

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Thursday, December 5, 2013 – 9:30 a.m.**

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

Also Present: Selectmen Liaison Caroline Fedele and Administrative Assistant Patricia Hurd

1. Call to Order

The meeting was called to order at 9:34 a.m.

2. Minutes

Ms. Carluccio moved to approve the Minutes of November 7, 2013 as written. Mr. Piantedosi seconded the motion, and it passed 3-0-0.

3. Old Business

- a. Continued review of all appointed boards, committees and commissions concerning Town Meeting attendance criteria: Council on Aging (COA)

At the previous meeting, the VCC members had intentionally deferred the decision on whether or not to require, as a condition of VCC review, that volunteers for the COA have attended at least one Town Meeting (TM) before their names are considered by the Appointing Authority. Mr. Piantedosi felt that, because the COA had a budget, TM attendance should be required. Ms. Amick felt that it was not necessary for appointment, although she felt that the Selectmen should urge all committee members to attend TM. Ms. Carluccio said she agreed with the concept, but felt the VCC could make exceptions. After further discussion, it was the consensus that TM attendance should be a "preference," not an absolute, when considering candidates.

- 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) – Still on hold.

Bedford Housing Authority (BHA) – Position filled by Peggy Sukoff.

Bedford Arbor Resource Committee (BARC) – Ms. Amick reported that Kathryn Rifkin, a Garden Club member, has decided that is not ready to participate at this time. Ms. Amick asked to have Kathryn's her name added to the "follow-up" list for future reference.

Capital Expenditure Committee (CapEx) – After reviewing the most current vacancy worksheet list with possible candidates' names (Antonio Battaglia, Kay Hamilton, Joseph Toole, Paul Mortenson, John Carbone and Karen Dunn), the VCC decided that there are only two qualified candidates who have sent in their Questionnaires, because of the requirement for TM attendance: Antonio Battaglia and Kay Hamilton.

Mr. Piantedosi moved to recommend interviews for Kay Hamilton and Antonio Battaglia for the Capital Expenditure Committee. Ms. Carluccio seconded the motion, and it passed 3-0-0.

Charter Review Committee (CRC) – Ms. Amick reported that in addition to herself, Joanna Nickerson and Pat Leiby would be applying for the committee for one of the five at-large positions. She noted that the Town Manager had asked to have some publicity. Ms. Amick offered to forward articles to Ms. Hurd for publication in *The Bedford Minuteman*, *The Bedford Citizen*, and *The Bedford Patch*.

Council on Aging (COA) – One Questionnaire was received from Allan E. Morgan on 11/19/13. There are no openings at this time on the COA.

Depot Park Advisory Committee (DPAC) – Mr. Piantedosi reported that Kay Hamilton would be interested in this committee as well if not chosen for CapEx. He also indicated that another person, who currently serves on another committee, might be interested but would need to step down from that committee first.

Energy Task Force (ETF) – Ms. Amick noted that there are now 3 openings on ETF. She asked Mr. Piantedosi, as liaison, to see if he could find out why current committee members are leaving. Mr. Piantedosi reported that they would prefer candidates who work in an energy-related field. Ms. Carluccio reported that she contacted former Recreation Commission member Stacy Schalick, but she was not ready to commit. Mr. Piantedosi offered to ask the Town Clerk to check the census to determine which residents have a background as a facilities director, manager or engineer. He felt this would be an outstanding way to find people. Mr. Piantedosi also noted that he was unable to contact Lowell Stern and wondered if he may have moved from Bedford.

Historic District Commission (HDC) – Ms. Amick reported that Art Black Smith has still not responded; she will try once more. She also reported that Carl

Hanson is not interested. Ms. Amick will ask the Code Enforcement Office for a list of local Bedford builders from Bedford to help aid in the search.

Land Acquisition Committee (LAC) – Ms. Amick offered to call Paul Mortenson, who had applied for the Finance Committee, to see if he would be interested in LAC.

