

Carlisle Governance Task Force
Friday, August 5, 2021

Approved on: September 16, 2021

MINUTES*

Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Friday August 5, 2021. The meeting took place remotely facilitated by Zoom video conferencing and was recorded. The meeting was scheduled to begin at 11:00am. Present were Task Force members Paul Anagnostopolous, James Bohn, Brian Cruise, Kyle Dalbec, RJ Mathew, Vanessa Moroney, and Rebekah Vieira. Also in attendance was Wayne Davis, Town Moderator, ex officio, serving as chair until election of the Chair.

1. Open Meeting, Review Agenda, Introduce New Member
 - a. Wayne Davis calls the meeting to order at approximately 11:00am
 - b. Welcome and Introduction of New Member: Rebekah Vieira.
 - c. Regarding Second Agenda Item Bohn proposes reorganization of the agenda and hold the election of the chair after a planning session. Moroney supports. Vieira agrees to take minutes.
 - d. Review of the Minutes from 7/20/2021. Anagnostopolous moves to approve the minutes from 7/20/2021, no second. Cruise requests a revision to reflect a request to adjourn that was voted down. Moroney agrees to revise the minutes and resubmit

2. Initial Planning Organization Discussion
 - a. Member Proposals:
 - i. Bohn presents his proposal – establish 3 teams with assigned Departments/Boards/Committees, and Chair would float and not be on an assigned team
 - ii. Dalbec presents his proposal – use DMAIC (Six Sigma method) to develop the project plan and implementation
 - iii. Moroney presents her proposal – research, outreach, synthesize, finalize report
 - iv. Anagnostopolous presents his proposal – establish scope, interview, implement
 - v. Cruise presents his proposal – establish scope, gather feedback (no assigned interview teams to avoid creating a subcommittee which would be cumbersome), compare with other towns, resolve the question of whether we are proposing or promoting or both
 - vi. Mathew Presents his proposal – review, renew, and revitalize the existing framework
 - vii. Vieira does not have a proposal, asks about budget, can we request some expenses

 - b. Wayne contributes:
 - (i) that he agrees with Cruise that the appointment of permanent interviewer teams may create a subcommittee and create OML issues
 - (ii) Cory Kissinger will provide Master Planning Steering Committee Documents as a resource

Carlisle Governance Task Force
Friday, August 5, 2021

(iii) Jerry Lerman will share additional information

c. Discussion Regarding Path Forward:

- (i) Moroney proposes that we give feedback on the presentations
- (ii) Anagnostopolous wants to establish a clear answer to the question “What do we do?”
- (iii) Members discuss how to establish the scope of the assigned task and what are we telling the public we are doing?
- (iv) Hold a 1st round of interviews and get public input, further define and more in-depth interviews
- (v) Chair will be point person – upload documents, field conversations, relations with other departments/groups, but not a hierarchy.

3. Election of Chair and Vice Chair

a. Motions to nominate chair

- (i) Mathew Nominates Vieira to serve as Chair
- (ii) Bohn nominates Moroney and Dalbec to serve as Chair
- (iii) Cruise Seconds Moroney to serve as Chair
- (iv) Cruise moves to vote for Moroney to be the Chair
- (v) Bohn Seconds to vote for Moroney to be the Chair
 - i. Discussion regarding perceived benefits and drawbacks of nominees and how the group will communicate through the chair.
 - ii. Moroney withdraws nomination.
- (vi) Roll Call Vote to elect Moroney as Chair – Motion fails Vote 6-1 No

Anagnostopolous – No
Bohn – No
Cruise – Yes
Dalbec – No
Mathew – No
Moroney – No
Vieira – No

- (vii) Bohn nominates Cruise as Chair, but Cruise immediately declines nomination
- (viii) Moroney nominates Vieira as Chair
- (ix) Anagnostopolous seconds nomination of Vieira as Chair
- (x) Roll Call Vote to elect Vieira as Chair – Motion carries Vote 6-1 Yes

Anagnostopolous – Yes
Bohn – Yes
Cruise – No
Dalbec – Yes
Mathew – Yes
Moroney – Yes
Vieira – Yes

**Carlisle Governance Task Force
Friday, August 5, 2021**

- b. Motion to Nominate Vice-Chair
 - (i) Anagnostopolous nominates Moroney as Vice-Chair
 - (ii) Cruise seconds to elect Moroney as Vice-Chair
 - (iii) Roll Call Vote to elect Moroney as Vice-Chair – Motion carries unanimously

Anagnostopolous – Yes
Bohn – Yes
Cruise – Yes
Dalbec – Yes
Mathew – Yes
Moroney – Yes
Vieira – Yes

- 4. “Team Norms ” – how the group will manage meetings and group expectations
 - a. Discussion on meeting times
 - b. Vieira to start new Doodle Poll for next 2 meeting times
- 5. SharePoint Overview**†
 - a. Due to lack of time, this item was truncated to confirm everyone has access to SharePoint and explaining Town Counsel’s opinion on how SharePoint can be used within OML. Other technical logistics were discussed.
- 6. Anagnostopolous motions to adjourn
- 7. Moroney Seconds adjournment
- 8. Roll Call Vote to adjourn carries unanimously
 - Anagnostopolous – Yes
 - Cruise – Yes
 - Mathew – Yes
 - Moroney – Yes
 - Vieira – Yes
- 9. Meeting adjourned at 12:58pm

**Dalbec left meeting at 12:45

†Bohn left the meeting at 12:55

* 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.