

**Meeting Date:** 22-Aug-2022

**Meeting Start Time:** 1:00pm EST

**Meeting Location:** Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **15-Sept-2022**

**Attendees:**

CGTF Members: Chair, Rebekah Vieira; Member, Brian Cruise; Member, Kyle Dalbec; Member, Vanessa Moroney

Other Attendees: Kate Reid (Select Board)

Meeting called to order at 1:04pm with four members present: BC, KD, VM, and RV (plus KR).

1. Minutes approval
  - a. 11-Aug-2022 – VM to submit draft minutes to team for approval
  - b. 09-June-2022 – KD to review and send approval (or comments) to RV over email
  - c. 01-July-2022 – KD motions to approve minutes, seconded by BC.
    - i. Vote: BC – Yes, KD – Yes, VM – Yes, RV – Yes
    - ii. VM to submit to Town Clerk
2. General session
  - a. Kate Reid update – FinCom had a meeting last week with KR in attendance
    - i. Still pushback on suggestions from CGTF for updates to budgeting process. Yet, CGTF maintains that budgeting process remains cumbersome from the viewpoint of other departments.
    - ii. (Historical precedent) Pre-COVID, all committees have taken their stance/perspective on all Warrant Articles. Since COVID, that rigor has lapsed. Going to the various Town committees to get their stance on proposed CGTF Warrant Articles would be an option for CGTF to pursue.
    - iii. KR reminded CGTF that the team proposed recommendations re: budgeting & finance are:
      1. In-line with the Select Board goal of “streamlining the budgeting process” and
      2. “In accordance with the Carlisle Master Plan”
    - iv. Open group debate about how much to CGTF to advocate/politic for our proposal(s) [in general but specific to budget process].
      1. Open discussion re: How much is it within our charter to “lobby” for these proposals and suggestions we find?
      2. It may be necessary for Select Board to drive FinCom to include this proposal on the Warrant regardless of their position.
      3. When CGTF speaks to Select Board, FinCom, and/or the public at a Town Meeting, KR recommends the need to articulate the following:
        - a. What is the problem we are trying to solve?
        - b. Find best practices in town as similar to Carlisle as possible
        - c. CGTF recommendations are in harmony Select Board goals, and Carlisle Master Plan objectives.

- v. Group discussion on the vagaries of the Finance Director and the state statutes surrounding. [typically Towns the size of Carlisle do not have a Finance Director]
  - b. CGTF will be presenting at the next Select Board on 29-Aug. We have not received feedback from FinCom since the last outreach.
    - i. Next CGTF meeting, 24-Aug at 7pm. Select Board would like a draft of our proposal / rationale prior to their meeting on 29-Aug.
    - ii. Open discussion on whether or not to include references to other towns. Does it really matter to list/reference other towns?
      1. Very salient points from BC on the relevance on including references to other towns.
      2. KR – the logic extolled by BC should be included in the report. i.e. we didn't make up the problem, and we didn't make up the solution.
      3. RV – final report draft is still sitting in top level folder. The rationales for this warrant and subsequent reasoning are in there.
      4. Group consensus: We are not advocating a full change in the budgeting process. We are changing HOW FinCom gets their information. We are not changing FinComs authority in any way.
  - c. Report Drafting
    - i. BC – final draft has been completed. See: Select Board Policy Planning\_v.5\_redline
      1. Action Item for KD to include data/information from Survey to support note #8 from BC.
      2. General discussion over BC draft and language within.
    - ii. VM – Unfinished Business draft report
      1. KR – no policy in town about taking and approving minutes. You don't HAVE to submit them. BC – this would need a by-law change to have all boards follow this policy. Assessors, Planning Board, etc. KR – let's make it a policy to start, maybe move to by-law in time.
      2. Edits made live to 8-22 version of the file in working folder.
      3. Bullet point #8: Add "policy" to go with by-laws. Both of these need a cadence for review. Vanessa will complete review and edit of this document.
3. Meeting Closure
- a. Motion to Adjourn by VM at 2:29pm, seconded by KD.
  - b. Vote: BC – Yes, KD – Yes, VM – Yes, RV – Yes.
    - i. Meeting adjourned at 2:30 PM.

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