

Carlisle Governance Task Force

Thursday March 17, 2022

MINUTES

Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Friday March 17, 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: Paul Anagnostopoulos, James Bohn, Brian Cruise, RJ Mathew and Rebekah Vieira. Kyle Dalbec and Vanessa Moroney were not in attendance. Tom Harrington (Town Counsel) was present for a portion of the meeting.

1. Rebekah Vieira called the meeting to order at 9:05 am.
2. James Bohn assumed the role of minute taker.
3. Minutes
 - a. The Task Force considered the minutes of the February 14, 2022 meeting. 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”, Brian Cruise voting “yes”, RJ Mathew voting “yes” and Rebekah Vieira voting “yes”.
 - b. The Task Force considered the minutes of the February 28, 2022 meeting. Paul Anagnostopoulos moved for approval, Brian Cruise seconded. The minutes were approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, Brian Cruise voting “yes”, RJ Mathew abstained and Rebekah Vieira voting “yes”.
 - c. The Task Force considered the minutes of the March 4, 2022 meeting. Paul Anagnostopoulos moved for approval, RJ Mathew seconded. The minutes were approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, RJ Mathew voting “yes” and Rebekah Vieira voting “yes”. Brian Cruise was absent at the time of the vote.
 - d. The Task Force considered the minutes of the March 10, 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”, RJ Mathew voting “yes” and Rebekah Vieira voting “yes”. Brian Cruise was absent at the time of the vote.
4. Select Board submission
 - a. The Task Force discussed the timing of the submission to the Select Board. Rebekah Vieira stated that the submission was due today. Some members indicated that it was not clear what the Select Board would do at the March 22 meeting.
5. Budget Process Rationale
 - a. The Task Force reviewed and made edits to the rationale for the article concerning the budgeting process.
 - b. James Bohn indicated that the wording should be more positive.
 - c. The Task Force debated the issue that the budgeting warrant article addressed.

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- d. Rebekah Vieira uploaded emails from Jim Darr (Finance Committee). The emails indicated that Mr. Darr objected to the “mutually agreeable” language in the article.
- e. RJ Mathew left the meeting to contact Jim Darr. He confirmed Jim Darr’s objection to the language in the article.
- f. The Task Force discussed the provision concerning the deadline for the submission of the draft budget. Brian Cruise suggested the requirement be set at 120 days before town meeting.
- g. James Bohn questioned how far in advance town meeting dates are set.

Tom Harrington joined the meeting at 10:30

6. Town Administrator Warrant Article

- a. The Task Force and Town Counsel discussed the Town Administrator warrant article.
- b. Revisions were made to sections of the article dealing with performance reviews.
- c. Revisions were made to the section concerning the Town Administrator’s responsibilities concerning operating systems and facilities.

Tom Harrington left the meeting at 11:25

Brian Cruise left the meeting at 11:28

7. Budget Process Rationale

- a. The Task Force returned to editing the budget process warrant article rationale.

8. Select Board Submission

- a. Rebekah Vieira stated that she will submit the articles with Tom Harrington’s revisions to the Select Board.
- b. Rebekah Vieira stated that she will submit the rationales to the Select Board.

9. Adjournment

- a. James Bohn moved for adjournment, Paul Anagnostopoulos seconded. The motion to adjourn was approved by roll call vote with Paul Anagnostopoulos voting “yes”, James Bohn voting “yes”, RJ Mathew voting “yes” and Rebekah Vieira voting “yes”.
- a. The meeting adjourned at 11:59 am

Documents considered by the Task Force in the March 17, 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 April 1, 2022