

Carlisle Governance Task Force

Thursday March 4, 2022

MINUTES

Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Friday March 4, 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, Kyle Dalbec and Rebekah Vieira. RJ Mathew joined the meeting at 9:12 am. Brian Cruise and Vanessa Moroney were not in attendance. No other individuals were present.

1. Rebekah Vieira called the meeting to order at 9:02 am.
2. James Bohn assumed the role of minute taker.
3. Minutes
 - a. Consideration of the minutes of the January 27, 2022 meeting was tabled because four or more members that participated in that meeting were not available.
 - b. Consideration of the minutes of the February 3, 2022 meeting was tabled because four or more members that participated in that meeting were not available.
 - c. Consideration of the minutes of the February 14, 2022 meeting was tabled because the minutes were not available.
 - d. The Task Force considered the minutes of the February 22, 2022 meeting. James Bohn moved for approval, Paul Anagnostopoulos seconded. The minutes were approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Kyle Dalbec voting “yes” and Rebekah Vieira voting “yes”.
 - e. Consideration of the minutes of the February 24, 2022 meeting was tabled because four or more members that participated in that meeting were not available.
 - f. Consideration of the minutes of the February 28, 2022 meeting was tabled because the minutes were not available.
4. Town Counsel Feedback
 - a. Rebekah Vieira discussed the results of her conversation with town counsel regarding the draft warrant articles. The discussion concerned whether the Task Force’s proposed warrant articles needed to be accomplished through a warrant article or whether they could be recommendations. She stated that the Task Force will get drafts of the warrant articles from town counsel on Monday.
 - b. Rebekah Vieira stated that town counsel suggested that the personnel warrant article be used as a way to clean up the existing personnel bylaw.

RJ Mathew joined the meeting at 9:12.

5. Select Board Meeting
 - a. The Task Force discussed the possibility of having a joint meeting with the Select Board to review the proposed warrant articles and Task Force findings.

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- b. It was noted that a joint meeting with the Select Board would attract greater community interest than typical Task Force meetings. However, it was also noted that such a meeting may be premature at this point.

6. Minutes

- a. The Task Force took consideration of the minutes of the January 27, 2022 meeting off the table. Paul Anagnostopoulos moved for approval, James Bohn seconded. The minutes were approved by roll call vote with Paul Anagnostopoulos voting "yes", James Bohn voting "yes", Kyle Dalbec abstaining, RJ Mathew voting "yes" and Rebekah Vieira voting "yes".
- b. The Task Force took consideration of the minutes of the February 3, 2022 meeting off the table. James Bohn moved for approval with amendment so that the minutes indicate that Brian Cruise was not present at the time of the vote on the January 19, 2022 meeting minutes, Paul Anagnostopoulos seconded. The minutes were approved by roll call vote with Paul Anagnostopoulos voting "yes", James Bohn voting "yes", Kyle Dalbec abstaining, RJ Mathew voting "yes" and Rebekah Vieira voting "yes".
- c. The Task Force took consideration of the minutes of the February 24, 2022 meeting off the table. Kyle Dalbec moved for approval, RJ Mathew seconded. The minutes were approved by roll call vote with Paul Anagnostopoulos voting "yes", James Bohn abstaining, Kyle Dalbec voting "yes", RJ Mathew voting "yes" and Rebekah Vieira voting "yes".

7. Interview Notes

- a. James Bohn indicated that the notes from the interviews of Kate Reid and Luke Ascolillo were not on the SharePoint site.
- b. Kyle Dalbec will upload the notes from the Reid interview. Rebekah Vieira will contact Vanessa Maroney regarding the Ascolillo interview notes.

Kyle Dalbec left the meeting at 9:30

8. Task Force Report

- a. The Task Force discussed the format of the report. The discussion concerned the document "CGTF report intro 020222.docx".
- b. The Task Force discussed whether recommendations should appear at the front of the report.
- c. The Task Force discussed whether the beginning of the report should contain a brief summary of the issues and shortcomings in Town government identified by the Task Force. RJ Mathew volunteered to craft a one or two paragraph summary.

9. Warrant Articles

- a. The Task Force discussed the draft warrant articles received from town counsel in the document "TGTF Article.docx."
- b. Several members noted omissions or incorrect statements in the draft warrant articles.
- c. The Task Force compiled questions and comments for town counsel. The questions and

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comments were incorporated into the document TGTF Article.docx.

- d. Rebekah Vieira stated that she would provide a copy of TGTF Articles.docx with CGTF questions and comments to Town Counsel.

10. Town Administrator Warrant Rationale

- a. The Task Force reviewed the document "CGTF Findings Town Administrator Warrant Article.docx."
- b. The Task Force discussed the drafting of statements concerning the rationale for CGTF proposed warrant articles for incorporations into the final report and the compilation of more detailed catalogs of backup materials for use by Task Force members for reference purposes.
- c. James Bohn volunteered to craft a discussion of the rationale for the Town Administrator proposed warrant article for incorporation into the final report.
- d. There was agreement that it would be desirable for individual Task Force members took responsibility for drafting text and presentation materials for specific warrant articles or recommendations.

11. Adjournment

- a. James Bohn moved for adjournment; Paul Anagnostopoulos seconded.
- b. The motion was approved by roll call vote with Paul Anagnostopoulos voting "yes", James Bohn voting "yes", RJ Mathew voting "yes", and Rebekah Vieira voting "yes".
- c. The meeting was adjourned at 11:42 am.

Documents considered by the Task Force in the March 4, 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 March 10, 2022