

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: March 17, 2021

TIME: 9:48 AM

Structural Change Impact Group

MEETING MINUTES

Thursday, March 4, 2021

Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Paul Rickter, Anne Helgen, Matt Gasbarro, Vicki Amalfitano, Amy Checkoway, Aaron Pikcilingis, Mark Paolillo, Adam Dash

Members absent: none

Other attendees: none

[Meeting called to order at 8:00am by Chair Travis Franck]

Approval of Prior Meeting Minutes

- Approval of meeting minutes February 18, 2021 (Vote 7-0)

[Aaron Pikcilingis and Mark Paolillo joined the meeting at 8:02am]

Discussion of Public Forum Preparation

- Discussion ensued regarding the public forum to be held this evening, including the following points:
 - Short presentation to start, approximately 10-15 minutes to introduce the group to the public
 - Matt Gasbarro will share his screen to display a few columns from the matrix and input ideas live as they are received from the public
 - Q&A function will be only for process questions - not for inputting ideas - because we'll ask for the web survey form be used for inputting ideas
 - Technical clarifications regarding the Zoom webinar: Raise Hand function must be enabled, Participant limit will be set to 500, and Q&A function will be one-directional rather than an open Chat function
- Travis Franck shared document "210304 SCIG Forum Slides.md", a slide deck to facilitate the short presentation to start the public forum. Discussion ensued regarding the planned presentation points for each slide, and live edits were made to clarify some slides.

[Adam Dash joined the meeting at 8:35am]

- Discussion continued on the topic of the public forum, especially regarding the point that discussion should be moderated to focus it on the purpose of gathering ideas

Discussion of How to Move Forward on the Matrix

- Aaron Pikcilingis and Anne Helgen updated the group on the changes that have been made to the matrix since our last meeting, including the following:
 - Statuses were updated (what's been done, what's been considered, what's been evaluated, etc.)
 - Categorization was updated
 - Formatting was updated

- Discussion ensued regarding the work to be done as we move forward, including the following points:
 - Categorization is an area that we should continue to refine, especially after we get many more ideas at the public forum
 - As we organize ourselves to do the evaluation work, we ought to be mindful that organizing by department can miss inter-department opportunities
 - Defining next steps for each idea will help clarify the best way to organize them; especially as we start reaching out to people within town and in other towns, it is important that we coordinate our asks
 - We ought to have a triage step to determine which ideas are the most promising so that we can focus efforts on those
- **Next steps:** Paul Rickter will work with Matt Haskell to get survey results as raw data in a spreadsheet and send that to the group on Mondays prior to our meetings. Matt Gasbarro will take a first pass at inputting this raw data into our matrix for discussion at group meetings.

[Paul Rickter left the meeting at 9:15am]

- Kevin Dorn, Chair of Vision 21 Implementation Committee, commented that the Vision 21 Implementation Committee is available to help support the research effort once the Structural Change Impact Group has scored the ideas that we've received and narrowed down to a list of topics that warrant a deep dive
- Discussion continued regarding how we organize ourselves to effectively manage the workload, including the following points:
 - Suggestion to appoint liaisons to town departments and to other towns
 - Suggestion to organize next steps by level of effort
- **Next steps:** each group member should review the latest version of the matrix before our next meeting and come prepared with a selection of ideas or categories for which we'd like to contribute, as the starting point for forming subcommittees

Further Discussion of Public Forum Preparation

- Matt Gasbarro shared document "2021-03-04 SCIG Forum.xlsx" to show the format that he is planning to use to input ideas live during the public forum

[Vote to adjourn was unanimous; the meeting was adjourned at 9:35am]