

Structural Change Impact Group

MEETING MINUTES

Thursday, April 29, 2021

Location – Remote Meeting on Zoom

DATE: May 20, 2021

TIME: 10:34 AM

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

Members absent: Mark Paolillo, Amy Checkoway

Other attendees: none

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

Approval of prior meeting minutes

- **Motion** to approve the meeting minutes from March 25, 2021 *(Vote 7-0 in favor, 2 abstain)*
 - Moved by Anne Helgen, seconded by Vicki Amalfitano
 - In favor: Travis Franck, Joe Bernard, Paul Rickter, Vicki Amalfitano, Matt Gasbarro, Anne Helgen, Aaron Pikcilingis
 - Opposed: none
 - Abstain: Norma Massarotti, Brian Antonellis

Welcome of new Structural Change Impact Group members

- Travis Franck introduced Norma Massarotti and Brian Antonellis as new committee members, and announced that Meg Moriarty will be replacing Amy Checkoway as the committee's School Committee Member in June 2021

Discussion of Idea Matrix, including progress from Working Groups and decisions about moving ideas between Working Groups

- Discussion commenced with status updates from the chairs of each Working Group:
 - Vicki Amalfitano provided a progress update for the Revenue, Budget and Town Services Working Group
 - Aaron Pikcilingis provided a progress update for the Regionalization, Consolidation, Outsourcing Working Group
 - Travis Franck provided a progress update for the Personnel, Compensation, Benefits, Retirement Working Group
- Matt Gasbarro shared document "2021-04-29_SCIG_Projects.xlsx", and discussion ensued regarding the count of ideas that are open to be explored
- Discussion ensued regarding specific ideas and categories, especially regarding which committee members and/or Working Group can evaluate certain ideas most effectively, including the following points:
 - Decision was made to move the Real Estate, Town-owned buildings, and Economic Development categories to the Regionalization, Consolidation, Outsourcing Working Group

- Regarding benchmarking against like communities, the next step for the committee is to determine what benchmarking has already been done or is currently being done by another committee or group within Belmont

[Norma Massarotti left the meeting at 9:02am]

- Matt Gasbarro shared “Town of Westborough, Massachusetts Staffing Study Final Report” dated July 2020 as an example of a study done by another town, and added a link to this report to the Resource List tab in “2021-04-29_SCIG_Projects.xlsx”

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

- Discussion ensued regarding the committee’s next steps moving forward, including the following points:
 - Each Working Group should review the Consultation List tab in “2021-04-29_SCIG_Projects.xlsx” and add their own questions for town leaders and department heads, as needed
 - Each Working Group should plan to have a representative at each meeting with town leaders and department heads
 - Committee members should prepare clear, specific questions that can be sent in advance of the meetings with town leaders and department heads
 - Each Working Group should ensure their tab in “2021-04-29_SCIG_Projects.xlsx” is as complete as possible with preliminary scores
 - Each Working Group should plan to have two subcommittee meetings before the next full-group meeting on May 20, 2021

[Brian Antonellis left the meeting at 9:32am]

- Discussion ensued regarding the committee’s summary report, to provide updates on ideas given a ‘Completed’ status. The next step is for Aaron Pikilingis to prepare a first draft of the summary report’s format and send it to the chairs of the other Working Groups.

Discussions of Next Public Input opportunity

- Discussion ensued regarding the next opportunity for public input, including the following points:
 - Hosting another public forum can serve as an opportunity for education about certain topics that were submitted by the public as ideas for structural change but are already in progress or ongoing, or otherwise need an explanation for clarification
 - An idea was submitted to gather feedback through a town survey, but the committee should consider whether hosting a public forum is a better way to gather reliable feedback than a survey
 - If it was planned far enough in advance, a public forum could be advertised via town mailings
 - Separately from a public forum, the committee should solicit anonymous feedback from town employees
 - Separately from a public forum, the committee should consider targeted outreach to the specific individuals who had previously submitted an idea and expressed willingness to be involved in the analysis of the idea

- Travis Franck shared document “210503 SCIG ATM.md” to share and solicit feedback on the slides that he will be presenting to Town Meeting

Public Comments

- Max Colice commented regarding a specific idea, taking out insurance on the town’s SPED reserve fund, to clarify that he had done further research on the idea and found that it is not something that can be insured against. He also shared another idea, to use Belmont’s open space and conservation land to draw people into Belmont.

[Vote to adjourn was unanimous; the meeting was adjourned at 10:05am]

Meeting minutes recorded by Joe Bernard