

**Volunteer Coordinating Committee Meeting Minutes
Town Hall-Second Floor Conference Room
Tuesday, March 26, 2019 – 10:00 a.m.**

Present: Chair Joseph Piantedosi, Angelo Colao and Jennifer Kelley

Absent: Patricia Carluccio

1. Call to Order

Chair Joseph Piantedosi called the meeting to order at 10:00 a.m.

2. Review Past Meeting Minutes

Ms. Kelley moved to approve the meeting minutes of February 19, 2019 as presented. Mr. Colao seconded the motion.

The motion passed 3-0-0.

3. Old Business

- a. Review vacancy work sheet and applications since last meeting.

Bedford Housing Partnership and Municipal Affordable Housing Trust:

Keith MacDonald submitted a questionnaire for volunteers for both the BHP and the MAHT.

Ms. Kelley moved to approve Keith MacDonald to be interviewed by the Selectmen for both BHP and MAHT. Mr. Colao seconded the motion.

The motion passed 3-0-0.

Historic Preservation Commission:

Jessie McAleer submitted a questionnaire for volunteers for the HPC.

Ms. Kelley moved to approve Jessie McAleer to be interviewed by the Selectmen for the HPC. Mr. Colao seconded the motion.

The motion passed 3-0-0.

Additional Vacancies as of March 26, 2019:

Bicycle Advisory Committee-1

Community Media Committee-1

Community Preservation- (Two candidates are scheduled for interviews with Selectmen on April 8, 2019)

Cultural Council-(One candidate is scheduled for an interview with the Selectmen on April 8, 2019)

HATS-1

Historic District Commission-1 Alternate

Historic Preservation Commission-2 and a Planning Board Liaison

Petitioner's Advisory Committee-1

Transportation Advisory Committee-(One candidate is scheduled for an interview with the Selectmen on April 8, 2019)

Volunteer Coordinating Committee-1

b. Open Discussion

Mr. Colao mentioned that he has been in contact with Patrick Murphy, a potential candidate for the Historic Preservation Commission. Patrick has not yet submitted a VQ.

Ms. Kelley discussed meeting time options for the Volunteer Coordinating Committee so that she can be clear when recruiting candidates for the current vacancy.

4. New Business

Mr. Piantedosi explained that he shared the Committee Chair Responsibilities document with the following boards and committees: Planning Board, School Committee, Zoning Board of Appeals, Conservation Commission, and Town Clerk. He received feedback and edits on the sections pertaining to each committee, which he incorporated into the draft document which will be submitted to the Town Manager and the Selectmen Chair. Along with that document will be a recommendation requesting Town Counsel to write-up a recording policy for both staff and residents recording meetings.

Ms. Kelley moved to approve the Town of Bedford Committee Chairperson Responsibilities draft with a recommendation coming regarding the recording of meetings. Mr. Colao seconded the motion.

The motion passed 3-0-0.

5. Next Meeting

The next meeting is to be determined.

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

The motion passed 3-0-0.

The meeting adjourned at 10:48 a.m.

Respectfully submitted,

Jenny Young
Recording Secretary

Minutes approved as amended on May 14, 2019
Record Copy