

Meeting Date: 29-Sep-2022

Meeting Start Time: 10:00am EST

Meeting Location: Remote [held on Zoom]

Minutes submitted by: **Kyle Dalbec**

Minutes approved on: **06-October-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 10:04am with four members present: PA, KD, VM, and RV.

1. Minutes Approval
 - a. Postponed until next meeting.
2. Review of Draft Final Document
 - a. Process of review started with highlights / changes from RV document. [sent via email to CGTF team]
 - b. Live review of document changes, areas for discussion. RV to make changes as discussed live, in an offline file that will be circulated after the meeting for final review.
 - c. Review of document comments, pronouns, and other menagerie of items related to the readability, cohesiveness, and flow of the final document.
 - d. BC joined the meeting at 10:14am.
 - e. Cross document formatting (indentations, capitalizations, etc.), style, consistency, etc. reviewed to make sure consistency pervades the document.
 - i. Naming conventions reviewed to match within the document.
 - f. Worked through appropriate references to make sure other towns (and posterity) can read and understand the references within the document. (i.e. changing “Mosquito” to “the *Carlisle Mosquito*”).
 - g. Group discussion around modification of the Task Force recommendation of posting minutes online by clarifying that this is not a reflection of the Town Clerk, but of the committees who do not provide/submit minutes.
 - h. KD departed at 11:00am
 - i. Further discussion and review of document until end of document was reached.
 - i. Final formatting changes to be incorporated for report closure.
3. Meeting Closure
 - a. Motion to Adjourn by VM at 11:33am, seconded by PA.
 - b. Vote: PA – Yes, BC – Yes, VM – Yes, RV – Yes.
 - i. Meeting adjourned at 11:33am.

Task Force working documents may be viewed at this link:

<https://carlislema.sharepoint.com/sites/GovernanceTaskForce/Shared%20Documents/Forms/AllItems.aspx?viewid=3aa>

Carlisle Governance Task Force – Minutes [29-Sep-2022]

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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