

Meeting Date: 31-Jan-2022

Meeting Start Time: 9:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

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

Attendees:

CGTF Members: Chair, Rebekah Vieira; Member, Paul Anagnostopoulos; Member, Jim Bohn; Member, Brian Cruise; Member, Kyle Dalbec; and Member, RJ Mathew.

Other Attendees: None

Meeting called to order at 9:03am with five members present: PA, KD, RV, JB, and BC.

1. Updates
 - a. Town Counsel will be 03-Feb meeting.
2. Town Administrator (TA) Warrant Article
 - a. RM joined at 9:07am.
 - b. Discussion around the role and responsibilities of the TA (centralizing authority).
 - i. Example: Where does the board hiring / firing authority reside? i.e. with TA, or with individual boards.
 - ii. Example: Reporting structure; do department heads report to TA?
 - c. Permutations of potential solutions captured in “CGTF Warrant Topics” working document.
 - d. A straightforward solution is to propose the path of the Special Act from Belmont; this could be a wholesale change where authority centralizes under the TA. [this would be taking away department head authority away from the individual boards]
 - i. Group consensus that this is not a path we want to go down.
 - e. A simpler solution (that could just be a by-law change) would be to require that TA and Dept. Heads must meet every 2 weeks. This would increase communication and collaboration.
 - f. Suggestion – TA completes a personnel assessment / review at least once/year.
 - i. TA would gather information over the year, and it fosters cross department collaboration.
 - ii. Monthly meeting between department heads – this has happened in the past, but was a special initiative, not codified.
 - iii. Potential Bylaw – each board must do a review of each of its employees – in conjunction with HR (director), Select Board, and/or the TA. Standardize – not consolidate.
3. HR Director Warrant Article
 - a. JB did homework and got feedback from Kimberly Kane. There is an existing “HR Director” that handles benefits, payroll, etc. JB has added this feedback to the working repository.
 - b. Review of process for department reviews, and how these tie into potential other warrant articles for the responsibilities of the TA.

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- i. (performance) Reviews have to be completed in an open session.
 - c. Fundamental issues – should staff report to the TA? Many of these other potential Warrant Articles are around the periphery once the central structural issues are resolved.
 - d. Suggestion: Periodic / Monthly review of performance and collaboration of boards presented to the Select Board by the TA.
 - i. This supports the Select Board having line of sight to function of the committees.
 - e. Personnel Board feedback – review meetings
 - i. Review process is important. For pay, for promotion and/or termination processes.
 - f. We need to get to a central question – who reviews the Department Heads? Suggestion:
 - i. Department Heads – TA [plus others – who else can be involved in these reviews? Ask Town Counsel]
 - 1. HR Director, Select Board, TA, (maybe one person from that appointing board)
 - ii. Report to appointed boards – the specific Board Head
 - iii. Raises additional question about additional support staff / shared resources. Would they just be reviewed by applicable Dept. Head where they spent most of their time?
 - g. KD leaves meeting at 10:29am – PA to take over note taking.
4. Performance Review discussion
- a. Group discussion on performance reviews. Consensus that one scheme for department heads appointed by committees. A different scheme for all other employees.
 - b. Group discussion on who department staff should report to. Department head? Town Administrator?
 - c. Discussion on whether to focus on department performance rather than personnel performance.
5. Land Use Director.
- a. Is one needed? Consensus that better software is needed. Possible for group to recommend that the departments appoint one person to act as the director.
 - b. The town could have a land use flowchart/checklist for citizens to consult.
 - c. CGTF could add a bylaw defining the Town Administrator and giving a subset of their duties, to include regular meetings, department reviews, and interdepartmental coordination.
6. HR Director.
- a. Article 2 eliminates Personnel Board and adds HR Director.
 - b. Article 4 creates an Appointment Advisory Committee to advise other boards and committees (new board).
7. Meeting Closure
- a. Motion to Adjourn by JB. Motion seconded by PA.
 - b. Vote summary – PA – Yes, JB – Yes, BC – Yes, RM – Yes, RV – Yes
 - c. Meeting adjourned at 11:26am.

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