

DATE: March 30, 2022
TIME: 8:54 AM

Structural Change Impact Group

MEETING MINUTES

Thursday, March 17, 2022

Location – Remote Meeting on Zoom

Members present: Travis Franck, Joe Bernard, Matt Gasbarro, Paul Rickter, Aaron Pikilingis, Vicki Amalfitano, Mark Paolillo

Members absent: Norma Massarotti, Brian Antonellis, Anne Helgen, Meg Moriarty

Other attendees: none

[Meeting called to order at 7:33am by Chair Travis Franck]

Approval of prior meeting minutes

- **Motion** to approve the meeting minutes from March 10, 2022 *(Vote 6-0 in favor)*
 - Moved by Vicki Amalfitano, seconded by Matt Gasbarro
 - In favor: Travis Franck, Joe Bernard, Vicki Amalfitano, Paul Rickter, Matt Gasbarro, Aaron Pikilingis
 - Opposed: none
- **Motion** to approve the meeting minutes from March 14, 2022 *(Vote 6-0 in favor)*
 - Moved by Travis Franck, seconded by Aaron Pikilingis
 - In favor: Travis Franck, Joe Bernard, Vicki Amalfitano, Paul Rickter, Matt Gasbarro, Aaron Pikilingis
 - Opposed: none

[Mark Paolillo joined the meeting at 7:38am]

Discussion of draft Final Report

- Travis Franck shared document 'SCIG Final Report (Draft-220315)' 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 #303 – Residential Tax Exemption
 - Matt Gasbarro suggested adding a reference to Idea #164—Tax Relief for Seniors
 - Idea #311 – Police Details
 - The committee agreed that this write-up is good, no edits
 - Idea #318 – Reduce Streetlight and Outdoor Lighting Brightness
 - Aaron Pikilingis suggested adding language to recommend that the default setting for LED lights should be less than 100%
 - Idea #341 – Electronic Pay Stubs and Other Payroll Ideas
 - Aaron Pikilingis suggested adding a next step to seek grant funding to cover the cost of the transition
 - Travis Franck suggested adding that self-funding would be reasonable if grants are not available
 - Idea #344 – Improve Capital Projects

- Aaron Pikilingis suggested adding a next step to continue using Owner Project Managers for qualifying projects
- Idea #353 – Eliminate All Unnecessary Departments
 - The committee agreed that this write-up is good, no edits
- Idea #364 – CORI Checks
 - Travis Franck suggested adding language to explain why the score is zero
- Idea #373 – Explore CVTE Options
 - Matt Gasbarro suggested changing the title to clarify the CVTE acronym
 - Joe Bernard suggested clarifying language that students seeking CVTE work with School Department
 - Travis Franck suggested clarifying the reference to Idea #177—Withdraw from the Minuteman Regional District
- Idea #385 – Explore Regionalizing/Consolidating Library Services
 - Mark Paolillo suggested clarifying language regarding the recommendation on regionalizing other departments
- Idea #404 – Rent or Share Equipment Instead of Purchasing
 - Travis Franck suggested changing the section header to “Recommendations and Next Steps”
 - Mark Paolillo suggested adding the Capital Budget Committee to the recommendation to evaluate rental or sharing alternatives
- Idea #411 – Credit Card Fees
 - Matt Gasbarro suggested merging this idea with Idea #45—Online Payments
- Idea #415 – Contact Information for Belmont Boards and Committees
 - Mark Paolillo suggested clarifying language regarding the next step to discuss a process for creating a shared mailbox for each board and committee
 - Travis Franck suggested clarifying language that the committee could designate a member to monitor its mailbox
 - Aaron Pikilingis suggested adding a next step that the Town Clerk will post appropriate training and guidance
- Idea #416 – Appoint Member to Board of Assessors
 - Aaron Pikilingis suggested changing the section header to “Recommendations and Next Steps”
 - Matt Gasbarro suggested clarifying language in the recommendation that Belmont should consider updating its bylaw
 - Travis Franck suggested adding language to explain the reference to Idea #216—Appoint All Positions (except Select Board/Moderator)
 - Aaron Pikilingis suggested adding a reference to Idea #413—DLS Recommendations on Form of Government
- Idea #21 – Monitor Employee Internet Use to Increase Productivity
 - Paul Rickter suggested language clarifying who should own the decision making in the recommendation
- Idea #22 – Merge Council on Aging, Recreation, and Veterans Services
 - Joe Bernard suggested decreasing the Financial Impact score; the committee agreed to change the Financial Impact score to 2

- Idea #24 – Property Assessment Process
 - Mark Paolillo suggested including the Select Board in the recommendation regarding communication and public awareness on this topic
 - Paul Rickter suggested including the Warrant Committee in the recommendation regarding communication and public awareness on this topic
- Idea #34 – Naming Rights
 - The committee agreed that this write-up is good, no edits
- Idea #39 – Establish Budget Guidelines
 - The committee agreed that this write-up is good, no edits
- Idea #41 – Evaluate Costs of Independent Boards
 - Aaron Pikilingis suggested changing the section header to “Recommendations and Next Steps”
- Idea #43 – Phase Out Revenue Stream from Belmont Light
 - Travis Franck suggested deleting this write-up as written, based on a different understanding of what the idea means by “revenue stream from Belmont Light” that is not addressed by this write-up
- Idea #45 – Online Payments
 - Travis Franck suggested adding the Water Department to the List of Payment Vendors per Belmont Department
 - Matt Gasbarro suggested adding a next step that is in line with the next step from Idea #46—Work Order Systems to Guide Efficiencies
- Idea #46 – Work Order Systems to Guide Efficiencies
 - Travis Franck suggested adding language to explain the reference to Idea #221—311 System
 - Mark Paolillo suggested adding a next step for the Select Board to ask the Information Technology Advisory Committee to review this topic
- Discussion ensued about the process for collecting information in the matrix spreadsheet for the index table to be included in the Final Report, including the follow points:
 - Working Groups need to own the task of assigning relevant town departments and committees
 - Matt Gasbarro will shepherd the collection of this information into the matrix spreadsheet
- Discussion ensued about the process for writing the Executive Summary, including the following points:
 - The information collected in the index table will help inform the Executive Summary
 - Joe Bernard will write a first draft of the Executive Summary, to be iterated by the full committee
 - Paul Rickter will write a section of the Executive Summary, to recommend a follow-on implementation committee that will continue the work of prioritizing and pursuing the recommendations that SCIG generates

[Vote to adjourn was unanimous; the meeting was adjourned at 9:38am]

Meeting minutes recorded by Joe Bernard