Trails Committee (TC) – Ms. Amick reported that there are 2 openings on the TC; one for a Bicycle Advisory Committee (BAC) member and one for Concom member. If both are filled, then there would be an even number of members (8). Tim Gray, whose term expired 6/30/13, was the last Concom member to serve. In addition, Ms. Amick mentioned that Dan Hurwitz used to be on the Bicycle Advisory Committee. Ms. Amick will contact Conservation Commission Administrator Elizabeth Bagdonas regarding the openings, further explaining that this committee is a subcommittee of Concom and appointed by the Selectmen.

Ms. Amick, who was curious about how and when the TC was established and exactly what the “Land Steward” members were, learned that Ms. Hurd had emailed this information but Ms. Amick had not received the materials. Ms. Hurd said she would re-send the information. Selectman Fedele suggested that they should ask the at-large members to join other committees

Ms. Amick noted that because of the confusion, the VCC is unable to send Richard Somers' name for an interview. Ms. Hurd explained that the Land Stewards are an unofficial group of volunteers, organized by the Concom Administrator, who meet twice a year and apprise the Concom about situations they find out on the Town's trails. Ms. Amick said she would contact Ms. Bagdonas to learn more about this group, and also suggested that perhaps changing the composition of the TC would make it easier to recruit new members. Ms. Carluccio will encourage Mr. Somers to keep attending the meetings until an official opening occurs.

Ms. Fedele left the meeting at this point (10:30 am).

Transportation Advisory Committee (TAC) – This committee has one opening for a bicycle enthusiast. Soraya Stevens' Volunteer Questionnaire (VQ) was received 11/19/13, and while it indicated that she is an avid walker, runner and trails enthusiast, it did not mention bicycling. Ms. Amick recommended sending her name for an interview, pending a call from Ms. Carluccio to determine her interest in bicycling.

Mr. Piantedosi moved to send Soraya Stevens name to the Selectmen pending Ms. Carluccio's conversation with Ms. Stevens and the TAC Chair. Ms. Amick seconded the motion. The motion passed 3-0-0.

Youth and Family Services (YFS) – There is one at-large vacancy and one vacancy reserved for a Recreation Commission member. Ms. Amick requested that Ms. Hurd contact the Recreation Director to ask for a volunteer for the YFS Committee.

Zoning Board of Appeals (ZBA) – Ms. Carluccio noted that Robert Schmalz is interested in the ZBA, but has not yet attended a Town Meeting. The committee will postpone action and submitting any names or interviews until it learns whether or not Kay Hamilton is appointed to the CapEx position. The committee questioned why Pandurang Varada's name was on the vacancy list since no application had been received. Ms. Hurd could not recall what prompted her to list his name, but will check into the matter and remove his name if no evidence is found. The VCC members will continue to seek applicants for the vacant associate position.

- c. Criteria for VCC use in evaluating applicants for Finance Committee (FinCom) and Capital Expenditure (CapEx) committees: Draft criteria narrative and draft letters to the two appointing authorities.

The VCC reviewed, amended, and finalized the document, "Criteria for use by the VCC when Considering CapEx or FinCom Applicants," as well as draft letters to the FinCom and CapEx appointing authorities. The evaluation criteria will be used in the future and should eventually be placed on the Town's website and the VCC webpage. Ms. Amick will email the final versions.

Mr. Piantedosi made a motion to accept the three documents. Ms. Carluccio seconded the motion; and it passed 3-0-0.

The VCC also agreed that these new policies should be widely available on the Town website (VCC page as well as FinCom and CapEx pages, and perhaps also the Selectmen's page). A press release also should be distributed; Ms Amick said she will make the agreed-upon changes and email the documents and a press release to all VCC members and the letters to the appointing authorities. She also volunteered to contact IT Director Sherwood Ives about the Town website.

Ms. Amick said she also will discuss with Mr. Ives the possibility of adding a "pop-up" to the Town's website that would draw attention to committee vacancies. When the link is chosen, it should send the volunteer to a second page which would include the committee's criteria as well as the VCC's page where the Volunteer Questionnaire is located.

