

## Volunteer Coordinating Committee

### Meeting Minutes

August 06, 2020 7:00 PM

Webinar: <https://zoom.us/j/97587454141>

**Present:** Gregory Hutchins, Michael Brandt, Xuan Kong, Hart Millett and Fang Yang

**Absent:** None

### 1. Opening

Chair Hutchins opened the meeting at 7:00PM

### 2. Regular Business

- A. Approval of Meeting Minutes – The meeting minutes from the VCC's June 24, 2020 meeting was reviewed. Mr. Kong moved to approve the meeting minutes, Mr. Millett seconded. Mr. Hutchins called roll:

Mr. Millett – aye

Mr. Brandt – aye

Mr. Kong – 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 - None.

### 3. Interviews

#### Hearing on Application by Mel Lima for Land Stewardship Committee (LSC)

- Mr. Lima lives close to the path (Pratts Brook), likes to walk, likes to engage and be part of the Land Stewardship when the parcel is available.
- Mr. Lima is not a sawer, but willing to learn.
- Mr. Lima kept up with town affairs through subscribe to town bulletin, local newspaper Action Unlimited, and neighbors.
- Mr. Lima has not attended a town meeting yet, but would attend in the near future.
- Mr. Lima reported no apparent conflict of interest.
- Mr. Lima lived in Acton over 1 year.

Mr. Millett moved to forward Mel Lima's name to the Board of Selectmen for further consideration to appoint as an associate member of the Land Stewardship Committee. Mr. Kong seconded. Mr. Hutchins called roll:

Mr. Millett – aye

Mr. Brandt – aye

Mr. Kong – aye

Mr. Yang – aye  
Mr. Hutchins – aye

The motion carries.

#### Hearing on Application by Thomas Doolittle for Design Review Board (DRB)

- Mr. Doolittle was asked to consider joining the DRB by Holly Ben-Joseph, who is a current member and is stepping off.
- Mr. Doolittle kept up with town affairs through reading Beacon, social connections (His two children went through AB school system. And his employer manages Douglas-Gates School Building Project).
- Mr. Doolittle believed that he has no conflict of interest. He reported that his current employer Skanska is the Owner's Project Manager for the Douglas-Gates School Project, but he personally is not involved. If he involved in the future, he would recuse himself for issues related.
- Mr. Doolittle have served as a design critic in classes at the landscape architecture schools of the Boston Architecture College and the University of Massachusetts.
- Mr. Doolittle is a long time Acton resident. He has attended a few of Town Meetings.

Mr. Kong moved to forward Thomas Doolittle's name to the Board of Selectmen for further consideration to appoint as a member of the Design Review Board. Mr. Brandt seconded. Mr. Hutchins called roll:

Mr. Millett – aye  
Mr. Brandt – aye  
Mr. Kong – aye  
Mr. Yang – aye  
Mr. Hutchins – aye

The motion carries.

#### **4. New/Special Business**

Long silent applicants

Chair Hutchins and Mr Kong raised the issue about the criteria to move an applicant's name to the "inactive" list. Chair Hutchins will put this into a future agenda.

Designate VCC officers for FY 2021

Mr. Millett nominates the current officers to retain their positions for another year. They are

|            |               |
|------------|---------------|
| Chair      | Greg Hutchins |
| Vice Chair | Hart Millett  |
| Clerk      | Fang Yang     |

Chair Hutchins agreed to serve another year as the Chair. Chair Hutchins then asked if Mr. Millett is willing to serve another year as Vice Chair, Mr. Millett answers "yes". Chair Hutchins asked if Mr. Yang is willing to serve another year as the Clerk, Mr. Yang answers "yes". Mr Kong moved to select the above members of VCC to retain their position for another year. Mr. Hutchins called roll:

Mr. Millett – aye  
Mr. Brandt – aye

Mr. Kong – aye  
Mr. Yang – aye  
Mr. Hutchins – aye

The motion carries.

## **5. Adjournment**

At 8:00PM, Mr Yang moved to adjourn the meeting, and Millet 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 June 24, 2020.