

**Structural Change Impact Group**  
**Working Group: Personnel, Compensation, Benefits, Retirement**  
**MEETING MINUTES**

Wednesday, January 26, 2022, at 7:30 am  
Location – Remote Meeting on Zoom

**Members Present:** Travis Franck, Anne Helgen, Norma Massarotti, and Meg Moriarty.  
**Guests Present:** None  
**Absent:** None  
**Notetaker:** Norma Massarotti

*[Meeting called to order at 7:30am by Travis Franck]*

**Minutes Approval**

- No meeting minutes were reviewed
- Travis Franck emphasized importance of reviewing meeting minutes in a timely manner
  
- Subcommittee spent most of meeting reviewing and discussing the draft write-ups for the following ideas along with their supporting documentation.
  - ID#263 (idea pertaining to salary caps on highest paying positions)
  - ID#278 (idea to bring TA position in line with state averages)
- Anne Helgen presented the research she conducted in support of evaluating the above ideas that included gathering the best data available for salary and other types of compensation for the following positions for other towns to understand how salaries/total compensation for Belmont's positions compare to those in other towns:
  - Town Administrator (data collected for both TA and TM positions for other towns)
  - School Superintendent
  - Fire Department Chief
  - Police Department Chief
  - Library Director
- \$ estimates for Belmont's salaries/other compensation was sourced from actual contracts. The contract for the School Superintendent was still pending thus estimates were used.

**Public Comments:** Not applicable

**Discussion on Next Steps:**

- Subcommittee members to continue to progress write-ups and research where required and share drafts when available with other committee members for their input and alignment.
- Subcommittee will continue to meet multiple times each week as availability permits to progress completion of write-up reviews.

*[Travis Franck offered motion to adjourn; approval (4-0); the meeting adjourned at 8:50am].*

**RECEIVED**  
**TOWN CLERK**  
**BELMONT, MA**

DATE: February 23, 2022  
TIME: 8:28 AM