**Draft**

**ATTENDANCE**

| Members and Guests | Town |
| --- | --- |
| Peter Souza, Chair | Windsor |
| Grace Tiezzi | Avon |
| Joyce Stille | Bolton |
| Robert Skinner | Canton |
| Jim Hayden | East Granby |
| Bill Smith | Granby |
| Jack McCoy | Manchester |
| Amy Traversa | Marlborough |
| Tom Cooke | Simsbury |
| Jeff Bridges | Wethersfield |
| Mary Glassman | CREC |
| Bill Oliver | Prime 35G |
| Hedy Ayers | CRCOG |
| Jayhon Ghassem-Zadeh | CRCOG |
| Maureen Goulet | CRCOG |
| Pauline Yoder | CRCOG |

Chair Peter Souza called the meeting to order at 12:07 p.m.

## ADOPTION OF MINUTES: OCTOBER 18, 2016

Chair Peter Souza asked for a motion to adopt the minutes from the 10/18/16 Municipal Services Committee. Ms. Stille made the motion, Mr. Cooke seconded. All voted in favor of the motion, with one abstention (R. Skinner).

## SERVICE SHARING UPDATE

Ms. Yoder and Ms. Goulet shared some infographics showing areas in which CRCOG towns are sharing. It's just a start, and not comprehensive. Chair Souza suggested we add a narrative to the packet. There are a number of areas where towns are sharing that aren't included. It might be helpful to include any regional savings that are realized from sharing. Ms. Traversa stated that she was able to buy things that her town could not have afforded by sharing the costs. Savings might be in cost avoidance, as well. There is also significant sharing between CRCOG and non-CRCOG towns. We may want to add a map component.

Ms. Yoder suggested that we sent out some broad categories that towns can respond with a yes or no answer, and then to ask for who you share those services with. We will be reaching out for that information.

## POSSIBILITY OF NON-PROFITS IN THE IT SERVICES COOPERATIVE

A private school reached out to CRCOG about getting VOIP services through the IT

Services Cooperative. We don't have a mechanism for any entity other than a municipality to join. Mr. Bridges said any organization can't just be non-profit, it must also be tax exempt. We should also check whether a school is accredited. Chair Souza asked if we were restricted in how we could offer the services since it began with state money. That shouldn't be an issue because the grant is closed out. The Capitol Region Purchasing Council was discussing the same issue earlier this week, the IT Services Cooperative may want to mirror what we're doing. We are amending our Rules and Procedures to allow political sub-divisions, quasi-government agencies and non-profit educational organizations to participate. The Executive Committee would have to vote on whether to allow this. Once the Capitol Region Purchasing Council's rules are set, we can mirror that.

## MUNICIPAL/BOE SHARING SHOWCASE
Ms. Yoder asked about interest in having a showcase event to demonstrate successful service sharing between municipalities and Boards of Education. Some towns that do not currently share would like to see something like this, but the Education side would have to be there. We could partner with COST and CREC. Ms. Glassman suggested we could potentially do something at the LOB. It would be good for towns who are doing this to provide a starting point for those that are looking to increase sharing.

## STATUS REPORTS
***Capitol Region Purchasing Council:*** Ms. Goulet reported on the Capitol Region Purchasing Council. Bids for Gasoline and Traffic Guidelines are on the street. We be asking for requirements for Grass Seed and Fertilizer next week. Gordian Group provided recommendations for our two ezIQC bids. Our CRPC Executive Committee approved the recommendations yesterday, and the resolutions will be on the Policy Board agenda tomorrow. The Crumbling Concrete Foundation RFQ evaluation committee met and we are close to having a list of qualified vendors available for homeowners to use related to that problem. We will do another round of RFQs in January, as our purpose is to identify as many qualified vendors as possible.

***Nutmeg Network Demonstration Projects:*** Ms. Ayers reported on the HR portal. There are still towns pending and towns that have not yet responded to the salary survey. The hope is that the reporting functions and data will be available later this month. Automation tools, applicant tracking and templates will be coming soon. Ms. Ayers has some of this information, if you need it before it goes up on the portal, let her know. Other documents include a model employee handbook, model job application and some descriptions. They are also testing a discussion forum with the pilot towns.

Ms. Yoder reported that they are waiting for updated pricing on EDMS.

***RPIP Projects:*** Ms. Yoder reported that the statewide orthoflight datasets should be available mid-2017.

Mr. Ghassem-Zadeh announced the first Regional Online Permitting User's Group meeting, which will be held on December 19 at SCRCOG. Municity is presenting to a number of towns.

On VOIP, Mr. Ghassem-Zadeh reported that Somers should be up this week. There are ten towns up and running, and more in the pipeline. He also reported that Hosting services are moving smoothly, and he's pleased with CCAT's work on this service.

## 2017 MUNICIPAL SERVICES SCHEDULE
The only change is that rather than attempt to have two meetings right near the Thanksgiving and Christmas holidays, we will have a meeting in early December instead. Chair Souza asked to inform CRCOG if there are any conflicts, and he will accept by consensus.

## MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS
No information sharing or other business was presented.

## ADJOURNMENT
With no other business, Chairman Souza adjourned the meeting at 1:00 p.m.