

**Volunteer Coordinating Committee Meeting
Selectmen's Room
Town Hall
Thursday, June 6, 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.

2. Minutes

Ms. Carluccio moved to accept the Minutes of May 9, 2013, as submitted. Mr. Piantedosi seconded the motion, and it passed, 3-0-0.

3. Old Business

a. Update, "Terms Up" list.

Ms. Hurd reported that she sent the list of renewals to the Selectmen for their June 3rd meeting and they reappointed everyone with the exception of the Wilson Mill Park Planning Committee (at the request of Selectmen Rosenberg who wished to delay that vote), Kevin Latady -- who did not wish to be reappointed to the Historic District Commission, and Ralph Zazula -- who moved from Bedford and was not reappointed to the ad hoc Sign Bylaw Review Committee.

c. Continuing discussion: Possible recommendations to Selectmen on promoting responsibilities of committee chairmen.

Mr. Piantedosi reviewed the latest draft and noted that the bolded bullet points were the most recent amendments from the Town Clerk and Town Manager. (See attachment labeled J. Piantedosi 6-4-13.) He said the Town Clerk was resolute that committees submit signed original minutes to her. She also recommended additional details on the submission of minutes as well as a sentence pertaining to new committee members getting sworn in before they can vote. Because Ms. Amick had suggested that committee chairs should be able to email approved minutes to the Town Clerk, she asked Mr. Piantedosi to find out from the Clerk whether all committees currently follow this procedure in submitting their approved minutes.

Mr. Piantedosi said he clarified to the Town Manager his hope that the draft document would be reviewed, edited and adopted by the Selectmen so that all committees would have the same set of standards to follow. He also said the Town Manager suggested adding a statement that committees should first book a meeting room with his staff before posting a meeting.

Mr. Piantedosi suggested that a cover letter be sent to the Selectmen indicating that the VCC strongly urges the Selectmen to review, edit, if necessary, and adopt this protocol for all committees' use. He offered to prepare the draft letter for review at the next meeting. Ms. Fedele agreed that consistent standards for all committees was a good idea and would be less confusing. She praised Mr. Piantedosi for his efforts in creating the Chair Persons' Responsibilities document. Ms. Carluccio agreed, saying that she felt consistency among committees was a good thing.

Ms. Amick commended Mr. Piantedosi on the work he undertook to prepare the draft. She offered the following editorial changes to the draft, having numbered each bullet for clarity:

- Page 1, bullet 11: 3rd line from bottom, add apostrophe to "Town Clerks Office...."
- Page 2, bullet 3: Break into 2 sentences by replacing the semi-colon on line 2 with a period and striking the phrase "in this regard." Add an apostrophe-s to the word "member" in line 4.
- Page 2, bullet 4: Strike the "the" in line 1 and add an "s" to the word "meeting."
- Page 2, bullet 5: Noting that section 5.5 of the Town Bylaws requires the remaining members to notify both the Town Clerk and the "appointing authority," and that 5.5 also requires that the "remaining members" – not the committee chairman, are responsible to notify the appointing authority. Ms. Amick reminded VCC members that the appointing authority is not always the Selectmen. She therefore suggested adding language to notify the Town Manager's office so that the appointing authority will be contacted, but noted that the Bylaws should be consistent with this Chair Responsibilities document, and vice-versa. She also recommended adding, at the beginning of the Bullet 5 sentence: "With the affirmation of remaining board or committee members,".
- Page 2, bullet 6: Insert the phrase "When vacancies occur," at the beginning of the sentence, and strike the word "also" in line 1.
- Page 2, bullet 8: Replace the phrase "attend the scheduled annual or bi-annual Training Course" with the phrase "attend any scheduled Training Course".
- Page 2, bullet 9: Add apostrophes to the words "Town Managers" and "Town Clerks".

