

DATE: February 11, 2021
TIME: 9:01 AM

Structural Change Impact Group

MEETING MINUTES

Thursday, January 21, 2021

Location – Remote Meeting on Zoom

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

Members absent: none

Other attendees: Assistant Town Administrator Jon Marshall

Meeting called to order at 8:02am by Chair Travis Franck

Approve prior meeting minutes

- Approval of meeting minutes Dec 18 (Vote 9-0)
- Approval of meeting minutes Jan 7 (Vote 9-0)

Discuss website changes including public input form

- Paul Rickter shared draft survey titled: “Ideas for Change – DRAFT”
 - Most important question on the survey is “Idea Summary”, which can be as lengthy as needed, and will be the only required field.
 - List of Town Departments will be included as optional menu for selection; this list needs to be vetted.
 - Survey introduction needs some wordsmithing; it should include directions to fill out the survey, state the intention of the survey, and clarify that all responses will be publicly available.
 - Open question: Does the survey functionality on the town’s website provide an automatic response?
- Next action on this topic: Paul Rickter to make some edits, then submit to the town’s IT department to create a draft version on their website.

Discuss format of Options matrix

- Aaron Pikcilingis shared document titled: “2021-01-20 – SCIG Projects”
 - The purpose of this document is tracking all ideas, tracking key components for evaluation, and generating a score using a scoring matrix.
 - Scoring Matrix draft includes measurements for the following: Impact, Ease of Implementation, and Time Scale.
 - Need to clarify how we define “impact” (one-time, recurring, non-financial, etc.)
 - It was noted that we could understand “structural change” to mean a recurring impact, instead of one-time.
 - It was noted that we could score financial and non-financial impact separately, essentially adding a fourth measurement to the Scoring Matrix.
- Further discussion ensued about the collection of information/feedback:

- We'll collect information from town employees and members of other committees, as well as the general public.
- We should send formal invitations to chairs of other committees. It will be helpful for us to see what they've already done and how they've already analyzed structural changes.

Discuss draft of January 2021 SCIG report

- Joe Bernard shared document titled: "consolidated list of reforms"
 - The purpose of this document is to consolidate past recommendations, completed reforms, and underway efforts into a single document.
 - As of today, the sources include: Summary compiled in March 2010, Financial Task Force I 2015 Report, Summary compiled in July 2020, Structural Change Impact Group charge, Discussion from this group's January 7th meeting, Warrant Committee's presentation on January 7th, and some community input received to date.
 - As of today, the list contains 238 line items (approximately 200 line items when duplicated ideas are removed).
 - Mark Paolillo and Joe Bernard can spend some time on updating statuses for each line item.
- Next action on this topic: Joe Bernard to send this document to Travis Frank; Travis Franck will send it to the group; Aaron Pikilingis will merge it with his matrix.
- Further discussion ensued about what will be included in the January 2021 SCIG report.
 - In addition to the matrix, we'll need to pull together some text explanation. Major topics to include:
 - What's been done
 - What's being done
 - Advertise the public forum
 - Explanation of the scoring matrix and this group's recommendation for it
 - Next action on this topic: Travis Franck will work on next draft of the report, and will plan to present at our next meeting.
- Further discussion ensued about what will be our next milestone for reporting to the Select Board, after the January 2021 report.
 - Adam Dash advised as the Select Board Member that it should be relatively soon after the public forum is held, probably March 15th will be a good target for an update.

Discuss future work plan

- Amy Checkoway shared document titled: "SCIG Workplan v1 012021"
 - The purpose of this document is to visualize the group's deliverables and milestones, including the parameters: What, Owner, Months, Deadline, Status/Notes.
 - It was noted that we should include this workplan in the January 2021 report.
- Further discussion ensued about specific future work to be accomplished:
 - After collecting inputs, there will be extensive research to be done, including researching and/or contacting other towns for comparison purposes.
 - It seems likely that we will need to organize ourselves into working groups at a later date—after we have collected inputs and prioritized our list—so that we are focused and working productively.
 - We will need to separately generate a score for 1) the initial prioritization of all ideas and 2) the deeper analysis of ideas that have been categorized as priorities.

- There's an important distinction between an item that is deemed impossible versus an item that seems unlikely but needs more research to be ruled out.
- Aaron Pikilingis advised as the Vision 21 Committee Member that the Vision 21 Committee is willing to offer their time to assist with research.

Rescheduling Public Forum date

- The new tentative date for this group's first public forum will be March 4, 2021.

Public Comment

- Ross Vona asked the question: How do we engage town employees to get their ideas? The point taken from the question/discussion was that our work should include broad outreach to town employees, and not be limited to department heads.

Vote to adjourn was unanimous; the meeting was adjourned at 9:59am.