

**Structural Change Impact Group  
Consolidation & Outsourcing Working Group**

Minutes  
April 8, 2021  
Meeting conducted via Zoom

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: June 15, 2021  
TIME: 11:43 AM

Members present: Mark Paolillo, Aaron Pikcilingis, Paul Rickter

Members absent:

Other attendees: Phil Thayer

Meeting was called to order at 8:06am.

**Updates from prior meeting**

Subcommittee members reported on progress made on items researched since the previous meeting. All items are identified by their ID numbers and are included in the committee idea matrix posted at

<https://www.dropbox.com/sh/b64yoe9y05lnwzb/AAB5iDttndB5Pfik6Wzo5Qgva?dl=0>.

- Eliminate citizen building committees and hire good project managers (ID 212) - Pikcilingis reviewed state law, which requires an owner's project manager (OPM) for a project of \$1.5m or more. The idea is to eliminate building committees and use OPM, but state law already requires OPM for large projects, so this idea seems to point to something that's already being done. Smaller projects are managed by the Facilities Department. Paolillo commented that we need to improve the efficiency and efficacy of smaller capital projects and perhaps learn more from how other towns do it.
- Have a professional, appointed Town Clerk and then replace the Assistant Town Clerk with a clerical person (ID 215) - Paolillo reviewed the history of the idea of appointing a Town Treasurer with Town Clerk Ellen Cushman, since this seems like a comparable topic. About 15 years ago, there was a town-wide referendum to have an appointed Treasurer, but that referendum failed. Understanding that Treasurer idea might help better understand this idea for an appointed Town Clerk.

**Review of In Progress and Implementation Complete issues**

Subcommittee members reviewed several issues that have been flagged as "in progress" or "implementation complete."

- Restructured facilities department -- Consolidated school and town facilities departments (ID 139) - This idea appears to be essentially done. Paolillo will learn more about how the town did this.
- Restrict liquor license transfers (ID 168) - We have concluded that this is done. Pikcilingis will research the specifics of how this was done.

- Join community compact to bring in funds for the Collins Center financial modeling (ID 169) - We believe this is done and Collins Center resources are grant funded. Rickter will check with Town Administrator Patrice Garvin to confirm this, because we will want to continue getting Collins Center resources.
- Withdraw from the Minuteman regional school district (ID 177) - This has been done. Pikilingis will research the history of this topic so we have the details recorded in the matrix.
- Implement existing plan to put legal services out to bid (ID 134) - This has been done. Paolillo will learn more about the last time legal services were put out to bid.
- Share Special Education costs with Lexington, Arlington, Bedford, and Burlington (LABBB) (ID 131) - This is ongoing. Pikilingis will research to get details.
- Member, NEMLEC (ID 132) - This is ongoing. Paolillo will research further.
- Mutual aid (ID 133) - We are currently part of mutual aid as part of Metro Fire. Rickter will learn more about mutual aid from the Fire Chief.
- Shared nurse with Lexington (ID 178) - We are currently sharing a nurse with Lexington. Paolillo will research further.
- Consolidate administrative functions between town and school departments (ID 182) - Pikilingis will get a status update on this.
- Reorganize Accounting (ID 189) - Rickter will get a status update on this item.
- Partner with other towns to lower costs through large purchases of commodities (ID 180) and Hazardous waste disposal consortium with Lexington and other towns (ID 181) - Rickter will get specific details on what we're doing from DPW director Jay Marcotte.

### **Review of Open issues**

Subcommittee members reviewed the existing issues that have been marked as "open." It was noted that there are 50 such issues, so the goal should be to capture common themes, so we can research these issues efficiently.

- Merge service departments between school and town and reduce headcount (ID 14) - Rickter will learn more about what's been done and what might be done in the future.
- Consider possibilities to merge COA, Recreation and Veterans into one department under one director (ID 22) - Paolillo will learn more about this.
- Consider hiring in-house counsel (ID 345) - Pikilingis will research.
- Cemetery charges should cover full operating costs (ID 42) - Pikilingis will research.

Next meeting will be 4/22 at 8:00am. On 4/15, we expect the full committee will be meeting.

Adjourned at 9:08am (Moved: Paolillo, Seconded: Pikilingis, Voted 2-0)