- d. Possible recommendations to Selectmen and Charter Review Committee (CRC) for charter changes

Ms. Amick reminded the VCC that it is keeping a list of VCC recommendations for changes to the Charter and the Bylaws, and noted that most of the changes, to date, relate to the Bylaws, not the Charter. Ms. Amick opined that the VCC should be increased from 3 members to 5; Mr. Piantedosi and Ms. Carluccio said they were not sure about that idea, Ms. Carluccio saying she was concerned about possible quorum problems and Mr. Piantedosi noting that the VCC grew from the old "Personnel Board," which had 3 members. However, they both were in agreement with her suggestion that Charter *Section 3-5: Duties of Volunteer Coordinating Committee*, be amended to remove the following sentence: "The appointing authority may make an appointment without following the procedure set forth in this paragraph if the Volunteer Coordinating Committee fails to supply a list of candidates within thirty days of the date of a request".

Mr. Piantedosi also noted that, to avoid inconsistent language, this change also needs to occur in the Bylaws. Ms. Amick offered to draft a cover letter to the Charter Review Committee which also will include last year's recommendations.

She also will prepare a press release for the Charter Review Committee openings and another press release for all other openings. She recommended putting an article in the next *Byline* on the criteria to be used for appointments to CapEx and FinCom, as well.

- e. Continued discussion of Affirmative Action Monitoring Committee: Draft letter to Selectmen.

Ms. Amick apologized for not having prepared the letter as she needs additional information.

5. **Next Meeting Date**

The VCC tentatively chose January 16, 2013 at 9:00 a.m. for their next meeting.

6. **Adjourn**

A motion by Ms. Carluccio that was seconded by Mr. Piantedosi passed 3-0-0. The meeting adjourned at 11:23 a.m.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approved 2/18/14

Record copy

ACTION ITEMS SHEET 12-5-13	
CAROL	PREPARE AND SEND PRESS RELEASE TO PAT FOR CHARTER, SEVERAL COMMITTEES
	DRAFT LETTER TO CHARTER REVIEW COMMITTEE WITH RECOMMENDATION THAT THEY TAKE OUT THE PORTION OF SECTION 3-5 DUTIES OF VCC THAT SAYS THE VCC HAS 30 DAYS TO RECOMMEND SOMEONE.
	UPDATE FINCOM AND CAPEX POLICY DOCUMENTS AND LETTERS TO APPOINTING AUTHORITIES; SEND TO VCC AND APPOINTING AUTHORITIES. PREPARE PRESS RELEASE FOR PAPERS AND BEDFORD BYLINE.
	CONTACT PAUL MORTENSON RE LAC.
	CONTACT ELIZ. BAGDONAS RE TRAILS COMMITTEE.
	PREPARE DRAFT LETTER TO SELECTMEN: AAMC.
	CONTACT SHERWOOD IVES RE WEBSITE CHANGES.
PATTY	TAC - CALL SORAYA STEVENS AND ASK HER ABOUT HER BICYCLE INTEREST. CALL CHAIR BOB DORER TOO.
JOE	FIND OUT WHY PEOPLE ARE LEAVING ENERGY TASK FORCE
PAT	SEND KAY HAMILTON AND ANTONIO BATTAGLIA FOR CAPEX INTERVIEWS
	FIND VOTE THAT ESTABLISHED THE TRAILS COMMITTEE AND LAND STEWARDS
	CALL AMY AND ASK THEM TO FILL RECREATION SPOT ON YFS
	CHECK WITH TOWN MANAGER FOR AGENDA DATE TO DISCUSS COMMITTEE CHAIRS RESPONSIBILITY FOR JOE

	SEND SORAYA STEVENS FOR TAC INTERVIEW AFTER PATTY SPEAKS TO HER
	LOOK UP WHO PANDURANG IS AND WHY I PUT ON LIST. LOOMIS STREET (???)
	LOOK FOR TOWN COUNSEL'S OPINION ISSUED IN 1999 REGARDING ALIEN RESIDENTS SERVING ON COMMITTEES.