Structural Change Impact Group
MEETING MINUTES
Thursday, June 10, 2021
Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Paul Rickter, Vicki Amalfitano, Matt Gasbarro, Anne Helgen, Aaron Pikcilingis, Meg Moriarty, Brian Antonellis, Mark Paolillo, Norma Massarotti

Members absent: none

Other attendees: none

[Meeting called to order at 8:01am by Chair Travis Franck]

Approval of prior meeting minutes
- **Motion** to approve the meeting minutes from May 20, 2021 *(Vote 7-0 in favor, 1 abstain)*
    - Moved by Anne Helgen, seconded by Vicki Amalfitano
    - In favor: Travis Franck, Joe Bernard, Aaron Pikcilingis, Anne Helgen, Matt Gasbarro, Paul Rickter, Vicki Amalfitano
    - Opposed: none
    - Abstain: Meg Moriarty

[Mark Paolillo joined the meeting at 8:07am]

Update from Working Groups on recent progress and Discussion of preliminary Top 5
- Discussion commenced with updates from the chairs of each Working Group, including an introduction of each group's top five ideas in terms of largest impact:
    - Vicki Amalfitano shared document "Subcommittee Revenue, Expense, Town Services Prelim Recommendations (rev 6-4-2021)" and provided a progress update for the Revenue, Budget, and Town Services Working Group
    - Aaron Pikcilingis provided a progress update for the Regionalization, Consolidation, Outsourcing Working Group
    - Travis Franck provided a progress update for the Personnel, Compensation, Benefits, Retirement Working Group
- Discussion of open ideas continued, including the following points:
    - Certain ideas on the list are relevant to both Personnel/Compensation and Consolidation/Outsourcing
    - What is the best way to identify and track each Working Group's preliminary Top 5 within our spreadsheet

[Norma Massarotti joined the meeting at 8:30am]

Discussion of easier ideas to recommend in near-term
- Discussion ensued about ideas that have been identified as quick wins, meaning they could be implemented easily and/or quickly:

- o Vicki Amalfitano shared document "Subcommittee Revenue, Expense, Town Services Prelim Recommendations (rev 6-4-2021)" and introduced nine quick wins from the Revenue, Budget, and Town Services Working Group's list of ideas
- o Aaron Pikcilingis and Paul Rickter commented that the nature of ideas that are assigned to the Regionalization, Consolidation, Outsourcing Group tend to be inherently long-term
- o Travis Franck introduced four quick wins from the Personnel, Compensation, Benefits, Retirement Working Group's list of ideas

Discussion of Next Steps

- Discussion ensued about the following next steps:
  - o Survey of Town employees. Paul sent suggested language to Shauna Healey and Mike McAllister for distribution to employees. The ideas generated from employees will get to our group through the same channel as ideas from residents.
    - ▪ A member of the public asked a question on this topic: Larry Link asked whether we will be providing a reward for good ideas from Town employees. Travis Franck and Mark Paolillo answered that we have an idea on our list to implement such a reward program, but it is not in place for our survey.
  - o Presentation to Town Meeting. Travis Franck will be presenting to Town Meeting next Monday, June 14th. He asked that any group members that would like to provide inputs on his slides do so by the end of the day on Friday, June 11th.
  - o Next Public Input opportunity. Aaron Pikcilingis and Matt Gasbarro will work on this in the future, targeting a fall date for a public forum. Aaron Pikcilingis advised that the Vision 21 Implementation Committee has not had a meeting since our last SCIG meeting.

[Brian Antonellis left the meeting at 9:01am]

  - o Setting up meetings with Belmont departments/groups and other towns/cities.
    - ▪ Vicki Amalfitano commented that members of each Working Group should coordinate and consolidate questions before meetings take place
    - ▪ Paul Rickter commented that we should think about what our final product will be, to move forward with a clear vision about how we get from our existing list of ideas to the final product
    - ▪ Joe Bernard commented that, given that we have so many questions to ask to various parties, we should ensure that we are asking questions about our prioritized ideas first
    - ▪ Norma Massarotti asked about using the Consultation List tab in our spreadsheet to coordinate questions. In response, Matt Gasbarro shared document "2021-06-09_SCIG_Projects.xlsx" and explained which columns can be used for this purpose.
    - ▪ Mark Paolillo commented that we should consider directing questions to department heads, while copying Patrice, so that we don't overload Patrice with questions directed to her
    - ▪ Aaron Pikcilingis commented that we should consider which questions can be better asked via email, to help reduce the amount of time spent answering questions in meetings
    - ▪ Anne Helgen commented that we should carefully select to whom we direct our questions, in order to gather different perspectives

Decide future meeting schedule
- Next full-group meeting is tentatively scheduled for Thursday, July 1st
- Mark Paolillo provided an update on the possibility of meeting remotely after the state of emergency order is lifted. It is currently unknown and still under discussion at the state level.

Discussion of format for reporting the evaluation of ideas
- Aaron Pikcilingis shared and made live edits to document "SCIG – Evaluation Report – Idea #42", a draft example of a template the committee can use to report our evaluation of an idea.
- Discussion of this template continued, including the following points:
    - Anne Helgen commented that we should include reporting the limitations that we faced, and reporting the other communities that were included in our research

[Norma Massarotti left the meeting at 9:38am]

    - Travis Franck commented that the format of the final report will likely start with several pages of prose to explain the highest-rated ideas from our research, and then we can include the idea evaluations—formatted like this template—in an appendix

[Brian Antonellis joined the meeting at 9:40am]

    - Mark Paolillo commented that we should use this report to build a roadmap to execution of the recommended ideas
    - Matt Gasbarro commented that we should include commentary on the sustainability of an idea and who should be the owner of the next step toward implementation
    - Anne Helgen commented that we should include or refer to the in-depth analysis done by this group
    - Aaron Pikcilingis commented that we should complete an evaluation in this format for ideas that are ruled out as well as ideas that are recommended

[Vote to adjourn was unanimous; the meeting was adjourned at 9:54am]

Meeting minutes recorded by Joe Bernard