

**Volunteer Coordinating Committee Meeting Minutes  
Town Hall-Second Floor Conference Room  
Monday, February 19, 2019 – 9:00 a.m.**

**Present:** Chair Joseph Piantedosi, Angelo Colao and Jennifer Kelley

**Absent:** Patricia Carluccio and Selectmen Liaison Caroline Fedele

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**1. Call to Order**

Chair Joseph Piantedosi called the meeting to order at 9:00 a.m.

**2. Review Past Meeting Minutes**

**Mr. Colao moved to approve the meeting minutes of February 11, 2019 as presented. Ms. Kelley seconded the motion.**

**The motion passed 3-0-0.**

**3. Old Business**

- a. Review applications since last visit.

**Charter and Bylaw Review Committee:** Carol Amick submitted a questionnaire for volunteers.

**Ms. Kelley moved to approve Carol Amick to be interviewed by the Selectmen. Mr. Colao seconded the motion.**

**The motion passed 3-0-0.**

- b. Open Discussion

Mr. Colao mentioned that he has been in contact with Patrick Murphy, a potential candidate for the Historic Preservation Commission. Patrick would need to fill out a VQ, attend Town Meeting in March, and attend an HPC meeting.

Mr. Piantedosi mentioned that Sharon McDonald will be making an announcement at her next Friends of the Job Lane House meeting. That announcement would be on behalf of the VCC and mentioning the need for volunteers.

Ms. Kelley mentioned that Keith McDonald for MAHT and Bobbi Ennis for Cultural Council should be on the Selectmen Agenda for April 8, 2019 if possible.

Mr. Piantedosi mentioned that if a candidate was unable to attend a meeting before being interviewed by the Selectmen, another option would be to have that person spend some time with that Committee's Chairperson.

**4. New Business**

Mr. Piantedosi explained that he shared the Committee Chair Responsibilities document, which he had previously created, with the following: School Committee, Town Clerk, Zoning Board of Appeals, Finance Committee, Historic Preservation Commission, and Planning Board. He has received some feedback but is waiting on more. Once complete this document will be submitted to the Town Manager. A short discussion ensued based upon this feedback in regards to a recording policy for meetings.

**5. Next Meeting**

The next meeting is to be determined. At that meeting will be a discussion about Annual Committee Re-appointments.

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

**The motion passed 3-0-0.**

The meeting adjourned at 9:38 a.m.