

Carlisle Governance Task Force

Monday January 24, 2022

MINUTES

Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Monday January 24, 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, and Vanessa Moroney. RJ Mathew and Rebekah Vieira joined the meeting at 9:30 am. Kyle Dalbec was not in attendance. No other individuals were present.

1. Vanessa Moroney called the meeting to order at 9:07 am.
2. James Bohn assumed the duties of minute taker for the meeting.
3. Minutes: Approval of minutes was tabled.
4. Recommendation Topics Working Session
 - a. Vanessa Moroney uploaded a spreadsheet titled “Potential Warrant Articles Worksheet January 24 2022.xlsx” (the “warrant article spreadsheet”). This spreadsheet contains potential warrant articles as discussed in the CGTF meeting of January 21, 2022.
 - b. Vanessa Moroney stated that the CGTF is to send placeholder warrant articles to the Select Board; that we are not voting to recommend the potential articles; that it is expected that town counsel will take questions from the CGTF and provide answers pertaining to the warrant articles, and that town counsel is expected to prepare a rough version of the articles.
 - c. There was discussion of how much detail the CGTF should provide concerning the warrant articles. It was determined that the CGTF will provide a one sentence description of each potential warrant article.
 - d. Members discussed the potential warrant article regarding the powers of the Town Administrator. This included the extent of Town Administrator authority over staff. A one sentence description regarding the potential Town Administrator warrant article was added to the warrant article spreadsheet.

RJ Mathew and Rebekah Vieira joined the meeting at 9:30 am.

5. Minutes
 - a. Review and approval of prior meeting minutes was taken off the table.
 - b. Minutes of the December 3, 2021 CGTF meeting
 - i. Paul Anagnostopoulos moved for approval of the minutes. James Bohn seconded.
 - ii. Minutes were approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Brian Cruise voting “yes”, RJ Mathew voting “yes”, Vanessa Moroney abstaining and Rebekah Vieira voting “yes”.
 - c. Minutes of the December 9, 2021 CGTF meeting
 - i. Rebekah Vieira moved for approval of the minutes. Paul Anagnostopoulos

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- seconded.
- ii. Minutes were approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Brian Cruise abstaining, RJ Mathew abstaining, Vanessa Moroney voting “yes” and Rebekah Vieira voting “yes”.
- d. Minutes of the December 16, 2021 CGTF meeting
 - i. Brian Cruise moved for approval of the minutes with the addition of the approval date and the adjournment time. Rebekah Vieira seconded.
 - ii. Minutes were approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn abstaining, Brian Cruise voting “yes”, RJ Mathew abstaining, Vanessa Moroney voting “yes” and Rebekah Vieira voting “yes”.
6. Recommendation Topics Working Session (continued)
- a. The CGTF discussed whether the HR Director should be a separate position or a responsibility of an Assistant Town Administrator; whether the HR director should report to the Select Board; and whether the personnel board bylaw needs to be revised. A one sentence description regarding the potential HR Director warrant article was added to the warrant article spreadsheet.
 - b. The CGTF discussed the potential Personnel Board warrant article and a description was added to the warrant article spreadsheet.
 - c. The CGTF discussed the potential Town Clerk warrant article and a description was added to the warrant article spreadsheet.
 - d. The CGTF discussed the potential Finance Committee warrant article and a description was added to the warrant article spreadsheet.
 - e. The CGTF discussed the potential Finance Director warrant article including whether this would involve a bylaw change, a referendum, or other action. A description was added to the warrant article spreadsheet.
 - f. The CGTF discussed the potential IT Committee warrant article and a description was added to the warrant article spreadsheet.
 - g. The CGTF discussed the potential IT Director warrant article including whether a bylaw change would be necessary. A description was added to the warrant article spreadsheet.
 - h. The CGTF discussed the potential Communications Committee warrant article. The CGTF discussed whether the Communications Committee would address internal communications. There was agreement that the Communications Committee would not be responsible for creation of content. There was agreement that the potential Communications Committee warrant article be incorporated into the potential IT Committee warrant article description. The potential Communications Committee warrant article was dropped from consideration and the description of the potential IT Committee warrant article was revised.
 - i. The CGTF discussed the potential Town Meeting warrant article. It was agreed that the contents of the article were separable and are to be proposed as three separate potential warrant articles. Descriptions of each of the three potential Town Meeting warrant articles were added to the warrant article spreadsheet.
 - j. The CGTF discussed the potential Governance Task Force warrant article including a

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discussion of who or what committee, if any, would be responsible for overseeing the implementation of the bylaw changes and recommendations of the CGTF. A description was added to the warrant article spreadsheet.

- k. There was discussion of the process for voting on the potential warrant articles. James Bohn stated that he was opposed to the advancement of the potential warrant article on the Town Clerk.
- l. There was agreement that the CGTF would vote for the advancement of the set of potential warrant articles on the warrant article spreadsheet as a group but that objections would be noted.
 - i. Rebekah Vieira moved to send the set of warrant article descriptions appearing on the warrant article spreadsheet to the Select Board. Paul Anagnostopoulos seconded.
 - ii. The motion as approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Brian Cruise voting “yes”, RJ Mathew voting “yes”, Vanessa Moroney voting “yes” and Rebekah Vieira voting “yes”.

7. Adjournment

- a. Rebekah Vieira moved for adjournment. Paul Anagnostopoulos seconded. The motion was approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Brian Cruise voting “yes”, RJ Mathew voting “yes”, Vanessa Moroney voting “yes” and Rebekah Vieira voting “yes”.
- b. The meeting was adjourned at 11:56 am.

Documents considered by the Task Force in the January 24, 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 February 3, 2022