

# Pembroke, Perry and Charlotte

November, 2007

## UPDATE and TIMELINE on the Proposal for Shared Staff and Services

Cooperative Effort	Status	Dates
Information brochure to public with costs estimates for staff	Information Pamphlet on Perry website; distributed at Pembroke and Charlotte town meetings; available at town offices	July 2007
Develop town web sites with on-line access to town information.	Near completion; refining and adding content	Dec. 2007
Digitize parcel maps	All 3 towns digitized; linking to assessment information and error checking underway	Nov-Dec 2007
Assessment information on-line	Complete in Perry and Pembroke; digitizing Charlotte assessment information; linking to parcel maps underway;	Nov-Dec 2007
Find suitable office space.	<ul style="list-style-type: none"> <li>Map of geographic and driving distance center – available at town offices</li> <li>Lease or lease/purchase for first year of operations</li> <li>Exploring several options for permanent space including Maine DOT building; One Cow Farm; Morgan building; The Triangle; VFW building, vacant land</li> <li>CDBG Public Facilities grant application &amp; USDA or bank loan (for 25% match)</li> </ul>	Sept. 2007 June 2008 On-going Dec. 2008
Develop job descriptions for joint professional staff.	To be completed pending town approval at Town Meetings in March 2008 of hiring staff to serve all 3 towns	April 2008
Purchase office equipment.		May 2008
Hire professional staff.		July 2008

Public Outreach	Public Information and Decision Making	Dates
Public Information Meetings	One meeting in each town  One meeting for all three towns	Charlotte - Jan 7, 2008 Perry – Jan 9, 2008 Pembroke Jan 17, 2008 Central location - Feb 6, 2008
Town Meetings	Decisions on Warrants in all 3 towns <ul style="list-style-type: none"> <li>Change Fiscal year to July 1 – June 30 (already done in Perry)</li> <li>change form of government for Town Clerk, Tax Collector, Treasurer to from elected to appointed positions</li> </ul>	Charlotte – March 24, 2008 Pembroke – March 17, 2008 Perry – March 24, 2008
Special Town Meetings	USDA or other bank loan for 25% match to CDBG application	All 3 towns - Fall, 2008
Public Hearing	CDBG Public Facilities grant	January, 2009