

CARLISLE GOVERNANCE TASK FORCE

Thursday, July 21, 2022
Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney
Approved on: 9/1/2022

The Carlisle Governance Task Force met on Thursday, July 21, 2022. The meeting took place by Zoom video conferencing and was recorded. The meeting was scheduled to begin at 9:30am. Task Force members present: Paul Anagnostopoulos, Brian Cruise, Vanessa Moroney and Rebekah Vieira. Absent: Kyle Dalbec. Kate Reid, Select Board member, was in attendance.

1. Vieira called the meeting to order at 9:45am.
2. Approval of Minutes
 - a. 6/16/22 meeting: Approved as amended (Vieira watched the video of the meeting.) Anagnostopoulos will make small corrections of adding date and name of minute taker. **MOTION:** Cruise moved to approve the minutes of 6/16/22. **SECOND:** Moroney. **ROLL CALL VOTE:** Anagnostopoulos, yes; Cruise, yes; Moroney, yes; Vieira, yes. (Dalbec, not present)
 - b. 7/1/22 meeting: No action. Dalbec must be present in order to approve.
 - c. 7/14/22 meeting: Approved with amendment to reference “long-term facility maintenance.” **MOTION:** Cruise moved to approve the minutes of 7/14/22. **SECOND:** Moroney. **ROLL CALL VOTE:** Anagnostopoulos, yes; Cruise, yes; Moroney, yes; Vieira, yes. (Dalbec, not present)
3. General Feedback and Feedback from Boards
 - a. FinCom: A newly formed subcommittee comprised of Vieira, Cruise, Aaron D’Ella and Melissa McMorrow will try to schedule a meeting for the first week of August in order to work on the Budget Bylaw for STM in October. The proposed time of this meeting will be Thursday, 8/4 at 7pm. Kate Reid will try to attend as well.
 - b. Personnel bylaw: This was new in June 2021. The Personnel Board (note “Board” bylaw, not Personnel Bylaw) Bylaw’s status is in question. It seems to be from 2017. Kate Reid will look into the discrepancy and report back.
4. Personnel Bylaw and Personnel Board Bylaw discussion
 - a. Vieira had compiled some changes and uploaded them into the 7/21/22 meeting discussion folder on SharePoint.

CARLISLE GOVERNANCE TASK FORCE

Thursday, July 21, 2022

Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney

Approved on: 9/1/2022

- b. After extensive discussion about discrepancies between the Personnel Bylaw and the Personnel Board Bylaw and the references made between them, it was determined by the Task Force in conjunction with Kate Reid that the issue is really something that the Select Board needs to ask Town Counsel to address for the Fall STM.
 - c. Cruise explained that normally a personnel bylaw includes the details of all wages, classifications, steps, etc. If Towns consolidate policy into one bylaw, then it is not necessary to involve the Attorney General for simple policy changes every time.
 - d. The general feeling was that 3.25 should be put back into 15, and no one was really sure how it came to stand on its own. This is something for Town Counsel to grapple with; not a committee. The Select Board needs to address this with Town Counsel.
 - e. A warrant article maybe be required to remove 3.25, but the Task Force consensus, with Kate Reid in agreement, is that this should be a Select Board sponsored warrant article; not a Governance Task Force article.
 - f. The group consensus was that it makes much more sense to wait for the new Town Administrator and the new Assistant Town Administrator to come on board prior to determining final organization of roles, as suggested by Kate Reid. Cruise reiterated that there is no requirement to have a Personnel Board; this function can just be folded into staff.
 - g. The HR function bylaw should now become a recommendation; not a bylaw. The Task Force can limit the recommendation to show that Human Resources management should be under 1 person, and that the bylaws must be continuously reviewed and amended as needed over time.
 - h. The discussion ended with the summary that there is conflict between the two bylaws: Personnel and Personnel Board, and that the Select Board is responsible for fixing this.
5. No work was done regarding drafting of the final report.

CARLISLE GOVERNANCE TASK FORCE

Thursday, July 21, 2022
Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney
Approved on: 9/1/2022

6. Possible dates for next meetings
 - a. The Task Force will post for a meeting on either 7/28/22 or 7/29/22 depending on Dalbec's schedule in order to have a quorum. Vieira will be absent this week.
 - b. The Task Force will post for a meeting on either 8/4/22 or 8/5/22 depending on Dalbec's schedule in order to have a quorum. Moroney will be absent this week.
 - c. The Task Force will plan to meet per its usual schedule on 8/11/22.

7. Adjourn
 - a. **MOTION:** Moroney moved to adjourn at 11:04am. **SECOND:** Anagnostopoulos.
ROLL CALL VOTE: Anagnostopoulos yes; Cruise, yes; Moroney, yes; Vieira, yes.
(Dalbec not present)