

**Volunteer Coordinating Committee Meeting
First Floor Conference Room
Town Hall
Thursday, June 14, 2012 – 9:00 a.m.**

Present: Carol Amick, Chair, Patricia Carluccio, Joseph Piantedosi, and Selectmen Liaison Margot Fleischman

Also Present: Patricia Hurd, Administrative Assistant

The meeting was called to order at 9:10 a.m.

Ms. Amick announced two new “Old Business” agenda items: (1) Steven Hagan’s withdrawal from consideration for the Capital Expenditure Committee’s vacancy as well as the language in the Town’s by-laws describing qualification for the CapEx Committee and (2) receipt after the last Volunteer Coordinating Committee (VCC) meeting of Jim Harrington’s questionnaire for the Outdoor Recreation (Fields) Study Committee.

Minutes

Ms. Carluccio made a motion to accept the Minutes of June 5, 2012, as amended. Mr. Piantedosi seconded the motion, and it passed, 3-0-0.

Old Business

Ms. Amick explained that Steve Hagen had removed his name from consideration for the CapEx Committee vacancy, due to language in the Town’s General Bylaws that he felt disqualified him. Ms. Amick read the language (“An at-large member of the Capital Expenditure Committee shall not be a member of any other Town body or hold an office involved in planning, considering, or executing an expenditure that may be subject to review by the Committee”) and said she finds this language confusing. She said the sentence could be interpreted differently were there a coma after the word “body,” and felt that, without such a coma, the phrase “involved in planning, considering, or executing an expenditure...” modifies the phrase “other Town body.” She also felt that some might interpret the bylaw language to mean a CapEx Committee member could not serve on *any other* Town committee.

She and Mr. Piantedosi agreed to review older versions of the bylaws to see if the punctuation in that sentence had been changed through typographical error over time. Ms. Amick suggested that the VCC should request an opinion of Town Counsel, through the Selectmen. Ms. Fleischman agreed to bring up the topic with the Selectmen and asked Ms. Amick to draft a memo to the Selectmen noting the ambiguity in the Bylaws. The VCC also discussed keeping a

record of Bylaw issues/concerns they identify for review when the Charter and Bylaw Review Committee next convene.

The VCC reviewed a Volunteer Questionnaire received from James Harrington, who wished to be considered for the ad hoc Outdoor Recreation (Fields) Study Committee. On a motion made by Ms. Carluccio and seconded by Mr. Piantedosi, the VCC voted 3-0-0 to forward Harrington's name to the Selectmen for inclusion with the other 12 names submitted at their previous meeting.

New Vacancies on COA and HDC

Ms. Amick reported that George Dalrymple had resigned from the Council on Aging and the Historic District Commission (as an Alternate). Ms. Hurd noted that both Luigi DiNapoli and Alicia Tillman were still interested in the Council on Aging and that the Selectmen will decide on June 18th which individual to appoint. A second interview will not be necessary.

Vacancy Worksheet Updates

Affordable Housing Committee: Ms. Carluccio reported that she has not heard back from Katherine Moskos or Alicia Tillman and will call them again.

Arbor Resources: Ms. Amick noted that Suzanne Harrison is not interested and that Peter Cooper is now working evenings; she is waiting to hear from him whether he can alter his work schedule to attend meetings. The VCC reviewed Chris Gittens' questionnaire for this committee, and all three felt he is qualified. Mr. Piantedosi made a motion to send Mr. Gittens' name to the Selectmen for an interview. Ms. Carluccio seconded the motion, which passed, 3-0-0.

