

**Inter-Municipal Cooperation Sub-Committee of the Boards of Selectmen  
of Eastham, Wellfleet, Truro and Provincetown**

**WEDNESDAY, February 4, 2009**

Location:

Timothy Smith Room - Eastham Town Hall

Present:

Sheila Vanderhoef, Eastham Town Administrator; David Schropfer, Eastham Selectman; Sharon Lynn, Town Manager, Provincetown; Michele Couture, Provincetown Selectman; Tom Coen, Provincetown Finance Committee; Pam Nolan, Truro Town Administrator; Phil Smith, Truro Finance Committee; Paul Sieloff, Wellfleet Town Administrator; Ira Wood, Wellfleet Selectman.

The meeting was called to order at 11:00 p.m. by Selectman David Schropfer, Chair

**POWER POINT DRAFT SUMMARY PRESENTATION - Reviewed (and Attached)**

The Committee reviewed, page by page, the hard copy of a proposed power point draft summary presentation to the four Boards of Selectmen of the aforementioned towns. The presentation was prepared by Selectman Schropfer and distributed. The format was accepted as presented. The following are highlights of that discussion:

**PAGE ONE**

- Charge accurate; agreed to present it "as is" rather than in a narrative form;
- No other comments on Page One.

**PAGE TWO**

**Slide #1 -** Where "recommendations" are stated, substitute the word "*opportunities*" throughout presentation thereafter: Although there was no "vote" taken as indicated on Slide #1 the Committee is authorized and by majority vote can make recommendations. However, it was indicated that rather than "recommendation" the focus of the report is to present "opportunities." Further, the message should clearly be that the committee is asking for clarification on what the Boards are looking for from the Committee. The Committee will conclude their presentation with questions that they have formulated for the Boards as well. At the end of the presentation, the question should be clearly asked as to whether the Boards wish the Committee to make recommendations or not. The Committee will ask for specific direction from the Boards.

The Committee as a whole should be present when presentations are made to the various boards;  
Venue of these meetings will be considered and decided on. Space requirements may necessitate having the meetings at, for example, Eastham Town Hall and the Wellfleet Council on Aging.

- Include the aforementioned in Slide #2.

**PAGE THREE**

There was a suggestion to add a slide for each town with bullet points as to how they relate to the discussions;

- Under "Invited Guests" -Slide #1 - more information is needed to sum up conversations. One to two sentences will suffice; Should read: Suggested Guests.

Slide #1 - as it relates to the possible inclusion of other towns (i.e., Brewster and Orleans) include the following at the end of the presentation: *Suggestion that the discussion continue and include Brewster and Orleans:*

Important to connect with Finance Committees of each town. To that end, a joint meeting with the Finance Committees and/or representatives is advised;

- A joint meeting with Elaine Davis, Barnstable Purchasing Agent, highly recommended and to be scheduled;

- Suggested Information sharing on what the towns are already doing in terms of purchasing and projects would be welcomed. That discussion to include joint purchasing opportunities and beyond.;

-Efforts to be made to make these initiatives “real” by assigning and requesting reports back;

-Awareness of anxiety in the bid/process related to vendors and the state of the economy;

-Clarification of what Elaine Davis may or may not be able to add to the County bidding process will be sought;

- Important to identify those products and services and communicate the same to Elaine Davis for her further research and input (i.e., plumbing and electrical services, elevator maintenance, etc.);

- Notation and understanding that Elaine Davis has lost her assistant staff person and no replacement is being sought for that position at this time;

- Communication necessary to alert the Boards of Selectmen from each town that more time is needed to complete this portion of the process;

-The Committee requests to meet with Mike Gradone, Finance Committees and Elaine Davis before the presentation to the four boards;

-ADD to Slide #2- Title: Intermunicipal Information Sharing; ex. Vehicles;

-Substitute: Where titles of text boxes reads “*Possibilities*” - should now all read as “*Opportunities.*”

-Leave “as is” the blurb on vacancies in Slide #2 - No harm in sharing information on all vacancies;

