

Carlisle Governance Task Force

Friday August 20, 2021

MINUTES

Remote Meeting – Teleconference

The Carlisle Governance Task Force met on Friday, August 20, 2021. The meeting took place by Zoom video conferencing. The meeting was scheduled to begin at 9:00 am. Present were Task Force members Paul Anagnostopoulos, James Bohn, Brian Cruise, Kyle Dalbec, RJ Mathew, Vanessa Moroney and Rebekah Vieira. Also present were Wayne Davis (Carlisle Town Moderator) and Karina Coombs (Carlisle Mosquito Reporter).

1. Rebekah Viera called the meeting to order at 9:02 am.
2. James Bohn volunteered to prepare the minutes for the meeting.
3. Task Force members considered the minutes of the July 20, 2021, meeting. James Bohn moved for approval. Paul Anagnostopoulos seconded. The minutes were approved 6-0 by roll call vote. Paul Anagnostopoulos, James Bohn, Brian Cruise, Kyle Dalbec, RJ Mathew, and Vanessa Moroney voted “yes”. Rebekah Vieira abstained.
4. Task Force Operating Norms
 - a. Minute Taking: Kyle Dalbec volunteered to take minutes at the September 2 meeting. Paul Anagnostopoulos volunteered to take minutes at the next meeting after the September 2 meeting. Rebekah Viera volunteered to compile a list of future minute takers.
 - b. Meeting Times: Rebekah Vieira volunteered to create a Doodle poll or polls regarding meeting times and dates. There was discussion of whether daytime or evening meetings were preferred. Four members (Paul Anagnostopoulos, James Bohn, Brian Cruise, Kyle Dalbec) indicated a preference for evening meetings.
 - c. Public Relations: There was discussion of ideas for communication with the community including town employees. The possibility of doing a survey was discussed as were other means for gathering feedback and information. RJ Mathew volunteered to draft a public relations strategy for presentation at the next Task Force meeting.
5. Technology Updates and Responsibilities / OML
 - a. OML: There was discussion regarding the process for the preparation of documents in compliance with the Open Meeting Law. Wayne Davis volunteered to meet with RJ Mathew regarding the protocol for moving the public relations plan through the preparation, dissemination and revision process in compliance with OML.
 - b. Technology: Paul Anagnostopoulos volunteered to liaison with Bob Falco regarding technology issues including access and usage of SharePoint. Paul Anagnostopoulos also volunteered to keep the SharePoint site organized.

Kyle Dalbec left the meeting at 10:00 am.

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6. Scope

- a. Scope: There was discussion of the scope of work for the Task Force. Topics discussed included: the level of analysis and recommendations; the extent to which the schools are in scope; whether the Task Force should focus on the developing a small or large number of recommendations.

7. Methodology

- a. Information Gathering and Interviews: The Task Force discussed the development of a questionnaire for interviewees and possibly other individuals. There was discussion regarding whether a questionnaire should be provided before or after the initial meeting; whether questions should be open-ended or narrow; and the range of individuals to be contacted. Vanessa Moroney volunteered to draft a cover letter, a questionnaire, and a plan for the distribution of materials to interviewees and potentially others.
- b. Reporting and Timeline: No discussion.

8. Action Items

- a. Rebekah Vieira to prepare Doodle polls of meeting times and organize a Task Force meeting for Friday, August 27, 2021 at 9:00 am.
- b. RJ Mathew to draft a public relations and outreach strategy and discuss OML processes with Wayne Davis. The public relations and outreach strategy to be circulated by August 26 for discussion at the August 27 meeting.
- c. Paul Anagnostopoulos to consult with Bab Falco on technology issues.
- d. Vanessa Moroney to draft a proposal concerning the process for the introduction of the Task Force to stakeholders. The proposal will be on the agenda for the September 2 meeting.

9. Adjournment

- a. Vanessa Moroney moved for adjournment. Brian Cruise seconded. The Task Force voted to adjourn by voice vote with no dissention.
- b. The meeting was adjourned at 10:58 am.

Minutes submitted by James Bohn

Minutes approved on September 16, 2021