Structural Change Impact Group
MEETING MINUTES
Thursday, September 2, 2021
Location – Remote Meeting on Zoom

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

Members absent: Meg Moriarty

Other attendees: none

[Meeting called to order at 8:03am by Chair Travis Franck]

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:
  - Aaron Pikcilingis provided a progress update for the Regionalization, Consolidation, Outsourcing Working Group, including notification about upcoming meetings planned with Peter Struzziero, Belmont Library Director, and Adam Chapdelaine, Arlington Town Manager

[Mark Paolillo joined the meeting at 8:09am]

- Discussed continued with updates from the chairs of each Working Group, as follows:
  - Travis Franck provided a progress update for the Personnel, Compensation, Benefits, Retirement Working Group, including notification about upcoming meetings planned with Shawna Healey, HR Director for the Town of Belmont, and Mike McAllister, Director of Human Capital for Belmont Public Schools
  - Vicki Amalfitano provided a progress update for the Revenue, Budget, and Town Services Working Group, including updates from conversation with Dave Petto, Director of Information Technology, and notification about a potential future meeting with the IT Advisory Committee
  - Discussion ensued about the decentralized nature of the Town's software solutions, and resulting issues

Discussion of Idea Write-up progress
- Discussion continued about idea write-up progress, including the following points:
  - The original timeline was to have a report submitted to the Select Board by the end of December 2021; to achieve this, we should aim to complete individual write-ups by the end of October
  - The method of converting our individual idea write-ups into a consolidated report can be worked out now with a sample of ideas, rather than waiting for all write-ups to be completed
  - How to track report status in addition to idea status, to know whether we are making sufficient progress to meet our deadlines

- o A proposed format of the December report will be introduced at our next meeting on September 23
- o All of the individual write-ups should be collected by the subcommittee chairs and then forwarded to Travis Franck
- Norma shared document Book1.xlsx to show a proposed timeline with Full Committee Meeting deadlines. Discussion ensued and live edits were made, resulting in the following schedule:
  - o Sep 9 – Begin development of final repository. Complete Quick Win write-ups.
  - o Sep 23 – Present Quick Wins Write-ups
  - o Oct 7-14 – Host Public Forum
  - o Oct 14 – Complete in between / middle tier win ideas
  - o Oct 28 – Complete Write-up/Recommendations
  - o Nov 4 – Subcommittees share recommendations to full committee
  - o Dec 2 – Draft Final Report/Presentation
  - o Dec 16 – Complete Final Report/Recommendations

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

- Discussion ensued about coordinating meetings with department heads, including the following points:
  - o Norma Massarotti requested that the summaries of questions that are being sent in advance to department heads be shared with all committee members
  - o Joe Bernard requested that the time/dates of meetings with department heads be shared with all committee members

Discussion of next Public Forum and/or Select Board update

- Discussion ensued about our next public forum, including the following points:
  - o Matt Gasbarro and Aaron Pikcilingis will meet to discuss a plan for the next public forum
  - o Anne Helgen commented that we should be thoughtful about how the public forum fits in the timeline that we developed in this meeting
  - o Mark Paolillo advised that there are two other public forums already scheduled for September
  - o This topic will be discussed further on our next full committee meeting on September 23, and we'll plan to set a date during that meeting

[Aaron Pikcilingis left the meeting at 9:26am]

Discussion of Idea Write-up progress, continued

- Discussion resumed about idea write-up progress, and the proposed timeline with Full Committee Meeting deadlines, including the following points:
  - o Travis Franck suggested that "In between / Middle Tier" idea write-ups be completed by October 14
  - o Vicki Amalfitano defined this group of ideas as not Quick Wins and not Big Impact ideas, but interim-difficulty ideas that need a little bit of research in order to come up with the next steps
  - o Joe Bernard commented that Big Impact ideas should be given a higher priority in our timeline than middle-tier ideas

- o Anne Helgen asked, regarding Quick Win ideas, whether the affected town departments have been given the opportunity to provide input before we publish them as our recommendations

Decide future meeting schedule
- Discussion ensued about the future meeting schedule for Full Committee meetings:
  - o Proposed dates for future meetings in 2021 are September 23, October 14, November 4, November 18, December 2, and December 16

[Vote to adjourn was unanimous; the meeting was adjourned at 9:38am]

Meeting minutes recorded by Joe Bernard