In addition, Ms. Amick indicated that she could not support the language in Bullet 9 on page 1 that would allow committee chairmen to call a vote on any motion made but not seconded. She said that, while this practice may be allowed under certain limited circumstances in Roberts Rules of Order, it is not authorized for major votes and she does not believe it is utilized by any of the Town's elected committees. She worried it would be misused by some committee chairmen, and as a result, suggested that the language be removed from the draft. After additional discussion, Mr. Piantedosi agreed

to remove that language, make the other edits proposed by Ms. Amick, and resend it to the committee. Ms. Fedele suggested that the way to address a training session for new members would be similar to the State Ethic Commission training: the Town could establish an on-line training session.

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

Affirmative Action Monitoring Committee (AAMC) – Ms. Amick noted that at the last meeting, the VCC voted Ms. Carluccio as its liaison to this committee. She had questioned whether or not a member of the VCC is required to be a member of the committee, and, in addition, whether this Committee – which was not very active, was required by state law. Ms. Amick said she conducted some research on the Internet, and found a paper from the MA Legal Services Diversity Coalition stating that Affirmative Action Committees are “optional.” She also spoke to the MA Commission Against Discrimination (MCAD) and learned that this state agency has no jurisdiction over local Affirmative Action Committees or Affirmative Action Plans, and that the local AAMCs were created by Executive Order back in the late 1960s or early 1970s, not by state law. She also said that larger cities and towns in Massachusetts have such committees (Boston, Cambridge, Brookline, for example), but many small communities do not.

Ms. Amick thought that in the 1970’s some state agency may have required the local Affirmative Action Plans, but believed that, because of the acceptance of affirmative action policies since then, they are no longer monitored by any state agency. She also noted that such plans could be required by federal law or regulation, but she did not check.

Ms. Amick was told by Lora Goldenberg, that it was tradition, if not specifically stated, that a member of VCC should be on the AAMC. Ms. Amick requested that Ms. Hurd find the minutes of the Selectmen’s meeting when they first created this committee to determine if a VCC member is supposed to be on this committee. She also will continue to investigate whether this committee needs to exist.

Ms. Amick called AAMC member Lois Pulliam who said there have not been any meetings over the last two years. Ms. Pulliam told Ms. Amick that this committee was put in place to serve as a hiring oversight committee for town employees. Ms. Pulliam also commented that she originally wanted to help with the hiring of teachers to make sure there was diversity among the teachers, but later learned this committee had no jurisdiction over the school’s hiring. The last meeting was in January 2010 at which time Assistant Town Manager Jessica Porter gave the committee statistics with a list of town employee names, but the list did not show diversity. Ms. Amick noted that Ms. Pulliam said that as far as she could remember, no one ever came to this committee with a complaint. Ms. Pulliam intends to resign due to lack of meetings.

Ms. Amick will research whether or not there is a federal requirement that the town must have an Affirmative Action Committee and/or submit an Affirmative Action report. She also suggested that Ms. Porter may be able to answer this question. Ms. Amick also commented that, rather than the Town having such a committee, Ms. Porter could report this type of information directly to the Selectmen once or twice per year instead. She also noted that, between the press and future cable television coverage of Selectmen's meetings, it should be enough media exposure to inform the public. Ms. Pulliam agreed with Ms. Amick that reporting to the Selectmen was a much better idea than having an AAM committee.

Ms. Amick also reported that Ginny Spencer decided that she is not going to continue for the same reason as Ms. Pulliam. Mr. Piantedosi commented that some years ago, people complained to the Personnel Board that no minorities were being hired by the Town because of the appointment process and he surmised that is why this committee was formed.

At Ms. Amick's request, Ms. Hurd produced the Town's Affirmative Action Plan, dated January 1, 1999, which was updated on August 17, 1999 and again on November 4, 2002. Ms. Amick recommended that Assistant Town Manager Jessica Porter report to the VCC, via memo or in person, about the status of this committee and whether it is required, by federal law, to exist.

Cable Television Committee – Ms. Hurd advised that she is attempting to schedule interviews with the Selectmen for the four candidates submitted by the VCC at its last meeting.

