

TOWN GOVERNANCE TASK FORCE

August 20, 2021

9:00 am

Remote Meeting – Teleconference*
Open to the Public**

Agenda***

9:00 am Open Meeting, Identify Minute Taker, Review Agenda

9:05 am Approve Minutes from 7/20/2021 and 8/5/2021

9:10 am Task Force Operating Norms

Task Delegation – Minutes, Agenda, Scheduling, Public Relations, etc.

9:40 am Technology Updates and Responsibilities / OML Updates

10:00 Scope

Continue discussion from 8/5 meeting – define “mission” for the task

10:30 am Methodology

Information Gathering – Other towns, old governance reports, Master Steering, etc.

Interviews – Confirm 2 rounds are desired, identify 1st and 2nd round interviewees, who will arrange and/or conduct

Reporting and Timeline - How do we compile/report results? To whom (do we desire/need to provide interim reports to any other bodies)?

10:55 am Review Action Items for Members

10:59 am Adjourn

Notes

* To join the meeting online via Zoom, use this link:

<https://us02web.zoom.us/j/81298673385?pwd=dnNnUk55c0tvVExxUmFk5mdWhiUT09>

Meeting ID: 812 9867 3385; Passcode: 025124

Or dial by phone +1 929 205 6099 Meeting ID: 812 9867 3385; Passcode: 025124

** Task Force working documents may be viewed at this link [Task Force Public Docs](#) or accessed via the Task Force webpage at the Town Website ([CarlisleMA.gov](#)) by navigating to Town Government > Committees > Town Governance Task Force.

*** The meeting agenda lists all topics reasonably anticipated by the Chair at the time of posting. Agenda times are approximate, and items may be taken up out of order to facilitate the use of time.