

DATE: February 11, 2021
TIME: 9:00 AM

Structural Change Impact Group

MEETING MINUTES

Friday, December 18, 2020

Location – Remote Meeting on Zoom

Members present: Adam Dash, Amy Checkoway, Anne Helgen, Paul Rickter, Travis Franck, Aaron Pikcilingis, Joe Bernard, Matthew Gasbarro, Mark Paolillo

Members absent: Patricia Groves

Other attendees: Town Administrator Patrice Garvin

Meeting called to order at 8:02am by Adam Dash

Introductions

- Each member provided a brief personal introduction to the group.

Discussion of Charge

- As Select Board Member, Adam Dash provided an overview of the Select Board's Charge of the Structural Change Impact Group, and briefly summarized the expectations within the charge.
- Adam Dash displayed a spreadsheet of ideas from 2010 and a bulleted list of reform actions taken since the 2015 override, compiled in July 2020. Both documents will be shared with the group, to provide helpful context for this group to approach its charge with knowledge of previous ideas and/or actions.
- Discussion ensued about how this group's charge overlaps with previous and current work of other Town committees, and how we can leverage what has been done previously.
 - It was strongly recommended that all committee members watch the recording of the Warrant Committee's December 9th public forum and/or review the slides which are available on the Town website.
 - This discussion also included the suggestion from Matthew Gasbarro that we publish all existing and new ideas and actions in a consumable public document or website.

Organization of Committee

- Unanimous vote for Travis Franck to serve as Chair (*Vote 9-0*)
- Unanimous vote for Mark Paolillo to serve as Vice-Chair (*Vote 9-0*)
- Unanimous vote for Joe Bernard to serve as Clerk (*Vote 9-0*)

Set Milestones/Goals

- Discussion ensued about how to aggressively publicize our meetings to Town residents, including possibilities of using the Town website, social media, email lists, etc.
 - This discussion made note of the distinction between pushing communications outward and soliciting feedback inward, and noted the importance of both. Creating a portal for collecting inbound feedback was discussed.
 - Paul Rickter volunteered to manage communications/social media for the group.

- Amy Checkoway raised the question of whether the existing lists that Adam displayed had been quantified, suggesting the importance of providing such details. The response was that some are easily or already quantified and can be provided, others are simply zero, and others could be quantified as part of this group's work.
- Mark Paolillo suggested that one way this group could add value would be to summarize/visualize the history of the Town's budget, to show trends and decisions made in the recent past.
- During discussion, the point was made and reiterated that overrides are not just about "fixing" the past, but also importantly about defining what the Town will be in the future.
- Discussion ensued to address the questions: What is the goal of the group? How do we measure success? Main discussion points included:
 - It's not necessarily just dollar figures, but could be increased efficiency.
 - The charge includes a description of a preliminary report due in January 2021. The big deliverable is final report due in December 2021.
 - Goal of the group is to gather existing ideas, generate new ideas, and prioritize them.
 - It is important for the group to engage with the public and ultimately make recommendations that are actionable by the Town.
- Aaron Pikilingis suggested the importance of establishing a process for reviewing ideas, and then standardizing output/feedback once ideas have been analyzed.
- Discussion ensued about the possibility of dividing our group into smaller subcommittees to approach specific topic areas.
 - Anne Helgen suggested the possibility of working with the Warrant Committee and their subcommittees, to extent our work overlaps.

Schedule next meetings

- Discussion and general consensus was to hold meetings with regular frequency initially while the group is establishing itself and its work, and so the following dates were agreed:
 - January 7th @ 8am
 - January 21st @ 8am
 - February 4th @ 8am
 - February 18th @ 8am

Vote to adjourn was unanimous; the meeting was adjourned at 9:19am.