

CARLISLE GOVERNANCE TASK FORCE

Friday, July 1, 2022

Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney

Approved on: 8/22/2022

The Carlisle Governance Task Force met on Friday, July 1, 2022. The meeting took place by Zoom video conferencing and was recorded. The meeting was scheduled to begin at 9:00am. Task Force members present: Brian Cruise, Kyle Dalbec, Vanessa Moroney and Rebekah Vieira. Absent: Paul Anagnostopoulos. Kate Reid, Select Board member, was in attendance.

1. Vieira called the meeting to order at 9:05am.
2. Approval of Minutes
 - a. 5/12/22 meeting: Approved. **MOTION:** Dalbec moved to approve the minutes of 5/12/22. **SECOND:** Moroney. **ROLL CALL VOTE:** Cruise, yes; Dalbec, yes; Moroney, yes; Vieira, yes. (Anagnostopoulos, not present)
 - b. 6/9/22 meeting: No action. Anagnostopoulos must be present in order to approve.
 - c. 6/16/22 meeting: No action. Vieira will watch the video of the meeting so that it can be approved with a quorum.
3. Select Board liaison update by Kate Reid
 - a. Reid provided the Task Force with an overview of the new Town Administrator hire. She relayed that the SB has a goal to forecast 5-10 years out; they feel optimistic about getting more work done as they will be able to delegate more work to the TA.
 - b. When discussing the CGTF proposed bylaw for the Town Administrator position, the Task Force communicated that the bylaw is remains necessary regardless of who is in the role.
 - c. Reid agreed to speak with SB Chair Barney Arnold about the deadline for the warrant articles for the 10/17/22 Special Town Meeting.
 - d. The general consensus is that the bylaw pertaining to the requirement to hold a Fall Town Meeting might not necessarily be moved at the 10/17 STM.
 - e. There was no discussion of any changes needed related to the bylaw pertaining to the appointment of the Town Clerk.
 - f. The draft bylaw pertaining to the budgeting process still needs work. Vieira and Cruise will be in touch with Melissa McMorro and Aaron D'Elia from FinCom.

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- g. The next meeting of the CGTF will be Thursday, 7/14 @ 9am. (There is the potential for a Thursday, 7/21 meeting, but only if it can be conducted via Zoom.)
 - h. Reid indicated that the SB tentatively plans to hold meetings on 8/8 and 8/22.
 - i. For the SB meeting of 7/12, as the liaison to CGTF, Reid will make sure the CGTF warrant articles are in the SB meeting packet. She will ask for comments and questions from the SB.
4. Ongoing document work
- a. Cruise uploaded to the main folder on SharePoint a PDF of the most current proposed warrant articles: [proposed warrant articles 3-17-22 clean.pdf](#)
 - i. This document contains these proposed articles:
 1. ARTICLE 26 – Town Administrator Bylaw Adoption
 2. ARTICLE 27 – Appointed Town Clerk
 3. ARTICLE 28 – Preparation of Annual Budget
 4. ARTICLE 29 – Bylaw Amendment Fall Town Meeting
 5. ARTICLE 30 – Annual Report on Town Governance Task Force
 6. ARTICLE 31 – Term of Town Governance Task Force
 - b. CGTF members will continue to work independently on drafting assigned sections of the recommendations portion of the final CGTF report.
5. Adjourn
- a. **MOTION:** Cruise moved to adjourn at 10:20am. **SECOND:** Dalbec. **ROLL CALL VOTE:** Cruise, yes; Dalbec, yes; Moroney, yes; Vieira, yes. (Anagnostopoulos not present)