

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Tuesday, May 22, 2012 - 9:30 a.m.**

Present: Carol Amick, Chair, Patricia Carluccio, Joseph Piantedosi; and Selectmen Liaison Margot Fleischman

Also Present: Patricia Hurd, Administrative Assistant

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

Minutes

Mr. Piantedosi made a motion to accept the Minutes of May 8, 2012, as corrected. Ms. Carluccio seconded the motion. The motion passed 3-0-0.

Old Business

Status – Candidates for Reappointment and Members' Assignment Updates

Ms. Amick noted that Bob Batt does not want to be reappointed to the Cable Television Committee.

Mr. Piantedosi reported that Bob Kalantari attended a Capital Expenditure Committee meeting and felt that he could not meet all meeting requirements because of his business; however, he may be interested in the Energy Task Force. He will submit an application to Mr. Piantedosi if he decides in favor of that committee.

Mr. Piantedosi noted that Bob Marshall and John Sullivan will both attend a Cable Television Committee meeting and will let him know of their interest. He also noted that Gerry Hartmann should be appointed right away to the Patriotic Holiday Committee before Memorial Day, if possible.

Chair Bobbi Ennis, Council on Aging (COA), advised Mr. Piantedosi that she does not have a quorum on the COA and would like to see Mary Pine appointed as soon as possible. She reported that another member of the committee is in a nursing home and is reluctant to submit a resignation letter. Ms. Ennis would rather not go through a formal process to remove that member. Ms. Amick offered to call the member's son and daughter-in-law to see if she could help in this regard. Chair Ennis informed Mr. Piantedosi that Mary Pine has been attending meetings regularly and is most interested. Mr. Piantedosi noted that Bobbi Ennis, who many

years ago was a member of the Public Ceremonies Committee, is also interested in serving on the Patriotic Holiday Committee and would submit her application.

Mr. Piantedosi reported that Chuck Mustapich is not interested in serving on committees at this time.

Ms. Amick and Ms. Carluccio noted that their lists of candidates for re-appointment were complete.

Ms. Carluccio spoke to committee Chairs Terry Gleason (Bicycle Advisory), Jean-Marc Slak (Capital Expenditure), Ken Gordon (Cultural Council), and Christina Wilgren (Housing Partnership) about what types of candidates they would prefer to serve on their particular committees. She reported that Ms. Wilgren was open to the idea of combining some of the housing committees and will discuss it with the VCC at a future meeting. Ms. Wilgren also reported that Zoe Pierce has not been active on the Affordable Housing Committee and that Ms. Everitt has moved from Bedford. Ms. Carluccio left messages for the Chairs of the Wilson Mill Park Planning Committee and the Trails Committee. She also indicated that she is spending a lot of time recruiting for the Outdoor Recreation Committee and that there should be lots of questionnaires being submitted.

Ms. Fleischman commented that a lot of residents came to the Selectmen's meeting the previous evening in support of The Edge's request for two new turf fields. Ms. Amick said she would like to have a discussion of the candidates for the new "fields" committee at the next VCC meeting, in hopes of sending a list of names to the Selectmen.

She also said that the VCC must identify candidates to fill vacancies on the three housing committees, noting that, with the departure of Paulette Everitt and Zoe Pierce, there are two vacancies on that committee – BEFORE the VCC discusses the issue of consolidating these three groups. In response to Mr. Piantedosi's suggestion that the Selectmen get Town Counsel to review what legal impediments, if any, exist in consolidation, Ms. Amick suggested that the VCC gather information and identify what specific questions should be directed to Town Counsel. Ms. Fleischmann agreed with that approach, noting that the VCC should make a recommendation to the Selectmen on how to proceed.

Ms. Amick stated that she will follow up with Ann Guay (Fair Housing), Peter Cooper (either Arbor Resources, Trails or Transportation Advisory), and Chris Gittins (Arbor Resources), all of whom said they would be submitting their questionnaires, but haven't yet. She was not sure Susanne Harrison was still interested in Arbor Resources, but would contact her again. She also said she finally got Mike Paiva's unlisted phone number because he called her husband on a constituent matter, and may be interested in Wilson Mill Park.