-On Slide #3 - as appropriate - ADD: Share Training Programs;

#### **PAGE FOUR**

-National Park Service - Slide #1 - is mentioned but they have not yet been invited to the discussion;

-George Price, National Park Superintendent should be on the mailing list and “conceptually” should be able to send representatives;

-STRIKE: “Truro two-tank fuel truck” - Slide #1

-ADD: Housing Authority as first item on the Slide #2;

-Add another bullet - to include expansion of purchasing possibilities;

-ADD: at end Sheriff’s County Dispatch - Merging Services;

-Two Police Chiefs and Fire Chiefs from Orleans and Eastham are to be invited to discuss their proposed initiatives related to combining dispatching resources;

#### **PAGE FIVE**

-Slide #1 - note where it states that “each town may wish to have a dialogue” - does not say we should “facilitate” such discussions. Suggestion:

Ask a clear question to the Boards if they are giving give this group a charge to discuss any or all of these possibilities.

Additionally, are the representatives of this group empowered to delve more deeply into these possibilities and/or implement the same. Further, is this then the responsibility of this group. Further, each Board of Selectmen from each town may/will vote on the same with the initiatives for each town monitored by the Administrator of each town.

- Hiring of Regionalization “Czar” encouraged to help point towns in the right direction (i.e., grants, etc.);

- Slide #2 - Next Steps - “Comments on report” - should specify also getting back to us with comments and feedback on whether they would like the Committee to continue.

-Slide #2 - Next Steps: “Make any changes to Committee Volunteers” should read “make any *charges* to committee volunteers,” and change facilitate the sharing process to *monitor and facilitate* the sharing process.

Slide #2 - Add to bullet which reads “Indicate how Committee can facilitate sharing process” the following: Indicate how Committee can facilitate sharing process through the Town Administrators as it relates to decisions by the Boards of Selectmen regarding regionalization;

- Meeting with Department Heads considered. It was noted that some of these conversations are already taking place.

-Useful to invite Mike Gradone, Nauset Regional School Superintendent to determine role if any of this group in that venue;

-Invite Christine Lynch, State Department of Education to come in at the same time as Mike Gradone;

-National Park Service to be added to proposed future guests as mentioned earlier;

-Slide #3 - Proposed Additional Future Guests - - on groups listed - invite leaders of each group to help gain their viewpoint and/or expertise pro and con on relevant to the opportunities of merging. Examples: Health Agents - what is their relationship with the County; Fire and Police Chiefs as it relates to combining resources for dispatching.

**PAGE SIX**

Proposed additional future guests as presented on Slide #1 - are Selectman Schropfer's view for consideration.

-STRIKE: "Boards of Education" -

**Approval of Minutes of October 29, 2008**

Michele Couture moved to approve the minutes as presented. Paul Sieloff seconded the motion.

APPROVED - unanimous.

**Upcoming Meetings**

Communication necessary to alert the Board of Selectmen from each town that more time is needed to complete this portion of the process.

Suggestion was also made for the committee to meet through May, break for the Summer and reconvene in the Fall to update and review progress on initiatives. One meeting in April and one in May were suggested. No meeting dates prescheduled as of this date for April and May.

**February 23, 2009 10:00 a.m. Truro Town Hall**

Invitation to be extended to Mike Gradone, Superintendent, Nauset Regional Schools

Invitation to also be extended to Christine Lynch, State Department of Education to attend on the same date as Superintendent Gradone.

If Mr. Gradone and/or Ms. Lynch are unable to attend may ask Elaine Davis, Barnstable Purchasing Agent, to attend on February 23, 2009.

**Wednesday, March 11, 2009 10:00 a.m. Wellfleet Town Hall**

Finance Committees and Elaine Davis to be invited.

**End of March - Date To Be Determined**

Combined Boards

More meetings to be scheduled - one in April and one in May.

**Adjournment**

All matters having been discussed, David Schropfer moved to adjourn at 12:30 p.m.

Respectfully submitted,  
Lorraine Speros  
Administrative Assistant  
Town of Eastham