

**Volunteer Coordinating Committee Meeting**  
**Selectmen's Room**  
**Town Hall**  
**Thursday, February 14, 2013 – 9:30 a.m.**

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

**Also Present:** Selectmen Liaison Margot Fleischman and Administrative Assistant Patricia Hurd

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

**Minutes**

Mr. Piantedosi moved to accept the Minutes of January 14, 2013, as amended. Ms. Carluccio seconded the motion, which passed 3-0-0.

**Old Business**

**a) Reports on contracts made to potential appointees and review of Vacancy Worksheet with possible recommendations to the Selectmen for filling various vacancies.**

Ms. Hurd announced that the CapEx Appointing Authority selected Brian Bartkus to fill the vacancy on the Capital Expenditure Committee.

Ms. Amick recommended not filling any vacancies on the three housing committees until after Town Meeting and the Attorney General approves the Bylaw amendments.

Cable TV: Mr. Piantedosi commented that he will review the application for Shane O'Neil again and follow up with him.

Ms. Amick asked to add another section to the end of the worksheet entitled "Considered for Other Positions" in which staff can add names of volunteers who submitted a questionnaire but were not appointed.

COA: Ms. Amick reported that Val Asbedian was interested in the COA rather than the HDC, and she felt that he would be well-suited for the committee. She also said that Rachel Murphy is not interested at this time, but suggested two individuals who she thought might be: Irving Smith and Dot Ellis. Ms. Amick stated that she also asked former Assistant Town Manager Joanna Nickerson about her interest in this committee, but Ms. Nickerson, while interested, could not volunteer at this time. It was mentioned that there are no scheduled meetings for the COA until April.

HATS II: Ms. Amick announced that John Willson was recently appointed as the Conservation Commission at-large member on the HATS II Committee. She added that there is still one more at-large vacancy and Selectman Rosenberg asked her to help find a volunteer. Some suggested as possible candidates included Susan Grieb, Rich Daugherty, Jerry Pfeffer and Ken Hall; Ms. Amick will follow up on these people, and encouraged the other Volunteer Coordinating Committee (VCC) members to think about possible candidates. Ms. Carluccio recommended Michael Hayes for HATS and will contact him.

Historic District Commission (HDC)/Historic Preservation Commission (HPC): Ms. Amick noted that Sharon McDonald and Dan Silverman were recently appointed to the HPC, leaving one more vacancy on that committee as well as one alternate on HDC. She commented that Richard LeShack has not responded to her calls but she will try one more time to get a response from him; she also noted that, after believing that Dan Smythe was interested in HPC, she recently heard from Dan's wife that he is not.

Ms. Amick reported that she has tried to contact Legna Marinez again to no avail, but felt she might be a good fit for either one of the historic committees and will try again. She also noted that the Historical Society's yearbook is a good source of potential candidates.

Outdoor Recreation Area Study Committee (Fields Study Committee): Ms. Fleischman was not sure if the Fields Study Committee would continue after June. Discussion ensued whether they have finished their charge or if there was any urgency to fill the one vacancy due to the appointment of Brian Bartkus on Capital Expenditures (CapEx). Ms. Amick noted that she had been contacted by Meg McClung about a CapEx position after the Bedford Minuteman mistakenly re-ran an old story about a CapEx vacancy. After chatting with Ms. McClung, who mentioned her interest in the activities of the Field Study Committee, Ms. Amick wondered whether this woman, a math teacher in the Lincoln-Sudbury school system, may be interested in the Fields Study Committee opening. Ms. Carluccio recommended Ron O'Brien as he did his doctorate on the study of Bedford fields.

Recreation Commission: It was noted that Caroline Fedele is running unopposed for Selectman and intends to resign from the Recreation Commission after the Town election. Ms. Carluccio asked to add Tara Capobianco to the list and Ms. Amick will notify Clem Larson.

Mr. Piantedosi said he spoke with the Town Moderator about inserting a write-up in the Warrant about the availability of the Petitioner's Advisory Committee to lend assistance to residents with petitioner's articles. Ms. Amick suggested running an article in the Bedford Byline a few months before each Town Meeting.

Sign Bylaw: Ms. Fleischman noted that the Sign Bylaw Review Committee put together several articles for Annual Town Meeting, and after a public hearing and discussion with the Selectmen, a decision was made to put some of the proposals on the Annual Town Meeting warrant while continuing work on the remainder for a later town meeting. Ms. Amick recommended that the VCC look for volunteers and offered to ask Legna about this vacancy. She will contact Sign Bylaw Review Chair Jeff Cohen to discuss the opening and determine whether the committee thinks it should be filled at this late date. Other names raised were Jeffrey Dearing, Roy Watson and Bill Waite, Jr.