Ms. Amick noted her intent to advertise the Outdoor Recreation committee one more week in the Bedford Minuteman before sending a slate of names to the Selectmen for interviews. Ms. Amick urged Mr. Piantedosi to apply for that Committee. The VCC will review the applicants at its next meeting, on June 5, and decide which candidates to send for an interview at the Selectmen's meeting on June 18th.

The VCC briefly reviewed a sample ranking sheet provided by Ms. Hurd that could be used to help rank the volunteers who apply for the Capital Expenditure Committee opening if the VCC so chooses. The sample was used by the previous VCC to assist them in their efforts to rank the candidates for a Finance Committee opening. In response to questions, Ms. Hurd said that the previous VCC did not necessarily send all applicants to the appointing authority. Sometimes they sent only the names they were recommending. After a discussion about transparency in the VCC's actions, the three members all agreed that ALL names should be sent to the appointing authority, but with notations of which names were being recommended for interviews, among all the applicants that had applied.

Ms. Hurd left the meeting at this point (10:40 a.m.) and Ms. Amick took the notes from this point forward.

The VCC agreed that, at its next meeting, it also would review the applicants for the opening on Capital Expenditures, in order to submit names for interviews to the appointing authority. Because of the discussion about sending the names of all applicants, but potentially ranking or recommending only some, the committee decided that Ms. Amick would contact Selectman Chair Cathy Cordes and School Committee Chair Abbie Siebert, and Mr. Piantedosi would contact Finance Committee Chair Tom Busa – to gain feedback on this plan.

Ms. Amick also said she would contact the VCC's former chair, Lora Goldenberg, to discuss the ranking sheet. She urged the other two VCC members to review it as well, and think about any other questions/topics that might be added to help pair down candidates.

Before Ms. Fleischman had to leave the meeting, the VCC set its next meeting for Tuesday, June 5, at 9:30 am (later changed to 9 am).

Status – VCC email on Town Website

Ms. Amick reported that she had another conversation with Town Manager Rick Reed about a designated VCC email address on the Town website, and he had turned over to the Town's IT Director the responsibility for identifying options to make this happen. She also said that Mr. Reed wanted to remind the VCC that any communications that might go through the new email address would be subject to the Public Records Law. Ms. Amick said she understood, and did not think this would be a difficulty, since the Town routinely backs up all such website communications for this express purpose.

New Business

Recommendations to the Selectmen for Appointment

The Committee reviewed all available Volunteer Questionnaires, and unanimously agreed to send to the Selectmen for consideration the following:

Council on Aging vacancy: Three names in the following order: Mary Pine, Luigi DiNapoli and Alicia Tillman.

Cultural Council: One name (George Epple) and indicate to the Selectmen that this candidate is recommended by the VCC as well as members of the Cultural Council. Also indicate that, because there are 13 members, but they can have up to 22, the VCC will be reviewing other candidates in the future for possible additional slots.

Depot Park Advisory: Send one name (John Peterson) to the Selectmen and indicate that the VCC has not been able to find up to three candidates.

Land Acquisition: Send two names to fill the one vacancy, in this order: Walter St. Onge and Terrence Parker.

Patriotic Holiday Committee: Send three names to the Selectmen: Oscar DePriest to be **reappointed** (apparently his name was accidentally dropped from the membership), and two new candidates: Gerry Hartmann of the American Legion, and Michael Hayes.

Other New Business

Ms. Amick asked the other VCC members how they felt about the quantity of paper that is generated in order to track retiring appointments and identify new candidates for appointment. She said she had hoped that the new Vacancy Worksheet could be utilized by each VCC member to make notes (by hand) as emails containing Volunteer Questionnaires are sent to the committee members. That way, the updates would stay current, and there would be no need to reprint the worksheets. She also suggested that the “spaces” between each row be enlarged to make it easier to manually add notes.

Mr. Piantedosi said he could work with that system. Ms. Carluccio was concerned that she would not keep her worksheet up to date, so she asked for reprints perhaps once a month, rather than at each meeting. It was agreed that, in the future, the Committee would try a system in which worksheets and other lists are updated manually, and revised once a month.

Next Meeting Date

9:00 a.m., Tuesday, June 5, 2012

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

The meeting adjourned at 11:50 a.m.