

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: February 11, 2022
TIME: 9:16 AM

**Structural Change Impact Group
MEETING MINUTES
Thursday, January 27, 2022
Location – Remote Meeting on Zoom**

Members present: Travis Franck, Aaron Piccilingis, Matt Gasbarro, Paul Rickter, Anne Helgen, Vicki Amalfitano, Mark Paolillo

Members absent: Joe Bernard, Norma Massarotti, Brian Antonellis, Meg Moriarty

Other Attendees: none

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

- Brief discussion of process for completing reports
 - Deadline: As many as possible reports completed by EOD tomorrow
 - Today's goal: Discuss big themes and how to pull all our reports together into something useful
- Working group reports
 - Vicki
 - Reviewing the final set
 - One missed that Vicki is doing, they hope to have it done by Monday
 - There are a few
 - Meeting tomorrow to review to finish reviewing all that have been written
 - Overall: in good shape on writing reports
 - Can we have a good conversation about the report next week even though it is not 100% written
 - Vicki:
 - We have enough to have a discussion about the themes
 - Prepared to discuss major themes
 - Expectation: we will not review everything in a meeting but will each get reports to review
 - Anne: How will we divide/organize reports? By financial impact vs. operational impact
 - Travis
 - Challenges meeting
 - Have not been able to review individual write-ups until this most recent round of meetings
 - Have 6-10 remaining to review
 - A few longer reports that need to be written up that will be late
 - Presented interim report to the Select Board on Monday and it went well
 - One takeaway: Lots of discussion and cool reception to concept of performance-based budgeting

- Feedback is to provide information on other towns who have used Performance Based Budgeting to have a positive impact
 - Potential to use some parts
 - Our recommendations align with this general sentiment: we're not ready and don't have infrastructure in place
 - Most municipalities use certain components, and this is what we will recommend
- Aaron
 - Trying to meet multiple times next week
 - Has been difficult to meet regularly
 - Most reports have been written and some have been peer reviewed, fewer reviewed as a working group
 - We need to finish all reports, some will be later than the deadline
 - We need to review as a group
- Discussion: What should we do between now and next Thursday?
 - We do not want to spend full committee meetings reviewing individual ideas
 - Compile a big report for everyone to read before next Thursday & bring their comments
 - Each working group should submit whatever completed reports they have to Travis by 5pm tomorrow and circulate it to the members to review
 - Paul suggests including scoring details *in* reports (more detail later)
 - We will need to track submissions that come in after this time and work out how to incorporate them
 - The files will be available to the public on the SCIG public drop box, accessible from the Town website
- Discussion: Report Formatting and Approach
 - Final score suggestion from Paul - Each idea should include scores *and* the details of scores used in our rubric
 - Title and file naming conventions
 - Include brief text of what the idea is in the title and file name
 - Travis will update titles for submitted reports that do not have them
 - Authors of reports that have not yet been submitted should add brief titles to both the file name and report title
 - Change "Idea Text" to "Original idea as submitted"
 - To make it clearer that this is the words of the submitted idea, not our conclusions
 - Travis will change this in the final report
 - Travis will also fill out a template that explains the structure of each report that ensues

- This change can be made to the final report, no need to change in individual reports
- Including “Child ideas” and details
 - Include the ID’s and a brief title for each child/duplicate idea
 - Authors should complete this action for their individual reports
- Recommendations & Next Steps Sections
 - List decision-making body (“who is this for?”)
 - Some reports include this in the next step field, some in recommendations, some do not include
 - “Recommendations” should include “What should we do?”
 - “Next steps:” What should someone do to make this happen?
 - We do not have the capacity to develop a complete plan for each report
 - We should provide, when possible, some sense of **what needs to happen** to start pursuing the idea (logical, immediate next step(s)) and **who** should take this action
 - Potentially add an index at the end that indicates which department/town area(s) are involved in a given idea
 - Pull this out of the matrix
 - This can be done later, once the compiled report is complete
 - This may require tagging some of the ideas with additional departments/town areas
 - Referring between related reports
 - As we review the compiled report, we should each note when a report should refer to, or be referred to by a report we have authored. For example, the report on the Benton Library should refer people to Brian’s report reviewing all town-owned parcels for more information on that broader analysis.
- Approval of minutes of 12/17/2021 (Mark moved, Anne seconded)
 - Travis, Aaron, Matt, Paul, Anne, Vicki, Mark vote in favor of approval
- Other business: None
- Public comment: None
- Adjournment
 - Mark Paolillo moves adjournment, seconded by Paul Rickter
 - In favor: Travis, Anne, Matt, Aaron, Vicki, Paul, Mark in favor
 - Opposed: none
 - Meeting Adjourned at 9:01am

Minutes recorded by Aaron Pikcilingis