

Town of Acton
Town Hall Room 126
Volunteer Coordinating Committee
June 25, 2018 Minutes for Meeting

Committee Members in Attendance:

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

Meeting called to order at 7:05 pm

Marianne Fleckner Human Resource Director for Town of Acton:

- VCC had several questions regarding best practices for interviewing volunteers for town committees and boards
- VCC inquired about issues of protocol, process, and housekeeping related to communications between committees and town staff
- VCC discussed potential online application. Acton Town IT says direct submission is not possible
- More specific instructions may be necessary to add to the application to make it user friendly
- Inquiries arose regarding verification of eligibility requirements of specific boards that are not asked on the volunteer application form, e.g., citizenship requirement for Board of Health
- Amanda Steinberg (a candidate for SATSAC attending the meeting) suggested that volunteer application add a brief statement explaining particular boards require citizenship, as a means of covering the legal obligation of town

Interview:

Amanda Steinberg for South Acton Train Station Advisory Committee:

- Acton resident for approximately five months
 - Ph.D., University of Pennsylvania
 - Commutes to Cambridge and can provide a commuter's perspective on parking issues, etc, which is currently not represented by any sitting member
 - No apparent conflict of interest
- Motion to forward Dr. Amanda Steinberg's name to Board of Selectmen for consideration to the South Acton Train Station Advisory Committee. Motion passed unanimously.

Discussion:

Brief conversation regarding volunteer appointments

Motion to accept the minutes for June 11, 2018. Motion passed five in favor, one abstention.

VCC Positions for 2018-2019:

Chair: Greg Hutchins

Vice Chair: Hart Millett

Clerk: Xuan Kong

Recommendations to Selectmen: Jennifer Querbes

Committee members thanked Charlie Aaronson for his service on VCC. We are grateful for all he has done to help the town.

Motion to adjourn meeting at 10:00 pm. Meeting adjourned.