

**Volunteer Coordinating Committee Meeting Minutes
Bedford Town Hall – Lower Level Conference Room
Thursday, November 14, 2019 – 9:30 a.m.**

Present: Chair Joseph Piantedosi, Jennifer Kelley, Patty Carluccio and Angelo Colao

Also Present: Selectman Liaison Emily Mitchell, Assistant Town Manager for Human Resources and Administration, Colleen Doyle; Administrative Assistant, Becky Mantz

Call to order

Chair Piantedosi called the meeting to order at 9:00 a.m. noting that all committee members are present in addition to Emily Mitchell, Colleen Doyle and Becky Mantz.

Review Past Meeting Minutes

Ms. Kelley moved to approve the meeting minutes from September 17, 2019 as amended.

Mr. Colao seconded the motion.

The motion passed 4-0-0.

Vacancy work sheet and applications since last meeting Review

Conservation Commission

There are two openings on Conservation Commission and four applicants.

Ms. Carluccio moved to approve Steve Wightman to be interviewed by the Selectmen for the Conservation Commission. Ms. Kelley seconded the motion.

The motion passed 4-0-0.

Ms. Kelley moved to approve Andreas Uthoff to be interviewed by the Selectmen for the Conservation Commission. Ms. Carluccio seconded the motion.

The motion passed 4-0-0.

Ms. Carluccio moved to approve Christopher Gittins to be interviewed by the Selectmen for the Conservation Commission. Mr. Colao seconded the motion.

The motion passed 4-0-0.

Mr. Colao moved to approve Debra Edinger to be interviewed by the Selectmen for the Conservation Commission. Ms. Carluccio seconded the motion.

The motion passed 4-0-0.

Board of Registrars

There was a short discussion regarding who recommends a potential Board of Registrars volunteer. Ms. Doyle thinks the recommendation comes from the Town Democratic or Republican Party. Ms. Doyle will follow up with Town Clerk Doreen Tremblay regarding the volunteer form that the Town Clerk's Office has. The committee prefers that the recommendation not come from VCC but will make a motion in case it is needed.

Ms. Carluccio moved to approve (TBD) to be interviewed by the Selectmen for the Board of Registrars. Ms. Kelley seconded the motion.

The motion passed 4-0-0.

Capital Expenditures Committee

There is one current vacancy; it has not been advertised for long. One application is on file. Mr. Piantedosi said he would like to allow more time for applications since the committee has a quorum and is able to function; Mr. Piantedosi recommends waiting to review applications for another month.

Bedford Housing Partnership

Keith MacDonald indicated his interest in serving on BHP a year ago. He did not attend his interview in May. Mr. Piantedosi suggested that he should re-apply if he is still interested in serving. There are three vacancies; they will meet on November 25, 2019. Nine members require a quorum of five.

Bike Advisory Committee

Stacy Chandler withdrew her application; she committed to other endeavors while waiting for VCC to respond to her application.

Committee Vacancy List

There was discussion as to how best to format the vacancy list. Ms. Mitchell said that the file should download from the VCC webpage directly (in one step). Currently it requires an extra step to open the document.

Ms. Doyle recommended deleting all committees without vacancies. There was also discussion about whether to use an “*” to denote the number of current vacancies (Example: Bedford Housing Partnership*** would mean that the committee has 3 vacancies).

Mr. Piantedosi said he will coordinate with Ms. Mantz to update the list format for final approval.

Vacancies as of November 14, 2019:

Bedford Housing Partnership - 3

Community Media Committee-1

Capital Expenditures-1

Community Preservation-1 (Member at Large)

Conservation Commission-2 (4 Candidates)

Cultural Council-1 (only to make an odd number)

Dog Park Task Force

Ms. Doyle said that the Dog Park Task Force is on hold for now. Its future is to-be-determined.

Energy and Sustainability -1

Fawn Lake Committee (Ad Hoc)

Ms. Mitchell said that dredging work will begin this spring. Colleen said that work should continue through June and be finished. Mr. Piantedosi said that the committee can be removed from the list.

Hartwell Rd-1 At-Large, 1 Planning Board, 1 Conservation Commission, 1 Land Acquisition

Ms. Mitchell said that the item was not on the Planning Board agenda and was not decided on. Ms.

Doyle said she would follow up.

HATS-1

Historic District Commission-1 Alternate

Karl Winkler was moved from alternate member to full-time member.

Housing Partnership-3

Land Acquisition-1

Municipal Affordable Housing-1

Volunteer Coordinating Committee-1

Zoning Board of Appeals-1 Associate

School Committee

Mr. Piantedosi said that in the past VCC has helped recruit applicants but does not manage the process. It falls under the charter of the joint meeting between the School Committee and Selectmen.

Other Comments

Mr. Piantedosi said that he would like to publish future vacancies in the Minuteman, the Bedford Citizen and the Patch (on-line). He needs to establish a new contact with the Patch. Ms. Doyle offered to post vacancies on the Town's Facebook Page, which will then automatically post to the Town's Twitter page. Ms. Kelley suggested sending vacancy information to Bedford TV.

New Business: Open Discussion

Mr. Piantedosi said the Volunteer Vacancy List is in better shape than he thought. He will work with Becky to update the Committee Chair Responsibilities document. He would like to give new members an electronic, PDF version of volunteer responsibilities (both committee member and Chair). Ms. Doyle said that the Town Clerk gives new volunteers information regarding Conflict of Interest and Robert's Rules of Order when they accept their position. Mr. Piantedosi would like to give supplemental information to what the Town Clerk's Office provides.

Town Manager Sarah Stanton and Ms. Doyle are planning volunteer workshops, particularly for Committee Chairs. Ms. Mitchell said the Selectmen would like to set the expectation that the committee chairpersons rotate regularly. There is an on-going discussion regarding appropriate rotation time-frames.

Discussion ensued regarding the best time for a Volunteer-Training Workshop. It would be a good refresher for volunteers and good publicity for VCC. Ms. Carluccio suggested either April or May (before the end of school).

Next Meeting

Mr. Piantedosi will plan for a January meeting unless there are applications that require action in December.

Ms. Kelley moved to adjourn. Mr. Colao seconded the motion.

The motion passed 4-0-0.

The meeting adjourned at 9:44 a.m.

Approved on February 13, 2020
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