

Carlisle Governance Task Force

Thursday February 10, 2022

MINUTES

Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Thursday February 10, 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, Vanessa Moroney and Rebekah Vieira. RJ Mathew joined the meeting at 9:08 am. Kyle Dalbec was not in attendance. No other individuals were present.

1. Rebekah Vieira called the meeting to order at 9:01 am.
2. Minutes
 - a. The Task Force reviewed the minutes of the January 13, 2022 meeting. Paul Anagnostopoulos moved for approval with the addition of the approval date; Rebekah Vieira seconded. The minutes were approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Brian Cruise abstaining, Vanessa Moroney voting “yes” and Rebekah Vieira voting “yes”.
 - b. RJ Mathew joined the meeting
 - c. The Task Force reviewed the minutes of the January 31, 2022 meeting. Paul Anagnostopoulos moved for approval with correction to the first sentence and the approval date; Rebekah Vieira seconded. The 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 abstaining.
 - d. The Task Force reviewed the minutes of the February 7, 2022 meeting. James Bohn moved for approval; Brian Cruise seconded. The 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 voting “yes” and Rebekah Vieira abstaining.
3. Process Integrity
 - a. The Task Force discussed outside influences on Task Force work.
 - b. Rebekah Vieira stated that we should operate independently and not feel under pressure or be influenced by third parties.
 - c. Brian Cruise mentioned pressure from several other groups, that we need to be independent, and that the letter from Wayne Davis overstepped.
 - d. The general consensus of the Task Force is to move forward but be cognizant of external influences.
4. Proposed Warrant Articles
 - a. The Task Force determined that they would vote on proposed warrant articles at the February 14 meeting.
 - b. The Task Force reviewed the list of potential warrant articles and determined that the

Carlisle Governance Task Force

Thursday February 10, 2022

following articles were in need of greater clarification: Town Administrator, Human Resources position, Town Clerk, and IT Advisory Committee.

- c. The Task Force discussed the proposed warrant article regarding the Human Resources (HR) Director position.
 - i. The Task Force discussed whether the HR Director should report to the Town Administrator, the Select Board or some combination thereof.
5. Vanessa Moroney, the current minute taker, left the meeting at 10:29. James Bohn assumed the responsibilities of minute taker.
6. Proposed Warrant Articles (continued)
 - a. The Task Force continued to discuss the proposed warrant article regarding the Human Resources (HR) Director position.
 - i. The Task Force continued to discuss whether the HR Director should report to the Town Administrator, the Select Board or some combination thereof.
 - ii. James Bohn questioned whether the town bylaws of September 27, 2021 were current noting that language from Article 19 of the 2021 Town Meeting does not appear in the bylaws. James Bohn uploaded the text of Article 19 to the SharePoint site.
 - iii. The Task Force decided to table discussion of the HR Director Position until the February 14, 2022 meeting.
 - b. The Task Force discussed the proposed warrant article regarding the Town Administrator.
 - i. The Task Force reviewed the section of the Town of Littleton bylaws regarding the Town Administrator role.
 - ii. The Task Force discussed of the importance of having the same lines of authority for both administrative and policy purposes. The Task Force discussed the treatment of Town board staff for evaluation purposes.
 - iii. The Task Force considered the development of a separate warrant article requiring that all employees be reviewed at least annually.
 - iv. The Task Force discussed placing additional provisions in the Town Administrator warrant article. These provisions included that: the Town Administrator maintain an organization chart with reporting relationships for all town employees; that the Town Administrator maintain a flow chart for permitting processes; and a requirement that the Town Administrator conduct regular interdepartmental meetings.
 - v. Paul Anagnostopoulos stated that he would review the Town of Littleton Personnel Bylaw in advance of the February 14, 2022 meeting.
 - vi. The Task Force discussed the hiring process and the role of the Personnel Board.
 - vii. The Task Force concluded that the Town Administrator should have responsibility for the negotiation of collective bargaining agreements concerning Town employees.
 - viii. The Task Force updated sections of the document "CGTF Warrant Articles.docx".
 - c. The Task Force discussed the proposed warrant article concerning the change from an

Carlisle Governance Task Force

Thursday February 10, 2022

elected to an appointed Town Clerk.

- i. James Bohn uploaded an article from the Mosquito concerning the 2017 Town Meeting debate and vote on the proposal to change the Town Clerk to an appointed position.
- ii. The Task Force discussed whether to maintain the position as is, to have the Town Clerk report to the Town Administrator, to have the Town Clerk appointed with Select Board oversight, to keep the Town Clerk as an elected position but impose minimum qualifications via a special act, and/or to change the term from three to one year.
- iii. The Task Force updated sections of the document "CGTF Warrant Articles.docx".

7. Minutes of the January 10, 2022 meeting

- a. Brian Cruise uploaded the minutes of the meeting of January 10, 2022
- b. Paul Anagnostopoulos moved for approval with the addition of a line indicating who submitted the minutes. James Bohn 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", and Rebekah Vieira abstaining.

8. Adjournment

- a. Paul Anagnostopoulos moved for adjournment. Brian Cruise 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", and Rebekah Vieira voting "yes".
- b. The meeting was adjourned at 11:58 am.

Documents considered by the Task Force in the February 10, 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 17, 2022