed committees that have less interaction with TM processes, this criterion may not be necessary.

The VCC reviewed all existing appointed boards, committees and commissions, and made an initial decision that their decisions to recommend candidates for interviews would require TM attendance for some committees, but not for others, as follows:

<u>Committee</u>	<u>Yes</u>		<u>No</u>
Bedford Housing Partnership	X	Arbor Resource	X
Cable Television	X	Bicycle Advisory	X
Capital Expenditure	X	Cultural Council	X
Charter & Bylaw Review	X	Historic Preservation	X
Community Preservation	X	Patriotic Holiday	X
Conservation Commission	X	Trails*	X
Depot Park	X	Transportation Advisory	X
Energy Task Force	X	Youth & Family	X
FinCom	X		
HATS	X		
Historic District Commission	X		
Land Acquisition	X		
Municipal Affd. Hsng. Trust	X		
Petitioners Advisory	X		
Recreation Commission	X		
Volunteer Coordinating	X		
Zoning Board of Appeals	X		

This question was postponed regarding applicants for the Council on Aging. Ms. Amick noted that the VCC's role regarding the Trails Committee is to identify candidates so that the Conservation Commission – not the VCC -- may make recommendations to the Selectmen. Whereas the VCC believes that TM attendance is not necessary for Trails Committee volunteers, the Conservation Commission may hold a different view, she added.

Ms. Amick requested that Ms. Hurd add this information to the next version of the Vacancy Worksheet.

5. Next Meeting Date

The VCC tentatively chose December 5, 2013 at 9:30 a.m. for their next meeting.

6. Adjourn

A motion by Mr. Piantedosi that was seconded by Ms. Carluccio passed 3-0-0. The meeting adjourned at 11:20 a.m.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approved as written December 5, 2013

Record copy

11/7/2013	
CAROL	
	LOOK THRU PREVIOUS VQ'S TO SEE WHO HAS AN ENERGY BACKGROUND
	CONTACT JOHN PREMACK TO SEE IF HE WOULD CONSIDER TAC OR ZBA
	REDRAFT CRITERIA AND LETTER RE FINCOM & CAPEX APPLICANT CRITERIA
	EMAIL HISTORICAL SOCIETY MEMBERS RE INTEREST IN HDC.
	PREPARE DRAFT LETTER TO SELECTMEN RE ELIMINATION OF AAMC.
	READ OTHER TOWN'S BYLAWS RE AFFIRM ACTION BEFORE WRITING LETTER TO SELECTMEN TO RECOMMEND DISBANDING
	ASK SHERWOOD IVES TO CONSIDER VACANCY ANNOUNCEMENT ON HOME PAGE OF TOWN WEBSITE.
	FORWARD DEIRDRA ROONEY'S EMAIL WHEN RECEIVED.
PATTY	
	CONTACT STACY SCHALICK TO SEE IF INTERESTED IN ETF
	CALL RICHARD SOMERS RE HIS STATUS AS REGISTERED VOTER.
	WORK ON LANGUAGE IN LETTER AND SEND TO VCC BEFORE NEXT MEETING
JOE	
	CALL KAY HAMILTON AND TONY BATTAGLIA
	CALL ANDOVER TO SEE IF THEY HAVE AN AFFIRM. ACTION COMMITTEE
	CALL LOWELL STERN TO DETERMINE INTEREST IN ENERGY TASK FORCE
PAT	

	RESEARCH WHETHER NEXT COMMITTEE IS FOR BYLAWS OR JUST CHARTER AND DETERMINE COMMITTEE SIZE AND COMPOSITION.
	CHECK OLD AAMC MINUTES TO SEE HOW MANY COMPLAINTS RECEIVED
	SEND TO CONS COMM CHAIR RICHARD SOMERS' NAME FOR TRAILS, IF HE'S REGISTERED. INDICATE THAT HE HAS NOT ATTENDED TOWN MEETING, WHICH VCC THINKS IS OKAY FOR THIS VACANCY.