

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: April 19, 2022
TIME: 9:01 AM

Structural Change Impact Group

MEETING MINUTES

Thursday, March 24, 2022

Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Vicki Amalfitano, Aaron Pikilingis, Paul Rickter, Anne Helgen

Members absent: Norma Massarotti, Brian Antonellis, Matt Gasbarro, Mark Paolillo, Meg Moriarty

Other attendees: none

[Meeting called to order at 7:35am by Chair Travis Franck]

Approval of prior meeting minutes

- **Motion** to approve the meeting minutes from March 17, 2022 *(Vote 5-0 in favor, with 1 abstention)*
 - Moved by Aaron Pikilingis, seconded by Vicki Amalfitano
 - In favor: Travis Franck, Vicki Amalfitano, Joe Bernard, Paul Rickter, Aaron Pikilingis
 - Opposed: none
 - Abstain: Anne Helgen
- **Motion** to approve the meeting minutes from March 21, 2022 *(Vote 5-0 in favor, with 1 abstention)*
 - Moved by Paul Rickter, seconded by Anne Helgen
 - In favor: Travis Franck, Joe Bernard, Paul Rickter, Aaron Pikilingis, Anne Helgen
 - Opposed: none
 - Abstain: Vicki Amalfitano

Discussion of draft Final Report

- Discussion ensued about the draft Executive Summary, including the following points:
 - Subcommittee on Revenue, Budget and Town Services has finished identifying ideas for the Executive Summary
 - Consolidation, Regionalization, and Outsourcing Working Group has finished identifying ideas for the Executive Summary and sent the list for consolidation this morning
 - Travis Franck will finish identifying ideas for the Executive Summary on behalf of the Personnel, Compensation, Benefits & Retirement subcommittee and will send the list for consolidation later today
- Discussion ensued about dissolution of the committee, including the following points:
 - We cannot dissolve the committee until the meeting minutes from all previous meetings have been approved, including meeting minutes from subcommittee meetings
 - The Town Clerk's Office will send a list of all outstanding meeting minutes to Travis Franck, and he will circulate that list to the full committee
 - We can approve subcommittee meetings during a full committee meeting
- Travis Franck shared document 'SCIG Final Report (Draft-220324)' 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 #41 – Evaluate Costs of Independent Boards
 - Paul Rickter confirmed that Other Ideas included in this report should be “None”
- Idea #411 – Credit Card Fees
 - Travis Franck suggested clarifying language regarding the handling of fees
- Idea #337 – Health Care Cost Ratios
 - Joe Bernard suggested clarifying that the recommendation is for an evaluation of health insurance benefits, clarifying language to align with the four towns provided as examples, and adding language regarding the consideration of Belmont’s market competitiveness
 - Travis Franck suggested adding a next step to contact the towns who have implemented opt-out incentive programs
 - Aaron Pikcilingis suggested clarifying who manages Belmont’s Health Reimbursement Accounts program
 - Joe Bernard suggested clarifying language in the next step to consider the cost/benefit of programs like spousal surcharge and opt-out
- Idea #338 – Fire Department Overtime
 - Paul Rickter suggested adding language to explain why there are two identical ideas in the Other Ideas section
- Idea #340 – Budgeting/Accounting Forecasting Software
 - Aaron Pikcilingis suggested adding the MUNIS website to the Further Reading section
- Idea #360 – Consolidation of Town Polling Locations
 - Travis Franck suggested striking Idea #93 from the Other Ideas section
- Idea #366 – Selling Advertising on Town-Owned Billboards
 - Travis Franck suggested adding language to explain that emphasis was added to certain points in the Sign Bylaw
 - Paul Rickter suggested clarifying language introducing the Sign Bylaw
 - Aaron Pikcilingis suggested changing the header to “Recommendations and Next Steps”
 - Vicki Amalfitano suggested clarifying the reference to Idea #34
 - Paul Rickter suggested moving the reference to Idea #34 to the Recommendations and Next Steps section
- Idea #382 – Data-Guided Decision Making
 - Aaron Pikcilingis suggested clarifying who will own the next step to obtain buy-in
 - Paul Rickter suggested reformatting the Next Steps section
 - Aaron Pikcilingis suggested clarifying language regarding the next step to start with a few examples
 - Anne Helgen suggested clarifying language regarding the next step to tailor/populate the template with the best data available
 - Paul Rickter suggested striking the reference to SCIG in the Next Steps section
 - Travis Franck suggested clarifying whether the Further Reading should be “None”
- Idea #413 – DLS Recommendations on Form of Government
 - Anne Helgen suggested adding a reference to Idea #216—Appoint All Positions
- Idea #16 – Outsource Services

- The committee discussed how to handle changes to write-ups that were previously agreed to be fully reviewed, particularly without a conversation between the write-up's original author and the member proposing changes. The committee agreed to revert back to the previous version of this write-up.
- Idea #23 – Increase Revenue from Grants
 - The committee agreed that this write-up is good, no edits
- Idea #224 – Municipal Broadband Internet
 - Aaron Pikilingis suggested clarifying language in the Background Information section
 - Travis Franck suggested adding language to clarify why there is no score
- Idea #316 – Road Signs and Tree Selection
 - Aaron Pikilingis suggested a next step to hire a dedicated Tree Warden to ensure that we meet state requirements, potentially in partnership with another town
- Idea #101 – Payments in Lieu of Taxes for Non-Profits and Private Schools
 - The committee agreed that this write-up is good, no edits
- Idea #275 – Real Estate Transfer Fees
 - Aaron Pikilingis suggested changing the next step to state the positions State Senator and State Representative, rather than naming individuals
- Idea #327 – Open Union Negotiations
 - Joe Bernard suggested increasing the Operational Impact score; the committee agreed on 4
 - Aaron Pikilingis suggested adding a next step that the Select Board assess whether parties would be amenable to holding open negotiations with the non-school unions in town
 - Paul Rickter suggested changing the title to “Hold Open Union Negotiations”
 - Joe Bernard suggested adding language to the next step that the Select Board make a public statement to increase transparency and help the community understand their decision
- Idea #403 – Long-Term Capital Financial Analysis
 - The committee agreed that this write-up is good, no edits

[Vote to adjourn was unanimous; the meeting was adjourned at 9:19am]

Meeting minutes recorded by Joe Bernard