Carlisle Governance Task Force – Minutes [17-Feb-2022]

Meeting Date: 17-Feb-2022

Meeting Start Time: 9:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **24-Feb-2022**

Attendees:

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

<u>Other Attendees:</u> None

Meeting called to order at 9:04am with six members present: PA, JB, BC, KD, RM, and RV.

1. Previous Minutes Approval
    a. 10-Jan-2022 – previously approved, BC to submit.
    b. 13-Jan-2022 – previously approved on 10-Feb-2022, KD to submit. [and send to approved folder]
    c. 27-Jan-2022 – minutes still in draft from BC.
    d. 31-Jan-2022 – previously approved on 10-Feb-2022 meeting, KD to submit.
    e. 03-Feb-2022 – submitted by RM
        i. JB motions for approval of 03-Feb-2022 minutes. Seconded by PA.
        ii. PA – Yes, JB – Yes, BC – Yes, KD – Abstain, RM – Yes, RV – Yes
        iii. RM to submit.
    f. 10-Feb-2022 – submitted by JB
        i. PA moves to accept meeting minutes with small correction to 7A. Seconded by BC.
        ii. PA – Yes, JB – Yes, BC – Yes, KD – Abstain, RM – Yes, RV – Yes
        iii. JB to submit.
    g. 14-Feb-2022 – not yet completed.
2. Town Counsel Feedback
    a. Town Counsel has not yet provided RV feedback per her request.
3. Warrant Articles discussion
    a. IT Director and Advisory Committee articles were removed at the last CGTF meeting. Example of another town [Waltham] provided from Town Council to RV. Document was sent to group via email and posted on Sharepoint.
    b. RM provided his perspective on the necessity of IT. CIO of Newton sent a job description for CIO and job description for IT Director. [Both of these sent to group].
    c. RM shared his slides and discussion from Carlisle-One and the impressive work that was completed.
    d. Group consensus that we will have a final report with "Observations". Feedback of survey and interviews is that the town has under invested in IT. The IT situation as it stands today is a perfect example of this fact.

    e.   From previous meeting – IT Director and Advisory Committee were removed from Warrants. (Advisory Committee removed as there would be no role to direct).

        i.   CGTF is a Town Meeting committee. A path forward would be telling Town Meeting to create a special Task Force, specific to IT.

        ii.   Consensus that CGTF can't propose anything for this Spring Town Meeting, but CGTF could keep working towards having a Warrant article for the Fall Town Meeting.

        iii.   Feedback from BC that examples from other towns may be not applicable for a town of Carlisle's size and structure.

        iv.   Feedback from RM, that with the information from other towns, Town Counsel could work this into an IT Director warrant. [But this may not be as easy as it seems].

        v.   Group consensus that we would like to have a warrant (bylaw) for an IT Director position for the Fall Town Meeting.

            1.   (Bylaws can tend to constrain) Or the Recommendation approach may be better off as it gives more flexibility.

4.   Drafting the Warrant Articles

    a.   Narrative of the Committees work and process should be drafted and added to the individual warrant articles. PA drafting this language and it will be available for next week.

    b.   For each of the Warrant articles we would need a summary [just like the one written for the CGTF creation]. Group discussion about the final CGTF report and what should be available, and by when.

        i.   Report is due on 07-March-2022. Publication date is at some point in April.

    c.   Summaries to be written (short form) for each Warrant article - [warrant book can be used Carlisle, MA Warrant book, can be used as a good reference]. These summaries are not opinions, they are statements of fact, of what is being created. Thereafter they would go to Town Counsel.

        i.   PA to take Warrant Article #5 – Town Meeting

        ii.   JB to take Warrant Article #1 – Town Administrator

        iii.   RV to take Warrant Article #2 – HR Director

            1.   RV to take Warrant Article #3 – Town Clerk

        iv.   RM to take Warrant Article #4 – Finance / Budget

        v.   KD to take Warrant Article #6 – Committee [function to report back]

        vi.   Team to upload them to Sharepoint – for Discussion folder for next week.

    d.   Understanding from RV is that our full report is due 07-March-2022: Warrants, Recommendations, etc.

    e.   JB left meeting at 10:24am.

    f.   After summaries, we will need a justification / rationale for each Warrant Article. This can be collaborated on at the next meeting to start. Next meeting, each CGTF team member should be ready to discuss Pros/Cons for each Warrant Article.

5.   Review of Tracker

    a.   3rd round interviews – COMPLETE

    b.   Report of our progress and process – INCOMPLETE, PA working on

    c.   See further updates in the tracker on the working folder

    d.   **Addition –** Draft summaries for next meeting

    e.   **Addition –** Draft Pros/Cons for each article for next meeting

        i.   Team to think about what other recommendations we want to make [these will go into the report]

        ii. PA will create new document and move items for recommendations [work after the Town Meeting]

6. Meeting adjournment
    a. KD Motion to adjourn at 10:39 am, RM seconded.
    b. Votes: PA-Yes, BC-Yes, KD-Yes, RM-Yes, RV-Yes

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