Structural Change Impact Group
MEETING MINUTES
Monday, March 10, 2022
Location – Remote Meeting on Zoom

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

Members absent: Meg Moriarty, Brian Antonellis

Other attendees: none

[Meeting called to order at 8:01am by Chair Travis Franck]

Approval of prior meeting minutes
- Joe Bernard shared document 'SCIG_Meeting_Minutes_2-24-22'
- **Motion** to approve the meeting minutes from February 24, 2022 *(Vote 8-0 in favor)*
    - Moved by Anne Helgen, seconded by Paul Rickter
    - In favor: Travis Franck, Joe Bernard, Anne Helgen, Paul Rickter, Vicki Amalfitano, Aaron Pikcilingis, Matt Gasbarro, Norma Massarotti
    - Opposed: none
- Joe Bernard shared document 'SCIG_Meeting_Minutes_3-3-22'
- **Motion** to approve the meeting minutes from March 3, 2022 *(Vote 8-0 in favor)*
    - Moved by Aaron Pikcilingis, seconded by Anne Helgen
    - In favor: Travis Franck, Joe Bernard, Anne Helgen, Paul Rickter, Matt Gasbarro, Vicki Amalfitano, Norma Massarotti, Aaron Pikcilingis
    - Opposed: none
- Joe Bernard shared document 'SCIG_Meeting_Minutes_3-7-22'
- **Motion** to approve the meeting minutes from March 7, 2022 *(Vote 8-0 in favor)*
    - Moved by Anne Helgen, seconded by Matt Gasbarro
    - In favor: Travis Franck, Anne Helgen, Paul Rickter, Joe Bernard, Matt Gasbarro, Vicki Amalfitano, Norma Massarotti, Aaron Pikcilingis
    - Opposed: none

Decide future meeting schedule
- The committee agreed to move Thursday morning meetings to start at 7:30am

Discussion of draft Final Report
- Discussion commenced regarding the process for reviewing the draft Final Report, including that there should no longer be any substantial write-ups added, that Travis Franck will merge batches that have been fully reviewed, etc.

[Mark Paolillo joined the meeting at 8:09am]

- Discussion ensued about Working Groups developing a first draft of an Executive Summary, including the following points:
  - Vicki Amalfitano commented that the Revenue, Budget and Town Services Working Group will meet to put ideas under themes and identify ideas that have the highest impact
  - The committee agreed that all Working Groups should start with this approach
- Matt Gasbarro shared document '2022-03-11_SCIG_REV_Projects.xlsx' and discussion ensued about the Index Table for inclusion in the Final Report, including the following points:
  - Matt Gasbarro commented that the important fields in the Idea Matrix which will feed into the Index Table are Title, Next Step, Scores, Dept/Area, Theme, and Report Author
  - Each Working Group will update these fields for their line items in the spreadsheet
- Travis Franck shared document 'SCIG Final Report (Draft-220308)' and made edits during discussion. Review of the draft Final Report commenced. There was general discussion about each idea listed below, and the following edits were made:
  - Idea #54 – Fleet Management
    - Norma Massarotti suggested deleting the "Estimated Task Length" column from the Next Steps section, to standardize with information provided in other write-ups
    - Norma Massarotti suggested additional language that the recommendation for a pilot period should be guided by State bidding laws
    - Mark Paolillo suggested specifying that the pilot period be "up to" two years, because it may not need to be two full years
  - Idea #67 – Eliminate School Resource Officers
    - Joe Bernard suggested that there be a nonzero Financial Impact score; the committee agreed to change the Financial Impact score to 1
    - Joe Bernard suggested increasing the Ease of Implementation score; the committee agreed to change the Ease of Implementation score to 4
  - Idea #72 – Less Frequent Lawn Care
    - Paul Rickter suggested defining "Deltas" in the Background Information
  - Idea #81 – Restructure Library Staff
    - Mark Paolillo suggested naming who will be responsible for continuing to evaluate staffing needs and models
  - Idea #84 – Reduce Library Hours/Use Benton Library
    - Aaron Pikcilingis suggested clarifying language for the third bullet point in the Next Steps section
    - Joe Bernard suggested clarifying language for the first bullet point in the Next Steps section
  - Idea #92 – Make Council on Aging Self-Supporting
    - Aaron Pikcilingis suggested specifying that the Next Step action is to start the volunteer drive program
    - Anne Helgen suggested adding the Next Step to conduct a detailed study of transportation usage
  - Idea #101 – Payments In Lieu Of Taxes for Non-Profits and Private Schools
    - The committee agreed that this write-up is good, no edits
  - Idea #138 – Construct a New Substation for Belmont Light
    - The committee agreed that this write-up is good, no edits

[Norma Massarotti left the meeting at 9:12am]

- Idea #141 – Permanent Building Advisory Committee Manual
  - Matt Gasbarro suggested adding a reference to Idea #212—Eliminate Citizen Building Committees
- Idea #162 – Belmont Light Initiatives
  - Paul Rickter suggested clarifying language to explain the "N/A" score
- Idea #188 – Build a Net-Zero Emissions High School
  - Mark Paolillo suggested clarifying language for the idea title
  - Paul Rickter suggested clarifying language for the idea title
  - Anne Helgen suggested clarifying language for the idea title
- Idea #217 – Have Newly Elected Officials Take Office on July 1
  - Paul Rickter suggested adding language to state the reason why we can't have only one election per year, i.e., in November
  - Anne Helgen suggested adding that the state mandates the timing of local elections
  - Aaron Pikcilingis suggested clarifying language for this point about the timing of local elections
  - Travis Franck suggested clarifying language for this point about the timing of local elections
- Idea #236 – Move School Department Union Negotiations to a More Neutral Party
  - Anne Helgen suggested clarifying language regarding the Town Administrator's vote on significant changes to the contract
  - Mark Paolillo suggested clarifying language for the recommendation that the Select Board and the School Committee work together
- Idea #250 – Revisit Solid Waste Contract
  - Paul Rickter suggested increasing the Financial Impact score; the committee agreed to change the Financial Impact score to 4
  - Joe Bernard suggested clarifying language regarding the rationale for requiring four-day pickup
  - Anne Helgen suggested clarifying language for the recommendation describing the Solid Waste and Recycling Committee
  - Travis Franck suggested adding a Next Steps bullet point that the Select Board should hold interim meetings with the Solid Waste and Recycling Committee
- Idea #254 – Maximize CPA Funding for Belmont Studies
  - Joe Bernard suggested clarifying language regarding the Community Preservation Committee and Town Meeting
- Idea #263 – Reevaluate Large Town Salaries
  - Mark Paolillo suggested paraphrasing language in the section describing other ideas included in this report
  - Travis Franck suggested adding language for the Idea Intent section
  - Anne Helgen suggested adding a Recommendation that the Select Board should consider formal contracts for other key positions, and a Next Step for the Select Board to evaluate formal contracts for other key town employees
- Idea #269 – Transfer Health Care Insurance to the GIC

- - Paul Rickter suggested paraphrasing language in the section describing other ideas included in this report
  - Idea #272 – Charge Congestion Pricing
    - Aaron Pikcilingis suggested clarifying language regarding local adoption and acceptability
    - Joe Bernard suggested clarifying language regarding local adoption

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

Meeting minutes recorded by Joe Bernard