

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**JANUARY 19, 2016**

**ATTENDANCE**

**Members and Guests**

Garry Brumback  
Joyce Stille  
Robert Skinner  
Jim Hayden  
Lori Spielman  
Tim Webb  
Bill Smith  
Jack McCoy  
Maria Capriola  
Dave Langdon  
Scott Colby  
Robert Lee  
Guy Scaife  
Tom Cooke  
Tom Roy  
Garry Brumback  
Julie Oakes  
Jeff Bridges  
Jonathan Luiz  
Chris Kervick  
Cara Hart  
Maureen Goulet  
Jennifer March-Wackers  
Lyle Wray

**Town**

Southington  
Bolton  
Canton  
East Granby  
Ellington  
Ellington  
Granby  
Manchester  
Mansfield  
Newington  
Plainville  
Plainville  
Rocky Hill  
Simsbury  
Simsbury  
Southington  
Suffield  
Wethersfield  
Windsor  
Windsor Locks  
CREC  
CRCOG  
CRCOG  
CRCOG

Acting Chair Garry Brumback called the meeting to order at 12:00 p.m.

**ADOPTION OF MINUTES: DECEMBER 15, 2015**

Acting Chair Garry Brumback asked for a motion to adopt the minutes from the 12/15/15 Municipal Services Committee. Ms. Stille made the motion, Mr. Hayden seconded. All voted in favor of the motion.

**STREETLIGHTS IN PLAINVILLE - PURCHASE, CONVERSION AND TECHNOLOGY UPDATES**

Mr. Lee gave a presentation on Plainville's experience with purchasing street lights, converting lights to LED and other technology improvements they are pursuing. Plainville is a small town which is densely populated. He discovered that the rates charged through CL&P for street lights were significantly more than rates charged to municipalities for their street lights. The Town bought the lights and poles for the streetlights that carried no additional utilities. CL&P provides power to the junction box,

and the town hired a company to do maintenance. In their contract, the contractor is required to fix lights within 5 days, which was a faster turnaround than the town was getting from CL&P. There was a 5 year payback, they paid the full cost up front and realized savings right away.

In 2008, the town was considering upgrading to CFL, but they decided not to move forward after testing. In time, LED looked like a more promising option. They tested 4 different LED manufacturers and selected one. The conversion to LED was \$75,000, and again, the town paid up front so they could realize savings right away.

Currently, Plainville is in the process of adding wifi to some of their streetlights. Fiber optic will be added to the light, which will be connected to a transmitter on the Town Hall cell tower, with wifi repeaters on some streetlights. Their plan is to sell advertising to cover the costs, which will be approximately \$12,000 per year.

Mr. McCoy asked about wifi management, and said that e-rate has a program which might cover managed services for wifi if it involved libraries or schools, but they won't go for the advertising. Mr. Skinner asked what is covered by the management contract, Mr. Lee responded that all hardware has a warranty, the contract covers the function, and their maintenance contractor will replace if lights stop working. Mr. Lee was asked if any of the lights along the limited access highway were owned by the State, but they are not. Mr. Smith asked if they planned to add cameras, Mr. Lee said they do not. Mr. McCoy said he has a mobile app which allows residents to report problems with street lights that he would be happy to share.

#### **RPIP APPLICATION: STOP LOSS INSURANCE**

Dr. Wray said this application is for CREC to pursue purchasing stop loss insurance with towns and Boards of Education as a group rather than town by town. Ms. Hart reported that CREC currently has RFPs out and are collecting demographic information from the sixteen participating towns. The application is seeking \$650,000 for capitalization and legal consulting, as well as for a captive manager. A member asked if they are seeking a loan, but they are not, they will consider pursuing that if they do not get any grant money. Mr. Smith asked if this application will conflict with CRCOG grant applications already approved by this committee. Dr. Wray said it will be competing with all other grant applications, but there is no guarantee for any of them. Dr. Wray stated that there is an opportunity to gain a magnitude of savings with stop loss insurance over time. Mr. Lee made a motion to adopt the resolution, and Mr. Smith seconded. All voted in favor of the motion to present this resolution to the Policy Board.

#### **STATUS REPORTS**

Ms. March-Wackers reported that CRCOG has launched the last two demonstration projects for IT services. Nine towns are participating in the Human Resources Portal, they all met last Monday to begin to discuss what areas they would like to pursue for the pilot project. CRCOG will be partnering with CCM on updating the technology and some of the questions in their classification and compensation survey, which goes out to all towns through CCM. A survey will be going out asking what changes towns would like to see for the survey questions and she asked everyone to please respond to that survey. Ms. March-Wackers also reported that the Electronic Data Management launch

was held last Thursday, there are seven towns participating. They are expecting to put out an RFP in March, and hope to find a solution before the fall for the pilot, and it will be available to all after the pilot is over.

Ms. March-Wackers stated that CRCOG has developed a traffic signal survey which will be coming out to members from the Transportation Department. There appears to be a benefit to pursuing a regional procurement for equipment. In addition, Ms. March-Wackers asked towns to contact Mary Ellen Kowalewski if they plan to apply for TOD grants put out by OPM, they will need supporting resolutions for the Policy Board on January 27<sup>th</sup>, please get those to Ms. Kowalewski today. Otherwise, the resolutions will be passed at the February Policy Board meeting. Ms. March-Wackers also reported that DEEP announced Recycling Incentive grants which are due February 1, and additional unit based pricing (pay as you throw) as well as waste reduction grants that are ongoing.

Ms. March-Wackers stated that they are reviewing proposals from the Permitting RFP this week.

A member present asked if we knew any new information on the MIRA RFP. Mr. Bridges stated that the RFP for MIRA is out, but there is a lot that is still up in the air. The deadline for responses is early March, and the final deadline is in October. They are still welcoming participants. There are 16 CCSWA towns involved.

Ms. Goulet reported that the CRPC is soliciting requirements for Recycling Bins, Police Ammunition and Fingerprinting Supplies, and Fuel Oil. The bid for Grass Seed & Fertilizer will open next week.

#### **OTHER BUSINESS**

Mr. Lee stated that Plainville is hosting a forum discussion on taxes. He said there is a lot of information out there comparing taxes in one town to taxes in another, but it's hard to compare what residents are getting for their tax dollars, since no two towns are the same. He will send the Power Point presentation to the membership, he thinks it's a good idea to have a discussion on this topic.

#### **ADJOURNMENT**

With no other business, Acting Chair Brumback asked for a motion to adjourn. Mr. Webb made the motion, Ms. Stille seconded, and with a unanimous vote, Acting Chair Brumback adjourned the meeting at 1:02 p.m.