

Volunteer Coordinating Committee

Meeting Minutes
November 25, 2019
7:00PM

Room 121, Town Hall, 472 Main Street, Acton, MA 01720

Present: Gregory Hutchins, Michael Brandt and Fang Yang.

Absent: Xuan Kong and Hart Millett

1. Opening

Chair Hutchins opened the meeting at 7:09PM

2. Regular Business

- A. Update on Committee Openings/Appointments – Chair gave an update on Committee member appointments made by BOS since last VCC meeting, status of pending volunteer applications, and committee/board openings.
- B. Approval of Meeting Minutes – The meeting minutes from the VCC's October 28, 2019 meeting were reviewed and approved by a vote of 3 Yes, 2 Absent.

3. New/Special Business

Hearing on Application Ilana Liebert for 53 River Street Master Plan Committee

- Ms. Liebert is an Acton resident for one year and a Massachusetts residents for 36 years. She is a full time mother, part-time landscape designer (self-employed), and part-time catering assistant (various employees).
- Ms. Liebert has attended the Committee meetings since January 2019.
- Ms. Liebert has a master degree in Landscape Architecture, and BA in Environmental/Earth Sciences.
- Ms. Liebert will be able to attend the Committee meetings as scheduled.
- Ms. Liebert reported no apparent conflict of interest, except that she lives across the street of the subject property.
- Ms. Liebert has attended a town meeting and a BOS meeting.

Motion to forward Ilana Liebert Dasilva's name to the Board of Selectmen for further consideration to appoint as a member of 53 River Street Master Plan Committee (3 Yes).

Hearing on Application by Leo Fochtman for Board of Assessors

- Mr. Fochtman is an Acton resident for 22 year. He is a Senior Quantitative Analyst in Quantitative Equity Group of Robeco Investment Management.
- Mr. Fochtman has BS in Computer Science and MS in Finance.
- Mr. Fochtman has not served on a Board, Commission, or Committee before.

- Mr. Fochtman has met current board members and the Principal Assessor Brian McMullen.
- Mr. Fochtman has attended town meetings.
- Mr. Fochtman will be able to attend the board meetings currently scheduled.
- Mr. Fochtman reported no apparent conflict of interest.

Motion to forward Leo Fochtman's name to the Board of Selectmen for further consideration to appoint as an associate member of Board of Assessors (3 Yes).

Discuss handout and staffing of recruiting table for Special Town Meeting (STM) on December 10, 2019.

Micheal will serve on the recruiting table.

Discuss possible additions to the online volunteer application.

Chair Hutchins raised some inconsistencies between the Application Form and its on-line version. VCC will discuss them at next meeting.

Discuss revised handout re: post-interview process.

4. **Adjournment**

At 8:58PM, it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

Documents and Exhibits Used During this Meeting

- Meeting minutes of October 28, 2019.
- Application by Ilana Liebert-Dasilva for 53 River Street Master Plan Committee.
- Application by Leo Fochtman for Board of Assessors.
- Handout for STM on December 10, 2019.
- Revised handout for post-interview process.