

Town of Acton  
Town Hall Room 121  
Volunteer Coordinating Committee  
April 23, 2018 Minutes for Meeting

**Committee Members in Attendance:**

Gregory Hutchins  
Jennifer Querbes  
Xuan Kong  
Charlie Aaronson  
Fang Yang  
Hart Millett

**Town Counsel in Attendance:**

Nina Pickering-Cook

**Meeting called to order at 7:10 pm**

- Motion to accept the March 26, 2018 minutes. Motion passed: one abstention, five in favor
- Discussion regarding status of current appointments to committees

**Discussion with Town Counsel regarding VCC revised VCC charge:**

- Discussion about the question of citizen/ resident status in order to volunteer for town committee. Ms. Pickering-Cook discussed which committees require by law an individual to be a resident voter
- Xuan highlighted confusion around Acton's policy of not inquiring about residency/citizenship(no longer on volunteer application), as it relates to state laws requiring certain appointees to be resident voters
- Charlie raised the question about Special Municipal Employee designation related to VCC members. What is the difference between General Status vs. Special Municipal Status? Counsel discussed differences and privileges related to the Special Status
- Conflict of Interest/ Ethics discussion:  
Relevant interests which can disqualify an individual from a committee:
  - Can't have a contract with others in conflict with appointment
  - Be a former municipal employee
  - Have a financial interest; familial interest
  - Demonstrate an appearance of impropriety
- VCC is capable of recommending and not recommending candidates. Any reasons cited must be legally acceptable, but such citations are not required
- Town Counsel offers office hours monthly for consultation. Chair should arrange an appointment with Town Manager's office
- VCC will revisit the application questionnaire related to resident voter status based on our discussion with counsel

-Application should continue to ask if applicant has any potential conflicts of interest, possibly include examples?

-Charlie and Greg will work on revising the volunteer application. The committee supports this plan

**Discussion on retiring committee appointments:**

-What process should we use for contacting committee members whose term is expiring?

+Xuan previously sent the information regarding expiring appointments to the committee email, as a whole. This way, the committee in its entirety, is aware of the expiring membership. If there was no response from the committee member whose term was expiring, Xuan emailed the individual to follow up.

+Xuan will again this year contact committee members whose term is expiring to determine if they want to be reappointed.

**Motion to adjourn meeting 8:30pm. Motion passed unanimously.**