

Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Tuesday, June 5, 2012 – 9:00 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 9:10 a.m.

Minutes

Mr. Piantedosi made a motion to accept the Minutes of May 22, 2012, as corrected. Ms. Carluccio seconded the motion. The motion passed 3-0-0.

Old Business

Status – Existing Vacancies

The VCC members reviewed the worksheet to determine the number of vacancies for each committee.

Ms. Amick reminded the VCC members that they had sent to the Selectmen for interviews the names of three potential candidates for the vacancy on the Council on Aging, and had recommended the three names in a particular order, with the first name being the person recommended by the Chair of the COA. She reported that the Selectmen felt it was not something this committee had the authority to do. However, all VCC members felt that, if a chair of a committee should happen to let the VCC know that s/he recommends a specific candidate over another for a particular reason, i.e. their skills or knowledge; the VCC should relay this information in the cover letter to the appointing authority when the interview process is being arranged.

Ms. Amick felt that this concept was consistent with the VCC's decision, at its last meeting, for purposes of transparency, to send the names of ALL volunteers for a specific position to the appointing authority, even if the VCC recommends only a certain number for interviews. Mr. Piantedosi indicated that, when he served as a Selectman, a recommendation from a committee chairman was very much appreciated.

Mr. Piantedosi made a motion to send any committee chair recommendations received by the VCC members to the appointing authorities. Ms. Carluccio seconded the motion. The motion passed 3-0-0.

VCC members reiterated that they would try to obtain at least three candidates for each vacancy, whenever possible.

Updates to Vacancy Worksheet

VCC members worked through the Vacancy Worksheet and concurred on the following vacancies as of 07/01/12 (or earlier) as well as positions for which possible appointee names were sent to the appointing authorities:

Affordable Housing: 1
Arbor Resources: 2
Bicycle Advisory: 1
Cable Advisory: 1
Capital Expenditures: 1
Council on Aging: 1 (3 names sent as of 05/22/12 VCC meeting)
Cultural Council: Up to 13 (1 name sent as 05/22/12 VCC meeting)
Depot Park Advisory: 1 (1 name sent as of 05/22/12 VCC meeting)
Energy Task Force: 1
Fair Housing: 1
Historic Preservation Commission: 3
Housing Partnership: 7
Land Acquisition: 1 (1 name sent as of 05/22/12 VCC meeting)
Patriotic Holiday: 3 (1 name sent as of 05/22/12; 1 reappointment sent as of 05/22/12)
Trails: 1
Transportation Advisory: 1
Wilson Mill Park: 1
Outdoor Recreation (fields) Study: 5

Ms. Carluccio indicated that Ken Gordon, Chair of the Cultural Council, left her a message with the Council's concern that members usually drift away and stop attending meetings. He wanted the VCC to make certain that they send names of people who are committed to the purpose of the Council, and that she also should let the Selectmen know that this is their concern.

Mr. Piantedosi also recommended that volunteers should be asked if they would mind serving as Chairs of the committees to which they are appointed. Ms. Hurd indicated that Selectman Chair Cordes often asks this question during appointment interviews.

Ms. Carluccio noted that Tara Capobianco is interested in the Energy Task Force and may send in a questionnaire for that committee if she does not get appointed to the ad hoc Outdoor Recreational Area Study Committee (Outdoor Rec.).

Ms. Amick said some confusion occurred involving the Land Acquisition Committee vacancy. The VCC sent two names to the Selectmen, including Terrence Parker and former Selectman Walter St. Onge, who served on the committee in his capacity as Selectmen Chair and wished to be reappointed as the vacant at-large member. After Ms. Hurd advised that the Selectmen would most likely reappoint Mr. St. Onge and that an interview would not be necessary, Ms. Amick spoke to Mr. Parker and explained the situation; he said he did not recall volunteering for this committee anyway, and explained that, due to his professional career, he does not have the time now to participate, but would like to be contacted in a few years. Mr. St. Onge's name is listed on the volunteer reappointment list slated for the June 18th Selectmen's meeting.

Ms. Amick noted that Peter Cooper is still interested in volunteering; unfortunately his hours at work have changed to a start time of 6:00 p.m. Ms. Amick will find out whether he would be able to leave work to attend meetings. In addition, she noted that Suzanne Harrison is still interested in Arbor Resources, but has not yet sent in an application. Mary Ellen Carter submitted her application for the Capital Expenditure Committee vacancy this morning via email to Ms. Hurd. Ms. Amick also noted that Chris Gittins sent in his questionnaire for Arbor Resources. There has been no word from Mike Paiva, but she will follow up with him.

Mr. Piantedosi reported that Michael Hayes is interested in the Patriotic Holiday Committee but cannot attend the next meeting. Chair Paul Purchia and he will meet one-on-one with him to explain the duties and role of the committee. He added that Bobbi Ennis also applied for this committee. Mr. Piantedosi noted that if you count Fred Gordon as an ex-officio member, then there are still two openings even with the appointments last night by the Selectmen of Gerry Hartmann and Oscar DePriest.

Mr. Piantedosi said he spoke with Mildred Seaborn and she is unable to volunteer at this time due to time constraints.

Mr. Piantedosi reported that Alicia Tillman is very interested in serving on the Cable Television Committee and that Jim Shea and he were impressed with her background. He added that Tom Judge is also interested in Cable Television but he has not yet sent in a questionnaire. Ms. Amick said that the VCC will not get to a discussion of this committee's vacancy today, so perhaps Mr. Judge's paperwork will be submitted in time. John Sullivan has not responded to Mr. Piantedosi's calls, but he will reach out to him again. Robert Marshall told Mr. Piantedosi that he is not interested in serving on the Cable Television Committee.

