

**Volunteer Coordinating Committee**  
Meeting Minutes  
September 07, 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 7:14PM

**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 August 17, 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 – September 21.

**3. New/Special Business**

Discussion on Application by Sharon Tchon Gruet for the Economic Development Committee (EDC)

- Ms. Gruet has been a resident of Acton for 25 years, and raised 4 children here.
- Ms. Gruet worked for three banks and four retail stores in Acton.
- Ms. Gruet graduated from Lafayette College for undergraduate with BA in Economics and Business, and for MBA at NYU in Finance specializing in strategic planning. Her background was to identify companies to take over business units, to divest, etc.
- The reason Ms. Gruet likes the EDC is that she has had a real concern and noticing that we have had either empty stores or issues like septic or other things for new business applicants. For example, KJ Cafe was begged for years to have business here but was rejected. A restaurant was also rejected at another plaza. She has also had a keen interest in the West Acton development which she thinks is beautiful, and in the intersection of 111 and 27.
- Ms. Gruet thinks that her background could link to identifying businesses which could succeed and to tell people what businesses might not succeed as well as to look at some of the underlying factors which could help a business to succeed. She would like to see more West Acton everywhere where people congregate and go to. She is interested in the legal side and the creative side of business on 2A.

- Ms. Gruet regularly works for Acton Town Clerk during elections. She has been in Acton Woman's Club and Acton Garden Club.
- Ms. Gruet reported that she has attended two EDC meetings and one Acton 250 Committee meeting. She will be able to attend future EDC meetings regularly.
- Ms. Gruet reported no conflict of interest.

Mr. Yang moved to forward Sharon Tchon Gruet's name to the Select Board for further consideration to appoint as a member of the EDC. Mr. Millett seconded. Chair Hutchins called roll:

Mr. Millett – aye; Mr. Yang – aye; and Mr. Hutchins – aye.

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

- Mr. Puffer did not attend the meeting.

Discussion on Application by Michael Harris for PWFBC

- Mr. Harris and his wife moved to Acton 7 years ago. Their daughter started kindergarten last week at Douglas.
- Mr. Harris saw the posting of PWFBC on the town website. With 15+ years career in the construction and real estate industry, he think that the membership was an appropriate fit.
- Mr. Harris is a mentor with Architecture, Construction and Engineering Mentoring of Greater Boston (ACE) which is a nonprofit org. They mentor mostly inner city students interested in the Architecture, Construction or Engineering fields, provide them with internships and for rising seniors entering the ACE industry with scholarship. He was the president of ACE.
- Mr. Harris reported no conflict of interest. His firm has pursued developments in Acton. But He did not see that as conflict of interest since they were not pursuing the same land; and they are real estate developer and not bidding for construction.
- Mr. Harris has relation with multiple architecture and engineering forms. He picks and chooses firms regularly as part of his job.
- Mr. Harris will be able to attend future PWFBC meetings regularly.

Mr. Millett moved to forward Michael Harris's name to the Select Board for further consideration to appoint as a member of the PWFBC. Mr. Yang seconded. Chair Hutchins called roll:

Mr. Yang – aye; Mr. Millett – aye; and Mr. Hutchins – aye.

**4. Adjournment**

At 8:12PM

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 August 17, 2023.
- Volunteer Application by Sharon Tchon Gruet.

- Volunteer Application by Robert Puffer.
- Volunteer Application by Mike Harris.