

**Volunteer Coordinating Committee Meeting
Selectmen's Room
Town Hall
Thursday, May 9, 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 9:30 a.m.

Chair Amick welcomed Selectman Liaison Caroline Fedele to her first VCC meeting, and suggested taking the agenda out of order so that Mr. Piantedosi could participate in certain portions in case he had to leave early.

4. New Business

a. Committee Reorganization

Both Mr. Piantedosi and Ms. Carluccio said that they would be unable to fill the post of Chair as the present time, for personal reasons. Ms. Amick was receptive to continuing as chair. Ms. Carluccio offered to help whenever possible.

Ms. Carluccio moved to re-elect Ms. Amick as Chair. Mr. Piantedosi seconded the motion, which passed 3-0-0.

2. Minutes

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

3. Old Business

b. Continuing discussion: Possible recommendation to Selectmen on promoting responsibilities of committee chairmen.

The committee reviewed the latest draft of the proposed *Town of Bedford Committee Chair Person Responsibilities* prepared by Mr. Piantedosi. Mr. Piantedosi reported that the Town Manager sent the document to Town Counsel for review and copied him on the email.

Discussion ensued on the necessity of a second to a motion as Mr. Piantedosi said is described in Roberts Rules of Order, and whether action can be taken when no second is made. Mr. Piantedosi reported that the Town Manager said the Town's Charter does not contain any reference to committees following Roberts Rules of Order. Ms. Amick had serious reservations with Mr. Piantedosi's proposed sentence that would allow a chair to call for a vote without a second to a motion. She referred to other Town committees that do not follow this procedure, including the Selectmen, and wanted to know what other local committees have been doing in this regard.

Mr. Piantedosi said that he was only looking for proposals to submit to the Selectmen for consideration so that they could discuss whether there should be some standards that all Town committees follow. He warned that committees should be careful to use certain protocols so as to not negate any decisions taken. He also suggested asking the Town Clerk whether there was any statutory requirement on this subject.

In addition to having a concern about allowing votes without seconding motions, Ms. Amick had comments on other portions of Mr. Piantedosi's draft. She suggested adding under "Schedule and Preside Over Meetings," bullet #4, a reference to observing the Open Meeting Law posting requirements. Ms. Amick also wondered whether Mr. Piantedosi's proposal, in bullet #9 of the same heading, is something that the VCC wants to recommend (re submitting "original, signed copies" of approved minutes. She noted that she could not find such a requirement anywhere in the Charter or Bylaws. She also suggested adding language in bullet #11 of the same section that makes clear a chair pro-tem would serve "if there is no committee vice chair."

Ms. Amick also had comments about bullets under the "Other Duties" portion of Mr. Piantedosi's draft. She read portions of the Sections 5.4 and 5.5 of the Bylaws, noting that both require committees to give notice "in writing" within 30 days of a vacancy to the Town Clerk and Selectmen/appointing authority, and that the "appointing authority shall give notice of the vacancy seven days before the planned appointment." (Section 5.5). She said she does not believe every local committee abides by these provisions, but also noted that Mr. Piantedosi was proposing a different policy in bullets #1 and #2 of his draft. Ms. Carluccio added that Article 5 seemed to be more of a guideline. Ms. Hurd noted that the procedure had just been followed for the recent School Committee vacancy.

Ms. Amick also expressed concerns with bullet #4 regarding an "annual" training course for committee members, and thought holding such a session every few years, as is the current trend, was sufficient. Ms. Fedele suggested that an on-line training session, as is done for committee member certification of the State's ethics law, would be a good solution. Ms. Hurd noted that Assistant Town Manager Jessica Porter is responsible for arranging this training and she will remind her to set one up.

In addition, Ms. Amick raised a question about bullet #5 regarding notification of a committee's organization to the "Town Manager's Office." She said that this proposal

was also different from the Bylaws, which requires each committee to re-organize and notify the Town Clerk.

Mr. Piantedosi said he would send a copy of his proposal to the Town Clerk for her comments, and also get more feedback from the Town Manager. He will ask the Town Clerk about any statutory requirements for submitting minutes and find out what other committees are doing as far as submitting their minutes to the Town Clerk. He will then share the results of that conversation with the VCC members.

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

Ms. Amick suggested discussing item 3.a along with 4.b, a review of the “Terms Up” list.

4. New Business

b. Review Terms-Up List

The members reviewed the list of responses by committee members whose terms end June 30 and were pleased that so many members wished to be reappointed. Ms. Amick thanked Ms. Hurd for her assistance with this assignment. The results indicated that there would be openings on the following committees:

Affirmative Action	1
Community Preservation	1
Council on Aging	1
Conservation Commission	1
Cultural Council	2
Depot Park	1
Finance Committee	1
Land Acquisition	3
Trails	1
Transportation Advisory	1
Youth & Family	1
Zoning Board of Appeals	2 (maybe 3)

Affirmative Action Monitoring – Ms. Hurd was asked to research whether a VCC member was required to be a formal member of the Affirmative Action Committee. She reported that this committee is not mentioned in the Bylaws, and she could find no committee “charge” that would describe the membership. Ms. Carluccio asked about the committee’s work, and said she would become the VCC designee, if necessary. Ms. Amick felt that more research should be conducted to determine any formal role for the VCC. She said she would contact Lora Goldenberg, the last VCC member who served on Affirmative Action, to learn more.

