

# **Inter-Municipal Cooperation Committee of Eastham, Wellfleet, Truro and Provincetown**

## **Minutes of May 19, 2011**

*Location:* Truro Community Center, 7 Standish Way, Truro

*Present:* David Schropfer, Sheila Vanderhoef, John Knight, Pam Nolan, Curtis Hartman, Breon Dunigan, Bill Golden, Jan Worthington, Austin Knight, Sharon Lynn, Dan McChesney, Ira Wood, Jerry Houk, Paul Pilcher, Charleen Greenhalgh, John Lundborn, Ron Pazzetta, Paul Polechard

The meeting was called to order. Mr. Schropfer welcomed the other members and gave an overview of the reasons for forming the Inter-Municipal Cooperation Committee. Their first meeting was held in Truro on October 14, 2008. The Charge to the Committee was to improve the quality of service at a lower cost, review opportunities and best practices, and report to the Selectmen in the four towns.

Through municipal information sharing they have agreed to review opportunities to share employees and equipment, to notify each other of vacancies, and share their 5-year capital plans. They have had input from the County, the National Park Service and the Cape Cod Commission.

Each meeting of the Committee focused on one or two specific areas that could be addressed regionally. Each was led by a different town's delegation and that team presented potential opportunities, invited guests and speakers to address that topic.

The Chairman led them through a discussion of each topic they had explored in the past year:

### **Assessing services**

Ira Wood gave an overview of this topic. The goal was not to take anyone's job, but to get the job done better at less cost. It was determined that there was a need for data base management at the County level, community sharing and standardizing GIS data. A clear standard for abatements would be useful, but abatements would still be handled locally. Mr. Hartman noted that Truro had talked with the pertinent departments prior to holding these discussions and that made such a difference.

**Prosecutorial Services:** Ms. Lynn led the discussion, giving a run down on what was discussed. The Police Chiefs met with the District Attorney's office. The court process is cumbersome with lot of down time for the attending prosecutor/officer. It was felt that there must be a more efficient use of their time. After review, the bottom line was that it would not work to share this service. Acting Chief Lundborn noted that it was a fruitful discussion and they do shuttle paperwork from Departments, and they do try to share where ever possible.

**NSTAR spraying:** Mr. Schropfer gave an overview on the discussion on this topic. They received CCC input and reports on this on-going effort to ban spraying by NStar.

**Personnel services:** Mr. Hartman reported that the Town Administrators met to review the joint needs of each town in the areas of worker's compensation, labor relations, benefits administration, policies, hiring, discipline and termination. One of the results of this discussion was having Kopelman & Paige provide a sexual harassment training session that was attended by staff from all four towns. Ms. Lynn told them that she received a proposal from them to provide HR legal advice and training to all four towns for an annual fee to be paid jointly by the four towns.

**Centralized Dispatch:** Mr. Schropfer led the review of this item. A County-wide study of needs analysis and a cost/benefit analysis is on-going. In the meanwhile, Wellfleet continues talks with the Town of Harwich.

Harwich built their PSAP with the intention of serving other towns. Mr. Hartman said that Truro evaluated this, and decided for now to stay with what they have. But the discussion has advanced the way they thought about it. State funding is available for this.

**IT & Computer Services:** Ms. Vanderhoef gave the report on this item. The needs in this area are growing and they explored sharing a regional technical assistant who would provide help with configuring PCs, hardware maintenance, scrubbing viruses and other minor services along these lines. The goal is to free up the time of the IT Directors in each town to do more planning, procurement and problem solving. They are still looking at the feasibility of this.

**Software:** Ms. Vanderhoef reported that all four towns have some software in common and the idea was to explore the possibility of sharing. The software some towns have in common are Munis, IMC for dispatching, and GIS for mapping. They also want to look at permit tracking software. This would require all IT departments working together.

**Inspectional Services:** Ms. Vanderhoef reported on this idea to share some Inspectors, such as electrical, plumbing, and Health Agent. The County talked about hiring inspectors for all 15 towns to share as needed. It is a good opportunity for sharing.

**Shared Facilities:** Mr. Schropfer gave an overview on this. The NPS had expressed an interest in sharing a garage. Federal funds were available for one, and they could share it with the towns and the RTA. The Committee recommended a portable heavy equipment truck. They are awaiting a decision on a repair truck from the Volpe Center.

**Public safety:** Mr. Schropfer detailed the discussions held on this. The idea was to have the Sheriff dispatch for fire and EMT, with police dispatching down the road, or look into the town's sharing this, in addition to mutual aid. Discussions on sharing a Police Chief in Orleans, Eastham and Wellfleet have not proceeded. The Harwich dispatch service could be shared with Wellfleet and at least one other town.

**Water/Waste Water:** Ms. Vanderhoef gave an overview of the towns that share services currently.

**Cable Access Corporation:** Mr. Schropfer gave an overview of the contract negotiated with Comcast and the resulting new cable studio at Nauset High School.

New areas to explore in FY 2012 include sharing a grant writer, recycling coordinator, County reports on assessing and dispatch, looking at possible employment restructuring due to sharing services and housing services. To generate more ideas, facilitated sessions to learn about departmental problems and opportunities will be held, as well as meeting individually with department heads from all four towns.

The Committee will meet again in September.

Respectfully Submitted,

Julie DuPree  
Administrative Secretary  
Town of Truro