

Structural Change Impact Group

MEETING MINUTES

Thursday, September 30, 2021

Location – Remote Meeting on Zoom

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: November 4, 2021

TIME: 3:25 PM

Members present: Travis Franck, Joe Bernard, Brian Antonellis, Anne Helgen, Matt Gasbarro, Paul Rickter, Meg Moriarty, Vicki Amalfitano, Mark Paolillo

Members absent: Aaron Pikcilingis, Norma Massarotti

Other attendees: none

[Meeting called to order at 8:01am by Chair Travis Franck]

Approved of prior meeting minutes

- **Motion** to approve the meeting minutes from August 12, 2021 *(Vote 5-0 in favor, with 3 abstentions)*
 - Moved by Anne Helgen, seconded by Vicki Amalfitano
 - In favor: Travis Franck, Joe Bernard, Paul Rickter, Anne Helgen, Matt Gasbarro
 - Opposed: none
 - Abstain: Brian Antonellis, Vicki Amalfitano, Meg Moriarty
- **Motion** to approve the meeting minutes from September 2, 2021 *(Vote 7-0 in favor, with 1 abstention)*
 - Moved by Anne Helgen, seconded by Paul Rickter
 - In favor: Travis Franck, Joe Bernard, Paul Rickter, Vicki Amalfitano, Anne Helgen, Matt Gasbarro, Brian Antonellis
 - Opposed: none
 - Abstain: Meg Moriarty

Update from Working Groups on recent progress

- Discussion commenced 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 updates from meeting with Shawna Healey, HR Director for the Town of Belmont, and Patrice Garvin, Town Administrator
 - Travis Franck provided an update on the Dropbox shared folder containing our committee's documentation that is publicly available on the town website
 - Vicki Amalfitano provided a progress update for the Revenue, Budget, and Town Services Working Group, including notification about a scheduled upcoming meeting with Patrice Garvin

[Mark Paolillo joined the meeting at 8:10am]

- Discussion ensued about centralizing and securing the town's IT infrastructure
- Mark Paolillo provided a progress update for the Regionalization, Consolidation, Outsourcing Working Group, including notification about scheduled upcoming meetings

- with David DeStefano, Belmont Fire Chief, James MacIsaac, Belmont Police Chief, and Adam Chapdelaine, Arlington Town Manager
- Paul Rickter provided an update on the meeting with Peter Struzziero, Director of the Belmont Public Library, and members of the library's Board of Trustees to discuss a variety of ideas related to the library
 - Discussion ensued about the desire to meet with the Assessor's Office or the Board of Assessors; Mark Paolillo will work on scheduling this meeting
 - Discussion ensued about meeting minutes and tracking how many meetings have been held; Paul Rickter will put together a list of all the meetings held by the full committee and by subcommittees
 - Discussion ensued about whether the Civil Service idea crosses subcommittees, and how to collaborate on the research and write-up for the idea

Discussion of Idea Matrix

- Discussion ensued about recent changes to the Idea Matrix
 - Matt Gasbarro provided updates on a new column to track report status, as well as new values for tracking idea status

Discussion of Idea Write-up progress

- Discussion ensued about the status of the first draft of our committee's report
 - Travis Franck provided an update on the draft document, which will include all thirty-one of the quick win write-ups; pdf document was saved in Dropbox shared folder
 - Anne Helgen suggested categorizing the ideas in the report in a useful way, rather than sorting them by idea number
 - Travis Franck suggested that we should review the document and make live edits, if necessary, at our next scheduled full committee meeting on October 14th

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

- Discussion ensued about coordinating meetings with department heads, in addition to those previously mentioned
 - Travis Franck is planning a meeting with Belmont Light

Discussion of next Public Forum and/or Select Board update

- Discussion ensued about Select Board update
 - Mark Paolillo commented that Select Board will be meeting on November 1st and November 15th; Travis Franck requested to be included on the agenda for November 1st
- Discussion ensued about our next public forum
 - Matt Gasbarro shared file "SCIG Proposed Agenda October 2021.docx" and commenced discussion about the proposed agenda for a public forum on October 21st
 - Joe Bernard suggested that financial impact is somehow highlighted in our presentation
 - Anne Helgen suggested including time scale along with financial impact, to ensure we aren't setting unreasonable expectations
 - Anne Helgen raised a concern about presenting Quick Wins as such without getting agreement from the affected departments/groups first
 - Vicki Amalfitano agreed with Anne Helgen's concern, and commented about level-setting public expectations, as well as reporting to the Select Board before holding a public forum

- Meg Moriarty raised the question of whether the Quick Wins that impact schools should be presented to the School Committee first
- Discussion ensued about whether we need to host our own public forum versus presenting our updates in other public meetings, such as a Select Board meeting and a School Committee meeting
- The committee agreed that we don't have to do a public forum before January 1, 2022

[Brian Antonellis left the meeting at 9:03am]

Decide future meeting schedule

- Discussion ensued about the future meeting schedule for Full Committee meetings
 - Travis shared "SCIG 09_02_2021 meeting timeline" to show a schedule of future meetings and milestones for each meeting
 - Proposed dates for future meetings in 2021 are October 14, November 4, November 18, December 2, and December 16

[Vote to adjourn was unanimous; the meeting was adjourned at 9:08am]

Meeting minutes recorded by Joe Bernard