

**Volunteer Coordinating Committee Meeting  
First Floor Conference Room  
Town Hall  
Thursday, August 8, 2013 – 9:30 a.m.**

**Present:** Carol Amick, Chair and Patricia Carluccio

**Absent:** Joseph Piantedosi

**Also Present:** Selectmen Liaison Caroline Fedele and Administrative Assistant Patricia Hurd

---

**1. Call to Order**

The meeting was called to order at 9:31 a.m.

**2. Minutes**

Ms. Carluccio moved to accept the Minutes of June 6, 2013, as amended. Ms. Amick seconded the motion, and it passed, 2-0.

**3. Old Business**

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

This discussion was postponed to the next meeting due to Mr. Piantedosi's absence.

- 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)* – The Committee will wait to find out whether or not this committee is required to exist by law, and if so, if a member of the VCC needs to be on the committee. Ms. Carluccio offered to be the VCC member on the AAMC, if required.

*Bedford Arbor Resource Committee (BARC)* – There is one opening. VCC members did not have any potential candidates at this time.

*Capital Expenditure Committee (CapEx)* – Kay Hamilton and Joseph Toole are both interested in the vacancy. Their Volunteer Questionnaires (VQs) indicated

that neither candidate has attended a Town Meeting (TM). Ms. Amick checked the Town's Charter and Bylaws to find out if there was a requirement to attend a TM, but found nothing. Ms. Carluccio felt that TM attendance should be an absolute for VCC action; Ms. Amick felt that it should be required for certain committee appointments, but not all. The VCC members agreed to postpone sending any names to the appointing authority at this time, and Ms. Amick will contact these two applicants about attending the upcoming Special Town Meeting (STM). Ms. Amick suggested that another newspaper article should be submitted to advertise the CapEx opening.

*Community Preservation Committee (CPC)* – The only applicant is former Selectmen Catherine Cordes who has also served for many years on the CPC. The committee was ready to send her name to the Selectmen. Ms. Amick requested that the memo to the Selectmen include a sentence that only one name was being submitted as no other applications were received after advertising and personal contacts.

Ms. Carluccio moved to send Catherine Cordes' name to the Selectmen for an interview for CPC. Ms. Amick seconded the motion. It passed 2-0.

*Conservation Commission (ConCom)* – Ms. Amick noted that John Britton, Joseph Toole and Steve Henning had expressed interest in this committee. Mr. Toole has not attended TM; Steve Henning changed his mind and wants to be put on hold. Mr. Piantedosi mentioned Stu Trout in his memo (attached), but Mr. Trout wants to wait until the fall. Ms. Amick referred to a letter of recommendation from committee Chair Steve Hagan endorsing John Britton.

After reviewing Mr. Britton's VQ, Ms. Carluccio made a motion to send John Britton's name to the Selectmen and indicate that there was one other candidate, but he has not yet attended Town Meeting. Ms. Amick seconded the motion, and it passed 2-0.

*Council on Aging (COA)* – There is one vacancy on the COA. Ms. Amick noted that the Selectmen interviewed Lewis Putney and Emily Pruyin at their last meeting and chose Mr. Putney. Two additional residents have submitted their VQs – Lenore Dichard, and Alfred Colonero; both were deemed qualified. The VCC would like Ms. Pruyin to agree to have her name resubmitted and Ms. Amick agreed to contact her. It was reported that a letter of recommendation for Ms. Pruyin by the COA Chair had been omitted from the Selectmen's packet.

Ms. Carluccio moved to send the names of Lenore Dichard, Alfred Colonero and Emily Pruyin to the Selectmen for an interview after Ms. Pruyin has been contacted to determine if she is still interested. Ms. Amick seconded the motion, and it passed 2-0.

*Cultural Council (CC)* – Three VQs have been received for the three vacancies: They were from: Susan Grieb, Polly Herz and Gyasi Burks-Abbott. After reviewing the VQ's, it was determined that all three met the criteria.

Ms. Carluccio moved to send all three candidates' names to the Selectmen for interviews. Ms. Amick seconded, and it passed 2-0.

*Depot Park Advisory Committee (DPAC)* – Ms. Carluccio determined that Michael Hayes is not available now and suggested that his name be moved to the back of the Vacancy Worksheet so it can be kept on record. Mr. Piantedosi's memo also mentioned Kay Hamilton as a possibility for this committee.

*Hanscom Area Towns (HATS)* – There is one vacancy. Ms. Amick reported that Keith Backman attended the June HATS meeting and decided that he is not interested. She also reported that Maggie Debbie also attended, but was not certain about Susan Grieb. The VCC determined that both Ms. Grieb and Ms. Debbie are qualified.

Ms. Carluccio made a motion to send Susan Grieb and Maggie Debbie to an interview for HATS. Ms. Amick seconded the motion, and it passed 2-0.

*Historic District Commission (HDC)* – There is one full vacancy for a registered architect or experience in the building trades and one alternate vacancy. Ms. Dunham expressed interest in moving to the full position, but Ms. Amick will check to see if she can fill that slot.

*Land Acquisition Committee (LAC)* – There are three vacancies. There was some confusion as to whether or not Walter St. Onge had resigned. Ms. Fedele stated that Mr. St. Onge will continue participating until he is replaced. Ms. Amick felt that this would be a good committee for a first-time volunteer, because the committee does not meet as frequently or address stressful issues as do other committees.