Ms. Amick asked the members to think of residents who also are local business owners; Ms. Carluccio mentioned two designers she could contact: Mark Luther and Kim Oleksinski. Ms. Amick will touch base with State Representative Kenneth Gordon, who earlier indicated a willingness to serve on this committee, although she guessed that he probably is too busy with his new, elected position.

Wilson Mill: Ms. Amick indicated that she will reach out to Mike Paiva for the opening on the Wilson Mill Park Planning Committee to determine whether he is still interested. She will wait to contact him, as there was some question whether this committee's work has been completed. Ms Fleischman said she will determine its status.

**b) Update: Recommendation to Selectmen re: consolidation of three housing committees (Affordable Housing, Fair Housing, and Housing Partnership).**

Ms. Amick reported that she attended the February 4, 2013 Selectmen's meeting and spoke in favor of the housing consolidation bylaw amendment on behalf of the VCC; the Selectmen voted to place the article on the warrant for Annual Town Meeting.

**c) Continuing discussion: Possible proposals for bylaw changes, including appointment of resident aliens and non-Bedford residents to certain committees; changes in CapEx member restriction.**

Ms. Amick noted that she has not had the opportunity to research state law to determine whether the state requires that one must be a registered voter and also a resident to be eligible to serve on town committees. She also intends to check whether other communities besides Cambridge and Amherst have submitted Home Rule Petitions on this subject.

Ms. Amick proposed creating a standing agenda item to keep track of the recommendations the VCC may wish to make to the Selectmen and the next Charter and Bylaw Review Committee. The members concurred with the idea and Ms. Amick said she will review all the prior minutes to get the list started.

The Committee discussed the inability of persons who pay taxes on a second home

to participate in Town Meeting or Town committees if registered to vote elsewhere. Ms. Amick offered to prepare a proposal that would allow for some type of modest participation by resident aliens for certain Bedford town committees.

## **New Business**

### **a) VCC involvement with School Committee vacancy.**

Ms. Amick noted that due to the resignation of Noreen O’Gara from the School Committee, there is one vacancy to fill to the end of her term. She was informed that the Selectmen would not require VCC assistance. However, Ms. Hurd noted that the School Committee has developed a specialized Volunteer Questionnaire for anyone interested, and the VCC is encouraged to seek out volunteers. Ms. Fleischman said that all applicants will be interviewed by the remaining members of the School Committee sitting jointly with the Selectmen.

Ms. Hurd distributed a hard-copy version of the School Committee-specific questionnaire, and said she also would email the form to VCC members.

### **b) Discussion: Possible recommendations to Selectmen on promoting responsibilities of committee chairmen.**

Ms. Amick said she put this item on the agenda because she believes committee chairmen need some additional education about their responsibilities. She noted that, when a vacancy occurs, the Town Bylaws require the remaining committee members to notify the Town Clerk and the appointing authority within 30 days. Unfortunately, this does not always happen. She also wondered how many chairmen know that they are supposed to rotate chairmanships each year – if others on the committee are willing, and to notify the Town Clerk of the names of Chair and other committee officers.

Ms. Fleischman noted that last year, Selectman Chair Cathy Cordes sent out a memo to all committee chairs to remind them about rotating the seat(s). She advised asking the Selectmen to include additional information in their memo. Mr. Piantedosi added that there is no job description for committee chairs and offered to create a draft of the minimum Chairman responsibilities for the next meeting.

Ms. Fleischman reported that, while attending the Annual MA Municipal Association Conference, she learned that the Towns of Lexington and North Hampton host classes for appointed town officials. Lexington holds an in-depth, 10-week citizens academy for this purpose, and she also noted that Lexington’s Town Manager, Carl Valente, lives in Bedford and might provide additional information to the VCC. She also noted that information she learned on civil discourse would be useful to pass along to committee chairs and members.

Mr. Piantedosi advised that Bedford already holds that type of training for committee members every few years, covering such topics as procurement, ethics, open meeting law and quorum issues. He said he would contact Assistant Town Manager Jessica Porter to discuss this issue and offer his assistance to her. Ms. Amick suggested getting any written information about these sessions to all VCC members. Mr. Piantedosi offered to prepare a draft one-page "job description" of committee chair responsibilities for discussion at the next VCC meeting.

### **New Meeting Date**

The next meeting is scheduled for Thursday, March 7, 2013 at 9:30 a.m. The VCC will discuss volunteer recruitment at the April Town Meeting.

### **Adjourn**

Ms. Carluccio moved to adjourn the meeting. The motion, seconded by Mr. Piantedosi, was adopted, 3-0-0.

The meeting adjourned at 10:45 a.m.

Respectfully submitted,

Patricia Hurd  
Recording Secretary

Minutes approved, as amended March 7, 2013

Record Copy