

Town of Acton  
Town Hall Room 121  
Volunteer Coordinating Committee  
August 14, 2017 Minutes for Meeting

**In attendance:**

Gregory Hutchins  
Jennifer Querbes  
Xuan Kong  
Hart Millett  
Charlie Aaronson

**Motion to call the meeting to order. Meeting called to order at 7:00 pm**

Motion to accept the minutes for July 10, 2017. Motion passed unanimously.

Selectmen have appointed At-large members to West Acton Sewer Action Advisory Committee

- Selectmen have voted to change the make up of the committee to nine full members and zero associates

Dog Park Committee has held first meeting

Discussion regarding database for committee members' information

- Xuan will input data in the future
- Google tracks changes, allowing us to monitor any adjustments
- Will lack of notifications regarding changes present issues in the future?
- Will having one person maintain the document prevent errors?

**Interviews:**

**Karen Myers for consideration for the Acton Boxborough Cultural Council:**

- Director of Grants and Foundation Relations, Lowell Community Health Center
  - Professional grant writer
  - managed non-profit arts organization
- Previously volunteered at Munroe Center for the Arts in Lexington, Ma
- No known conflict of interest

Motion to forward Karen Myers to Board of Selectmen for further consideration for Acton Boxborough Cultural Council. Motion passed unanimously.

**Shirley Ming for consideration for 53 River Street Master Plan Special Committee:**

- Currently employed as Project Manager, EMC
- Master's in management, Master's in Computer Science
- Acton resident going on twelve years
- Open to other volunteer committees, as well
- Candidate believes cost management experience, project manager experience, and communications skills will be helpful in assisting the 53 River Street Committee to succeed

Ms. Ming is highly qualified; we would like to consider her for other opportunities. Charlie will write up suggestions and the committee will discuss her appointment further.

**Edward Holcomb for consideration for Recreation Commission:**

- Acton resident for twenty-four years
- Retired, no time restrictions
- Sees himself as a representative of the North Community Garden
- Would like to learn more about the oversight of the committee and cost expenditures

Motion to forward Edward Holcomb's name to Board of Selectmen for further consideration to the Recreation Commission. Motion passed unanimously.

**Robert Whittlesey for consideration for 53 River Street Master Plan Special Committee:**

- Resident of Acton for twenty-five years
- Bachelor's and Master's in engineering; Master's in Community Planning
- ACHC 1998-2004
- Housing Partnership Network
- South End Community Development, Greater Boston
- MIT Research
- Associate Professor, University of Massachusetts Boston
- Retired, no time restrictions
- Would like to explore the possibility of creating public housing on the property and a communal public park that residents would maintain
- Developed for-profit and non-profit buildings

Motion to forward Robert Whittlesey's name to Board of Selectmen for further consideration to the 53 River Street Master Plan Special Committee. Motion passed with four members in favor, and one member opposed.

**Bill Klauer for 53 River Street Master Plan Special Committee.**

- Raised in Acton
- Participated on Historical Commission for many years
- Shift commander for Acton Fire Department
- He continues to serve on multiple committees within the Acton. The VCC did not feel he needed to be vetted again.

Motion to forward Bill Klaur's name to Board of Selectmen for further consideration to the 53 River Street Master Plan Special Committee. Motion passed unanimously.

**Committee discussed Post-interview Guidelines for Applicants**

Maintain revision iteration

**Motion to adjourn at 10:05 pm. Motion passed unanimously.**

**Next Meetings:**

August 28, 2017 at 7:00 pm  
September 11, 2017 at 7:00 pm