

**Carlisle Governance Task Force**  
Tuesday, July 20, 2021 – 7pm  
Clark Room – Town Hall  
66 Westford Street, Carlisle, MA 01741

**MINUTES**

The Carlisle Governance Task Force held its first meeting on Tuesday, July 20, 2021 at 7pm in the Clark Room at the Carlisle Town Hall. Present were Task Force members Brian Cruise, Paul Anagnostopoulos, Emily Lawson, Jim Bohn, Kyle Dalbec, RJ Mathew, and Vanessa Moroney. Also present were Wayne Davis (Town Moderator) and Chris Li (Mosquito Reporter).

1. Wayne Davis called the meeting to order at 7:03 pm.
2. All Task Force members were asked to introduce themselves.
3. Wayne gave a brief overview of what the “Carlisle 2000 Task Force” addressed during its active period from approximately 1996-1998. The composition of the Select Board was changed from 3 to 5 members, and the Town Treasurer was changed from an elected position to an appointed position. Since then, over the years, efforts to improve the efficiency of the Town have been made on a case by case basis including things such as the creation of the Municipal Facilities Committee, the creation of FinTeam, and occasional discussions about where it might make sense to regionalize operations.
4. There was extensive discussion about Open Meeting Law (OML) and Public Records. The Task Force was reminded that the Town Clerk, Peggy Wang, has provided detailed instructions on how to properly post an agenda and how to take and file minutes, etc. If there is a subcommittee, that becomes a public body and OML applies. As such, a “subgroup” should consist of only one person. It was noted that Wayne Davis is not actual member of the Task Force, so the number of members is 7. The quorum for the Task Force is 4 members.
5. SharePoint will be utilized as a cloud repository for Task Force files. Anything posted in the repository automatically becomes public record. Emily Lawson volunteered to manage this resource for the group.
6. Wayne Davis reviewed 7 “best practices” for a governance task force based on the success of the recent efforts of the task force for the town of Sherborn:
  - a. Committee composition and leadership
  - b. Starting the process with questions, not answers
  - c. Stakeholder involvement from the very beginning: town employees, elected and appointed officials, and town residents. Stakeholders should be asked:
    - i. Demographic information
    - ii. What works well
    - iii. What doesn’t work well
    - iv. What would make things better
  - d. Course of action: divide, conquer, report, and prioritize
  - e. Healthy tension between naïve skepticism and pragmatic reality
  - f. Research: identify peer group of towns to interview

- g. Extensive stakeholder involvement campaign
7. Next meeting: Emily Lawson volunteered to create a Doodle poll to see when the group could meet next. It was decided to schedule the next 3 meetings, on an every other week basis for the next 6 weeks. Meetings may need to be a mix of in-person and Zoom in order for all members to be able to attend.
  8. The election of a Task Force Chair and Vice Chair will be conducted at the next meeting. The role of Secretary will be shared by all other members on a rotating basis.
  9. The Task Force needs guidance from Town Counsel on how OML requirements impact the use of shared documents.
  10. In the absence of a Chair, Wayne Davis volunteered to post the next meeting once the date is determined.
  11. In order to start the Task Force strategy discussion, it was agreed that all members would come to the next meeting with a one page document of their brainstorm about how they would envision tackling the commencement of Task Force work. Each member will be given up to 5 minutes of uninterrupted time to explain their thoughts. Once all members have had a chance to present their ideas, the floor will be open for discussion. From that point, the Task Force will capture the points which the group overwhelmingly agrees upon and will build on that consensus going forward.
  12. Agenda items for the next meeting:
    - a. Presentations on individuals' initial strategy brainstorm
    - b. Election of Chair and Vice Chair
    - c. Initial planning organization discussion
    - d. "Team norms" – how the group will manage meetings and group expectations
    - e. SharePoint overview
    - f. Housekeeping
    - g. Draft agenda items for the following meeting
  13. A motion was made and seconded to close the meeting. The **VOTE** to adjourn was NO, unanimously.
  14. At 9:30pm, a motion to adjourn was made by Jim Bohn, seconded by Vanessa Moroney, and the **VOTE** was unanimous.