Community Preservation Committee (CPC) – Ms. Carluccio said she was comfortable sending Cathy Cordes' name to the Selectmen. Noting that there was no hurry to fill this position, Ms. Amick suggested that VCC members try to identify a few more candidates.

Conservation Commission (ConsComm) – Ms. Amick said she had spoken to Steve Henning, who is not seeking reappointment to the Zoning Board of Appeals, but may be interested in Conservation Commission. She said Joseph Toole is also interested in this position. Mr. Piantedosi said that the ConsComm Chair recommended John Britton, and that they are anxious to fill the vacancy.

Council on Aging (COA) – Ms. Amick said Val Asbedian and Mildred Seaborn are not interested. However, Ms. Seaborn is interested in Cable Television. Ms. Carluccio said that Peggy Sukoff is giving it some consideration. Ms. Carluccio made a motion to submit Emily Pruyn and Lewis Putney's name to the Selectmen in consideration for the COA opening. Mr. Piantedosi seconded the motion, and it passed 3-0-0.

Cultural Council – Ms. Amick noted that Cultural Councils are established by state law allows a member to serve two 3-year terms, but then must take one year off. That member can then be reappointed after a one-year hiatus. The committee can have up

to 22 members according to state law. Bedford's council has been operating with nine members with staggered terms, and the council members are content with that number. This year Jane Franklin must resign because she has served two consecutive terms. Ms. Amick also pointed out to newly-elected State Representative Kenneth Gordon that under Massachusetts General Laws, an elected official may not serve on a Cultural Council; whereupon, he immediately resigned.

Ms. Amick noted that Gyasi Burks-Abbott plans to submit a Volunteer Questionnaire (VQ) for Cultural Council. Peggy Sukoff may also be interested in this position.

Depot Park – Ms. Carluccio reported that Michael Hayes has not responded to her inquires; Mr. Piantedosi will follow up with him, as well as with two additional possible candidates. Mr. Piantedosi believes that Richard Warrington would be a good candidate, but he is currently enjoying his retirement. He will also ask him if he has any interest in serving on the Conservation Commission.

Finance Committee (FinCom) – Mr. Piantedosi said Antonio Battaglia is interested in Fincom and will determine whether he prefers Fincom or Cable TV and let him know his decision. Mr. Piantedosi also noted that in the past, we have had excellent Fincom members who have had no prior town committee experience. Elizabeth McClung, a former member of CapEx, is also a possibility. Cindy Taylor is not interested at this time due to her work schedule. Ms. Amick thought that Joseph Toole would be a good candidate for Fincom. He has worked at Hanscom for 17 years. She will ask Mr. Toole for permission to alter his VQ – in which he offered to serve “wherever I fit,” to say that he is interested in the Finance Committee.

Ms. Amick noted that the next agenda will include a discussion of any guidelines or rating criteria the VCC may want to follow in recommending candidates for FinCom. Ms. Carluccio objected to language in a proposal prepared in 2011 by Town Moderator Betsey Anderson that suggested: “involvement in local government through other committees is preferable.” She said that the former VCC disqualified her husband as a candidate for this very reason, even though other FinCom members had never served on other committee. She said the VCC must be consistent in its application of qualifications. Ms. Amick said the VCC will consider Ms. Anderson's proposal along with other ideas at its next meeting. She noted that the VCC had used certain criteria when they considered nominees for the Capital Expenditures Committee, and that document would be reviewed as well for possible use in considering FinCom applicants.

Hanscom Area Towns Committee (HATS) – Ms. Amick noted that she informed Susan Grieb, Maggie Debbie, and Keith Backman that the next HATS meeting is scheduled for June 27th so that they could attend. She said Richard Daugherty was not interested at this time.

Historic District Commission (HDC) – The latest individuals Ms. Amick contacted for the associate position include Leon and Aline Cierpal, Angelo Colao, and Kelly Craven.

None have responded favorably yet. She also reported that Doris and Chris Crowell are moving out of Bedford.