Ms. Amick also noted that, because of recent Town Meeting action to approve the VCC's proposed consolidation of the Affordable Housing, Fair Housing and Housing Partnership committees – all committees in which Ms. Carluccio serves as the Liaison, Ms. Carluccio now has fewer liaison positions than the other two VCC members. Ms. Amick recommended, therefore, that Ms. Carluccio become the Liaison to the Affirmative Action Monitoring Committee. Mr. Piantedosi moved to designate Ms. Carluccio as the Liaison for this committee. Ms. Amick seconded the motion. The motion passed 3-0-0.

Bicycle Advisory – Ms. Carluccio assumed that Ted Heller and Christopher Marino are not interested as she has not heard back from them. Upon checking the committee list, it was determined that there is not a vacancy on this committee at this time.

Cable TV-- Mr. Piantedosi reported that he has not contacted Shane O'Neil recently and is unaware whether he has attended either a Cable TV meeting or a Town Meeting. Thomas Judge, William Deen, Tony Battaglia and Millie Seaborn have attended one or more meetings. He also was not sure if Tom Judge was still interested and will contact Messrs. O'Neil and Judge again. Mr. Piantedosi noted that Tony Battaglia had an impressive background and wants to get involved in the Town, and that Millie Seaborn used to take the Minutes for ZBA when he served on that board. Mr. Battaglia had originally volunteered for CapEx but was not chosen. He then chose Cable TV as an alternative. Ms. Amick asked Mr. Piantedosi to let him know when he speaks to him that a vacancy is coming up on the Finance Committee.

Mr. Piantedosi made a motion to recommend Thomas Judge, William Deen, Tony Battaglia and Mildred Seaborn to the Selectmen for consideration for the Cable Television Committee, and to recommend Shane O'Neil if he has attended a Cable Television Committee meeting and a Town Meeting. Ms. Carluccio seconded the motion, which was approved 3-0-0.

Charter & Bylaw Review – Ms. Hurd noted that Attorney Mary Elloian had come by the office for a personal matter and during a discussion she indicated that she would be interested in serving on this committee when it reconvenes. Ms. Fedele asked Ms. Hurd to look up who the former committee members were and report back to the VCC.

Community Preservation Committee (CPC) – Ms. Hurd reported that former Selectman and CPC member Catherine Cordes has applied for the at-large vacancy upon the resignation of Angelo Colao. Ms. Amick suggested that the VCC send this single name to the Selectmen, anticipating that Ms. Cordes would be their choice because of her years of work as the Selectmen's representative to this committee. The two other VCC members said they preferred to wait to get additional names, as required in the Bylaws. They suggested including this vacancy in a press release being written to identify and encourage volunteers for the Finance Committee vacancy, because there was no urgency with filling the CPC slot.

Ms. Amick thought Renee LaPlume may also be interested in the CPC as well as the Historic District Commission, and said she would contact her.

Selectman Fedele left the meeting at this point (10:40 a.m.).

Conservation Commission – Mr. Piantedosi noted that a member of the Concom recruited John Britton, but this vacancy should also be noted in the press release. The other members agreed.

Council on Aging (COA) – Ms. Amick reported that Dot Ellis was not interested at this time and that she will give Val Asbedian one more opportunity to apply for this vacancy before removing him from the list. Ms. Carluccio noted that Peggy Sukoff may be interested and will follow up with her. Ms. Amick added that Emily Pruyn had applied in March and was anxious for her interview with the Selectmen.

Cultural Council – Although the Cultural Council had previously indicated to the VCC that they prefer to recruit their own membership, Ms. Amick suggested that the vacancies be added to the press release. She also promised to research the state statute regarding the two-year membership clause and the total number of members eligible for the Bedford Council.

Depot Park Advisory – Mr. Piantedosi recommended recent retiree and former DPW Director Richard Warrington, who has been serving on this committee for years as an employee in a non-voting capacity. Mr. Warrington also served on the Conservation Commission years ago. Mr. Piantedosi will contact him; Ms. Carluccio said she would see if Mike Hayes also is interested. The VCC members agreed to add this vacancy to the press release.

Finance Committee (Fincom) – Mr. Piantedosi said he will call Chair Mike Siebert to discuss the opening. The VCC agreed to add this opening to the press release. Ms. Carluccio recommended reaching out to previous applicants who were not chosen and asked Ms. Hurd to gather those names. Mr. Piantedosi said he will contact Tony Battaglia to see if he is interested, as he previously applied for the Capital Expenditure Committee in December, 2012.

