



## Cape and Islands Municipal Leaders Association, Inc.

Representing 22 Municipalities & 105 Elected Officials

DRAFT Meeting Minutes  
October 14, 2022  
Cape Cod Technical High School, Harwich MA

President Shareen Davis called the meeting to order at 8:30 AM and asked for the roll call.

*Roll Call.* TOWNS PRESENT

With Towns represented the Clerk declared a quorum.

*Treasurer's Report.* September's Treasurer's Report will be presented at the next meeting.

*Minutes.* Minutes for the previous meetings will be presented at the next meeting.

### MEETING DISCUSSION

#### **Red Cross Volunteers Needed.**

NAME from the American Red Cross, Cape Cod discussed the need to develop 200 new volunteers to service at the 4 main shelters on Cape Cod.

Hurricane Ian has made it clear that Cape Cod must be prepared for such impacts to Cape Cod and the Red Cross has identified a significant need in attracting new volunteers to assist in shelter operations. With the growing threat of more severe and frequent storms, more people rely on the Red Cross for a warm, safe and dry place to shelter during storms when the power goes out or homes are damaged. Our need for compassionate volunteers has never been greater. Volunteers need to take a 3-hour training session, available on-line. More information is available, email [sheltercapecod@rescross.org](mailto:sheltercapecod@rescross.org).

#### **Town Managers and Select Boards.**

President Shareen Davis introduced the main topic, A conversation with select board members and town administrators and managers on how to address common Cape issues, or "Inventing

the wheel, does every town need to have their own? Developing best practices to guide a level of uniformity in town regulations and practices”.

Shareen introduced George “Bud” Dunham, Town Manager, Sandwich who gave an overview of the Cape Managers group (group’s NAME?) who meet on the second Thursday of each month at each of the Cape and Island’s towns.

Issues are discussed, such as Climate Change/Resiliency, affordable housing/housing, employee retention, finding managers for town openings, short-term rentals, etc.

The biggest takeaway, like what we at CIMLA are trying to achieve, is the development of relationships and contacts across the Cape with fellow managers (manager and/or administrator).

### **Observations by Town Managers/Administrators present at today’s meeting.**

Recognizing all departments are needed to operate a town. It’s not just schools, police, dpw, etc. They wouldn’t open if not for the smaller and less known (by the public as well as some elected officials) such as accounting, assessor’s, etc.

All towns are guilty of having too many committees. Task Forces, Working Groups might be a better way to address some needs rather than establishing another committee. Maintaining committees (by the Managers/Administrators) is time consuming and finding enough volunteers to continually fill vacancies takes a great deal of time. Committee consolidation should be periodically done by all towns.

### **Communications.**

Communications as always is key between the select boards and managers. Select board members should spend some time with their managers, to allow an understanding of where each is coming from and what each hold as priorities.

Communications has led some towns to address the use/abuse of social media, by hiring or bringing in communications people. Towns are having to correct incorrect stories and reports that surface on Facebook, Twitter and other social media accounts.

Towns are having to address their own use of alternatives to reporting to the public, as local media (i.e., local newspapers) stop/close. Chatham publishes a monthly Town Manager’s Report to report to the residents.

Managers may need reminders to have press releases, to make up for the fewer reporters covering the towns.

Note on handling those “few” members of the public that from time-to-time may lose decorum at a public select board meeting; an elected member of the board should step up and address the

need for respect. All towns have some code of conduct, but it should not be up to the manager to address disruptions at the select board meetings.

### **Advocacy by CIMLA and Town Managers**

Question: Should CIMLA advocate on the state level with Managers? Partner with Managers (through their association)? Address such topics as Chapter 90 Allotments, Charter Reimbursements, Wastewater Financing, etc.

Should we hold a joint meeting annually with CIMLA and Manager's Association?

A reminder by Shareen, Town Managers/Administrators are always welcome at the CIMLA meetings.

### **Calendar.**

November 18, 2022 (note different date)

Bourne Community Center -or- Family Table Collaborative, South Yarmouth MA

Brief discussion by Cape Cod Tech Council for a forum presentation on November 30 for Municipal Internet systems

Main Topic: Short Term Rentals

December 9, 2022

Sea Crest, Falmouth

Legislative Update

January 20-21, 2023 Massachusetts Municipal Association (MMA) Annual Meeting

Hynes Convention Center and Sheraton Hotel in Boston

CIMLA Gathering Friday, January 20 5 PM

Motion made to adjourn, seconded.

Submitted,

Ed McManus  
Clerk

Stephen Mealy  
Treasurer