

**Structural Change Impact Group
Revenue, Budget and Services Working Group**

MEETING MINUTES

Thursday, May 6, 2021

Location – Remote Meeting on Zoom

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: May 17, 2021

TIME: 1:51 PM

Members present: Matt Gasbarro, Vicki Amalfitano, Joe Bernard

Members absent: Anne Helgen

[Meeting called to order at 8:01am]

- **Approval of April 23, 2021 Minutes**

- Motion to approve minutes by Vicki Amalfitano, *(Vote 3-0 in favor) [8:03am]*
 - Seconded by Joe Bernard
 - In favor: Vicki Amalfitano, Joe Bernard, Matt Gasbarro
 - Opposed: none

- **Review of Open Ideas Requiring Consultation with External Persons/Groups**

- Matt Gasbarro shared 2021-05-06_SCIG_REV_Projects.xlsx
- For ideas with status “Open, to be explored” and “Clarification Need To Score”, the group discussed which persons or groups require consultation to provide information needed in moving the respective idea forward for analysis. The Consultation List tab was used to document the person or group to be contacted, the stated purpose of the meeting, and the questions to be asked of the participant(s). Also, the Status Note on the REV Project List sheet was updated with notes. The following ideas were discussed and documented:
 - Idea #23: Grant Writing
 - Idea #26: Supply Management
 - Idea #28: Town Insurance
 - Idea #29: Town Fees
 - Matt Gasbarro shared the website <http://massanalysis.com/> which offers municipal financial data on Massachusetts cities and towns, allows peer community identification and analysis, and other metrics to assist in benchmarking community spending and revenue generation. He advised such a tool could be used to determine if Belmont receives revenue from fines and fees proportional to its budget as peer communities.
 - Idea #32: Parking Fees
 - Idea #33: Civil Service
 - Idea #34: Naming Rights/Advertising/Corporate Sponsorship
 - Idea #35: Office Hours
 - Idea #37: Programmatic Approach to Budgeting
 - Idea #38: Budget Metrics on Town Website
 - Idea #39: Budget Guidelines

- Idea #40: Town Master Plan
 - Matt Gasbarro shared the document “A WORKING VISION FOR BELMONT’S FUTURE: PRIORITIES AND PROGRESS” by the Belmont Vision 21 Implementation Committee from a 2014 town survey. He advised that these results should be studied for additional ideas to be added to the Structural Change Impact Group master idea list. The group agreed that these results should be used in evaluating Idea #25: Determine Core Town Service and also as a guide for conducting further town surveys with residents and town employees.
- Idea #45: Paperless Billing/Direct Deposit
- Idea #46: Resident Inquiry Software
- Idea #84: Library Hours

Adjournment

- Motion to adjourn by Vicki Amalfitano, *(Vote 3-0 in favor)*
 - Seconded by Matt Gasbarro
 - In favor: Vicki Amalfitano, Joe Bernard, Matt Gasbarro
 - Opposed: none

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