

Carlisle Governance Task Force

Thursday, February 3, 2022

MINUTES

Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Thursday February 3, 2022. The meeting took place by Zoom video conferencing. The meeting was called to order at 9.01 am. The following Task Force members were present when the meeting was called to order: Paul Anagnostopoulos, James Bohn, Brian Cruise, and Vanessa Moroney, Rebekah Vieira. RJ Mathew joined the meeting at 9:06 am. Town Counsel, Tom Harrington joined the Zoom call at 10.07 am. Kyle Dalbec was not in attendance. RJ Mathew was the minute taker.

1. Approval of Minutes was the first topic.
 - a) Minutes of January 13, 2022: It was agreed to send this back to Kyle Dalbec (minute taker of the January 13, 2022 meeting) for revisions; confirmation of attendees, and clarification of the roll call of votes.
 - b) Minutes of January 19, 2022: Paul Anagnostopoulos moved to approve the minutes, with inclusion of approval date James Bohn seconded it. PA, JB, RJ, VM and RV voted to approve the motion. (BC not present at time of vote).
 - c) Minutes of January 21, 2022: Vanessa Moroney moved to approve the minutes, subject to the inclusion of the approval date and correction of the initials of Rebekah Vieira by Paul Anagnostopoulos, who was the minute taker for the meeting of January 21, 2022. RJ Mathew seconded. PA, JB, RJ, VM and RV voted to approve the motion. BC abstained.
 - d) Minutes of December 3, 2021: These minutes were missing on the Town website. RJ Mathew, the minute taker for this meeting agreed to resend the minutes to the Town Clerk.
 - e) Minutes of January 3, 2021: These minutes were missing on the Town website. James Bohn minute taker for January 3, 2021, agreed to resend the minutes to the Town Clerk.
2. RV discussed the request by the Select Board for her to attend their next meeting.
3. Electronic voting was discussed and it was agreed that this topic would be folded into the mandate of the IT Committee Warrant.
4. The role and responsibilities of the HR Director were discussed along with how the charter and responsibilities of the Personnel Board would be adjusted given this new position (HR Director).

5. The role and responsibilities of the Town Administrator were discussed. There was a significant debate of how the powers of the Town Administrator would fit synergistically with the powers of the Department and Board Heads.

6. Tom Harrington, the Town Counsel joined the call at 10.07 am. He spoke of reporting structure and when a Special Act would be needed to facilitate change. He made some initial proposals for how MOUs could be used to establish practical organizational structures, without requiring a Special Act. Town Counsel discussed the notion of “day-time” versus “night time” government and potential models for a Town Administrator role that could work well in such a situation.

7. A discussion of whether we should keep topics as separate Warrant articles versus bundling them together ensued. Town Counsel advised keeping “logically related” topics with a single Warrant article. It was also noted that if one part of a Warrant article failed in the Town Meeting, the Town Meeting Moderator could address another part of the Warrant by legal procedure.

8. Hiring and Firing of Employees. Town Counsel recommended that the initial filtering of candidates be done by Day-time Government employees, in order to keep confidentiality of applicants from other towns.

9. The Chair requested Town Counsel if he could provide examples of how the Town Administrator role (as he had suggested), was being implemented or in use in other towns. He agreed to research and get back on this topic.

VM moved to adjourn the CGTF meeting at 12.05 pm. PA seconded. PA, JB, BC, RJ, VM and RV all voted in affirmation.

Minutes taken by: RJ Mathew

Minutes approved on: 22/03/04

Task Force working documents may be viewed at this link: [CGTF Public Documents](#) or accessed via the Task Force webpage at the Town Website (CarlisleMA.gov) by navigating to Town Government > Committees > Town Governance Task Force]