

Meeting Date: 01-Apr-2022

Meeting Start Time: 9:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **07-April-2022**

Attendees:

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

Other Attendees: Wayne Davis, Nancy Pierce (Carlisle Mosquito)

Meeting called to order at 9:02am with four members present: JB, BC, KD, and RV.

1. General Administrative items

- a. Nancy Pierce joined at 9:04am
- b. CGTF Minutes approvals
 - i. Team discussion and review of outstanding minutes to be approved.
 - ii. PA joined at 9:10am. RM joined at 9:13am. Wayne Davis joined at 9:14am.
 - iii. Minutes from March 14th – KD Motion to approve, seconded by PA.
 1. PA – Yes, JB – Yes, KD – Yes, BC – Abstain, RM – Abstain, RV – Yes
 2. KD to submit to Town Clerk.
 - iv. Minutes from March 10th
 1. Minor modifications discussed. JB moves to approve, with minor modifications, PA seconded.
 2. PA – Yes, JB – Yes, BC – Yes, KD – Abstain, RM – Yes, RV – Yes
 3. RM to submit to Town Clerk.
 - v. Minutes from 24-March – file corrupted, needs to be reloaded.
 - vi. Minutes from 17-March
 1. PA motions to approve, JB seconded.
 2. PA – Yes, JB – Yes, BC – Yes, KD – Abstain, RM – Yes, RV – Yes

2. Open Discussion

- a. Message from WD – Warrant Articles from CGTF need motions. Encouraged CGTF to write / finalize motions, then begin working with applicable Town boards to communicate what CGTF is doing.
- b. Lessons Learned and Recommendations – request from RV to submit these to her, only received thus far from JB.
 - i. These items will be reviewed and discussed next week.
 - ii. General discussion around what information we would like to collect and summarize into the report and for future CGTF groups.
 - iii. Example Lesson Learned – earlier involvement of Town Counsel in drafting of Warrant Articles.
 - iv. Commentary – Select Board involvement and alignment needs to be reviewed.

1. WD observation – documenting observations and review of events / barriers from CGTF will be very helpful for the Town moving forward.
 - c. For Discussion – JB report template
 - i. Document shared by JB and presented, located in 04-01-2022 for discussion folder. “Findings_Recommendations_Draft”
 - ii. Document draft/outlined reviewed by JB. Suggestion for how to present our findings and proposals in a logical manner. [including research process, alternative viewpoints, etc.]
 - iii. Team discussion on outline and JB proposal.
 1. WD – Select Board would like to see the “case for change” and the logic behind our recommendations.
 2. Outline proposed by JB may be a good solution to the resistance we have encountered for our recommendations.
 3. Team discussion on OML, communication/alignment, and project execution. Further discussion around time constraints that the CGTF faced.
 4. KD left meeting at 9:57am.
 - d. Additional discussion [minutes taken from here by PA]
 - i. Group discussion on Open Meeting Law, Town Counsel, and the ways in which Carlisle committees work.
 - ii. Open discussion on how to write the motions for the two CGTF warrant articles. BC objected to the fact that the new bylaw wording is not included in the Warrant book. BC will draft motions, send to RV, and eventually go to Town Counsel.
 - iii. CGTF FinCom warrant article discussed and what needs to be included in it vs. what will serve as recommendations.
 - iv. RV will review the organization of the final report with JB’s “Findings_Recommendations_Draft” outline in mind.
 1. All CGTF members to compile a list of lessons learned and a list of recommendations, both for the final report.
 - v. JB told the meeting that he will not continue after June. RJ said he is not sure. PA said that he will continue. RV said that she will continue. BC said that he will continue, as long as we work on the same issues.
3. Meeting Closure
 - a. Motion to Adjourn by PA, seconded by JB.
 - b. Vote: PA – Yes, JB – Yes, BC – Yes, RM – Yes, RV – Yes.
 - i. Meeting adjourned at 10:50 AM.

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