**Structural Change Impact Group**
MEETING MINUTES
Thursday, July 1, 2021
Location – Remote Meeting on Zoom

**Members present:** Travis Franck, Joe Bernard, Paul Rickter, Vicki Amalfitano, Anne Helgen, Aaron Pikcilingis, Meg Moriarty, Brian Antonellis, Norma Massarotti, Matt Gasbarro, Mark Paolillo

**Members absent:** none

**Other attendees:** none

*[Meeting called to order at 8:00am by Chair Travis Franck]*

**Approval of prior meeting minutes**
- **Motion** to approve the meeting minutes from June 10, 2021 *(Vote 10-0 in favor)*
    o Moved by Vicki Amalfitano, seconded by Aaron Pikcilingis
    o In favor: Travis Franck, Norma Massarotti, Paul Rickter, Vicki Amalfitano, Meg Moriarty, Anne Helgen, Joe Bernard, Aaron Pikcilingis, Brian Antonellis, Matt Gasbarro
    o Opposed: none

**Update from Working Groups on recent progress**
- Discussion commenced with updates from the chairs of each Working Group, as follows:
    o Travis Franck provided a progress update for the Personnel, Compensation, Benefits, Retirement Working Group
    o Vicki Amalfitano provided a progress update for the Revenue, Budget, and Town Services Working Group
    o Aaron Pikcilingis provided a progress update for the Regionalization, Consolidation, Outsourcing Working Group

*[Mark Paolillo joined the meeting at 8:05am]*

**Update about recent Matrix Changes (new ideas, scoring)**
- Discussion ensued about changes to the matrix spreadsheet:
    o Brian Antonellis suggested adding a new column to identify 'Parent ID' when consolidating duplicate or similar ideas into a single idea to be explored, and the group agreed to implement this
    o Matt Gasbarro shared document "2021-07-01_SCIG_Projects.xlsx" and presented a Score Analysis to show how many open ideas have been scored and a breakdown of those scores
    o Matt Gasbarro highlighted that we have seventeen new ideas submitted since our last meeting, but pointed out that we can't know for sure whether they were submitted by Town employees or residents

**Discussion of Next Steps**
- Discussion ensued about the following next steps:

- o Documenting progress. Travis Franck commented that we should start preparing the documentation for ideas that are not open to be explored, using the template that Aaron Pikcilingis created and shared at our June 10th meeting. The group agreed to move forward with preparing this documentation, using Word to create a separate document for each idea being evaluated, and saving them in a central shared folder that is publicly accessible.
    - ▪ Agreed target for Working Groups to prepare fifteen evaluation documents each: August 1, 2021
- o Quick wins. Norma Massarotti commented that we could start preparing documentation for quick wins and present them to the Select Board sooner than our final report is due. Mark Paolillo agreed that it would be helpful for the Select Board to receive these recommendations in an interim report.
    - ▪ Agreed target for interim report to be delivered: September 2021
- o Setting up meetings with Belmont departments/groups and other towns/cities. Travis Franck commented that he is working on preparing a consolidated list of questions to be emailed in advance while setting up meetings with departments/groups and other towns/cities.
    - ▪ Agreed target for emails requesting initial meetings to be sent: mid-July 2021

*[Meg Moriarty left the meeting at 9:00am]*

- ▪ Travis Franck shared document "SCIG-All Comparable Towns, Data Charts v.1". Anne Helgen explained the methodology and presented findings from this list of comparable municipalities and school districts, which can be used by Working Groups to identify which towns/cities may be most useful to approach with questions.

**Decide future meeting schedule**
- Next full-group meeting is tentatively scheduled for Thursday, July 22nd

*[Vote to adjourn was unanimous; the meeting was adjourned at 9:30am]*

Meeting minutes recorded by Joe Bernard