Bicycle Advisory: Mr. Piantedosi offered to contact Don Blake and Ray Nickerson. Ms. Amick thought that Birgit DeWeerd or Paul King might also be interested, and will contact them. Ms. Carluccio reported that Bicycle Advisory Committee Chair Terry Gleason outlined the committee's activities for the purpose of considering appropriate volunteers:

- Assuring safe and fun bicycling for all ages and interests.
- Promoting and running Bedford's Bike to School program.
- Collaborating with Arlington and Lexington on Minuteman Bikeway improvements.
- Promoting complete streets in Bedford (a policy in which bicyclists, pedestrians and motorists all have safe accommodations on roads needed for transportation).
- Developing a greenway system in Bedford where all neighborhoods have access to a linked network of bike paths and low-traffic roads to recreation areas, schools, shopping and the Town center.
- Identifying suitable off-road trails for recreational mountain biking.
- Welcoming anyone with an interest in bicycling, young families who like to bicycle, biking to schools, sports and Town center.

- Suggesting membership in the Friends of the Minuteman Bikeway to help out at events during the year for volunteers not interested in monthly meetings.

Ms. Carluccio offered to call Mr. Gleason to see if he might recommend individuals from the Friends of the Minuteman Bikeway who might be interested in serving on the Bicycle Advisory Committee. Ms. Carluccio noted her own personal interest in serving, as her family is a frequent user of the bike path. The VCC noted that the Transportation Advisory Committee also deals with the bike path and suggested that all the applicants for Bicycle Advisory should be encouraged to consider that committee, too.

Cable TV Committee: Mr. Piantedosi reported that John Sullivan said he was too busy at this time to volunteer and that Thomas Judge said he would stop by Town Hall this morning to drop off his questionnaire. Ms. Hurd left the meeting to see if it had been delivered to her office, but found that it had not. Mr. Piantedosi noted that Cable TV Chair Jim Shea reported that Ms. Tillman has been attending the meetings regularly and that he found her very impressive. Mr. Piantedosi noted that he might also have another candidate and was waiting to hear back from him. Ms. Amick will investigate the possible conflict of interest of one of the candidates. The VCC decided to hold off forwarding the names of the candidates until Mr. Judge and another possible candidate's questionnaires have been received and reviewed by the VCC.

Cultural Council: Ms. Amick noted that the Chair of the Cultural Council was content operating with 9 members, even though state law allows up to 22 members. He recommended that the VCC not recruit new members until further notice. Ms. Amick noted that Doris Smith does not wish to rejoin the council.

The VCC discussed strategies for marketing committee vacancies to the public, including purchasing a banner or a portable, table-sized sign that could be displayed along with Volunteer Questionnaires at various public events. Ms. Fleischman suggested that Bedford Day would be a good event for this type of publicity, and noted that the Public Works Department generally operates a booth at that event. The committee discussed the feasibility of the Town Manager funding a vinyl banner from his budget, estimated to cost about \$125. Ms. Amick offered to purchase a large foam-core poster. It was decided to try the foam-core poster first, because of the smaller expense, and see if it is effective in encouraging more volunteers before considering a more expensive vinyl banner. Mr. Piantedosi said the DPW has a copier that prints on large paper and the school department may also have the capability of printing a sign to be attached to foam-core. Ms. Carluccio offered to prepare the design.

Ms. Carluccio also suggested asking the Bedford Schools if they occasionally would include vacancy notices in some issues of their weekly email newsletters to parents, as well as asking teachers to distribute pamphlets to their students that are supplied by the VCC.

Energy Task Force: Mr. Piantedosi delivered Robert Kalantari's questionnaire. Ms. Carluccio said Tara Capobianco is interested in this committee if she is not appointed to the Outdoor Recreation (Fields) Study Committee.

Fair Housing: Ms. Amick said she emailed Terrence Parker to let him know that the Fair Housing Committee does not meet very often and may be a good fit for him, but has not heard back. She noted that Ann Guay still has not sent in a questionnaire.

Historic District Commission/Historic Preservation Commission: Ms. Amick offered to contact Jan van Steenwijk, Val Asbedian, Bob Bass, Lee Vorderer, Dan Smythe and Lee Ann Knight to see if they are interested in either entity. Ms. Hurd noted that she has not yet received a resignation letter from Rose Pappert; Ms. Amick will follow up with her.

