

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

**MEETING MINUTES**

Friday, September 3, 2021

Location – Remote Meeting on Zoom

DATE: September 30, 2021

TIME: 9:18 AM

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

**Members absent:** None

*[Meeting called to order at 8:07am]*

- **Approval of August 6, 2021 Minutes**

- Motion to approve minutes by Anne Helgen *(Vote 4-0 in favor) [8:08am]*
  - Seconded by Joe Bernard
  - In favor: Vicki Amalfitano, Joe Bernard, Anne Helgen
  - Opposed: none

- **Approval of August 13, 2021, Minutes**

- Motion to approve minutes by Anne Helgen *(Vote 4-0 in favor) [8:09am]*
  - Seconded by Joe Bernard
  - In favor: Vicki Amalfitano, Joe Bernard, Anne Helgen
  - Opposed: none

- **Discussion on Meeting with Town Administrator**

- Vicki Amalfitano shared SCIG.RevExpServ.Financial Mgmt Ideas.8-31-2021.docx
- The group reviewed the ideas to discuss with the Town Administrator at a forth coming joint meeting. Included in the e-mail request for a meeting were the following ideas:
  - Idea #23: Pursue Grants
  - Idea #37: Programmatic Budgeting
  - Idea #39: Adopt Budgeting Guidelines
  - Idea #140: Budgeting Forecasting Software
  - Idea #26: Supply Management
  - Idea #34: Corporate Naming Rights

- **Updates on Ideas Under Research and Quick Wins**

- The following ideas were provided updates from the group
  - Idea #241: Issue Speeding Tickets Through Traffic Camera
  - Idea #378: Supplemental Tax Assessment
  - Idea #227: Work from Home Opportunities
  - Idea #313: Community Engagement Committee.
- The group discussed whether the reports created for the Quick Wins review of the SCIG full group meeting on September 23 should be vetted by the appropriate Town committee or

department for verification that the idea is indeed a “quick win”. The takeaway is that the term “quick win” can be misleading, and the owners of a report should feel comfortable with the report’s conclusion and follow-up with the appropriate contact, else hold back the report for Quick Wins report.

- **Discussion on Meetings within the Town**

- Matt Gasbarro asked the group which additional meetings within the town should be scheduled next for consultation. Matt suggested a meeting with Information Technology Advisory Committee (ITAC) and Website Renewal Committee. Matt volunteered to reach out to both committees.

- **Adjournment**

- Motion to adjourn by Anne Helgen, *(Vote 4-0 in favor)*
  - Seconded by Matt Gasbarro
  - In favor: Vicki Amalfitano, Joe Bernard, Matt Gasbarro, Anne Helgen
  - Opposed: none

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