

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
FEBRUARY 21, 2017

ATTENDANCE

Members and Guests

Peter Souza, Chair
Grace Tiezzi
Sharron Howe
Cindy Coville
Robert Skinner
John Elsesser
Lori Spielman
Maria Capriola
Tom Cooke
Garry Brumback
Jeff Bridges
Chris Kervick
Bill Oliver
Hedy Ayers
Maureen Goulet
Pauline Yoder

Town

Windsor
Avon
Bloomfield
Bloomfield
Canton
Coventry
Ellington
Mansfield
Simsbury
Southington
Wethersfield
Windsor Locks
Prime 35G
CRCOG
CRCOG
CRCOG

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

ADOPTION OF MINUTES: JANUARY 17, 2017

Chair Peter Souza asked for a motion to adopt the minutes from the 1/17/17 Municipal Services Committee. Mr. Cooke made the motion, Mr. Brumback seconded. All voted in favor of the motion, with one abstention (G. Tiezzi).

HUMAN RESOURCES PORTAL DEMONSTRATION

Hedy Ayers reported that the portal is now almost completed, and the launch will happen in two weeks or so. They are still tweaking it, but the portal will be the gateway to HR information. Ms. Ayers showed us some of the information that is already available, including model documents and model templates – they will need to be customized if you're using them, but they should get you most of the way there. They have not yet dug down to positions below department heads or assistant department heads. There are guidelines based on best practices to help municipalities avoid exposure. They will also post in the near future needs to be kept in a personnel file. There will probably be a checklist created once they have completed this. There are additional resources like sample job descriptions – these are not models, but samples from towns, that came out of the salary survey. They are still building web links. She provided information about an upcoming training regarding the model documents on March 10th. Also, Pullman & Comley are available to provide on-call consulting services through June of 2019. There is a beta site and there will be a registration process to use that. If you have a log-in with the salary survey, it will work for the HR-Portal site.

She walked through the reporting function. Currently, users can report by town or by function, the hope is that both will be available together. There are other limitations – if a town didn't complete the survey, they won't find their data in there. CCM is putting money into the budget for future updates. Ms. Corville asked whether this was the same as the CCM survey. Ms. Ayers replied that this is their survey, with some additional information collected and reporting functions. Are they tracking who is using this? No. Can they still add job descriptions? Yes.

SHARING SUMMARIES – FINAL

The final versions of the service sharing infographics are in the packet. There is a narrative as well that did not get included in the packet. They are not 100% comprehensive, but it's a fast, visual way to show the sharing that municipalities are already engaged in. Ms. Yoder said they will be posted to the website in the next few days and e-mailed out to everyone.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Goulet reported that the CRPC bid for Fuel Oil and Diesel is out and will open next week. The CRPC is currently soliciting requirements for Swimming Pool & Water Treatment Chemicals. Lastly, she reported that the eziQC User's Group meeting will be held next Thursday at the South Windsor Town Hall Annex.

Nutmeg Network Demonstration Projects: Ms. Yoder reported that a fix for the problems we've been having with streaming is in the works. It is still in process, but they made a software fix and will be replacing encoders, which will hopefully resolve the problem. It is still in pilot phase.

EDMS now has a draft contract.

IT Services Cooperative: These programs are available to all – VOIP, Hosting, regional online permitting.

RPIP Projects:

Orthoflight: Ms. Yoder reported orthoflight data will be available in March, you can access data through UCONN, but if you want it in house, we can download data to a hard drive. The data can be limited to adjacent towns. LIDAR is still in QA/QC.

Crumbling Concrete Foundations: There will be a public hearing next Tuesday. Thus far, the legislation that has come out has not been good, but more legislation will move to the public hearing phase, we will know which proposals will move forward by Friday. There is supposed to be an omnibus bill coming out.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Ms. Ayers shared information about the Business Matchmaker Event at the University of Hartford. This is an opportunity for towns to meet with suppliers and subcontractors in a "speed-dating" kind of event. The idea is to help vendors understand how to do business with the towns. We may bring one of the organizers in to a future Municipal Services Committee meeting to briefly talk about the program.

Chairman Souza asked about whether anyone is planning to replace their public safety radio systems. Bloomfield and Windsor are talking about it, but the prices are crazy. Mr. Brumback said Southington went digital. Ms. Tiezzi stated that Avon is in the feasibility phase. Is it possible we could do some of this together? Mr. Bridges stated that the market consolidated. End user equipment is very expensive. Mr. Elsesser said it might be good to talk about the Public Safety Data Network, there is a lot going on right now, and there could be huge savings. Coventry is linked with South Windsor Public Works, they use a South Windsor license for GPS tracking. We could add this topic to a future meeting for discussion.

Discussion moved to the State budget. Some towns are waiting until after it comes out of appropriations to finalize their budget. Some towns are doing zero increase, so all increases will be from the State, which is at least simple and clear to communicate to residents.

ADJOURNMENT

The next Municipal Services Committee meeting will be held on Tuesday, March 21, 2017. With no other business, Chairman Souza adjourned the meeting at 1:22 p.m.