

**Structural Change Impact Group
Revenue, Budget and Services Working Group**

MEETING MINUTES

Thursday, March 25, 2021

Location – Remote Meeting on Zoom

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: April 14, 2021

TIME: 9:10 AM

Members present: Anne Helgen, Matt Gasbarro, Vicki Amalfitano, Joe Bernard

Members absent: none

Other attendees: Phil Thayer

[Meeting started at 9:03am]

Discussion and Appointment of Committee Roles

- Motion to appoint Vicki Amalfitano as Chairperson and Matt Gasbarro as Clerk (*Vote 3-0 in favor*)
 - Moved by Anne Helgen, seconded by Matt Gasbarro
 - In favor: Anne Helgen, Vicki Amalfitano, Matt Gasbarro
 - Opposed: none

Discussion of Next Meeting Dates

- Vicki Amalfitano proposed next dates of Thursday April 1 8am and Friday April 9 8am
 - No vote taken but all were In favor: Anne Helgen, Vicki Amalfitano, Matt Gasbarro

Proposal to Sort and Organize Idea List

- Discussion ensued regarding the best approach to sort and filter the idea list for the working group.
 - Matt Gasbarro shared “2021-03-25_SCIG_Projects.xlsx”, the master project idea list for the Structural Change Impact Group and informed he would create a new tab for each of the Structural Change Impact Group subcommittees/working groups
 - Anne Helgen volunteered to review the list of ideas for the Revenue, Budget and Services Group starting with those having Status of Ruled Out, In Progress, and Completed. She agreed to consolidate, re-categorize or assign to another working group. Also, she will comment on her changes accordingly in the Status Note column
 - Anne Helgen inquired about cataloging various studies and reports conducted by Belmont committees and groups. Matt Gasbarro referred to the Resources tab within the spreadsheet for documenting that information
 - Matt Gasbarro mentioned that the Consultation List tab be used for recording appointment request with outside groups. He added a column for Point of Contact within the consulting group and column for the rep from the Structural Change Impact Group who will initiate first contact

Public Comments

- Phil Thayer joined the meeting and inquired on the status of the working groups.

Review of Ideas

- The group discussed ideas concerning fines and fees and which ideas to combine
- Anne Helgen informed the group that MA state law mandates certain fines must be charged at cost of service and not for profit, but was unsure of which specific fines or fees

[Joe Bernard joined the meeting at 9:30am]

- Vicki Amalfitano informed Joe Bernard of the next committee dates and Joe Bernard confirmed his availability.
- Matt Gasbarro updated Joe Bernard of the work conducted in the current meeting this far during his absence.
- Matt Gasbarro proposed that no ideas be removed from the project list and instead have its Status changed to a new value of Merge.
- Discussion of grants ensued. Anne Helgen informed the group that the Town Administrator has conducted grant writing for the Town of Belmont and wondered if town departments worked through the Town Administrator for grants or pursued their own
- The group discussed determining which town services are legally required versus ones that residents deem essential. Vicki suggested polling the residents of the Town to determine which town services are important. Matt Gasbarro suggested asking residents which services they are willing to pay extra for. He also advised there be a mechanism to evaluate the fee structure of extra cost services to ensure they are at least breaking even.
- The group discussed the status of e-payments for fines, bills, and direct deposit among town departments and was unsure if all payments had move to electronic billing.
- Vicki Amalfitano encouraged the group to use the rubric in reviewing each idea and to score them.
- Anne Helgen informed Vicki Amalfitano of the process for submitting meeting agendas to the Town Clerk Ellen Cushman.

Adjournment

- Motion to adjourn by Vicki Amalfitano (*Vote 3-0 in favor*)
 - Seconded by Matt Gasbarro
 - In favor: Anne Helgen, Vicki Amalfitano, Matt Gasbarro, Joe Bernard
 - Opposed: none

[Vote to adjourn was unanimous; the meeting was adjourned at 10:00am]