Structural Change Impact Group
MEETING MINUTES
Monday, March 28, 2022
Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Paul Rickter, Anne Helgen, Vicki Amalfitano, Meg Moriarty, Matt Gasbarro, Aaron Pikcilingis

Members absent: Norma Massarotti, Brian Antonellis, Mark Paolillo

Other attendees: none

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

Discussion of remaining meetings

- Travis Franck explained that the goal of today's meeting is to review the last few idea write-ups, review the draft Executive Summary, and review the near-complete version of the idea matrix. The goal of Thursday's meeting is to approve all outstanding meeting minutes, finalize the Final Report, and dissolve the committee.

Discussion of draft Final Report

- Travis Franck shared document 'SCIG Final Report (Draft-220328)' 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 #53 – Vacation Accrual
    - Aaron Pikcilingis suggested adding language stating that changes to this policy for union employees would need to be negotiated
    - Paul Rickter suggested clarifying language in the recommendation regarding negotiations
  - Idea #61 – Eliminate Life Insurance Benefits
    - Aaron Pikcilingis suggested moving the information about surrounding towns from the Recommendations section to the Background Information section
- Review of the Executive Summary commenced. Discussion included the following points and edits:
  - Vicki Amalfitano suggested adding language to the introduction to start with a paragraph about SCIG being formed in response to a need for financial stability
  - Vicki Amalfitano suggested changing the paragraph about Idea #23 to be a paragraph about Idea #34 – Naming Rights
  - Anne Helgen suggested clarifying the recommendation to work with qualified individuals in the paragraph about Idea #36
  - Paul Rickter suggested clarifying language about requirements in state law in the paragraph about Idea #107
  - Anne Helgen suggested renaming the header "Governance Structure and Style" to "Governance Structure and Processes"

- Anne Helgen suggested clarifying the statement about centralized management in the paragraph about Idea #216
- Anne Helgen suggested clarifying language about a charter review committee in the paragraph about Idea #413
- Aaron Pikcilingis suggested clarifying that the recommendation is to evaluate the merits of a new town charter in the paragraph about Idea #413
- Anne Helgen suggested adding language about a top-down, revenue-driven approach to budgeting in the paragraph about Idea #39
- Aaron Pikcilingis suggested clarifying language about insourced versus outsourced staffing in the paragraph about Idea #16
- Anne Helgen suggested adding language clarifying the purpose of the recommendation in the paragraph about Idea #16
- Travis Franck suggested adding language clarifying the purpose of the recommendation in the paragraph about Idea #16
- Anne Helgen suggested adding language to the introduction to explain the use of the word "Town"
- Aaron Pikcilingis suggested language clarifying that the use of the word "Town" may apply throughout the report
- Paul Rickter suggested language clarifying the explanation of the use of the word "Town"
- Aaron Pikcilingis suggested adding a reference to Idea #26 in the paragraph about Idea #2
- Aaron Pikcilingis suggested language clarifying that the recommendation is for all services rather than "other" services in the paragraph about Idea #330
- Paul Rickter suggested language clarifying that significant cost savings are likely in the paragraph about Idea #250
- Aaron Pikcilingis suggested language clarifying that the recommendation is to evaluate opportunities to regionalize in the paragraph about Idea #330
- Anne Helgen suggested language adding a reference to the 2011 DLS recommendation in the paragraph about Idea #341
- Anne Helgen suggested language changing the description of a financial modeling and budget forecasting system in the paragraph about Idea #340
- Travis Franck presented Norma Massarotti's suggestion to re-write the paragraph about Idea #54
- Paul Rickter suggested language clarifying the recommendations about developing a spreadsheet and a policy manual in the paragraph about Idea #54
- Anne Helgen suggested adding language that the Town should develop an alternative system in the paragraph about Idea #33
- Anne Helgen suggested adding language that the Town take a more assertive role with the Retirement Board in the paragraph about Idea #268
- Anne Helgen suggested adding language that retirement costs are taken under consideration when collective bargaining and hiring in the paragraph about Idea #268
- Anne Helgen suggested language clarifying the recommendation to participate in the GIC for health insurance in the paragraph about Idea #269
- Paul Rickter suggested language clarifying the dependency on GIC's FY24 plan design in the paragraph about Idea #269

- o Anne Helgen suggested changing the language about GIC FY24 plan design in the paragraph about Idea #269
- o Travis Franck presented Norma Massarotti's suggestion to add language that financial liability is non forecasted and potentially sizeable in the paragraph about Idea #53
- o Aaron Pikcilingis suggested language clarifying that feedback from all stakeholders should be included in the paragraph about Idea #86
- o Anne Helgen suggested changing the recommended frequency that the Structural Change Implementation Team (SCIT) report progress to the Select Board to at least twice per year
- o Meg Moriarty suggested language clarifying that the purpose of SCIT is to prioritize and guide the implementation of recommendations
- o Travis Franck suggested language about the possibility for SCIT to use a 311 system to solicit further ideas
- o Anne Helgen suggested adding a paragraph about Idea #412—regarding a new town website—in the Executive Summary
- o Paul Rickter suggested adding language that a quality website is critical in the paragraph about Idea #412
- o Aaron Pikcilingis suggested adding language about the benefits of a quality website in the paragraph about Idea #412
- o Anne Helgen suggested adding a paragraph stating that SCIG recommends several actions regarding employee compensation and benefits
- o Meg Moriarty suggested adding a sentence that the employee compensation and benefits recommendations can be further explored
- o Travis Franck suggested adding language that employment costs are approximately 75% of the Town's operating budget
- o Paul Rickter suggested language clarifying the recommendation regarding employee compensation and benefits

[Anne Helgen left the meeting at 8:29pm]

- Review of the Background section commenced. Discussion included the following points and edits:
  - o Paul Rickter suggested adding the names of members who served partial terms
  - o Travis Franck presented Norma Massarotti's suggestion to clarify language regarding ownership of the next steps
- Travis Franck shared document '2021-03-25 Functions of a SCIG Working Group with NM edits' and discussion ensued about the inclusion of this document in the Final Report. The committee agreed to include the scoring rubric before the Idea Evaluations section, and to include the rest of this document as an appendix.
- Matt Gasbarro screen-shared to display notes on additional changes to the Final Report and the Idea Matrix, including the following:
  - o The ideas with status Closed: Implemented are not scored consistently. The committee agreed to change these to have the final score N/A (already implemented) in the report and the final score -1 in the matrix.
  - o The ideas with status Open: Report Incomplete are not scored consistently. The committee agreed to change the final score for Idea #413 in the matrix to -1, and to change the final score for Ideas #112 and 252 in the report to N/A (incomplete).

- There are PC group ideas with no parent ID but with the status of Duplicate. The committee agreed to make Idea #57 the parent idea for Idea #56, to make #327 the parent idea for Idea #116, and to make Ideas #296, #310, and #401 standalone ideas.
- Idea #410—Rebuild Library needs to have its score looked at. The committee agreed that the final score in the report should be 41.
- Idea #224—Municipal Broadband Internet is an outlier as it is the only idea with status Open: Report Complete and -1 in the matrix. The committee agreed that the final score in the report should be N/A.

[Meg Moriarty left the meeting at 9:00pm]

- Matt Gasbarro shared document '2022-03-29_SCIG_Projects.xlsx' and discussion ensued about an Index Table to be included in the Final Report.

[Vote to adjourn was unanimous; the meeting was adjourned at 9:16pm]

Meeting minutes recorded by Joe Bernard