*Recreation Commission (Rec. Comm)* – There is one vacancy with two applicants. Tara Capobianco's VC was submitted several months ago, but the VCC withheld action in order to advertise the opening in the newspapers. Ms. Carluccio recommended sending Ms. Capobianco's name to the Selectmen. The late-arriving application from Gregg Carman was deemed incomplete, so Ms. Amick asked the Town Clerk to check if Mr. Carman was a registered voter and had attended a TM. Ms. Tremblay reported that he was registered to vote, but has not attended a TM.

Ms. Carluccio made a motion to send Tara Capobianco's name to the Selectmen for consideration on the Rec. Comm. Ms. Amick seconded the motion, and it passed 2-0.

*Sign Bylaw Review Committee (SBLR)* – Committee Chair Jeff Cohen advised Ms. Amick not to bother seeking anyone to fill the one vacancy, as this committee is close to completing all of its recommendations for the STM in November.

*Transportation Advisory Committee (TAC)* – There are two openings; one for a “business” interest; one for a “bicycle” interest. Dan Silverman applied for the business interest vacancy. After the VCC determined that he met the standard requirements for an interview, Ms. Carluccio moved to send his name to the Selectmen for the business interest position. Ms. Amick seconded the motion, and it passed 2-0.

*Wilson Mill Park Planning Committee (WMPP)* – Ms. Hurd advised that the Town Manager said not to fill the vacancies as the committee has almost completed its goals.

*Zoning Board of Appeals (ZBA)* – At the previous Selectmen’s meeting, the Selectmen appointed Donald Drouin as an associate member, but failed to act on the full vacancy position. Ms. Amick and Todd Crowley, both alternates, had expressed interest in the full position, and the VCC had voted in June to send their names to the Selectmen for that opening. Michelle Puntillo and Kay Hamilton submitted VQs, but Ms. Hamilton has not yet attended TM because she just moved to Bedford. Should the Selectmen choose an existing alternate for the full position, there would be an associate position available.

Ms. Carluccio moved to send Carol Amick, Todd Crowley and Michelle Puntillo’s names to the Selectmen for the full membership on the ZBA. If either Ms. Amick or Mr. Crowley is chosen for the full membership, then Ms. Puntillo could be appointed as an associate member. Ms. Amick seconded the motion, and it passed 2-0.

*Bedford Housing Authority (BHA)* – Ms. Amick reported that Patricia Ross has moved from Bedford and resigned from the BHA, creating an opening. Her term would have ended in 2014. Ms. Amick offered to contact Ms. Ross about sending a letter of resignation to the Town Clerk and to assist Ms. Hurd with any publicity.

Ms. Amick is waiting to hear back from Tanzania Peele who she felt might be a possible candidate for this committee. The Selectmen and BHA would appoint a replacement, whose name would appear on the ballot if he/she chose to run for the office in March, 2014.

*Other* – The VCC reviewed Don Cullis’ VQ and resume to determine what committee might best suit him. Mr. Cullis has not attended a TM, but wants to volunteer in some capacity. Ms. Fedele recommended Land Acquisition.

*Finance Committee (FinCom)* – Ms. Amick created a spreadsheet (attached) to assist the VCC in ranking potential criteria before sending any candidates to the appointing authority for an interview. Ms. Amick and Ms. Carluccio reviewed the document, decided to remove items “b,” “h” and “j” and to add a new “n:” “Recommendations from current committee?” They offered their opinions on what would be most important, somewhat important and least important to them. Mr. Piantedosi will receive a copy and his input will be gathered at the next regularly scheduled meeting.

This spreadsheet was not used for this round of candidates for two reasons: (1) because Mr. Piantedosi was not present to participate in the discussion, and (2) because the current FinCom applicants had no notice that any criteria would be considered by the VCC. When finalized, the VCC will use these criteria and will include it on their Bedford town website page as well as in newspaper vacancy announcements.

After reviewing the VQs of David Sukoff, Anthony Battaglia and David Powell and determining that all three were qualified and met the standards for an interview, Ms. Carluccio moved to send their names to the FinCom appointing authority.

Ms. Amick amended the motion to point out in a memo to the appointing authority that, although the VCC does not believe there would be a conflict of interest, Mr. Powell’s wife is a town school employee. Ms. Amick seconded the amended motion, and it passed 2-0.

- c. Possible recommendations to Selectmen and Charter and Bylaw Review Committee (CBRC) for charter and/or bylaw changes: See VCC’s running list and defer for future discussion.

This item was postponed.

#### 4. New business

- a. Meeting (or memo) from Assistant Town Manager Jessica Porter regarding her responsibilities on Affirmative Action monitoring and reporting.

This discussion has been postponed to a future meeting.

- b. Discussion of criteria for use in evaluating applicants for Finance Committee.

(See above).

#### 5. Next Meeting Date

The next meeting was tentative set for September 12, 2013 at 9:30 a.m., subject to Mr. Piantedosi’s availability.

6. Adjourn.

The meeting adjourned at 11:40 a.m.

A copy of the Action Items (dated 8-8-13), a memo from Mr. Piantedosi (dated 8-7-13) and the Fincom Potential Criteria for Membership (dated 8-8-13) are attached and incorporated into the Minutes.

Respectfully submitted,

Patricia Hurd  
Recording Secretary

Minutes approved September 12, 2013

Record copy