

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: December 3, 2021
TIME: 9:22 AM

Structural Change Impact Group

MEETING MINUTES

Thursday, November 18, 2021

Location – Remote Meeting on Zoom

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

Members absent: Anne Helgen, Brian Antonellis, Meg Moriarty

Other attendees: none

[Meeting called to order at 8:02am by Chair Travis Franck]

Approval of prior meeting minutes

- **Motion** to approve the meeting minutes from November 4, 2021 (*Vote 4-0 in favor, with 2 abstentions*)
 - Moved by Matt Gasbarro, seconded by Paul Rickter
 - In favor: Travis Franck, Paul Rickter, Joe Bernard, Norma Massarotti
 - Opposed: none
 - Abstain: Vicki Amalfitano, Matt Gasbarro

Update from Working Groups on recent progress

- Discussion commenced with updates from the chairs of each Working Group, as follows:
 - Vicki Amalfitano provided a progress update for the Subcommittee on Revenue, Budget and Town Services, including past meetings with Belmont Town Administrator Patrice Garvin, Arlington Town Manager Adam Chapdelaine, and some Belmont department heads, and a possible upcoming meeting with the Town Manager of Lexington

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

- Further discussion ensued on the topic of consolidating a list of questions from the full committee in advance of meetings with other towns and Belmont departments/groups
- Joe Bernard shared document “BoA questions.docx” to review questions for the upcoming meeting with the Chair of Belmont’s Board of Assessors. Further discussion ensued and live edits were made.
- Aaron Pikcilingis provided a progress update for the Consolidation, Regionalization & Outsourcing Working Group
- Travis Franck provided a progress update for the Personnel, Compensation, Benefits & Retirement subcommittee
- Travis Franck provided an update on his recent presentation to the Select Board

Decide future meeting schedule and timeline for future work

- Travis Franck proposed meeting as a full committee on every Thursday morning in December
- Discussion ensued about the timeline for providing a written report to the Select Board, including the following:

- Whether to delay our final report from December 2021 to Q1 2022
- Whether to provide an interim report in December 2021 and, if so, whether such an interim report should include placeholders for all ideas, only select write-ups that are completed and reviewed by the committee, or a summary of themes and activities to date
- Norma Massarotti offered to draft a PowerPoint template for consideration for use in the interim or final report
- There is some post-report work that needs to be done, such as labeling and categorizing, to make the final report and its recommendations useful for the Select Board, town residents, and any other future users
- It is important that the report include concrete next steps for the execution of its recommendations

[Aaron Pikilingis left the meeting at 9:01am]

- Discussion continued about providing a written report to the Select Board, including the following:
 - Whether to prioritize ideas that are easier to write up or ideas that have higher potential impact
 - If we are going to provide a written report by the end of December 2021, we would need a draft version prepared by December 9th

[Mark Paolillo left the meeting at 9:17am]

- Discussion continued about providing a written report to the Select Board, including the following:
 - As subcommittee chairs, Travis Franck and Vicki Amalfitano will plan to meet with Aaron Pikilingis in early December to work on preparing a brief report together

[Vote to adjourn was unanimous; the meeting was adjourned at 9:23am]

Meeting minutes recorded by Joe Bernard