

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

Thursday, October 28, 2021 at 8:10 AM  
Location – Remote Meeting on Zoom

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

*[Meeting called to order at 8:10 am by Travis Franck]*

**Minute Approval**

- No past meeting minutes were reviewed/approved.

**Review of Missing Meeting Notes:**

- Team reviewed missing meeting minutes
- Norma Massarotti and Anne Helgen to best identify ownership and completion of minutes write-up
- Minutes are due by October 31, 2021; sub-committee will unlikely complete and approve all missing meeting write-ups

**Discussion on Questions for Information Gathering Session with Patrice Gavin on Fleet Management and One Pager ideas:**

- Team Members reviewed and discussed draft of subcommittee questions for TA and made revisions
- Norma Massarotti to send Anne Helgen revised draft and to schedule meeting with Patrice Gavin for she and Anne to attend.

**Discussion on how subcommittee should approach write up of recommendations on compensation contracts prior to beginning write-ups (general vs. detailed):**

- Travis Franck to brief Mark Paolillo on help request from PC subcommittee
- Topic will be placed on agenda at next full SCIG committee

**Discussion on School Write-ups related to compensation:**

- Anne Helgen shared feedback on school related write-ups and will send those to Meg Moriarty
- Meg Moriarty shared personal concerns on conflict of interest for her on write-ups and discussions on compensation in schools
- Travis Franck provided guidance to subcommittee on how to write-up ideas to include actions or recommendations and shared that is ok if subcommittee is not aligned.

**Discussion on Write-ups for compensation for Town Administrator and Library Director**

- Anne Helgen shared research on compensation practices for like positions at other towns
- Marketplace dynamics are driving practices in that pool of candidates is small and towns need to assess cost vs. benefit of increasing compensation vs. having high turnover.
- Anne Helgen to share write-up with subcommittee

**Public Comments:** None

**Next Steps:** Noted under each topic

**Future Meetings**

- Subcommittee will need to determine future meeting days as Full Committee also wants to meet weekly.

*[Travis Franck offered motion to adjourn; unanimous approval (3-0); the meeting adjourned at 9:40 am; Meg Moriarty departed meeting at 9:00 am].*

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

DATE: November 12, 2021  
TIME: 9:12 AM