

Structural Change Impact Group
MEETING MINUTES
Thursday, January 13, 2022
Location – Remote Meeting on Zoom

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: January 27, 2022
TIME: 9:25 AM

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

Members absent: Meg Moriarty

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 January 6, 2022 *(Vote 4-0 in favor, with 3 abstentions)*
 - Moved by Paul Rickter, seconded by Vicki Amalfitano
 - In favor: Travis Franck, Joe Bernard, Vicki Amalfitano, Paul Rickter
 - Opposed: none
 - Abstain: Anne Helgen, Aaron Pikcilingis, Norma Massarotti

[Brian Antonellis and Mark Paolillo joined the meeting at 8:04am]

Update from Working Groups on recent progress

- Discussion ensued with updates from the chairs of each Working Group, as follows:
 - Aaron Pikcilingis provided a progress update for the Consolidation, Regionalization & Outsourcing Working Group
 - Vicki Amalfitano provided a progress update for the Subcommittee on Revenue, Budget and Town Services, including a meeting with Lexington Town Manager James Malloy

[Matt Gasbarro joined the meeting at 8:10am]

- Travis Franck provided a progress update for the Personnel, Compensation, Benefits & Retirement subcommittee

Discussion of Idea Write-up Report

- Discussion ensued about the process of developing the Final Report to be submitted in March, as follows:
 - Travis Franck recapped the proposed timeline of completing individual write-ups in January, reviewing the individual write-ups in February, and working on crafting the Final Report in March
 - Vicki Amalfitano suggested that the full committee not review every individual write-up line by line, but rather review them individually prior to meeting and use meetings to edit and/or approve
 - Norma Massarotti suggested using a presentation format like PowerPoint slides to summarize key findings or takeaways

Discussion of Idea Matrix including decisions about moving ideas between Working Groups

- Discussion ensued about coordination between Working Groups, including the following points:
 - Ideas with overlapping solutions will become clearer as we review individual write-ups as a full committee. Paul Rickter, Vicki Amalfitano, and Aaron Picilingis discussed the example of centralized procurement.
 - Norma Massarotti asked about the school administration building, which overlaps ideas that Meg Moriarty and Brian Antonellis are writing up

Discussion of Next Steps

- Discussion ensued about next steps, including the following points:
 - Mark Paolillo asked whether we are still planning to provide an interim update to the Select Board. Travis Franck replied that he will give a short presentation at the next Select Board meeting.
 - Anne Helgen asked to clarify whether the full committee will be given the opportunity to review all idea write-ups, how they will be grouped in the Final Report, and who will write the Final Report. Travis Franck replied that subcommittees should work on parallel tracks in January to write and review their idea write-ups, then the full committee will use February meetings to review all ideas and discuss how to group them into the Final Report.

Decide future meeting schedule

- The group decided to cancel our full committee meeting next Thursday, January 20th, to use that time slot to have subcommittee meetings instead.

[Vote to adjourn was unanimous; the meeting was adjourned at 8:42am]

Meeting minutes recorded by Joe Bernard