

Meeting Date: 21-Jan-2022

Meeting Start Time: 9:04 am EDT

Meeting Location: Remote [held on Zoom]

Minutes prepared by: Paul Anagnostopoulos

Minutes approved on: 3-Feb-2022

Attendees:

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

Other Attendees: None

Meeting called to order at 9:04am with 6 members present: RV, VM, PA, BC, KD, RJ

1. RV added more items to the Topics for Consideration OneNote file. This file was edited with notes as the meeting progressed.
2. We discussed a warrant article concerning the Town Clerk.
3. We discussed how much we can change the town structure using just bylaws, versus needing a charter and related items. Town Counsel will draft bylaws for us.
4. We discussed the idea of a Land Use Director. BC was wary of a Land Use Director position that isn't the head of a unified Land Use Department.
5. We wondered whether all our suggestions should be consolidated under a Town Charter. We decided no.
6. KD signed off at 10:00.
7. We discussed the Town Administrator, Assistant Town Administrator, and HR Director. One idea is to have an HR Director that also accepts tasks from the TA.
8. We discussed the Personnel Board. Their scope: required volunteer screening. Must adhere to town hiring policies. Need a new bylaw. Appointed by the Select Board. Leave at 5 members.
9. We decided that the HR director is responsible for establishing policies concerning diversity, equity, etc.
10. The HR Director develops personnel policies, which are then approved by the SB.
11. Have to rewrite General Bylaw article XV, "Personnel."
12. We agreed not to worry about the facilities area.
13. We agreed not to recommend any regionalization.
14. We debated about the creation of a Finance Department with a Finance Director. Usually the FD is also the Treasurer and they oversee the accountant and collector; the FD must hold one of those positions. We decided the critical issue is that the FD and the Town Administrator should prepare the initial budget.
15. We decided on two articles: revision to FinCom bylaw and Finance Department/Finance Director creation bylaw.
16. There will be one Town Administrator warrant article to deal with reporting structure.
17. VM prepared a list of the potential warrant articles, given here. We decided that we will submit "placeholder articles" for all of them, and then flesh out or withdraw each article later.
 - a. Town Administrator (reporting and structure concerns)
 - b. HR Director position creation

- c. Town Clerk position change
- d. Personnel Board/DEI/Volunteer Appointee bylaw change/addition
- e. Finance Committee bylaw change
- f. Finance Department/Director position creation bylaw - ask Town Counsel
- g. IT Committee creation bylaw
- h. IT Director funding - reappropriate
- i. Communications Committee creation bylaw
- j. Town Meeting bylaw change (2x/year)
- k. Town Meeting bylaw pertaining to more time to review warrant
- l. Town Meeting electronic voting ability bylaw
- m. CGTF extension

18. Motion to adjourn: VM, seconded: PA. Vote: PA yes, BC yes, RJ yes, VM yes, RV yes.

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>

Our 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