

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: September 21, 2021

TIME: 3:10 PM

Structural Change Impact Group

MEETING MINUTES

Thursday, May 20, 2021

Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Paul Rickter, Vicki Amalfitano, Matt Gasbarro, Anne Helgen, Aaron Pikilingis, Amy Checkoway, Brian Antonellis, Mark Paolillo, Norma Massarotti

Members absent: none

Other attendees: none

[Meeting called to order at 8:05am by Chair Travis Franck]

Approval of prior meeting minutes

- **Motion** to approve the meeting minutes from April 29, 2021 (*Vote 8-0 in favor, 1 abstain*)
 - Moved by Anne Helgen, seconded by Vicki Amalfitano
 - In favor: Travis Franck, Vicki Amalfitano, Joe Bernard, Aaron Pikilingis, Anne Helgen, Paul Rickter, Matt Gasbarro, Brian Antonellis
 - Opposed: none
 - Abstain: Amy Checkoway

Update from Working Groups on recent progress

- Discussion commenced with updates from the chairs of each Working Group:
 - Vicki Amalfitano provided a progress update for the Revenue, Budget and Town Services Working Group
 - Aaron Pikilingis provided a progress update for the Regionalization, Consolidation, Outsourcing Working Group
 - Travis Franck provided a progress update for the Personnel, Compensation, Benefits, Retirement Working Group

[Mark Paolillo joined the meeting at 8:15am]

Discussion of any ideas from Matrix that need Working Group coordination (e.g., moving ideas)

- Matt Gasbarro shared document “2021-05-20_SCIG_Projects.xlsx”
- Discussion about matrix management:
 - Agreed that Working Groups can merge ideas that are related and can be researched as a single idea
 - Agreed to move ID-73 (Public Works staffing) to Personnel, Compensation, Benefits, Retirement Working Group and ID-358 (soccer bubble) to Revenue, Budget and Town Services Working Group

Discussion of documenting progress

- Discussion about documenting and reporting progress:
 - Travis Franck will be presenting at Town Meeting Segment B; his slides will serve as documentation of the committee’s progress to date

[Norma Massarotti joined the meeting at 8:28am]

Discussion of what deliverables should be

- Matt Gasbarro shared document “scig_report_-_february_2021_210208.pdf”
- Discussion about deliverables of the committee:
 - Vicki Amalfitano suggested that each Working Group identify their top 10 ideas to proceed with further research and analysis
 - Anne Helgen commented that she has been working on consolidating information from other towns to identify which communities are the most like Belmont
 - Paul Rickter suggested reporting out on some ideas that are easier to bring to completion which can be used as a template for more difficult ideas
 - Norma Massarotti suggested that the committee should bring certain recommendations to the Select Board and School Committee before the committee’s final report is due in December 2021
- While reviewing the committee’s workplan and future deliverables, discussion ensued on the following topics:
 - Whether a prioritized list of ideas should be prioritized by largest impact or easiest wins, or a separate list for each
 - Whether the ending of the governor’s state of emergency affects our ability to hold a public forum virtually instead of in-person
 - When to hold our next public forum, and what the format of it should be
 - When and how to solicit feedback from town employees that would be impacted by any recommended changes

Discussion of Next Steps

- Discussion about next steps:
 - Survey of town employees. We can use the same survey format that we’ve already been using to gather public input to solicit feedback from Town employees specifically and anonymously. Vicki Amalfitano and Paul Rickter will work on distributing the survey to town employees through Human Resources.
 - Public input session. Travis Franck suggested that our next public input session be tentatively scheduled for June 17. Matt Gasbarro suggested that this session should be focused on gathering feedback about town services required by residents. Further discussion ensued, suggesting that the goal of the next Public Input session needs to be further defined and focused, and therefore a June date would be too soon to be productive. Agreed to postpone our next public input session to a future date.
 - Town-wide survey. Aaron Pikcilingis will bring the recommendation to the Vision 21 Implementation Committee to undertake another town-wide survey, like they did in 2014.

[Brian Antonellis left the meeting at 9:45am]

- Working Groups should come to the committee’s next meeting on June 10 with two prioritized short lists: one should be prioritized by largest impact and one should be prioritized by easiest wins.

Public Comments

- none

Decide future meeting schedule

- Next full-committee meeting will be on June 10, 2021

[Vote to adjourn was unanimous; the meeting was adjourned at 9:53am]

Meeting minutes recorded by Joe Bernard