Hanscom Area Towns Committee (HATS) – Questionnaires have been received from Susan Grieb and Maggie Debbie. Ms. Amick will contact both candidates with the date of the June, 2013 HATS meeting so they may try to attend. She reported that Jerry Pfeffer and Ken Hall were not interested; however, Keith Backman has spoken about the committee to Selectmen Mike Rosenberg – the Selectmen's HATS designee, and will try to attend the June HATS meeting. Ms. Carluccio thought Mike Hayes might be interested in this committee.

Historic District Commission (HDC) – Ms. Amick noted that Gyasi Burks-Abbott was initially interested in becoming a Library trustee, an elected position. He then changed

his mind to HDC or Historic Preservation Commission (HPC); however, he has not attended a meeting of either committee. Ms. Amick will follow up with him.

Ms. Amick contacted the following residents for either HDC or HPC and reported that: Brown Pulliam and Edward Bensley are not interested; Richard and June Axtell, Jaime and John Miller, and Bob and Peggy Brown have not responded; Bea Brown is unable to commit at the time; Ken and Shannon Brown said maybe at a later time, and she was unable to reach Mark Cavaleiro and Leon Cierpial. Ms. Amick will continue to get answers from those who have not responded.

Historic Preservation Commission (HPC) – Richard LeSchack sent in his Volunteer Questionnaire (VC) on March 18, 2013. VCC members indicated that they would like to send his name to the Selectmen because the HPC has been looking for an alternate for quite some time, but want to be certain he has attended a meeting. Ms. Carluccio made a motion to send Richard LeSchack's name to the Selectmen for consideration pending Ms. Amick's call to him to see if he attended a meeting. Mr. Piantedosi seconded the motion, which was adopted, 3-0-0.

Land Acquisition – It was determined that there will be three vacancies on this committee as of July 1, 2013. One VC was received from Alicia Tillman, but it was submitted over a year ago (March, 2012). Ms. Amick said she will contact Peter Cooper to see if he is interested. The vacancies also will be added to the press release. Ms. Amick will find out what land purchases/offers this committee has made recently and report back to Mr. Piantedosi.

Outdoor Recreation (Fields Study) Committee – Ms. Hurd reported that the Selectmen were not continuing this committee, so the VCC did not have to find candidates for the one vacancy.

Recreation – Ms. Carluccio reported that Tara Capobianco was attempting to attend a meeting and has spoken with Robin Steele about the time commitment. Elizabeth McClung has not responded to Ms. Amick's outreach. Michael "Mo" Hakky may be interested, but Clem Larson is not. VCC members agreed to add this vacancy to the press release.

Sign Bylaw – Ms. Amick reported that she has not heard back from Roy Watson, and will follow up with him again. Ms. Carluccio said that Jeff Dearing and Ken Harkins are not interested. Ms. Amick will follow up with Bill Waite and Ms. Carluccio will contact Mark Luther and also advise him about the pending openings on the Zoning Board of Appeals.

Trails – Ms. Amick will call Renee LaPlume and Suzanne Harrison to see if there is any interest. The VCC members also agreed to add this vacancy to the press release.

Transportation Advisory (TAC) – Ms. Amick reported that Dan Silverman, who was recently appointed to HDC, is also interested in serving on TAC. She also said she will

contact Peter Cooper again to determine whether he is still interested, as he has not yet submitted a VC. The VCC agreed to add this opening to the press release..

Wilson Mill Park Planning – Ms. Amick noted that this committee will exist for one additional year. She will contact Mike Paiva about the opening, as his name was previously submitted by the VCC but he did not attend the Selectmen’s interview. Ms. Amick also felt that Melinda Dietrich, a new member of the Arbor Resources Committee, would be a good fit for this committee since the remaining project involves planting wildflowers and this is her forte. She will contact her about this possible appointment.

Youth and Family Services – Because Helene Rosenthal applied in 2010, Mr. Piantedosi said he will call to see if she is still interested. Ms. Hurd said she will email her VQ to the VCC members, who also agreed to add this vacancy to the press release.

Zoning Board of Appeals (ZBA) – Ms. Amick reported that there are 2, possibly 3 vacancies anticipated on the ZBA. Since Mark Luther and Michelle Hoiseth had previously expressed interest in serving on the Planning Board, Ms. Carluccio said she will advise them of these anticipated vacancies. The VCC also decided to include these openings in the press release.

Regarding the names of potential appointees who are listed on the Vacancy Worksheet as “To be Determined,” Ms. Carluccio asked Ms. Hurd to send her the Worksheet by email so she could send out a mass e-mail to all these individuals.

5. Next Meeting Date

The VCC chose Thursday, June 6, 2013 at 9:30 a.m. for its next meeting.

6. Adjourn

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

The meeting adjourned at 11:28 p.m.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approved: June 6, 2013

Record Copy