

## TOWN GOVERNANCE TASK FORCE

September 16, 2021

9:00 am

Remote Meeting – Teleconference\*

Open to the Public\*\*

### Agenda\*\*\*

9:00 am Open Meeting, Confirm Minute Taker (Kyle Dalbec), Review Agenda

9:05 am Approve Minutes from 8/5/2021, 8/20/2021, 8/27/2021, 9/2/2021, 9/9/2021, and 9/13/2021

9:20 am Initial Information Gathering

1. Finalize initial questions
  - a. Number of questions
  - b. Content of questions
  - c. Vote to approve questions
2. Finalize collection methods
  - a. Mail
  - b. Email
  - c. Web
  - d. Other??
  - e. Vote to approve collection methods

10:30 am Project Management and Timeline Establishment Approach Discussion

10:45 am Interview Scheduling Process

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/82408834435?pwd=a3QrdHB2cFBrSHlydmFnN2Fjb2ptZz09>

Meeting ID: 824 0883 4435

Passcode: CGTF2021

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\*\* 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.