Historic Preservation Commission (HPC) – Ms. Hurd reported that Richard LeSchack will be interviewed by the Selectmen on June 17th.

Land Acquisition (LAC) – There are three openings. Ms. Amick emailed and called Alicia Tillman, but she has not responded yet. The VCC will wait to see if she is still interested in Land Acquisition even though she was appointed to Cable Television. Peter Cooper is not available as he works evenings.

Ms. Amick was told that the Land Acquisition continues to communicate with residents pertaining to land they want to sell/donate to the Town. She wants to ask Chair Walter St. Onge why he and two other members are leaving the committee, how often they meet and get additional information. Mr. Piantedosi stated that he remembered having four or five strong candidates and will research who they were.

Capital Expenditure (CapEx) -- Ms. Hurd announced that Brian DeVellis just resigned from CapEx. Ms. Amick said that Elizabeth McClung, an educator in Lincoln with a financial background, was interested in this position, but has not applied. She was previously interested in Outdoor Recreation.

Recreation – Tara Capobianco applied; the VCC is waiting to see if anyone else applies after the publicity appears in the local press. Ms. Amick suggested that Dr. Michael Hakky might be a good fit, but she has been unable to reach him. Ms. Carluccio commented that she would prefer that residents take the initiative and apply for vacancies without being reminded repeatedly. Ms. Amick thought that Joseph Toole might be a good choice for either Recreation or CPC.

Sign Bylaw – Ms. Amick said that Roy Watson and Jeff Dearing are not interested. Ms. Carluccio reported that Mark Luther and Michelle Puntillo are more interested in Zoning, but have not submitted a VQ for either. Ms. Carluccio urged him to apply sooner rather than later.

Trails – Ms. Amick is hoping that Renee LaPlume sends in a VQ.

Transportation – Ms. Amick reported that Dan Silverman, a member of the HPC, is still interested in this committee. She will notify him to submit a VQ for this position.

Wilson Mill Park Planning Committee (WMPPC) – Ms. Amick reported that Melinda Chamberlain said she would assist this committee, but did not want to be an official member.

Zoning Board of Appeals (ZBA) – Ms. Amick noted that Brian Gildea and Steven Henning's terms are up June 30th and neither is seeking re-appointment. She also said that Kenneth Gordon may resign soon after. The VCC reviewed a VQ from Donald

Drouin, and noted that he is an attorney, served on Shawsheen Tech's School Committee for several years, and also served on Burlington's ZBA. Ms. Amick said that, historically, the Associate members move up to full membership when there is a vacancy. Ms. Amick and Todd Crowley, both associate members, are pondering a full membership. Ms. Amick noted that she is the senior associate member, and Mr. Crowley was appointed last year. She said she would be willing to serve as full member, but she may possibly switch back to associate in a few years. Michelle Puntillo may also apply. Mark Luther also may be interested, but has not applied, according to Ms. Carluccio.

Ms. Carluccio made a motion to send Donald Drouin, Carol Amick and Todd Crowley's names to the Selectmen – Mr. Drouin for a Associate position, and Ms. Amick and Mr. Crowley for the full member position. Mr. Piantedosi seconded the motion; and it passed 3-0-0.

4. New Business

a. Select VCC liaison for Hanscom Area Towns Committee (HATS).

Ms. Amick noted that the VCC needs a liaison for HATS and volunteered to take on that role. Ms. Carluccio made a motion to appoint Carol Amick as the VCC's representative for HATS. Mr. Piantedosi seconded the motion, and it passed 3-0-0.

b. Need for additional PR for various vacancies.

Ms. Amick recommended sending an updated article to the Bedford Minuteman, the Bedford Citizen and the Bedford Patch to seek additional volunteers. Ms. Carluccio offered to email the residents on the list who applied but were not appointed.

5. Next Meeting Date

The committee will meet again on July 31, 2013 at 9:30 a.m.

6. Adjourn

The committee adjourned at 11:35 a.m.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approved, as amended August 8, 2013

Record Copy