

Volunteer Coordinating Committee

Meeting Minutes

October 9th, 2025

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 7:02PM.

2. Regular Business

A. Public Comments/citizens concerns

None

- B. Approval of Meeting Minutes** – The meeting minutes on September 25, 2025 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.

C. Next Meeting – TBD.

3. New/Special Business

Discussion on Application by Josephine Abakah for Diversity, Equity, & Inclusion Committee

- Ms. Abakah did not show up for the interview.

Discussion on Application by Kay Aoki for Council on Aging (COA)

- Ms. Aoki explained her interest in volunteering for the Council on Aging, highlighting her 3-year residency in Acton, past business experience, and involvement with local senior centers.
- Ms. Aoki mentioned attending some town meetings and using local news sources like the Acton Exchange website and Municipal Monthly.
- Ms. Aoki reported that she had attended 3 COA meetings and would attend future meetings regularly.
- Ms. Aoki confirmed she had no conflicts of interest.

Mr. Millett moved to forward Kay Aoki's name to the Select Board for further consideration and appointment as a member of the COA. Mr. Yang seconded this motion. Chair Hutchins called roll:

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

Discussion on Application by Gary Phillips for Economic Development Committee (EDC)

- Mr. Phillips's involvement started from attending Java and John at the Senior Center. When Patricia Costa gave a presentation on what was coming in the town, he gave suggestions about a new coffee bar or an ice cream bar around a new house

construction. Mr. Phillips kept meeting her and giving suggestions. He also talked with Patty Sutherland that led to an invitation to ask him joining the EDC.

- Mr. Phillips volunteers at the Bistro in the Senior center on Wednesday.
- Mr. Phillips has not attend a EDC meeting yet, but reported that he would attend the next EDC meeting and would able to attend future meetings regularly.
- Mr. Phillips was informed that prior attendance at a committee meeting as a member of the public was mandatory. He was informed that, while the VCC was granting him an interview as a courtesy, there would be no recommendation sent to the SB on his behalf until he attended an EDC meeting and informed the VCC Chair that he had done so and wanted to proceed.
- Mr. Phillips reported that he attended one town meeting on the MBTA land issue, and also attended other open forums at the Town Hall.
- Mr. Phillips reported no conflict of interest.

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

4. Adjournment

At 9:05PM

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 25, 2025.
- Volunteer Application by Kay Aoki.
- Volunteer Application by Gary Phillips.
- Volunteer Application by Josephine Abakah.