

Meeting Date: 15-Sep-2022

Meeting Start Time: 9:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **22-Sep-2022**

Attendees:

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

Other Attendees: None

Meeting called to order at 9:03am with five members present: PA, BC, KD, VM, and RV.

1. Minutes Approval

- a. June 9th – needs appropriate reference information and language found standard at bottom of CGTF minutes for electronic filing.
 - i. KD makes motion with to approve with aforementioned information added. Seconded by VM.
 - ii. Vote: PA – Yes, BC – Abstain, KD – Yes, VM – Yes, RV – Yes
 - iii. PA will finalize and submit to Town Clerk.
- b. August 4th – meeting was cancelled. No minutes necessary.
- c. August 22nd
 - i. VM motions to approve minutes. Seconded by KD.
 - ii. Vote: PA – Abstain, BC – Yes, KD – Yes, VM – Yes, RV – Yes
 - iii. KD will submit to Town Clerk.
- d. August 25th
 - i. KD motions to approve minutes. Seconded by BC.
 - ii. Vote: PA – Abstain, BC – Yes, KD – Yes, VM – Yes, RV – Yes
 - iii. VM will submit to Town Clerk.
- e. September 8th
 - i. BC motions to approve minutes. Seconded by VM.
 - ii. Vote: PA – Yes, BC – Yes, KD – Abstain, VM – Yes, RV – Yes

2. Updates from other committees

- a. N/A – none discussed.

3. Final Report and Recommendations

- a. File for meeting edited and uploaded from RV into 15-Sept “For Discussion” folder.
- b. Real time editing of document by team:
 - i. Discussion over superfluous use of “outreach” for CGTF Survey. Consensus to remove due to only one survey having been pursued by CGTF.
 - ii. Other menagerie of edits requested and discussed.

- iii. Group discussion re: construction and layout of document; i.e. breaking sections into appropriate sub-sections.
 - c. Management of Citations, Footnotes, etc.
 - i. Substantial amount of work that needs to be finished for completeness of document; work that needs to be divided amongst the team.
 - ii. General discussion over what footnotes, supporting evidence, etc. will be required for report completion.
 - iii. Specific discussion over what additional data cuts (from CGTF Survey) would be necessary to augment the report.
 - 1. Consensus conclusion: Unless pursued for all questions, not appropriate to do one-off data analyses. Data from survey will be made available as part of CGTF completion.
 - iv. Once edits were completed - “Meeting final”, clean document, was uploaded to Sharepoint.
 - 1. Work should continue from this document moving forward.
 - v. Group discussion over division of labor for outstanding work needed. For the next team meeting – primary responsible will be KD and PA.
 - 1. KD responsible for Citations for Survey questions; PA responsible for Interview related items.
 - a. Footnotes will be added as appropriate. KD and PA to make edits and send to RV. Don’t track changes.
 - vi. Spirited future discussion will be had on numbering and sectioning schema of the document at a later meeting.
 - d. Next CGTF meeting – planned for Thursday, September 22nd
4. Meeting Closure
- a. Motion to Adjourn by KD at 9:49am, seconded by PA.
 - b. Vote: PA – Yes, BC – Yes, KD – Yes, VM – Yes, RV – Yes.
 - i. Meeting adjourned at 9:50am.

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