

**Volunteer Coordinating Committee Meeting  
First Floor Conference Room  
Town Hall  
Monday, April 9, 2012 - 9:30 a.m.**

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

**Also Present:** Selectmen Liaison Catherine Cordes, and Administrative Assistant  
Patricia Hurd

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

**Organization of Members**

Being the first meeting of the newly formed committee, Ms. Amick opened the floor for nominations and asked if any member desired to be the Chair. There being no offers, Mr. Piantedosi nominated Ms. Amick as Chair. Ms. Carluccio seconded the nomination. Ms. Amick asked for any other nominations. There were none. The motion passed 3-0-0.

**Discussion**

Ms. Amick asked Ms. Hurd what her role is as far as providing assistance to the Volunteer Coordinating Committee (VCC) other than taking the minutes. Ms. Hurd explained that once she is contacted by an interested resident, if they have not completed a Questionnaire for Volunteers, she has them fill one out. In addition, she will send them a thank you letter for their application, scan the questionnaire and letter and email it to the committee members. The committee will discuss the applications received at their next meeting. The committee attempts to get three candidates for each vacancy. When the committee is ready to let the applicant(s) go forward for the interview with the appointing authority, Ms. Hurd will make the arrangements. After the interview(s), the successful candidate will receive a congratulatory letter with a copy of the appointment slip and directions to be sworn in by the Town Clerk. If there were multiple candidates, the unsuccessful candidates get a different type of letter and ask if they would like to serve on a different committee. The VCC will discuss an alternative committee for the unsuccessful candidates to serve on and call to see if they would be interested in something else.

Ms. Cordes arrived at this point and reviewed with the members Section 3-5 of the Town Charter and Article 31 of the General Bylaws that pertain to the VCC, noting the requirement that a list of three names, if at all possible, should be submitted to the Selectmen for their interview. Mr. Piantedosi also commented that it would be wise for this committee to contact each committee chair to find out what type of criteria the candidates should possess that would be beneficial to their particular committee as far as background and interests are concerned.

Ms. Cordes explained why the members of the previous VCC resigned. She indicated that it was due in part to the appointing authority's failure to adhere to the Bylaw appointment process in

filling a vacancy on the Finance Committee and a lack of communication between the two committees.

The committee felt it was a good idea to keep the dialogue open with all committee chairs so they can use the VCC as a resource. Mr. Piantedosi recommended that each member should determine which committees for which they would like to act as an informal liaison. It was suggested that the VCC's message to the committees should be clear and consistent so as to alleviate and prevent any future problems. It was also pointed out that they will make the appointment process an open and transparent process and that anyone who volunteers for a committee will be treated equally.

The members agreed that when they discuss vacancies with possible applicants, they inform the applicant that it would be helpful to read the Annual Town Report and the Town's Bylaws to see what that particular committee's mission and duties are, and that they should also attend a meeting of the committee to which they seek appointment.

Ms. Amick referred to a previous set of minutes in which the former VCC discussed whether there was really a need for three housing committees. Ms. Cordes advised the members to speak with Christina Wilgren, Chair of the Bedford Housing Partnership about the regulations and whether or not they could be combined into one large committee. The members asked for this topic to be a future agenda item.

### **Current Vacancies**

Ms. Amick noted that former Selectmen Walter St. Onge served on the Land Acquisition Committee as the "Selectman" member and would like to stay on the committee to fill the "at large" vacancy.

Ms. Amick also noted that due to upcoming important zoning matters, Jeffrey Cohen will temporarily remain on the Zoning Board of Appeals. She added that once Jeff Cohen resigns, Stephen Henning has expressed an interest in becoming a full member.

Ms. Amick reported that before Town Meeting, she obtained 15 names of interested residents who may volunteer. The VCC members determined which interested citizens they would call as a follow-up from Ms. Amick's list and from the list staff prepared. Cordes explained that according to state law, members of the Cultural Council can stay on the committee for 2 consecutive terms (or 6 years), but then must come off the committee for one year. After one year, they can be reappointed if they wish. She recommended that someone call Doris Smith to see if she might be interested in joining the Cultural Council again.

The committee will meet on Monday, April 23, 2012 at 9:30 a.m. at which time they will review the list of responses for reappointment in order to determine who has not responded. The due date to respond is April 13, 2012. Ms. Cordes left at this point.

The members discussed their desire to ask for an amendment to the Town's Bylaw in order to allow unregistered, legal non-citizens to serve on committees when the next Charter and Bylaw Review Committee reconvenes.

### **Other Business**

Mr. Piantedosi recommended that the members should think about the committees to which they would like to act as liaison. He felt it was very important to have a strong dialogue and a solid committee going forward. The members briefly mentioned their intent to develop a draft policy for the VCC.

Ms. Amick advised the committee that the Planning Board will be holding additional meetings on the Master Plan and that if they know of anyone interested in the Planning Board opening they should let them know of this opportunity to attend one of those meetings. The deadline to apply is April 13, 2012.

Mr. Piantedosi made a motion to adjourn. Ms. Carluccio seconded the motion. The motion passed 3-0-0.

The meeting adjourned at 11:20 a.m.

Respectfully submitted,

Patricia Hurd  
Recording Secretary

Minutes approved as amended April 24, 2012

Record copy