Ms. Carluccio felt that the serious candidates are sending in their questionnaires. She reiterated Tara Capobianco's first choice is for Outdoor Rec. and second choice is the Energy Task Force, as she is employed in that field. Bob Kalantari told Mr. Piantedosi that he will try to attend the next Energy Task Force meeting; Mr. Piantedosi will advise him of the date.

Ms. Carluccio mentioned that Elizabeth Cowles and Kim Krueger Lovy have also applied for the Outdoor Rec Committee. She said that she will follow up with Catherine Moskos, who plans to attend a housing meeting. Ms. Amick noted that there does not seem to be a chair for the Fair

Housing Committee, and that Ann Guay has not sent in a questionnaire. Discussion ensued on the lack of information about the Fair Housing Committee, including lack of minutes and lack of reports in the Annual Town Reports. Ms. Fleischman said they only meet when necessary. Ms. Amick will pass this information on to Ann Guay. She also felt that the Fair Housing Committee might be a good fit for Terrence Parker since this committee meets so seldom and he indicated that his work with the Middlesex County Bar Association and his law practice were keeping him very busy at the current time. She offered to contact him.

Ms. Amick reported that a member of the COA and HDC has missed several meetings due to health issues and is considering whether or not to resign. The VCC discussed the need to amend the Town's Bylaws to make it easier to replace someone who has missed many meetings due to long-term health issues without the need to go through a public process.

New Business

Recommendations to Appointing Authorities

Outdoor Recreation: The VCC reviewed all the questionnaires received to make certain that each candidate was qualified to have his/her name sent to the Selectmen for the interview process. During this discussion, Mr. Fleischman thought that any applicant working for the town was ineligible for appointment. She volunteered to check with Town Manager Rick Reed, and excused herself while the VCC members continued their review.

Upon her return, Ms. Fleischman reported that the Town Manager said nothing in the Town's Bylaws prohibits a Town employee from serving on a committee; it does not present any potential conflict of interest under State law. The Town Manager noted that it would be allowed as long as there is no conflict of interest, and in the case of the Outdoor Recreation Committee, he felt that the school department employee in question would not have such a conflict and therefore it would be permissible to send her application forward.

Ms. Carluccio said she heard that David Sukoff, one of the volunteers for this committee, had resigned as BHS Lacrosse Coach. Ms. Fleischman also pointed out that there may be a conflict, as Mr. Sukoff is the developer of the Abbott Lane Properties – adjacent to the St. Michael's fields. When Ms. Carluccio said that all the parcels had been sold, Ms. Fleischman explained that his street had not yet been accepted, so he still has to come before the Planning Board, and perhaps other boards, for additional reviews.

Ms. Amick asked whether the VCC should include that information in the cover letter to the Selectmen; Ms. Fleischman suggested that it was not necessary, as she was certain all the Selectmen are aware of Mr. Sukoff's development project. The committee anticipates receiving Michael Hayes' questionnaire for this committee as well.

On a motion by Mr. Piantedosi, that was seconded by Ms. Carlucci and approved 3-0-0, the VCC voted to send the names of all 12 applicants to the Selectmen for interviews: Brian Bartkus,

Tara Capobianco, Elizabeth Cowles, James Eliason, Michael Hayes (if his questionnaire is received), Timothy Higgins, James Lespasio, Kim Krueger Lovy, Thomas Pinney, David Powell, David Sukoff and Ronald Taylor.

Mr. Piantedosi said he planned to attend meetings of the new committee in an unofficial capacity to share his knowledge and expertise on fields, as it was part of his duties while Director of Plant and Facilities for the Town of Andover. He also said he would prepare a written report of his experiences.

Mr. Piantedosi also noted that he spoke with a member of the Conservation Commission (ConCom) regarding the isolated wetlands on the St. Michael's property. They discussed the need to amend the wetland bylaws in order to allow the ConCom to issue a special permit that would allow filling in isolated wetlands for playing field purposes.

Capital Expenditure: The VCC reviewed Brian Bartkus and Steven Hagan's questionnaires for the upcoming opening on the Capital Expenditure Committee (CapEx). Ms. Amick noted that Mary Ellen Carter submitted her questionnaire by email to Ms. Hurd this morning, but Ms. Hurd had not received it before coming down to the meeting. The members looked over Ms. Carter's recent resume as a candidate for the Planning Board vacancy. Ms. Amick also noted that Ms. Carter is currently serving on the Transportation Advisory Committee. It was the VCC's opinion that she, too, is qualified to serve on CapEx.

Mr. Piantedosi made a motion to recommend all three candidates to the appointing authority. Ms. Carluccio seconded the motion, which passed 3-0-0.

Other Committees

Mr. Piantedosi reported that he spoke with Finance Committee Chair Tom Busa, who said that, when he is part of the appointment process, he would prefer to receive the names of all those who applied, but only the Volunteer Questionnaires of the candidates that the VCC determines have met the appointment criteria.

Attendees from Second Comprehensive Planning Workshop Update

Ms. Amick noted that she received the sign-in sheet from the second Comprehensive Planning Workshop and that she will review it for duplication with the first Workshop attendance before sending it to the other two VCC members. She suggested that each member contact one-third of the names, preferably identifying those residents personally known to them. The other two VCC members agreed.

Next Meeting Date

9:00 a.m., Thursday, June 14, 2012

The meeting adjourned at 11:15 a.m.