

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: September 30, 2021
TIME: 9:22 AM

Structural Change Impact Group

MEETING MINUTES

Thursday, August 12, 2021

Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Anne Helgen, Aaron Pikilingis, Norma Massarotti, Paul Rickter, Matt Gasbarro

Members absent: Brian Antonellis, Mark Paolillo, Meg Moriarty, Vicki Amalfitano

Other attendees: none

[Meeting called to order at 8:04am by Chair Travis Franck]

Approval of prior meeting minutes

- **Motion** to approve the meeting minutes from July 22, 2021 (*Vote 7-0 in favor*)
 - Moved by Anne Helgen, seconded by Aaron Pikilingis
 - In favor: Travis Franck, Aaron Pikilingis, Norma Massarotti, Anne Helgen, Joe Bernard, Paul Rickter, Matt Gasbarro
 - Opposed: none

Discussion of Idea Matrix including progress from Working Groups, decisions about moving ideas between Working Groups

- Discussion commenced with updates from the chairs of each Working Group, as follows:
 - Anne Helgen and Norma Massarotti provided a progress update for the Personnel, Compensation, Benefits, Retirement Working Group
 - In the ensuing discussion, Travis Franck confirmed that Mark Paolillo has sent an email to Patrice Garvin, Town Administrator, to serve as notification that our committee will be reaching out to her and to department heads to request interviews as part of our research. Travis Franck will forward that email to all members of this committee.
 - Aaron Pikilingis and Paul Rickter provided a progress update for the Regionalization, Consolidation, Outsourcing Working Group
 - Discussion ensued about the ways that Belmont's Office of Community Development are different from that of other municipalities, and Aaron Pikilingis commented that Glenn Clancy, Director of Community Development, thought it would be smart to make a plan and more proactively execute on that plan in terms of a vision for planning and zoning to achieve Town goals
 - Discussion ensued about the emails/communication that were sent to department heads in advance of meeting with our committee, and whether they were sufficiently notified about the purpose of our meetings
 - Discussion ensued about insourced versus outsourced staffing models, including how ideas related to this topic should be handled by our different working groups, and that any financial model that we develop to recommend one or the other should include all

associated costs and should be shared with other Town committees or employees who might be able to use it as a decision support tool

- Matt Gasbarro, Anne Helgen, and Joe Bernard provided a progress update for the Revenue, Budget, and Town Services Working Group

Discussion of Idea Write-up progress

- Discussion continued about idea write-up progress, including the following points:
 - Travis Franck has received several completed write-ups, which he will save in a publicly accessible shared folder

Discussion of Next Steps, including coordination with other towns and Belmont departments/groups

- Discussion ensued about the following next steps:
 - Matt Gasbarro and Aaron Pikcilingis will meet to discuss ideas for our next public forum
 - Aaron Pikcilingis, Travis Franck, and Vicki Amalfitano will meet to discuss how to handle ideas that overlap working groups
 - Travis Franck and Matt Gasbarro will meet to discuss formatting and automation of data transfer between Microsoft Word and Excel for idea write-up consolidation and reporting

[Vote to adjourn was unanimous; the meeting was adjourned at 9:07am]

Meeting minutes recorded by Joe Bernard