

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**OCTOBER 17TH, 2017**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Garry Brumback  
Lori Spielman  
Jeff Bridges  
Amy Traversa  
Robert Skinner  
Grace Tiezzi  
Tom Currier  
Dawn Maselek  
John Ward  
Sharron Howe  
Jim Hayden  
Robert Lee  
Lexi Allegue  
Sadie Colcord  
Lyle Wray  
Pauline Yoder  
Brian Luther  
Carol Mulready

**Town**

Windsor  
Southington  
Ellington  
Wethersfield  
Marlborough  
Canton  
Avon  
Columbia  
Vernon  
Granby  
Bloomfield  
East Granby  
Plainville  
Windsor  
CERC  
CRCOG  
CRCOG  
CRCOG  
CRCOG/REM

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

**ADOPTION OF MINUTES: SEPTEMBER 19TH, 2017**

Mr. Souza asked for a motion to adopt the minutes from the 9/17/17 Municipal Services Committee. Mr. Brumbeck made the motion, Mr. Lee seconded. The motion passed unanimously with abstentions from Mr. Souza, Ms. Howe, and Ms. Maselek.

**REGIONAL ELECTION MONITOR**

Ms. Mulready, the Regional Election Monitor, gave a presentation outlining her responsibilities as Regional Election Monitor and a status report of the Capitol Region. She reports that the Capitol Region has been performing well and has not had any major issues at any of the 38 towns. She offered her services to any town that may need preparation for elections. She reminded the Committee that

all local Registrars of Voters must be certified within 2 years.

### **DIAL-A-RIDE DISCUSSION**

Mr. Luther of CRCOG provided a presentation regarding Dial-a-Ride service in the Capitol Region. Discussion followed as the Committee outlined individual municipal efforts to satisfy the federal requirement to provide curb-to-curb transportation service to the disabled and elderly populations. Dr. Wray offered insight into innovative programs in high density cities using mobile phone apps to schedule rides and replace large busses with handicapped accessible passenger vehicles. The Committee expressed interest to pursue further data collection.

### **STATUS REPORTS**

**Capitol Region Purchasing Council:** Ms. Yoder informed the Committee of the upcoming CRPC Annual Meeting on October 27<sup>th</sup> at 9am. There will be presentations on cyber security and emergency related procurement.

**Nutmeg Network Demonstration Project:** Ms. Yoder reminded the Committee that the Annual Salary Survey deadline is October 31<sup>st</sup>. Also the Personnel File Management training session is on Friday October 20<sup>th</sup> at the South Windsor Town Hall.

**RPIP Projects:** Ms. Yoder reported that the OrthoFlight program is completed. The contour data is available via [cteco.uconn.edu](http://cteco.uconn.edu) or you can contact Eric Snowden at [esnowden@crcog.org](mailto:esnowden@crcog.org) for a hard drive copy. Dr. Wray commented that Connecticut now has the most detailed statewide GIS map in the United States.

**IT Services Cooperative:** Mr. Luther reported that there is soon to be new pricing available for Microtrenching via the Sertex fiber Infrastructure contract. Also the online permitting vendor Muncity is planning on updating their pricing structure for the coming calendar year, including a new pay threshold for towns with over 100k people.

**Crumbling Foundations:** Mr. Luther reported that currently the Connecticut Center of Advanced Technology has been working on a first version of a website that homeowners can use to apply for foundation testing reimbursement monies. Staff has requested data from assessors in the eligible towns in order to make the process easier for the applicants. The timeline of rollout is on schedule with the goal of late November/early December for final rollout.

### **MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS**

Mr. Souza addressed the Committee to ask if any towns have had an influx of displaced citizens from the recent hurricanes in Texas, Florida, and Puerto Rico. Windsor has received 11 new students in the last month from these areas but no other areas have had anything to report.

Mr. Brumback addressed the Committee and thanked them for the experience he has had during his tenure as the Town Manager of Southington.

Ms. Spielman asked whether any town was doing sweep of town offices for security reasons and if any town had experienced security issues.

**ADJOURNMENT**

The next Municipal Services Committee meeting will be held on Tuesday, December 5th, 2017. With no other business, Mr. Souza adjourned the meeting at 1:09 p.m.