

Meeting Date: 06-Dec-2021

Meeting Start Time: 9:30am EDT

Meeting Location: Remote [held on Zoom]

Minutes prepared by: **Kyle Dalbec**; submitted by: **Paul Anagnostopoulos**

Minutes approved on: **9-Dec-2021**

Attendees:

CGTF Members: Chair, Rebekah Vieira; Vice-Chair, Vanessa Moroney; Member, Paul Anagnostopoulos; Member, James Bohn; and Member, Kyle Dalbec.

Other Attendees: None

Meeting called to order at 9:31am with 5 members present – PA, JB, KD, VM, and RV.

1. Focus Areas and Questions

- a. Editing and review process of Interview Focus Areas – progress in meeting started at V6 of the questionnaire, CGTF Focus Areas V6.
- b. Topics covered include but not limited to: IT, LTFP, Information Accessibility, Town’s ability to communicate with residents, Affordable Housing, etc.
- c. Goal of the editing process is fine tuning of questions (from survey, interviews and focus area framework) for the next round of interviews – prioritizing interviews of the Select Board and other key stakeholders within Town government.
 - i. Discussion and group consensus under each topic around how questions need to be combined to align under the right main areas, with appropriate sub-questions and detailed follow-ups for interviewers.
- d. Category of Policy and By-laws
 - i. Building / Land-Use specific questions: These questions have already been encapsulated in other questions.
 - ii. Discussion and alignment regarding including Select Board term limit questions.
- e. Interview / Question execution
 - i. All questions will be asked to all interviewees, except for those marked as Select Board only.
 - ii. Questions will be sent prior to the interviewees prior to the session.
 - iii. RV will tee up project / process to interviewees and include questions once list of interviewees has been finalized. [like first round of interviews]

2. Interviewees

- a. Editing and group discussion in the “CGTF Interview Schedule – Third Round” document.
- b. Open question for this round of interviews: How many interviews can be accomplished within a reasonable time frame?
 - i. Consensus decision to start interviews with Select Board – and these members can be interviewed directly. No need to wait for final interviewee list.

- ii. In this third round of interviews, interviewees can be interviewed a second time as this is a deeper dive interview.

3. Meeting Closure

- a. Motion to adjourn by KD, motion seconded by JB.
- b. Vote summary – PA – Yes, JB – Yes, KD – Yes, VM – Yes, RV – Yes
- c. Meeting adjourned at 10:31am.

Task Force working documents may be viewed at this link:

<https://carlislema.sharepoint.com/sites/GovernanceTaskForce/Shared%20Documents/Forms/AllItems.aspx?viewid=3aa29cf6%2D3e2d%2D45de%2Db88d%2D0884ed87aa0c&id=%2Fsites%2FGovernanceTaskForce%2FShared%20Documents%2FGovernance%20Task%20Force%20Public%20Documents>

Or working documents can be accessed via the Task Force webpage at the Town Website (CarlisleMA.gov) by navigating to Town Government > Committees > Town Governance Task Force