

## Structural Change Impact Group

### MEETING MINUTES

Thursday, December 9, 2021

Location – Remote Meeting on Zoom

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: January 6, 2022

TIME: 11:11 AM

**Members present:** Travis Franck, Joe Bernard, Anne Helgen, Vicki Amalfitano, Matt Gasbarro, Paul Rickter, Aaron Pikilingis, Brian Antonellis

**Members absent:** Norma Massarotti, Mark Paolillo, Meg Moriarty

**Other attendees:** none

*[Meeting called to order at 8:03am by Chair Travis Franck]*

#### **Update from Working Groups on recent progress**

- Discussion commenced with updates from the chairs of each Working Group, as follows:
  - Vicki Amalfitano provided a progress update for the Subcommittee on Revenue, Budget and Town Services, including an upcoming meeting with the Town Manager of Lexington
  - Travis Franck provided a progress update for the Personnel, Compensation, Benefits & Retirement subcommittee
  - Aaron Pikilingis provided a progress update for the Consolidation, Regionalization & Outsourcing Working Group

#### **Discussion of Idea Matrix including decisions about moving ideas between Working Groups**

- Matt Gasbarro shared the latest version of the idea matrix, '2021-11-19\_SCIG\_Projects.xlsx'
- Discussion ensued about individual ideas in the matrix and whether they are assigned to the appropriate Working Group, as follows:
  - Aaron Pikilingis brought up Idea #100, legislation to address OPEB liability. Discussion ensued and it was decided to move this to the Personnel, Compensation, Benefits & Retirement subcommittee.
  - Travis Franck brought up Idea #249, school office location. Discussion ensued and it was decided to move this to the Consolidation, Regionalization & Outsourcing Working Group.
  - Travis Franck brought up Idea #280, Belmont Light building. Discussion ensued and it was decided to move this to the Consolidation, Regionalization & Outsourcing Working Group.

#### **Discussion of Next Steps, including coordination with other towns and Belmont departments/groups**

- Discussion ensued about coordination with other towns, including the following points:
  - Vicki Amalfitano commented that Mark Paolillo is in the process of trying to connect with leaders from Lexington and Winchester
  - Aaron Pikilingis commented Mark Paolillo is also in the process of trying to connect with a leader from Needham
- Discussion ensued about planned future meetings of the Working Groups, as follows:
  - Travis Franck commented that the Personnel, Compensation, Benefits & Retirement subcommittee is planning one more meeting in December

- Vicki Amalfitano commented that the Subcommittee on Revenue, Budget and Town Services is planning two more meetings in December
- Aaron Pikilingis commented that the Consolidation, Regionalization & Outsourcing Working Group is planning one or two more meetings in December

#### **Discussion of Idea Matrix**

- Discussion ensued about how to track report statuses in the spreadsheet, including the following points:
  - Each subcommittee should use the “Report Status” column to indicate whether an idea write-up needs to be reviewed by a subcommittee, reviewed by the full committee, or has been fully reviewed

#### **Discussion of Draft Progress Report**

- Travis Franck shared ‘SCIG Interim Report – December 2021 DRAFTv1.docx’
- Discussion ensued about the draft version of the interim progress report to be delivered to the Select Board, including the following points:
  - Travis Franck commented that the intention of the interim report is to focus on important themes and opportunities, and asked each Working Group to recommend certain themes and opportunities to be included. In terms of timing, the expectation is to review a full draft of the report at our next meeting on December 16<sup>th</sup>.
  - Anne Helgen commented that decentralization is an important theme
  - Vicki Amalfitano commented that the opportunity is centralization and standardization
  - Aaron Pikilingis identified the following themes: planning ahead with comprehensive zoning plans as part of a comprehensive master plan, identify highest and best use of town properties, design and implement evaluation processes, and seek out opportunities to work with neighboring communities
  - Anne Helgen identified the following themes: improving financial software to get better reports, transparency, and communication
- Travis Franck requested that each Working Group contribute themes and associated ideas to be included in the interim report by Monday evening, December 13<sup>th</sup>

#### **Public Comments**

- Larry Link, member of the public, commented to express support for the committee

#### **Decide future meeting schedule**

- Next meeting is December 16<sup>th</sup>. Following the holidays, we will meet on Thursday, January 6<sup>th</sup> and weekly on Thursday mornings.

*[Vote to adjourn was unanimous; the meeting was adjourned at 8:57am]*

Meeting minutes recorded by Joe Bernard