

## Volunteer Coordinating Committee

Meeting Minutes  
September 10, 2020 7:00 PM  
Webinar: <https://zoom.us/j/97587454141>

**Present:** Gregory Hutchins, Michael Brandt, Xuan Kong, Hart Millett and Fang Yang

**Absent:** None

**Zoom Technical Support:** Matthew Murphy

**Attendee:** Jim Snyder-Grant

### 1. Opening

Chair Hutchins opened the meeting at 7:01PM

### 2. Regular Business

- A. Approval of Meeting Minutes – The meeting minutes from the VCC's August 20, 2020 meeting was reviewed. Mr. Millett moved to approve the meeting minutes, Mr. Kong seconded. Mr. Hutchins called roll:

Mr. Kong – aye  
Mr. Brandt – aye  
Mr. Millett – aye  
Mr. Yang – aye  
Mr. Hutchins – aye  
The motion carries.

- B. Update on Committee Openings/Appointments – Mr. Hutchins gave an update on Committee member appointments made by BOS since last VCC meeting, status of pending volunteer applications, and committee/board openings.

- C. Public Comments/citizens concerns - None.

- D. Next meeting – The next meeting has been scheduled for September 24th. Chair Hutchins report that the town's video media meeting coordinator asked that when he sends them a request to schedule a meeting that he also needed to sent them an agenda. Matt Murphy clarified that the meeting policy for the moment is that an agenda has to be drafted and ready.

### 3. Interviews

Hearing on Application by Hayley Winfield for Conservation Commission

Ms. Winfield did not show up.

Hearing on Application by James Luciani for Cable Advisory Committee(CAC)

Mr. Luciani knows current member Terrence Lobo and Oleg Volinsky They put hard pressure on him to join. He is also interested in the cable space from the technical point of view.

Mr. Luciani is VP Engineering in GreatHorn Inc., a cloud-based communication security software company.

Mr. Luciani reported no conflict of interest.

Mr. Luciani has lived in Acton for 20 years, in MA for 27 years.

Mr. Luciani believed that his experience in managing a thousand people over 13 sites and in negotiating contract would be his strength in serving CAC.

Mr. Luciani has not been to a Town Meeting yet, but concerns and knows town's affairs through the school system where he has a daughter in HS.

Mr. Luciani reported that he attended one committee meeting.

Mr. Luciani reported that he would be able to attend most future Committee meetings.

Mr. Kong moved to forward James Luciani's name to the Board of Selectmen for further consideration to appoint as a member of the Cable Advisory Committee. Mr. Millett seconded.

Mr. Hutchins called roll:

Mr. Kong – aye

Mr. Yang – aye

Mr. Brandt – aye

Mr. Millett – aye

Mr. Hutchins – aye

The motion carries.

#### Hearing on Application by Richard Keleher for Design Review Board (DRB)

Mr. Keleher knows current DRB members. Peter Barlow was a client. David Honn is an old professional friend. And Tom Doolittle worked with him for 10 years. He realized that DRB is a very good fit because that's what he's been doing for the past 20 or 30 years. He mentioned that he was in charge of architectural quality on the Big Dig, and reviewed hundreds and hundreds of projects, and he knew the issues of zoning and planning and utilities. He has reviewed the plan with the natural conservation development at 22 Elm Street, and he is getting his comments to Peter as a practice.

Mr. Keleher has lived in Acton for 11 years, in Concord for 20 years.

Mr. Keleher reported no conflict of interest. He mentioned Peter is a client of his.

Mr. Keleher reported that he attended committee meetings.

Mr. Keleher reported that he would be able to attend most future board meetings.

Mr Yang moved to forward Richard Keleher's name to the Board of Selectmen for further consideration to appoint as a member of the Design Review Board. Mr Millett second

Mr. Hutchins called roll:

Mr. Kong – aye

Mr. Yang – aye

Mr. Brandt – aye

Mr. Millett – aye

Mr. Hutchins – aye

The motion carries.

#### Discuss Application of Frances Osman for Cemetery Commission

Chair Hutchins suggested not to interview Frances Osman given her history of past service to the town. She was the BOS liaison to the Cemetery Commission when she served on BOS. All members agreed. Mr. Millet moved Frances Osman's application be sent to the Board of

Selectmen for consideration of being a member of the Cemetery Commission. Mr. Brandt seconded. Mr. Hutchins called roll:

Mr. Kong – aye  
Mr. Yang – aye  
Mr. Brandt – aye  
Mr. Millett – aye  
Mr. Hutchins – aye

The motion carries.

#### **4. New/Special Business**

##### Discuss Criteria for Designating Applications as Inactive

Mr. Brandt reported that he and Xuan would produce a draft ready for discussion at the next meeting.

##### Discuss non-routine public correspondence

Xuan raised a question about what should be the practice for VCC members to receive copies that VCC Chair corresponds to public inquiries. After discussion, members agreed only non-routine correspondence should be copied to other members. In the future, Chair Hutchins will copy his non-routine correspondence with the public to other VCC members.

#### **5. Adjournment**

At around 8:20PM, Mr Yang moved to adjourn the meeting, and Millett seconded. Mr. Hutchins called roll:

Mr. Kong – aye  
Mr. Yang – aye  
Mr. Brandt – aye  
Mr. Millett – aye  
Mr. Hutchins – aye

The motion carries.

#### **Documents and Exhibits Used During this Meeting**

- Meeting minutes of August 20, 2020.