

## **Carlisle Governance Task Force Minutes for Meeting of February 14, 2022**

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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, Members Paul Anagnostopoulos, Jim Bohn, Brian Cruise, Kyle Dalbec (left at 10:49am) and RJ Mathew (arrived at 9:17am)

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 Reporting Warrant Article

There was brief discussion of whether to keep the warrant article requiring the Select Board to give a report to Town Meeting on the implementation of the Task Force's warrant articles and recommendations. There was consensus to keep the article.

### Discussion of Finance Warrant Articles

There was discussion regarding whether to present the proposals as one or two articles, with the consensus being one article with two distinct parts.

There was discussion of the role of the Finance Committee with debate over whether it should be creating the budget in the initial instance, with Member Mathew arriving during this discussion. Rationales for doing so included the inefficiencies of public meetings, and the need for more Town Administrator involvement. Member Anagnostopoulos was ambivalent, while Member Mathew offered that departments should not be independently proposing budgets to the Finance Committee. There was consensus to propose a bylaw change so that the Town Administrator and the Treasurer would present a single budget to the Finance Committee, though the bylaw would not provide detail on how the single budget was created internally.

It was also agreed to propose a revision to the bylaw to eliminate the single erroneous reference to the Finance Director.

### Discussion of Information Technology Warrant Articles

There was discussion regarding whether the Task Force should simply recommend to the Select Board that it create the IT Committee, rather than mandating its creation through a bylaw. There was then discussion of whether to defer to the IT Committee on the creation of the IT Director position. Reasons for creating the position by bylaw included: defining the position's duties, ensuring that the position has to be filled, and ensuring that departments have to listen to the position. There was disagreement over whether to focus on the delineation of duties or ensuring

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a specific skill-set. The discussion then moved to whether the position should have control of the school IT system, and whether doing so would even be possible. The discussion then moved to whether the warrant article should veer into policy directives or be limited to creating powers that would then create those policies later.

Ultimately, the discussion arrived at the conclusion that there were too many unanswered questions regarding the scope and direction of the solutions to these issues, and that the topic should be delayed until the Fall Town Meeting.

Member Dalbec motioned to remove the IT warrant articles from consideration on the warrant, with member Bohn seconding. There was no discussion on this motion, which was voted as follows:

- Yes: Chair Vieira, Members Anagnostopoulos, Bohn, Cruise, Dalbec and Mathew
- Vote 6-0

### Discussion of Town Clerk Warrant Article

There was debate over whether the Town Clerk should be elected and appointed. Member Cruise proposed that the position be an annually elected position as a compromise. Chair Vieira noted both that the current Town Clerk is in favor of becoming appointed, and that there are ongoing issues stemming from the lack of policy-making oversight by the Town Administrator. There was disagreement over whether the change to an appointed position would result in more consistency in the effectuation of the duties of the position.

Member Mathew motioned to propose an article to change the position to appointed by the Select Board, with Member Cruise seconding. There was discussion over whether dissenting members could draft a minority position on the article, and it was agreed that doing so made sense. The motion was then voted as follows:

- Yes: Chair Vieira, Members Anagnostopoulos, Cruise, and Mathew
- No: Members Bohn and Dalbec
- Vote 4-2

Member Dalbec left the meeting after this vote.

### Discussion of Town Administrator Warrant Article

Member Cruise requested that the language be clarified to confirm that the article would only be modifying the Littleton bylaw. After discussion, there was consensus that this bylaw would be used, with extensive edits.

### Discussion of Human Resources Warrant Articles

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There was consensus that a single comprehensive warrant article should be proposed.

There was discussion regarding whether the have the HR Director report to the Town Administrator, and whether the Town Administrator would have the authority to delegate duties to the HR Director. There was discussion of the policy duties of the HR director, arriving at consensus that the general policy authority should be changed from the Personnel Board to the HR Director, without modifying the substance of the personnel bylaw provisions, while adding provisions requiring a disciplinary policy, an annual performance review for each employee, and a resident-complaint review process.

Conclusion

There was consensus that the agreed six warrant article topics (regarding Town Meeting, HR issues, the Town Administrator, finance issues, the Town Clerk, and the Select Board's report) would be sent to Town Counsel for review and drafting. The meeting concluded with a general discussion of the steps and process moving forward, including drafting the report and recommendations.

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

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

The meeting was adjourned at 12:04pm.

Minutes approved: March 17, 2022

Drafted by Member Cruise