

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: September 21, 2021

TIME: 3:10 PM

Structural Change Impact Group

MEETING MINUTES

Thursday, February 18, 2021

Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Paul Rickter, Adam Dash, Anne Helgen, Matt Gasbarro, Vicki Amalfitano, Aaron Pikcilingis, Mark Paolillo, Amy Checkoway

Members absent: none

Other attendees: Assistant Town Administrator Jon Marshall

[Meeting called to order at 8:00am by Chair Travis Franck]

Approval of Prior Meeting Minutes

- Approval of meeting minutes February 4, 2021 (Vote 8-0)

[Mark Paolillo and Amy Checkoway joined the meeting at 8:03am]

Report on the Select Board Presentation

- Travis Franck provided a brief recap of his presentation to the Select Board on February 8, 2021; as Select Board Member, Adam Dash added his comment that the presentation went well

Idea Matrix – Review Current Status of the List of Reform Ideas

- Discussion ensued regarding the list of reform ideas, including the following points:
 - The version that was included as Appendix A of the February 2021 Report to the Select Board will be posted on town's website.
 - As this list of reform ideas will be a living document, central to this group's work and accessible to the public, discussion ensued regarding organizing and formatting to make the document more useful. Discussion including the following suggestions:
 - Anne Helgen suggested sorting based on status (such as "Implemented" vs "In Progress")
 - Paul Rickter suggested color-coding the status
 - Vicki Amalfitano suggested adding a column to track submission date
- **Next steps:** Mark Paolillo, Anne Helgen, and Aaron Pikcilingis to work on organizing and formatting the list of reform ideas
- Discussion ensued regarding how we technically process the new ideas that this group receives, i.e., how we get them into the matrix.
 - Decision was made to use the web survey form to consolidate ideas that we receive from other channels. Output from the web survey form will then be used to populate the matrix.

Discussion of Web Survey Form

- Paul Rickter shared the latest draft of the web survey form, available at tinyurl.com/BelmontChange
 - Key changes made since last meeting include:
 - Introduction/instructions has been rewritten

- Idea Description text box has been enlarged, to convey the intention that ideas be written out without any length limitation
- Discussion ensued regarding the web survey form, including the following points:
 - It would be helpful to have some acknowledgement after clicking 'Submit', such as a confirmation email or a confirmation page, if the functionality allows.
 - Jon Marshall will look into it, but we might be limited to the functionality of this software. If so, we should add a clear statement in the instructions that Submit button does not generate a confirmation.
 - Recommendation to add "Other Improvement" button along with the "New Revenue", "New Efficiency", and "Budget Savings" buttons.

Discussion of Publicity and Outreach regarding Public Forum and Web Survey Form

- Discussion ensued regarding publicizing the group's upcoming Public Form, as well as the web survey form, including the following points:
 - Travis Franck has a BMC interview with Roger Colton next week, so we should have web survey form live before then. Perhaps BMC can include the url on the screen during the interview.
 - Jon Marshall will help create a flyer, and then we should plan to use as many channels as possible to distribute it, including: Town website homepage, Town Meeting Member email list, Town Committee Member email list, School Department email list, and social media posts.
 - Public Forum will be on March 4th. We should create the flyer as soon as possible, since the target date for broad distribution should be a week prior.
- **Next steps:** Anne Helgen and Vicki Amalfitano to work with Jon Marshall to create the flyer

Discussion of Public Meeting Format

- Discussion ensued regarding the format of the Public Meeting to be hosted by the group on March 4th, including the following points:
 - Should have a short presentation (~10 minutes) to start, and the bulk of the forum should be hearing public input
 - The presentation should introduce what SCIG has done to date, and that we are welcoming any and all ideas
 - Should have a whiteboard during the meeting to visibly write ideas as they come in
 - Should have some ground rules and time limits
 - Should define roles of group members during the public forum: presenter, whiteboard writers, host/moderator
- Town resident Max Colice asked that the current list of reform ideas be made available to the public before the public forum
- **Next steps:** Travis Franck, Matt Gasbarro, and Amy Checkoway to organize roles for the public forum

Discussion of Planning and Next Steps

- Travis Franck noted that he will be presenting another update to the Select Board on March 15th

- Discussion ensued regarding how this group moves forward with analyzing the ideas that we already have and the new ideas that we'll receive, i.e., how we ensure that this group is doing the legwork to analyze ideas sufficiently to recommend action.
- Scheduling next meeting dates:
 - March 4th
 - Potential agenda to include: (1) touch base as a group before public forum (i.e., mock presentation), and (2) continuing discussion about best approach to the research and analysis work to be done
 - March 11th
 - Potential agenda to include: debrief on March 4th public forum and prepare for March 15th update to the Select Board
 - March 18th
 - April 1st
 - April 15th
 - April 29th

Discussion of New Business

- Matt Gasbarro shared "Belmont Revenue Generation.pptx"
 - Presentation of proposal for asset-based revenue stream, i.e., monetization of town owned properties

[Vote to adjourn was unanimous; the meeting was adjourned at 9:55am]