

CARLISLE GOVERNANCE TASK FORCE

Wednesday, January 19, 2022
Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney
Approved on: 2/3/2022

The Carlisle Governance Task Force met on Wednesday, January 19, 2022. The meeting took place by Zoom video conferencing and was recorded. The meeting was scheduled to begin at 9:00am. Task Force members present: Paul Anagnostopoulos, James Bohn, Brian Cruise, RJ Mathew, Vanessa Moroney and Rebekah Vieira. Task Force members not present: Kyle Dalbec.

1. Vieira called the meeting to order at 9:02am.
2. Vieira started by opening the OneNote file “CGTF Topics for Consideration,” 1/19 version.
 - a. Interview notes from Barney Arnold and Nathan Brown were added to the document.
3. Cruise left the meeting at 9:30am, and returned at 10am.
4. Editing of the OneNote file continued with the creation of new pages correlating to all the topics of consideration: Town Administrator, Human Resources, Miscellaneous, Regionalization, Budget, Town Meeting, Information Technology, Land Use, Facilities, and Volunteer Boards.
5. Members discussed the question “What requires a warrant article?”
6. Possible Town Meeting warrant articles were discussed.
7. The Task Force discussed which position is more appropriate for Carlisle: a Town Administrator or a Town Manager. There was agreement that for a variety of reasons it makes more sense to strengthen the role of the Town Administrator position by introducing a bylaw which would outline the roles and responsibilities of the position.
 - a. **MOTION:** Anagnostopoulos moved that we agree we are not going to recommend a Town Manager at this point, but instead we are going to look at options to strengthen the Town Administrator position. **SECOND:** Moroney.
ROLL CALL VOTE: Anagnostopoulos, yes; Bohn, yes; Cruise, yes; Mathew, yes; Moroney, yes; Vieira, yes. (Dalbec not present)
8. It was noted that the survey responses helped form all the interview questions, and that we can use the survey data to help support any recommendations presented at Town Meeting.
9. The Task Force discussed the possible creation of a new position: Assistant Town Administrator. This position would be created via a new bylaw in order to ensure its existence and ongoing work.

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- a. The role of the personnel administrator as outlined in the current personnel board bylaw would need to be modified to reflect that this responsibility would move under the Assistant Town Administrator (ATA).
 - b. The ATA position would also serve as the HR director. It needs to be made very clear that these are two distinct positions held by one person.
10. Changes to the Personnel Board were discussed.
- a. The question was raised as to whether or not the Personnel Board should be reduced in membership numbers from 5 to 3. If this change is supported, a change to the existing bylaw is necessary.
 - b. Moroney cautioned reducing the board to 3 members would mean that no board members would be able to speak to one another without posting a meeting and gaining quorum would be very difficult.
 - c. It was discussed that the Personnel Board would not be dissolved, but would become solely an advisory committee to help work on topics such as COLA and compensation studies, etc.
 - d. The personnel administrator function would be moved out from the personnel board and the new ATA would serve as the new personnel administrator.
11. There was discussion as to if there should be a warrant article appropriating X dollars to be used by Y date to implement a consolidated accounting system and chart of accounts to be used across all Town departments. This would be a budgetary appropriation rather than a bylaw change.
12. Cruise left the meeting at 10:20am, and returned at 10:45am.
13. The possibility of a warrant article related to Information Technology was discussed.
- a. It was questioned as to whether or not the new IT position was already in a bylaw. Anagnostopoulos found it is purely administrative; there is no bylaw. An appropriation for this position was voted on and approved; funds would need to be reappropriated at the next Town Meeting.
 - b. It was questioned if a committee should be created with a specific mandate to institute the policy to create an integrated IT solution across Town. Departments cannot have independent IT systems.
 - c. The bylaw creating an IT committee could ensure that IT personnel would need to interface with this committee.

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- d. It was mentioned that perhaps the Long Term Caps bylaw (3.10) could be an example of how to structure the bylaw.
 - e. The committee could be tasked with researching other towns while staying with our contractor and consider regionalization of IT.
 - f. It was questioned if the committee should have the authority to implement IT.
 - g. It was discussed if the MUNIS budget warrant article should be part of the bylaw which would create an IT committee.
 - h. It was discussed that the IT committee would present the IT budget to FinCom and that it would serve in an advisory capacity only. Its authority would be limited to software which can be used across multiple departments.
 - i. It was raised that the IT committee could also be tasked with researching and instituting new technology for Town Meeting, including the ability to conduct remote voting.
14. The FinCom bylaw would need to be amended by that will be discussed at the 1/21 meeting.
15. The Task Force discussed the creation of a new bylaw which would create the model of two Town Meetings each year: one in the spring for the budget, and another meeting in the fall focusing on bylaws, etc.
- a. The Town Meeting bylaw should include language about allowing for more time to review the Warrant.
 - b. Warrant articles must include pro and con statements and they need to be published earlier.
16. The Task Force considered the creation of a Communications Committee by way of a bylaw. This committee would serve in an advisory capacity. In addition to finding ways to improve internal and external communications, it would also be tasked with working on ways to improve communications pertaining to pre-Town meeting information distribution.
17. The Task Force considered the creation of a DEI (Diversity, Equity and Inclusion) committee by way of a bylaw.
18. The Task Force considered whether or not an article should be brought to Town Meeting to extend the life of the Task Force or something similar to make sure that efforts to improve process and governance would continue.

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19. Cruise gave an update on which minutes were approved at the last meeting. The following minutes were approved: 11/29/21, 12/3/21, 12/6/21, 12/20/21, 1/3/22, and 1/6/22. The minutes from the meetings of 12/9/21 and 12/16/21 have not been approved yet and will be up for review on 1/24/22.
20. The next meeting of the Task Force is Friday, 1/21/22.
21. Adjourn
 - a. **MOTION:** Cruise moved to adjourn at 12:07pm. **SECOND:** Bohn. **ROLL CALL VOTE:** Anagnostopoulos, yes; Bohn, yes; Cruise, yes; Mathew, yes; Moroney, yes; Vieira, yes. (Dalbec not present)