

Meeting Date: 13-Jan-2022

Meeting Start Time: 9:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **10-February-2022**

Attendees:

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

Other Attendees: None

Meeting called to order at 9:01am with six members present: PA, KD, RV, JB, VM, and BC.

1. Business Updates

- a. One Note (files) can be posted to the main CGTF Working Document page. This will make these files accessible to the CGTF “public viewing documents”.
 - i. Per OML, One Note can be treated like a white board – with a save at the end of the meeting [snapshot].
- b. RM joined at 9:06am.
- c. Prep for this meeting was completed – bullet points gathered as the “Topics for Consideration”. Topics consolidated without comment / edit by RV.

2. Topics for Consideration

- a. Significant meeting time spent getting the documentation in order and files coordinated for team input / collaboration.
- b. Update – BC is NOT the Assistant Town Counsel, and is a CGTF Member. [Live video signature for BC was incorrect to start the meeting].
- c. Recommendation to start with the data assimilation with one set of feedback, create categories, then build as additional feedback / topics are brought in. Significant group discussion on how to organize and consolidate topics.
- d. As team discussed the Topics – Original, raw bullets/ notes will be utilized for consideration / combination into a cohesive list.

3. RV Taking the Lead on putting in input (from CGTF members) to start the process of combination

- a. All individual items (submitted previously by CGTF Members) were loaded into One Note.
- b. Significant discussion over Categories / Themes that were used to generate CGTF interview questions.
 - i. Though helpful for interview questions and will be included in the report, these will not be how items are organized during this meeting.
- c. Buckets being grouped around general topics – i.e. Town Manager/Administrator, IT, Land Use, Regionalization, etc. These will support keeping similar themed comments together.

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- d. Discussion around how to group / bucket / combine; fully realizing that the groups may be large at first, then get more sub-grouped and divided into logical parts.
- e. Significant Team work to distill bullet points down to primary takeaways. [i.e. reviewing the provided text and getting to the essence of the comment]
 - i. Note: All topics to be entered, regardless of whether or not they are feasible (under the law/statuses).
 - ii. Note: Other feedback, i.e. several items from Kate Reid – are suggestions may go into multiple sections/buckets.
- f. All ideas suggestions should be /were entered, then debated later.
 - i. Example – Wayne Davis, feedback should be included / summarized in this meeting, and it can be discussed with appropriate philosophical arguments afterwards.
 - ii. Note – this is not the meeting for specifics and “solutioning”. i.e. Not to focus on the opinions, or solutions, but what are the structural issues.
- g. In no particular order, the following interviews were summarized and categorized:
 - i. Fisher, Parra, Reid, Sorrows, Modell, Wang, Willard, Davis, Fantasia, Mariano, Metivier, Lerman, Ascolillo, Goddard, DeAlderete, Kane, Blake, Patel, O’Shea, Darr
 - ii. Topics summarized – and finalized, for today – but there are additional points to add that have been submitted via email. i.e Barney Arnold, and others.
 - iii. The end product is not an exhaustive list as also other points from survey, qualitative and quantitative have not yet been added.

4. Next Steps

- a. Next Meeting – discussion on when to meet the week of 17-Jan-2022.
- b. For the date of January 25, CGTF needs to submit how many Warrant Articles are desired, and a brief summary of each.
- c. Meeting next Wednesday – agenda to go in at 3pm today to meet Wednesday deadline. Additional meetings on the schedule for Friday the 21st and Monday the 24th.
- d. BC left the meeting at 11:04am.

5. Meeting Closure

- a. Motion to Adjourn by KD at 12:02pm. Motion seconded by JB.
- b. Vote summary – PA – Yes, JB – Yes, KD – Yes, VM – Yes, RM – Yes, RV – Yes
- c. Meeting adjourned at 12:02pm.

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