

## **Volunteer Coordinating Committee**

Meeting Minutes

September 21, 2023

7:00PM

Via Zoom Conference Call <https://zoom.us/j/87454124171>

**Present:** Gregory Hutchins, Hart Millett and Fang Yang

**Absent:** None

**Virtual Meeting Coordinator:** Fang Yang

### **1. Opening**

Chair Hutchins opened the meeting at 7:04PM

### **2. Regular Business**

- A. Update on Committee Openings/Appointments - Chair Hutchins updated committee applications and appointments.
- B. Public Comments/citizens concerns - None.
- C. Approval of Meeting Minutes – The meeting minutes from the VCC’s meeting on September 07, 2023 were reviewed. Mr. Hutchins moved to approve the meeting minutes and Mr. Millett seconded. Chair Hutchins called roll:  
Mr. Hutchins – aye; Mr. Millett – aye; and Mr. Yang – aye.
- D. Next Meeting – TBD.

### **3. New/Special Business**

Discussion on Application by Jaclyn Saltzman for Community Preservation Committee (CPC)

- Ms. Saltzman did not attend the Zoom meeting.

Discussion on Application by Robert Puffer for Public Works Facility Building Committee (PWFBC)

- Mr. Puffer has been working on the (Public Works Facility Building) Advisory Committee which was chaired by Dean Charter for over 18 months. Dean asked him to serve the PWFBC because it was helpful to have some people that had all the background of the last couple of years of work.
- Mr. Puffer has liked building things since he was a kid. He has been on several other building committees both here and at the companies at which he worked, where he managed several large manufacturing facilities, a couple of which were done from a green field.
- Mr. Puffer has enjoyed serving the town in other capacities. He was on the Dispatch Committee for the new Public Safety Building. He was a call fire fighter in town for 30 years.
- Mr. Puffer has a BS in Electrical Engineering and a MS in Management from MIT.
- Mr. Puffer lived in Acton for 50 years. He was a teller at the town meetings for many years.

- Mr. Puffer has been a corporator at Emerson Hospital which is a group of volunteers being representatives to the community.
- Mr. Puffer reported that he has no conflict of interest.
- Mr. Puffer reported that he will be able to attend future committee meetings regularly.

Mr. Yang moved to forward Robert Puffer's name to the Select Board for further consideration to appoint as a member of the PWFBC. Mr. Millett seconded. Chair Hutchins called roll: Mr. Yang – aye; Mr. Millett – aye; and Mr. Hutchins – aye.

#### **4. Adjournment**

At 7:50PM

It was moved and seconded to adjourn the meeting. Chair Hutchins called roll: Mr. Millett – aye; Mr. Yang – aye; and Mr. Hutchins – aye.

#### **Documents and Exhibits Used During this Meeting**

- Meeting minutes of September 07, 2023.
- Volunteer Application by Jaclyn Saltzman.
- Volunteer Application by Robert Puffer.