

Meeting Date: 14-Mar-2022

Meeting Start Time: 9:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **01-April-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 9:01am with four members present: PA, JB, KD, and RV.

1. Town Counsel Update

- a. Town Counsel will make updates per CGTF feedback. HR article was removed, other warrant articles in process.
- b. RM joined at 9:06am.
- c. Group discussion around 14 day availability of Warrant Book. [This article could also be delved into for Fall, or a CGTF “recommendation” for Spring 2022.]
 - i. JB Motions to rescind the vote of 10-March-2022 and draft part 2 of existing Warrant Article. PA seconds [Publication date of the Warrant Book].
 - ii. Votes: PA – Yes, JB – Yes, KD – Abstain, RM – Yes, RV – Yes
 - iii. PA has already drafted language pursuant to Article #5 – this will be added back into the Warrant Article. RV will alert Town Counsel to the change.

2. CGTF Report Writing

- a. See “22.03.14 For Discussion” folder.
- b. Appointed Town Clerk – group discussion on document and clerical updates made.
 - i. Finalized and added to the final/central document.
- c. Review of Final (Report) Document “Compiled”
 - i. Group discussion and live edits / updates made during the meeting.
 - ii. Recommendations – at time of this meeting, these still need to be added to the final report.
 1. Open question as to when Recommendations need to be submitted relative to time of Town Meeting. i.e. One report for Warrant Articles, secondary report for May / June timeframe for Recommendations.
 - iii. On Thursday, 17-March-2022 – RV will submit applicable Warrant Article sections to the Select Board [Executive Summary thru WA #6]. History section, etc. will be completed at a separate time.
 1. Group discussion about how to handle a Dissenting Opinion. i.e. JB dissenting opinion on Town Clerk position.

2. Another option to demonstrate differences in opinion is to include the Vote tally from CGTF members in the Warrant Article. This will show as appropriate, the CGTF discussion and decision(s) may not be a monolith.
 3. RV will add the vote results as applicable to the final document.
 4. Group discussion around structure of the document and updates being included.
3. Received Town Counsel Feedback – LIVE – RV uploaded to share drive at 9:57am.
 - a. Review of [#43] document provided by Town Counsel
 - i. Article 28, Town Clerk
 1. Review and discussion of Town Clerk article and what additional questions need to go to Town Counsel. i.e. Home rule petition, existing language, end of current term provision.
 2. Preference –text as written, and if possible – “this change will go into effect at the expiration of the term of the current elected incumbent unless sooner resignation or retirement”.
 - ii. Budget (applicable Warrant Article)
 1. Discussion of the date CGTF will recommend of the draft budget submission to Finance Committee. [Consensus December 31st of the year prior to Annual Town Meeting]
 - iii. Article 30
 1. CGTF will add the 14-day Warrant Book publication to this article. [as previously discussed]
 - b. Review of Town Administrator [TA] Feedback from Town Counsel [#77]
 - i. Group discussion re: Town Counsel comments/feedback
 - ii. Discussion on TA role and hiring authority of elected vs. appointed boards
 - iii. Discussion over Town Hall premises and control by TA [i.e. working conditions within Town Hall]. General discussion about specific language regarding Schools, org charts, operations, and how general vs. specific language should be in the documentation.
 1. Discussion over “provide input” vs. “facilitate” on TA in personnel review process. Goal of CGTF to have “Provide Input” – group consensus.
 2. Further discussion over differences in line item 3.3.2 and performance reviews vs. language in line item 3.3.3.c. [both relevant to applicable document working copy].
 - a. Open questions: Is there an employee that reports to a board – but not by Statute? Who does their review? Is it the TA?
 3. Group Conclusion – add to 3.3.3.c – “but are not otherwise reviewed by the Town Administrator”. [also submit clarifying questions to Town Counsel]
 - iv. Land Use
 1. Motion to remove 3.3.9 by JB. “TA shall be responsible for developing, publishing, and maintaining land-use/permitting process flow charts for residents” – and seconded by PA [including making it a recommendation].
 2. Vote: PA – Yes, JB – Yes, KD – Yes, RM – Yes, RV – Yes.
 4. Other
 - a. FinCom meeting this evening. RM requested clean copy of Warrant Article / group documentation to be prepared for meeting. [Update – FinCom does not have an agenda posted for this evening, so this conversation may be moot. RV will send latest language to FinCom].

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- b. RV cleaned up document and has left document in working folder – which can be available for download.
5. Meeting adjournment
- a. KD Motion to adjourn at 11:37am, 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