

DATE: March 30, 2022
TIME: 8:55 AM

Structural Change Impact Group

MEETING MINUTES

Monday, March 21, 2022

Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Norma Massarotti, Anne Helgen, Brian Antonellis, Aaron Pikilingis, Matt Gasbarro, Paul Rickter

Members absent: Mark Paolillo, Vicki Amalfitano, Meg Moriarty

Other attendees: none

[Meeting called to order at 6:33pm by Chair Travis Franck]

Discussion of draft Final Report

- Travis Franck shared document ‘SCIG Final Report (Draft-220321)’ and made edits during discussion. Review of the draft Final Report commenced. There was general discussion about each idea listed below, and the following edits were made:
 - Idea #60 – Initiate Job and Wage Classification Study
 - The committee agreed that this write-up is good, no edits
 - Idea #95 – Evaluate Council on Aging Transportation Services
 - Anne Helgen suggested adding a reference to Idea #92—Make Council on Aging Self-Supporting
 - Aaron Pikilingis suggested adding a description for Idea #94, which is to reduce COA transportation services
 - Anne Helgen suggested adding a recommendation to pursue Age-Friendly Advisory Council recommended transportation actions
 - Aaron Pikilingis suggested separating two next steps from the Recommendations section
 - Idea #108 – Establish a Working Group of Town Administrators/Managers
 - Paul Rickter suggested changing the section header to “Recommendations and Next Steps”
 - Idea #112 – Regionalize Public Safety
 - Aaron Pikilingis suggested adding an explanation for not having a final score, which is that the report is incomplete due to time constraints and that there are a wide range of possible outcomes
 - Idea #164 – Tax Relief for Seniors
 - The committee agreed that this write-up is good, no edits
 - Idea #178 – Shared Public Health Nurse
 - Aaron Pikilingis suggested changing the header to “Recommendations and Next Steps”
 - Travis Franck suggested striking the second paragraph in the Recommendations section, due to it being redundant
 - Idea #216 – Appoint All Positions (except Select Board/Moderator)

- Aaron Pikcilingis suggested adding a reference to Idea #413—DLS Recommendations on Form of Government
 - Anne Helgen suggested adding a reference to Idea #215—Change Town Clerk Staffing
 - Matt Gasbarro suggested adding a reference to Idea #416—Appoint Member to Board of Assessors
 - Travis Franck suggested striking Idea #215 from the Other Ideas section
 - Idea #221 – Implement 311 System for Non-Emergency Requests
 - Matt Gasbarro suggested adding a reference to Idea #46—Work Order Systems to Guide Efficiency
 - Idea #240 – Investment and Financial Advisors
 - Paul Rickter suggested adding an explanation for a final score of zero, which is that the idea is already implemented
 - Aaron Pikcilingis suggested changing the header to “Recommendations and Next Steps”
 - Idea #252 – Evaluate Town Organizational Structure
 - Anne Helgen suggested changing the write-up title to “Evaluate Town Organizational Structure”
 - Travis Franck suggested striking Idea #413 from the Other Ideas section
 - Anne Helgen suggested adding a reference to Idea #216—Appoint All Positions
 - Idea #268 – Pension Liabilities/Retirement Board Savings
 - Matt Gasbarro suggested clarifying language in the Background Information section
 - Travis Franck suggested clarifying language in the Background Information section
 - Aaron Pikcilingis suggested clarifying language in the Background Information section
 - Idea #286 – Increase Parking Fee Revenue
 - The committee agreed that this write-up is good, no edits
 - Idea #321 – New Vehicle Purchasing Policy to Move to Electric Vehicles
 - Travis Franck suggested striking Idea #54 from the Other Ideas section
 - Matt Gasbarro suggested adding language regarding the Climate Action Roadmap
 - Idea #330 – Regionalize Public Services
 - Aaron Pikcilingis suggested clarifying language in the Background Information section
 - Travis Frack suggested striking the “Recreation” and “Veterans Services” headers
 - Idea #336 – Employee Incentive/Bonus/Employee Programs
 - Aaron Pikcilingis suggested clarifying language in the Background Information section
 - Matt Gasbarro suggested decreasing the Ease of Implementation score and the Time Scale score
 - Paul Rickter suggested clarifying language in the Background Information section
 - Travis Franck suggested clarifying language in the Background Information section
- Discussion ensued about the draft Executive Summary, including the following points:
 - Joe Bernard explained his rationale while writing the first draft of the Executive Summary
 - Paul Rickter suggested adding a reference to the Idea ID in the individual paragraphs

- Anne Helgen suggested moving the recommendation regarding the organizational structure of government to the Governance section
- Anne Helgen suggested moving New Revenue Opportunities earlier in the summary, to indicate they are higher priority recommendations

[Norma Massarotti left the meeting at 8:20pm]

- The committee discussed whether meeting the March 31st deadline is still possible, and the specific steps needed to achieve this. It was agreed to schedule a meeting for the evening of Tuesday, March 29th in case it is needed.

[Vote to adjourn was unanimous; the meeting was adjourned at 8:46pm]

Meeting minutes recorded by Joe Bernard