

Joint Westminister/Ashburnham Selectmen's Meeting
July 27, 2010 Meeting Minutes

Attendance: John Fairbanks Joe Flanagan Karen Murphy
 Maggie Whitney Ron Reed Doug Briggs
 Ed Vitone
Absent: Laila Michaud

Meeting called to order at 6:30 p.m. by John Fairbanks with the sole purpose of brainstorming ideas on regionalizing services between the two towns. John then turned the meeting over to Ed Vitone to facilitate the discussion. The following charts were generated in the meeting.

Contact information follows:

John Fairbanks	978-874-0462	jffminott@aol.com
Joe Flanagan	508-331-8133	jflanagan@verizon.net
Laila Michaud	978-874-2707	lmichaud@westminister-ma.gov
Karen Murphy	978-874-7400	kmurphy@westminister-ma.gov
Maggie Whitney	978-827-4773	chatty456@verizon.net
Ron Reed	978-827-6696	ronreed@net1plus.com
Doug Briggs	978-827-4100	dbriggs@ashburnham-ma.gov
Ed Vitone	978-827-5439	etvitone@comcast.net

Meeting adjourned at 7:40 p.m.

Respectfully submitted

Ed Vitone
July 27, 2010

Chart 1: Drivers to Regionalize

- Greater efficiency
- Cost savings
- Better Service
- Eliminate redundancy
- Peer Review between the towns
- Increased communication
- Potential for more grants
- Geographic proximity (not limited to Westminster & Ashburnham)

Chart 2: Impediments to Regionalize

- Yankee independence
- Turf wars
- Difference in values between towns
- Loss of control
- Cost sharing methodology
- Allocation of assets
- Existing contracts and/or other legal impediments
- Dual reporting of shared staff
- Length of time to make it happen
- Legacy issues
- Potential loss of benefits to town employees if current full time employees become part time employees of each town

Chart 3: Candidate Regionalization Opportunities

1. Dispatch	[4]
2. Con Com Agent	[3]
3. Capital Equipment #	[3]
4. Purchasing Cooperative (including insurance)	[3]
5. Senior Center *	[3]
6. Health Department	[2]
7. Veterans Department	[1]
8. Equipment Maintenance	[1]
9. IT Support	[1]
10. Park & Recreation	[0]
11. Surplus building Utilization	[0]

Should be done selectively

* Concern if center is not in close proximity to town center – added cost of transportation should be considered

Each attendee was given three (3) votes to select candidates which they felt merited study. The number in [] denotes the number of votes that each opportunity received. The results were ordered by number of votes received.

Chart 4: Evaluation Criteria

(High level with each specific opportunity subjected to additional criteria)

- Result in lower cost to towns
- Result in better service to citizens
- Probability of cooperation between department heads from each town
- Can success be demonstrated before implementation
- Quantify legal impediments
- Quantify grant opportunities
- Gauge public perception/reaction

Chart 5: Go Forward Plan

- Four candidate regionalization opportunities were selected for study
 - Con Com Agent
 - Capital Equipment
 - Purchasing Cooperative (including insurance)
 - Equipment Maintenance
- Four two-person teams would be formed with each team staffed with one (1) representative from each town
- Each team will meet as many times as appropriate and be prepared to report back to a second joint selectmen's meeting by September 30, 2010.
- Team Assignments:

<u>Subject</u>	<u>Captain</u>	<u>Member</u>
Con Com Agent	Ron Reed	Laila Michaud
Capital Equipment	Maggie Whitney	Joe Flanagan
Purchasing Cooperative	John Fairbanks	Ed Vitone
Equipment Maintenance	Karen Murphy	Doug Briggs
- Study should perform 1st pass evaluation of opportunity and identify hard spots