

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Thursday, September 12, 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

The committee agreed to delay voting on the two sets of Minutes as Mr. Piantedosi had not yet read the Minutes of August 14th and a copy was not available for him to look over.

3. Old Business

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

Ms. Amick suggested a few more editorial changes to the Committee Chair Person Responsibilities document. In response to a question from Ms. Fedele whether the Volunteer Coordinating Committee (VCC) should add a time frame for committee chairs to notify the VCC when an opening occurs on their committee, Ms. Amick said the Town Bylaws contain a requirement that “remaining members” must notify the Selectmen and Town Clerk within 30 days. She thought that adding a separate requirement for a committee chair to notify the VCC should be discussed by the Charter and Bylaw Review Committee, given the existing requirement in the Bylaws.

The VCC agreed to finalize the document at its next meeting. Mr. Piantedosi offered to create a cover letter to the Selectmen asking them to edit and adopt the document so it may be distributed to all committee chairs at the annual committee trainings. It was also suggested that staff send this document to all new committee Chairs after their annual reorganizations.

- 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) – There are two vacancies. Item was postponed until Ms. Amick hears back from the Assistant Town Manager.

Bicycle Advisory Committee (BAC) – There is one vacancy. John Premack submitted a Volunteer Questionnaire (VQ) on 8/26/13 indicating BAC as his first preference; his other two choices were Transportation Advisory Committee (TAC) and Zoning Board of Appeals (ZBA). He has not attended a Town Meeting (TM).

In connections with its continued discussion of criteria for evaluating Finance Committee applicants (see 3.c, below), the VCC discussed in detail the relevancy of volunteers being required to attend a Town Meeting (TM) before being sent for an interview. Past qualified candidates have not been sent for an interview due to this obligation. For the Finance Committee and Capital Expenditure Committee, the VCC felt it was very relevant to have attended a Town Meeting first, but for other committees, such as Cultural Council or BAC, the VCC believed it was unnecessary. However, members felt all volunteers should attend a TM once they are appointed. Mr. Piantedosi felt that, in cases where the VCC has more than one candidate for an opening, it should give candidates who have attended TM “an edge.”

Ms. Amick noted TM attendance is not required in the Town’s Charter or Bylaws. She also reported that she asked former VCC member Lora Goldenberg if she remembered sending volunteers for an interview if they had not attended a TM first; Ms. Goldenberg could not remember. Ms. Amick noted that she will put this on a future agenda so the VCC can review the entire list of appointed committees to determine which ones should require TM attendance. The VCC members want the Selectmen to mention TM attendances during candidate interviews. Ms. Fedele commented that, just because a resident has not attended TM, it does not mean he is uninformed about town issues. Residents can watch Town Meetings on BCAT and visit the Town’s website to keep up-to-date, she said.

After reviewing Mr. Premack’s VQ, the VCC felt the BAC would be the best committee for him. Ms. Carluccio made a motion to send John Premack’s name to the Selectmen for an interview, indicating to them that he has not attended a TM and urging the Selectmen to discuss this matter with him. Mr. Piantedosi seconded the motion, and it passed 3-0-0.

Capital Expenditure Committee (CapEx) – There is one opening with three candidates: Kay Hamilton, Joseph Toole and Elizabeth McClung. Only Ms. McClung has attended a TM. Ms. McClung’s first choice is the Finance Committee. After discussion, it was the consensus of the members to send Ms. McClung’s name to the Fincom Appointing Authority rather than CapEx. Ms.

Amick thought that Myles McDonough might be a good candidate and offered to contact him. Mr. Piantedosi will try to recruit additional volunteers, and the VCC will consider this opening at the next meeting.

Depot Park Advisory Committee (DPAC) – There is one vacancy. Mr. Piantedosi reported that Richard Warrington was likely not interested. He is working with two others who may be interested, one being Kay Hamilton.

Finance Committee (Fincom) – The VCC reviewed Elizabeth McClung's VQ and résumé and determined that she is well qualified. Because Ms. Carluccio expressed some reservation about how Ms. McClung might deal with the school budget as it relates to the Town budget -- since she is a Town of Lincoln educator and her loyalties may lie towards the schools, the VCC decided that the appointing authority should be made aware of this when they interview her.

Mr. Piantedosi moved to send Elizabeth McClung for an interview with the Finance Committee Appointing Authority. Ms. Carluccio seconded the motion, and it passed 3-0-0.

The VCC was aware that Ms. McClung has attended TM. Ms. Carluccio asked Ms. Hurd to have the Town Clerk check to see if the four candidates who were just interviewed for Fincom ever attended a TM.

The VCC discussed updating the VQ to more clearly identify current or past TM attendance. Mr. Piantedosi moved to update the VQ to read "Please indicate the last year(s) of Town Meeting that you attended." Ms. Carluccio seconded the motion, and it passed 3-0-0.

Historic District Commission (HDC) – There is one full and one alternate vacancy. Ms. Amick reported that she advised Lorrie Dunham that the full position she offered her previously was reserved for an architect or someone in the building trades, so she did not qualify for that slot. Art Black Smith and Anna Wallace's names were given as possible suggestions. Contacting John Britton for additional names was also suggested.

Land Acquisition Committee (LAC) – There are three vacancies. Ms. Amick felt that Don Cullis would be a good fit for this committee. He indicated to Ms. Amick that he hoped to attend the upcoming Special Town Meeting. She asked him to report back to her after he attended a LAC meeting as to whether or not he was still interested.

Mr. Piantedosi moved to recommend Don Cullis for LAC on the conditions that, after he attends an LAC meeting, he informs Ms. Amick that he is still interested, and that he attends an upcoming TM. Ms. Carluccio seconded the motion, and it passed 3-0-0.

