

Meeting Date: 22-Feb-2022

Meeting Start Time: 9:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **04-March-2022**

Attendees:

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

Other Attendees: None

Meeting called to order at 9:07am with five members present: PA, JB, KD, RM, and RV.

1. Town Counsel feedback (on Warrant Articles)
 - a. RV – No red flags. Commentary provided on what may need to be bylaw vs. recommendations from CGTF.
 - b. No feedback provided on timeliness of report writing. (how long it will take for Town Counsel to draft Warrant Articles)
2. General updates
 - a. In previous years, Town Moderator Davis has taken initial draft of Warrant Articles as a cost savings.
 - b. RV will follow-up with Town and appropriate stakeholders to make sure CGTF is aligned with timelines and Warrant expectations.
 - c. Select Board is meeting with various committees starting this week. They will be keen on CGTF schedule and progress.
 - d. Anecdotally – CGTF is going about Warrant process (specifically finance) different than other committees (historically and otherwise). Though CGTF is recommending changes to the finance process, it is not the desire of the CGTF to disenfranchise the Finance Committee.
 - i. Open Question: Is there an immediate need for CGTF to meet with Jim Darr?
 - ii. Consensus: Invite Jim Darr to provide feedback on the draft Warrant Article as it stands.
 - iii. Contact Jim Darr to meet with CGTF and discuss the draft of the Warrant Article.
 - iv. Inherent balance between collecting feedback (from key stakeholders) and our advocating for change. [current process works “fine”]
 - v. Group discussion on structure of current financial planning process – and whether proposed CGTF Warrant Article will positively impact Town efficiency.
3. Warrant Article #1 – Town Administrator – drafted by JB
 - a. Review and live editing of draft. Edits found in working document of 22-Feb for discussion folder.
 - b. Group discussion on functions and responsibilities of Town Administrator.
 - c. Lengthy discussion around the delineation of Administrative issues/tasks and the Hiring / Firing / Review process.

- d. Review of Littleton (code/bylaws) documentation has been provided and posted for reference. This paradigm becomes more difficult as people who report to more than one department / committee.
 - e. Littleton code is what CGTF sent to Town Counsel (which is the desired structure that CGTF wants).
 - f. Summary: When CGTF gets full Warrant Article draft from Town Counsel – administrative responsibilities should be clearly defined.
 - g. Group consensus to modify point #3 around documentation and permitting processes.
4. Warrant Article #4
 - a. Previously discussed in this meeting. JB and RM to discuss with Jim Darr.
 5. Warrant Article #5
 - a. Edits made live in progress by PA with group feedback. Goal to ensure summary is aligned with CGTF perspective and providing flexibility to the town (re: Town Meeting).
 - b. Group discussion on how to structure drafts (of Warrant Articles) in regards to summary / justifications. And what the impact of the change is.
 - c. Group discussion on how to enable more effective review of Town warrant articles in the spring. Optimize the warrant articles for the spring, then further articles in the fall. This may give the Select Board more flexibility around number and timing of warrant articles.
 6. Warrant Article #6
 - a. Misunderstanding by KD on the drafting of this Warrant Article. Not renew charter, purely report out by Select Board.
 - b. Edits made live to capture group consensus.
 7. Drafting Warrant Article #3
 - a. Summary drafted in team working folder. No justification needed.
 8. General Discussion
 - a. Select Board meeting with Finance Committee to do budgetary planning; CGTF recommendations needed to appropriate the funds for next fiscal year.
 - b. CGTF is running simultaneously with ongoing activities of Select Board.
 - c. As a matter of procedure, it is the Select Board that puts Warrant Articles into Town Meeting. (regardless of their support), not CGTF.
 9. Meeting adjournment
 - a. KD Motion to adjourn at 10:59am, PA seconded.
 - b. Votes: PA-Yes, JB-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