



“4Town Solar Project JOINT Committee”

Dunkirk-Porter-Fulton-Albion

Process for building a multiple-town collaborative committee

1. Common goal – common problem
2. Each Town has a stake
3. Cooperative Documentation:
 - a. Intergovernmental Agreement (IGA) defining the shared governance and shared costs (meeting locations rotate; meeting Chairs rotate)
 - b. Position/Purpose statement
 - c. Code of Conduct
4. Acknowledge that:
 - a. Four towns have more influence, power, resources, and knowledge than each individual town.
 - b. Costs, if any, can be split between the four towns.
 - c. The committee commits to spending additional time, beyond their current Town responsibilities, to research and collect data to make informed decisions about the project.
 - d. The committee prepares all required documentation to request approval from the Town Boards. Four-Town documents (where applicable) will be consistent/same requirements. Approval must be unanimously approved from all four Town Boards to be able to move forward.
 - e. All decisions/approval and commitments to spend dollars are made by all four Town Boards based upon the four-town committee’s information/documentation.
5. Engage a third-party Program Manager/Project Coordinator who can:
 - a. Schedule and coordinate meetings.
 - b. Work closely with four Town Clerks to coordinate calendars and post meetings.
 - c. Take detailed project-oriented notes.
 - d. Create a project timeline. Disseminate an ongoing to-do list and calendar deadlines.
 - e. Devise an organizational system for project documentation and the collection of research documents.
 - f. Manage communication among the committee, the Town Boards, the Town Clerks, and other interested parties.
 - g. Make inquiries/research questions for the committee’s consideration.
 - h. Guide the committee in the ongoing shared process.
 - i. Manage the project website.
 - j. Manage media for the project.
 - k. Act as the custodian of record. Create project email and document storage.

6. Research a third-party legal counsel who specializes in the goal/problem. Gain approval from all four Town Boards.

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