

Carlisle Governance Task Force Minutes for Meeting of January 27, 2022

The meeting was held remotely by Zoom with no physical location, and was called to order at 9:02am. As the meeting was held remotely, all votes as noted below were taken by roll call.

Present: Chair Rebekah Vieira (until 9:59am, returned at 10:50am), Vice-Chair Vanessa Moroney, Members Paul Anagnostopoulos, Jim Bohn (left at 11:25am), Brian Cruise, RJ Matthew (joined at 9:12am).

All public documents of the Task Force are found at:

<https://carlislema.sharepoint.com/:f:/r/sites/GovernanceTaskForce/Shared%20Documents/Governance%20Task%20Force%20Public%20Documents?csf=1&web=1&e=grdx8y>

Discussion of Potential Finance Articles

Discussion of comments from Town Administrator Goddard regarding the issue of the use of Finance Director as a title. The was discussion on whether to create the position substantively or just correct the title in the bylaw. There was agreement to table the issue until later.

There was discussion of the possible impact of proposed revisions to human resources provisions in relation to finance personnel duties. Member Bohn will query Kim Kane regarding this issue.

Discussion of Open Meeting Law Violation

Once Member Mathew joined at 9:12am, Chair Vieira explained the Open Meeting Law violation that occurred through his sending of an opinion via email to a quorum of the Task Force. That email has been uploaded as a file to the Task Force's online public records.

Discussion of Town Clerk Options

There was discussion of whether the Town Clerk should be subordinate to the Town Administrator, and whether it should be an appointed or elected position. Member Cruise focused on the need for a qualified professional in a ministerial and bureaucratic position. Member Bohn focused on the need for independence and direct responsiveness to the voters, since it is the position that handles elections, analogizing to the election of the Secretary of the Commonwealth. Member Cruise raised the possibility of a hybrid formula via special act in which minimum criteria would be set for an elected position.

Discussion on Extension of Task Force Mandate

There was discussion on whether to continue the Task Force, whether to create a new oversight committee for monitoring implementation of recommended changes, whether to have both group, or whether to expand the Task Force's mandate to include both. There was general

Carlisle Governance Task Force
Minutes for Meeting of January 27, 2022

consensus that the Task Force should not be extended. Town Counsel will be asked whether a warrant article can be used to require the creation of a new monitoring advisory committee.

Discussion of Changes to Town Meeting Procedures

There was agreement that Town Counsel should be asked what the earliest possible warrant publication date could be without interfering with other deadlines. There was discussion of possibly mandating mailing of warrant to all residents, and there was a suggestion to allow electronic receipt of the warrant in the alternative upon request. There was general consensus that there should be a second Town Meeting, to be in September or October at the Select Board's discretion, without limiting or specifying what needed to be addressed at that Town Meeting.

The Task Force recessed from 10:37am to 10:39am.

There was agreement that Member Cruise would ask Moderator Wayne Davis whether he had a sample bylaw for electronic Town Meeting voting from another town that he thought worked well. If not, there was consensus that drafting one at this point from scratch was not practical within the current timeframe, and that the issue would be folded into the IT Committee mandate for further review. Member Cruise would also ask Wayne how two annual Town Meetings would impact budgeting for electronic voting equipment.

Discussion of Town Administrator and Human Resources Duties

There was general agreement to hold off on these articles until more Task Force members were present.

Discussion of Budget Process

There was discussion and agreement that the Treasurer and Town Administrator should create the budget with input from the department heads, with the budget then presented to the Finance Committee.

Discussion of Information Technology Issues

There was discussion of creation of a specific bylaw to require an IT director. There was debate over whether this employee should be in charge of the school's IT infrastructure, and what this employee's powers and duties should be in relation to departments. Ultimately, the Task Force arrived at consensus that the IT director should have authority to decide software in the service of the needs of the Town and the departments. To the extent that the IT director made poor decisions in that regard, it would be a personnel issue for the Select Board to handle. The legal

Carlisle Governance Task Force
Minutes for Meeting of January 27, 2022

and practical implications of placing the Town's IT director in charge of the school could not be resolved.

Next, there was discussion of the creation of an IT committee, including whether it should be an advisory board created by the Select Board or via bylaw mandate, what its powers and duties should be, whether its scope of review should be limited or delineated in any way, and whether it (legally) can or (practically) should advise the School Committee.

Conclusion

Member Cruise made a motion to adjourn the meeting, with Member Anagnostopoulos seconding. There was no discussion of this motion, which was voted as follows:

- Yes: Chair Vieira, Vice-Chair Moroney, Members Anagnostopoulos, Cruise and Mathew
- Vote 5-0

The meeting was adjourned at 12pm.

The minutes were approved on 4-Mar-2022.