Structural Change Impact Group
Revenue, Budget and Services Working Group

MEETING MINUTES
Friday, August 13, 2021
Location – Remote Meeting on Zoom

Members present: Joe Bernard, Matt Gasbarro, Anne Helgen

Members absent: Vicki Amalfitano

[Meeting called to order at 8:04am]

- **Discussion on Next SCIG Public Forum**
    - The group discussed possible topics for the next public forum including town services and fees as well as collaboration with the Vision 21 Implementation Committee as a follow-up to their 2015 Town Services report. The forum would be to address Idea #25: Determine Core Services.

- **Discussion on Consultation with Belmont IT**
    - Matt Gasbarro shared 2021-08-13_SCIG_REV_Projects.xlsx
    - Matt Gasbarro informed of a consultation with David Petto, head of Belmont IT on August 16 4:00pm. Joe Bernard to join.
    - Anne Helgen would like to know the various IT personnel across multiple departments for possible consolidation.
    - Matt Gasbarro informed the focus would be on current software solutions, such as workflow management, and the process for procuring and implementing software across all departments. Additionally, getting the terms and deployment type (SaaS, on-premise) would be good to catalog in preparing for future software opportunities.
    - Matt Gasbarro mentioned City of Chelsea issuing RFP in 2019 for new 311 solution abandoning SeeClickFix and presented various municipal focused software solutions he had researched.
    - The group agreed next steps would be to meet with Website Renewal Committee and Information Technology Advisory Committee (ITAC) following meeting with David Petto.

- **Assignment of Ideas**
    - The group discussed reviewing and assigning the remainder of ideas.
        - Idea #24: Property Tax Assessment – Joe Bernard
        - Idea #25: Determine Core Services – SCIG (forum)
        - Idea #26: Supply Management – TBD
        - Idea #40: Town Master Plan – Joe Bernard
        - Idea #241: Speeding Traffic Cameras – Matt Gasbarro
        - Idea #271: AirBnB – Joe Bernard
        - Idea #303: Residential Exemption – Matt Gasbarro

- ▪ Idea #311: Police Officers as Flaggers – Anne Helgen
- ▪ Idea #364: CORI Checks – Anne Helgen
- ▪ Idea #392: Long Term Planning Committee – Anne Helgen
- ▪ Idea #411: Transaction Fees – Anne Helgen
- ▪ Idea #412: New Town Website – Matt Gasbarro

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

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