Housing Partnership: The VCC discussed the fact that this committee has seven at-large vacancies. Mr. Piantedosi noted that this committee does the majority of the work and is the only housing committee that meets regularly. Ms. Amick offered to prepare another press release for the *Bedford Minuteman* calling special attention to this committee. Ms. Carluccio offered to call the BHP chair and will follow up with Kathy Moskos. Ms. Amick will ask Suzanne Harrison, as well.

Ms. Carluccio also suggested that Carlton-Willard may be another untapped resource for getting volunteers and offered to call her contact who handles sponsorships to see if the VCC could put something in their newsletter, if they have one. Ms. Fleischman recommended that Ms. Carluccio also ask if there is a community outreach program at Carlton-Willard as that would be beneficial to the residents and a great way for them to become integrated into the community.

Patriotic Holiday: On a motion by Ms. Carluccio that was seconded by Mr. Piantedosi and approved, 3-0-0, the VCC voted to send Roberta (Bobbi) Ennis' name to the Selectmen for an interview for one of the vacancies on this committee, as she has a long and outstanding volunteer record. Mr. Piantedosi recommended that the VCC hold off sending any other names to the Selectmen until he finishes amending the committee's charter of membership. The other VCC members consented.

Ms. Fleischman left the meeting at this point.

Sign Bylaw Review: Ms. Amick indicated that she may submit her name for this committee vacancy, and will ask her fellow members of the Zoning Board of Appeals if any are interested in serving. Mr. Piantedosi felt that sign bylaws in other towns, such as Billerica and Mashpee, are much stricter than Bedford's.

Trails: Ms. Amick offered to contact Suzanne Harrison to see if she had any interest in this committee. She noted that Peter Cooper is the only candidate for the Transportation Advisory Committee, but he now works evenings. She is awaiting his reply about taking time off work or adjusting his work schedule to attend the meetings.

Ms. Amick noted that she received a questionnaire from Michael Paiva for the Wilson Mill Park Planning Committee. The VCC reviewed Mr. Paiva's and Brian Bartkus' questionnaires and agreed that both were appropriate for consideration. Ms. Carluccio made a motion to submit

Michael Pavia and Brian Bartkus' names to the Selectmen for consideration for the Wilson Mill Park Planning Committee. Mr. Piantedosi seconded the motion, which was adopted, 3-0-0.

Ms. Carluccio noted that there are still a lot of names in the *To Be Determined* section of the Vacancy Worksheet. Each VCC member will follow up with the possible candidates they have not yet reached, and report their findings at the next meeting.

Status of VCC email on Town website

Ms. Amick noted that IT Director Sherwood Ives confirmed that the VCC members' personal information would be protected in the new VCC email link on the Town's website. The committee asked Ms. Hurd to relay their appreciation to Town Manager Rick Reed for authorizing the new email link.

New Business

Recommendations to Fill Vacancies

Ms. Amick noted that this item was completed.

Other

Ms. Amick noted that she had planned to ask Ms. Hurd for copies of the new *Town Residents List* for each VCC member, but Ms. Hurd had already thought of this and brought the new books that morning.

Ms. Amick will send an article to the *Bedford Minuteman* to identify the committees that have vacancies and will mention the new email address on the VCC's website page. Ms. Carluccio offered to create a generic sign listing all committees for potential printing. Ms. Amick recommended including a visual item, such as Uncle Sam, on the poster to catch people's attention.

The VCC members divided up the email list of attendees from the Second Comprehensive Plan Workshop and will call their assigned names to see if they would like to volunteer for and Town committee positions.

Next Meeting Date

The VCC agreed on three tentative dates for their next meeting – either June 28 at 11:00 a.m., July 10 at 1:00 p.m., or July 12 at 9:30 a.m.

Ms. Carluccio made a motion to adjourn. Mr. Piantedosi seconded the motion. The motion passed 3-0-0.

The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Patricia Hurd
Recording Secretary

Minutes approved September 5, 2012

Record Copy