

## Carlisle Governance Task Force

Monday January 3, 2022

### MINUTES

#### Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Monday January 3, 2022. The meeting took place by Zoom video conferencing. The meeting was scheduled to begin at 9:00 am. The following Task Force members were present when the meeting was called to order: Paul Anagnostopoulos, James Bohn, Brian Cruise, Kyle Dalbec, RJ Mathew, Vanessa Moroney and Rebekah Vieira. No members were absent. No other individuals were present.

1. Rebekah Vieira called the meeting to order at 9:02 am.
2. James Bohn assumed the duties of minute taker for the meeting.
3. Third round interview updates
  - a. Individual members updated the Task Force regarding the status of third round interviews. Status updates were recorded on the interview tracking spreadsheet. Some members noted non-response to interview requests. It was noted that a non-response is itself informative of the attentiveness or effectiveness of the subject and/or committee represented.
  - b. It was reiterated that the target date for the completion of third round interviews is January 6. Some members noted that some interviews may not be completed by that time.
  - c. James Bohn suggested that interviewers do a verbal readout of the highlights of third round interviews at a subsequent meeting.
4. Report preparation
  - a. Rebekah Vieira stated that placeholder warrant articles are due by January 25. The task Force is to report the number and topics of warrant articles to Tim Goddard by that date.
  - b. Rebekah Vieira stated that the report of the Task Force is due on March 7. The report must contain the final text of warrant articles proposed by the Task Force.
5. Upcoming meetings
  - a. A readout of third round interview results was added to the agenda for the meeting on January 13.
  - b. A discussion of topics for recommendations was added to the agenda for the meeting on January 13.
6. Potential Select Board warrant article regarding the Town Clerk position
  - a. Members discussed whether the Task Force should or should not provide an opinion on a possible warrant article that may be put forth by the Select Board to change the Town Clerk position from an elected to an appointive role. It was noted that it was not clear whether the Select Board would formally ask for the Task Force's opinion on this matter. Several members noted that this was a late date for the Select Board to inform the Task

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Force of their intentions regarding this matter.

- b. Action item: Rebekah Vieira is to inform Barney Arnold in their upcoming meeting that the CGTF will operate independently of the Select Board, that the Task Force does not have an opinion at this time, and that the Task Force may offer an opinion in the future when the content of the Select Board warrant article is disclosed.
  - c. Vanessa Moroney stated that it is her opinion that the Task Force should weigh in on the question regarding the conversion of the Town Clerk position from an elected to an appointed office.
7. Upcoming meetings (further discussion)
- a. The Task Force agreed to meet on Monday, January 10.
  - b. It was agreed that the next two Thursday meeting would be working sessions only and that minute approvals would be done on the following two Monday meetings.
8. Report preparation
- a. Paul Anagnostopoulos stated that there is a starter outline on the SharePoint site and that he has volunteered to prepare the data collection section.
  - b. Action item: Paul Anagnostopoulos to investigate the practicality of the use of OneNote on the SharePoint site for organizing topics and findings for the final report.
9. Survey
- a. Vanessa Moroney stated that the SurveyMonkey account has been discontinued.
10. Adjournment
- a. James Bohn moved for adjournment. Kyle Dalbec seconded. The motion was approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Brian Cruise voting “yes”, Kyle Dalbec voting “yes”, RJ Mathew voting “yes”, Vanessa Moroney voting “yes” and Rebekah Vieira voting “yes”.
  - b. The meeting was adjourned at 10:00 am.

Documents considered by the Task Force in the January 3, 2022 meeting may be viewed at [Task Force Public Docs](#) or accessed via the Task Force webpage at the Town Website (CarlisleMA.gov) by navigating to Town Government > Committees > Town Governance Task Force.

Minutes prepared by James Bohn

Minutes approved on January 10, 2022