

Volunteer Coordinating Committee

Meeting Minutes

August 20, 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: Lisa Tomyl

1. Opening

Chair Hutchins opened the meeting at 7:04PM

2. Regular Business

- A. Approval of Meeting Minutes – The meeting minutes from the VCC’s August 6, 2020 meeting was reviewed.

Mr. Yang shared the revised Minutes on Zoom that raised concerns regarding how VCC members could read the Minutes before a VCC meeting. Chair Hutchins reminded us that Town Counsel Nina Pickering Cook explained that revised Meeting Minutes should be available to the Committee members at the same time as to the public at the Open Meeting Law training. Mr. Hutchins further clarifies that revised Minutes should be sent to Lisa Tomyl along with the Meeting Agenda, and then will be available in the public folder for VCC on the website of the Town. Lisa Tomyl offered that she would send members the link to the Revised Meeting Minutes in public folder in the future when she received a copy from Mr. Hutchins.

Mr. Millett moved to approve the meeting minutes, Mr. Brandt 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 – Greg 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.

3. Interviews

Hearing on Application by Michelle Holmberg for Council on Aging (COA)

Chair Hutchins pointed out that Ms. Holmberg reported in her application that she had served on COA from 2016 to 2018. He reached out to last year’s COA chair Bonnie Lobel and this year’s chair Ellen Feinsand to verify Ms. Holmberg has been on the COA. They confirmed her membership. And they do have an opening for an associate member and would be delighted at her coming back. Mr. Hutchins did not schedule her interview so the VCC can discuss if her

interview could be waived. Mr. Hutchins called every member for their opinion. Everyone agreed that it is not necessary to interview her. Mr. Brandt asked if Ms. Holmberg's employment could cause potential conflict of interest. Mr. Hutchins said that as far as he knows that there is no interdependence of the COA and the nonprofit organization Ms. Holmberg works for (Cooperative ElderService, Inc.)

Mr. Yang moved to forward Michelle Holmberg's name to the Board of Selectmen for further consideration to appoint as an associate member of the Council on Aging. Mr. Kong seconded.

Mr. Hutchins called roll:

Mr. Kong – aye

Mr. Brandt – aye

Mr. Yang – aye

Mr. Millett – aye

Mr. Hutchins – aye

The motion carries.

4. New/Special Business

Discuss Criteria for Designating Applications as Inactive

Chair Hutchins encountered a situation that two people, Holly Parker and Sharon Gruet, whose application are over a year old, both said they are interested in serving on a board and continue to be interested. However, each had not been to any meeting of any board. And each has identified several boards on their application that they were interested in. Mr Hutchins has been in touch with them several times about attending a meeting ahead of time. Each of them sent email to Mr Hutchins indicating that they were still interested and haven't been to a meeting, and asked Mr Hutchins to let them know what the meeting schedule is for these boards. Mr Hutchins responded several times regarding how they can obtain information for meeting schedules.

Mr Hutchins then ask whether we want to establish a time frame beyond which an application is expired and need to be resubmitted. Every member agreed that there should be a time limit for an application. After discussing pros and cons for several time frames, three, six and twelve months, members agreed to start a twelve months time frame in the beginning and modify it if necessary. Mr Kong suggests that Mr Brandt and himself will work on a draft for a criteria about the time frame, the record keeping and the validity of applications. Mr Brandt agreed. They will work on it and produce a draft for discussion in the next meeting.

Mr Hutchins asked if a member can speak as a member of public. Mr Millett replied that when he served in the Planning Board a member can speak as a citizen if he/she recuse themselves.

5. Adjournment

At 7:58PM, Mr Brandt moved to adjourn the meeting, and Millett seconded. Mr. Hutchins called roll:

Ms. Brandt – aye

Mr. Millett – aye

Mr. Kong – aye

Mr. Yang – aye

Mr. Hutchins – aye
The motion carries.

Documents and Exhibits Used During this Meeting

- Meeting minutes of August 6, 2020.