Recreation Commission (Rec. Comm) – The committee revisited the discussion from a prior meeting regarding a VQ from Gregg Carman that had been deemed incomplete. Ms. Amick had asked the Town Clerk to determine whether the applicant had ever attended TM. The Town Clerk reported that she had no record of Mr. Carman signing in at TM, but it was possible that he walked in late. The VCC reviewed an updated version of the VQ from Mr. Carman and determined that, since he travels a great deal and would miss many meetings, he would not be the right candidate for the Rec. Comm, which meets often and needs an active member with regular participation. The VCC felt he would be better for another committee that does not meet so often. Ms. Amick said she would contact him about the LAC.

Ms. Carluccio was concerned that the process of sending applicants for an interview was not being followed properly, noting that the VCC had, at a previous meeting, voted to send Tara Capobianco for an interview for the Rec. Comm opening. Ms. Amick noted that the Selectmen's agenda does not always allow them the time to interview all candidates for all openings on the same evening, so names sent by the VCC are frequently divided into several Selectmen's meetings for the interviews. Ms. Hurd said she would immediately set up an interview for Ms. Capobianco.

Mr. Piantedosi noted that he had to leave the meeting at this point. He indicated that he read the VCC's 2012 Annual Report written by Ms. Amick and thought it was fine. Ms. Carluccio agreed. Ms. Amick thanked them, but felt she needed to edit the document a bit more and would resend it.

Mr. Piantedosi left the meeting at 11:00 a.m.

Bedford Housing Authority (BHA) - Ms. Amick noted that she has an appointment later to meet Tanzania Peele and discuss the details of the opening on the BHA. Ms. Amick discussed Ms. Peele's credentials with the BHA's past chairman, and both thought that she might be a good candidate.

Because former BHS member Patricia Ross recommended Attorney Mark Connor as another potential candidate, Ms. Amick said she will contact him.

2. Minutes

Because Mr. Piantedosi had indicated that he read the minutes of Aug. 8th and had no additions or corrections, and the minutes of Aug. 14th were extremely brief due to the brevity of that meeting, Ms. Amick and Ms. Carluccio agreed to act on the minutes. Ms. Carluccio moved to accept the minutes of Aug. 8 and Aug. 14, 2013, as written. Ms. Amick seconded the motion, and it passed 2-0-0.

3. Old Business

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

Ms. Amick stated that unfortunately, the fact that one of the four candidates may have a conflict of interest was not relayed to the appointing authority when their names were submitted for interviews, pursuant to the VCC vote. She noted, however, that the issue was raised by the appointing authority during the candidate's interview. Discussion ensued on the matter of sending word to the appointing authority that another VQ had come in after the VCC had voted. Ms. Carluccio suggested that the VCC invoke a 'hard stop,' i.e., that no mention of any other candidate(s) would be sent to the appointing authority if a VQ came in late. Ms. Amick said that this was the VCC's current policy and also noted that the VCC may send additional names to an appointing authority when requested per the Bylaws, *Article 31, Section 3.14 Responsibilities*.

Ms. Carluccio felt that the decision by the FinCom Appointing Authority not to select from any of the four candidates sent previously by the VCC conveyed the wrong message to the candidates who had already been interviewed. Ms. Amick agreed, but suspected that the only error made by the FinCom Appointing Authority was not to make a formal request for more names pursuant to Section 3.14. Ms. Fedele said she would discuss this situation with the Selectmen.

Because of Mr. Piantedosi's absence, the remaining VCC members agreed to postpone further discussion on criteria for evaluating FinCom candidates, as well as the next agenda item:

- d. 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.

4. New Business

- a. Draft for 2013 Town Report.

See discussion above.

- b. Meeting (or memo) from Assistant Town Manager Jessica Porter regarding her responsibilities on Affirmative Action Monitoring and Reporting.

Ms. Amick is still waiting to hear back from Ms. Porter.

5. Next Meeting Date

A tentative meeting date of October 8th at 9:30 a.m. was chosen, pending Mr. Piantedosi's availability. Because Bedford Day would occur before the next meeting, Ms. Amick and Ms. Carluccio reviewed the results of last Bedford Day, and agreed that distributing materials to recruit new volunteers would not be workable. They did, however, question the location of the large poster made by Ms. Carluccio last year, and asked Ms. Hurd to look for it at Town Hall.

6. Adjourn

The meeting adjourned at 11:10 a.m.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approved: 10/8/13

Attached: Action Items

Record Copy

Action Items 9-12-13	
CAROL	
	email Myles McDonough to see if he is interested in CapEx
	Contact Art Black Smith and Anna Wallace to determine interest in HDC
	Amend the Town Report and resend changes in bold.
	Call Jessica Porter to follow up on Affirmative Action request
	Contact Mark Connor for Housing Authority vacancy
	Meet with Tanzania Peele re Housing Authority vacancy
	Contact Gregg Carman regarding the VCC decision re Rec. Comm and to suggest he consider LAC.
PATTY	
JOE	
	Edit the Chair Person Responsibilities further. Add in time frames; create a cover letter to selectmen
	Help identify more candidates for CapEx.
PAT	
	Arrange interviews for Joe Premack*; Tara Capobianco; Elizabeth McClung
	Amend the VQ to add sentence regarding town meeting attendance
	Ask Town Clerk if all 4 Fincom candidates ever attended a town meeting
	Send Carol Myles McDonough's email information
	Look for the poster board used for last Bedford Day
	*if he calls back after attending LAC and wants to go forward