



## Shared Services Inventory Project for MAGIC, Minuteman Advisory Group on Interlocal Coordination sub-region

Using District Local Technical Assistance Funds, the Metropolitan Area Planning Council (MAPC) will assist the 13 towns of its MAGIC subregion in compiling an inventory of municipal services that could be investigated for shared services collaboration or service delivery in the interest of finding cost savings, creating efficiencies and enhancing services to residents and constituents.

### **District Local Technical Assistance Program Background**

Section 6 of Chapter 205 of the Acts of 2006 amended Chapter 29 of Massachusetts General Laws and established a separate fund known as the District Local Technical Assistance Fund. As a regional planning agency, the MAPC is authorized by the Commonwealth to provide regional planning expertise at the request of municipalities.

### **MAPC Support for the MAGIC Shared Services Inventory Project**

MAPC has agreed to provide technical assistance to several projects throughout the Metropolitan Area. In line with the MetroFuture Implementation Strategy #4 "Build Regional Collaboration," MAPC is dedicated to promoting progress in the sharing of municipal services. The MAGIC Shared Services Inventory project will leverage information in order to encourage progress in discussions and possible implementation of joint service delivery. While financial burdens are an important impetus for changes in service delivery, it is recognized that the end goal of any recommended steps will be to maintain and improve service delivery in the face of increasingly challenging budgetary constraints.

### **Cooperation of Parties**

MAPC will make every effort to coordinate with municipal leadership and departmental directors in the engaged communities. In turn, the local chief executive officers (CEOs) will ensure that their relevant department heads work openly and in cooperation with MAPC to maximize the value of the project deliverables and outcomes. In addition, local CEOs will foster communication about the project with stakeholder groups likely to be impacted by the project outcomes. The MAGIC Shared Services Inventory project is seen as an important first step in beginning the discussion about shared services opportunities in the MAGIC sub-region. The results of this project are expected to lead to more tangible outcomes, such as the establishment of inter-municipal agreements for the purpose of shared or collaborated service delivery, contracts for service between

neighboring municipalities and perhaps even the establishment of regional shared service districts in some public service departments.

**Purpose**

This effort is designed to determine what opportunities exist, within the existing budgetary frameworks of the MAGIC subregion for joint service provision in the municipalities of Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow and Sudbury. The project will examine all service delivery efforts in the region and assess existing staffing and capacity for service provision, to determine if there are natural collaborations that would be advantageous to the communities involved.

**Phase 1 – Data Collection and Services Inventory**

*Complete by 8/31/10*

MAPC estimates that it will need approximately 30 hours to conduct interviews with each of the local chief executives in order to compile the information needed for the services inventory. Following the meetings with local chief executives, staff will need approximately 20 hours to analyze the data and develop a usable spreadsheet, or inventory of municipalities and associated services that could be regionalized or offered collaboratively across multiple communities. The services inventory will also consider services that are already offered jointly by two or more municipalities and the opportunities for expanding those agreements.

<u><i>Phase 1 Work Elements</i></u>	<u><i>50 Hrs</i></u>
<i>Research and Information Gathering</i>	<i>30</i>
<i>Development of Services Inventory</i>	<i>20</i>

**Phase 2 - Analysis and Final Report**

*Complete by 10/15/10*

MAPC will analyze information collected in Task #1 and research models that offer comparable or improved regional service delivery, and draft a final report that may be used by the communities as a guideline for beginning shared services negotiations. Within the report MAPC will identify the feasibility of these models with respect to:

- Potential legal impediments and considerations of private/public partnerships on regional scales

- A service level analysis outlining opportunities for enhanced or stabilized service provision
- The practicality of removing or circumventing impediments:
  - o Memoranda of Understanding
  - o Inter-municipal Agreements
  - o Special Legislation
  - o Multi-jurisdictional and collective procurement of services, etc.

**Phase 2 Work Elements**

**20 Hrs**

*Research and Reporting*

20

Total estimated project = 70 hours

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Town of Acton

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Town of Bedford

  
Town of Bolton

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Town of Boxborough

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Town of Carlisle

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Town of Concord

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Town of Hudson

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Town of Lincoln

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Town of Littleton

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Town of Maynard

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Town of Stow

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Town of Sudbury