

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.