

**Volunteer Coordinating Committee Meeting  
First Floor Conference Room  
Town Hall  
Thursday, December 13, 2012 – 9:30 a.m.**

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

**Absent:** Joseph Piantedosi and Selectmen Liaison Margot Fleischman

**Also Present:** Administrative Assistant Patricia Hurd

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The meeting was called to order at 9:37 a.m.

**Minutes**

Ms. Carluccio made a motion to accept the Minutes of November 16 and November 20, 2012, as presented. Ms. Amick seconded the motion, and it passed, 2-0-0.

**Old Business**

- (a) Reports on Contacts made to Potential Appointees and Review of Vacancy Worksheet

Affordable Housing: Ms. Carluccio reported that Terri Kramer has not returned her call. She also noted that Jane Patterson and Nancy Barnes are no longer interested in serving as they have many family obligations.

Bicycle Advisory Committee: Ms. Amick emailed Peter Barck but he has not replied. Ms. Carluccio noted that Ted Heller was interested, but she has not heard from him or Chris Marino. Ms. Hurd advised the Volunteer Coordinating Committee (VCC) that Jan van Steenwijk had stopped by the office to learn the status of his application. Ms. Amick suggested that the VCC review his Volunteer Questionnaire (VQ) and decide whether or not to submit it to the Selectmen for consideration, since all of the other possible candidates for this committee have failed to respond or submit their applications. Ms. Carluccio said she would prefer to wait until there were more applicants, but agreed that, regardless of the number by the next VCC meeting, she would be ready to review Mr. van Steenwijk's application. The committee asked Ms. Hurd to let him know that they will make a decision in a few weeks.

Council on Aging (COA): Ms. Hurd informed the VCC that there will be a public hearing on the removal of a COA member at the Selectmen's meeting on January 7, 2013. Ms. Amick said she will contact Bobbi Ennis to see if she has

anyone to recommend for potentially two COA vacancies and will let VCC liaison Mr. Piantedosi know by email.

Capital Expenditure Committee (CapEx): VCC members said they will continue to search for additional volunteers for the CapEx opening. Shane O'Neil's VQ has not been received yet. Ms. Amick will ask Mr. Piantedosi to contact the individuals he mentioned at the last meeting, since the appointing authority has not yet convened.

Fair Housing: Ms. Amick reported that she still hasn't heard from Ann Guay, but believes she is still interested. Ms. Carluccio asked that Jane Patterson's and Nancy Barnes' names be removed from consideration, for the same reason that they cannot serve on the Affordable Housing Committee.

Historic District Commission (HDC): Ms. Amick reported that Val Asbedian is definitely interested in serving on the HDC. She will remind him to send his VQ.

Historic Preservation Commission (HPC): Ms. Amick and Ms. Carluccio shared the sentiment that Sharon McDonald, who is retiring in January as Children's Librarian at the Bedford Library, would be a wonderful addition to the HPC. Richard LeSchack is interested in serving but has not yet submitted a VQ. Ms. Amick will call Daniel Silverman to confirm that he is still interested in HPC before the VCC sends any names to the Selectmen in January. Ms. Amick will call Peggy Marinez to see if she has any interest in the HPC or any of the housing committees.

(b) Consolidation of three housing committees (Affordable, Fair, Partnership); Report on 12/6/12 BHP Meeting

Ms. Amick reported on the last Bedford Housing Partnership (BHP) meeting which Mr. Piantedosi and she attended to discuss the VCC housing consolidation recommendation. She said they reviewed two documents she submitted to BHP members: (1) a memo detailing the consolidation proposal; and (2) a summary of the three existing committees' charges and membership requirements. There was discussion about whether the three committees had been meeting over the past several years without each committee reaching a quorum.

Ms. Amick said that she and Mr. Piantedosi had hoped to get BHP members' comments on the proposed consolidation while in attendance at the 12/06 BHP meeting, but the chair decided instead to put the consolidation issue on their next agenda. The only thoughts offered at that meeting were to add to the Purpose statement the concepts of "fair housing" and "maintaining" affordable housing, and increasing the consolidated committee membership to 11 members, instead of 9 as recommended by the VCC. The 11 would include 9 at-large members (the VCC has recommended 7), one member of the Bedford Housing Authority and one member of the Planning Board. Ms. Amick said she remains hopeful

that a final recommendation can be submitted to the Selectmen in time for a required public hearing and inclusion on the Warrant for the March Annual Town Meeting.

Ms. Amick also noted that the 1988 Fair Housing Plan was the only complete version of the plan available, and it described the makeup of the Fair Housing Committee (FHC). However, she later received a portion of a 1992 plan from Ms. Hurd, which indicated a *different* membership of the FHC, and wants to do a bit more research to be certain that the committee membership described in her written background document is correct. Ms. Amick wondered if a complete version of a 1992 Plan is on file at the Bedford Library, and said she would check this out.

Ms. Amick also reported that she spoke with the Town Manager about the proper procedure for getting Town Counsel's input on this issue. Rather than the VCC sending a request directly to Town Counsel for review, she said the VCC should submit its consolidation recommendation to the Selectmen, who will then decide whether to send the proposal to Town Counsel. Ms. Amick said she would prepare a draft background memo for this purpose.

- (c) Possible Recommendations to Selectmen: (1) Appointment of Resident Aliens to Certain Committees.

Mr. Piantedosi emailed the VCC members proposed amendments to the Bylaws which included *Section 5.3 Residency Requirement* and *15.2 Capital Expenditure Committee Membership*. The VCC decided to hold off discussion until the next meeting when Mr. Piantedosi is present.

### **Next Meeting**

Once Ms. Hurd learns the date of the next BHP meeting, she will notify VCC members so that they can set a meeting date shortly thereafter. Ms. Carluccio moved to adjourn the meeting. Ms. Amick seconded the motion, and the vote was approved, 2-0-0.

The meeting adjourned at 10:20 a.m.

Respectfully submitted,

Patricia Hurd  
Recording Secretary

Minutes approved January 14, 2013

Record copy