

Draft until Accepted

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**OCTOBER 16TH. 2018**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Joe Higgins  
Grace Tiezzi  
Sharron Howe  
Joyce Stille  
Robert Skinner  
Mark Walters  
John Elsesser  
Lori Spielman  
Peter Falk  
Joshua Putman  
Robert Lee  
Melissa Appleby  
Dawn R. Maselek  
Lyle Wray  
Maureen Goulet  
Hannah Casey  
Brian Luther  
Pauline Yoder  
Time Malone  
Lynne Pike DiSanto

**Town**

Windsor  
Andover  
Avon  
Bloomfield  
Bolton  
Canton  
Columbia  
Coventry  
Ellington  
Enfield  
Mansfield  
Plainville  
Simsbury  
Vernon  
CRCOG  
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Chair Mr. Peter Souza called the meeting to order at 12:06.

**ADOPTION OF MINUTES: MAY 15TH, 2018**

Mr. Souza asked for a motion to adopt the minutes from the 9/18/2018 Municipal Services Committee meeting. Ms. Lori Spielman made the motion, Ms. Joyce Stille seconded. The motion passed unanimously.

**COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY STAUTS UPDATE**

Mr. Tim Malone of CRCOG provided an update on the Comprehensive Economic Development Strategy, now being referred to as Metro Hartford Future. In collaboration with the Metro Hartford Alliance, Metro Hartford Future aims to build a vision for the region and build on our strengths. The current goals include

increasing regional collaboration, investing in the region to make it a more vibrant place to live, attract more startup companies, utilize industry to enhance the workforce, and retain college graduates.

Discussion followed with suggestions from Dr. Lyle Wray to brand the region more positively and effectively and Mr. Peter Falk to utilize more input from companies that specialize in employing Connecticut's key industries.

### **NATURAL HAZARD MITIGATION PLAN UPDATE**

Ms. Lynne Pike DiSanto provided an overview of the current effort to update the Natural Hazard Mitigation Plan for the years of 2019-2024. All 38 towns in the Capitol Region are participating in this effort to improve our region's ability to respond to natural disasters and recover post-disaster. The draft for Public Review will be available on October 22<sup>nd</sup>. After the public comment period, the Final Draft will be submitted to the CT Department of Emergency Management and Homeland Security (DEMHS) and the Federal Emergency Management Agency (FEMA). Once approved, municipalities will be asked to approve the plans locally.

### **UPCOMING MEETING POTENTIAL TOPICS**

Ms. Pauline Yoder asked the Committee that if any member have a suggestion for the upcoming meetings to contact her directly. Some ideas include member best practices where town staff can share a process or procedure that they feel they conduct effectively and would be of value for the Committee to hear. Another potential topic would be an overview of the FEMA application process. Mr. John Elsesser informed the Committee that the Town of South Windsor has a software they have utilized for FEMA applications and it may be useful for other communities.

### **STATUS REPORTS**

**Capitol Region Purchasing Council:** Ms. Maureen Goulet informed the Committee that the bid Personal Protective Accessories and Gear for Firefighters is currently open. The bid for ezIQC opens next Tuesday, October 23<sup>rd</sup>. The Capitol Region Purchasing Council (CRPC) Annual Meeting is to be held on November 1<sup>st</sup> at the Glastonbury Riverfront Community Center. The current electricity contract is set to expire at the end of this calendar year. With the support of the current electricity consortium the contract may be extended.

**Nutmeg Network Demonstration Project:** Ms. Pauline Yoder informed the Committee that after 21 years at CRCOG, Ms. Hedy Ayers has moved on to a new opportunity. We thank her for her incredible passion and unwavering dedication to CRCOG and her service to our member towns. The salary survey

responses are due on October 31<sup>st</sup>. There is a HR training session regarding wage and overtime on November 8<sup>th</sup>. For those unable to attend, the session will be available online. The Electronic Document Management System program is progressing as planned and the program phase is scheduled for this Spring.

***IT Services Cooperative:*** Mr. Brian Luther informed the Committee that the South Central Region Council of Governments is hosting an online permitting demo in collaboration with CRCOG on Wednesday, October 17<sup>th</sup>. Both CRCOG online permitting vendors will be in attendance and anyone interested is welcome to attend.

***Crumbling Foundations:*** Ms. Yoder informed the Committee that the Connecticut Foundation Solutions Indemnity Company (CFSIC) has published their draft of qualifications and conditions for the state remediation program. This has caused an increase of phone calls to the CRCOG Foundation Testing program hotline. Her main concern with the current guidelines is they require a visual inspection and a petrographic analysis from a vendor on the CRCOG vetted list of approved vendors. The CRCOG vetted list of approved vendors was not designed to ensure quality of work and does not include many acceptable reports from quality vendors. If unchanged, these criteria would be problematic for CRCOG and for homeowners who would need to have their homes retested by vendors on the list. Currently over 650 applications for testing reimbursement have been approved.

***Cybersecurity:*** Mr. Luther informed the committee that there has been progress on the evaluation of the Cybersecurity Model Policies and Consulting Services. From the 14 proposals submitted, the RFP Committee has narrowed it down to 8 proposals based on the budget for the project and the cost proposals submitted. The next step is evaluating the remaining 8 proposals more thoroughly and scheduling interviews for early December. The Cybersecurity service packages are also progressing from the feedback provided at the last Municipal Services Committee meeting. If anyone is interested in utilizing the program, please contact Mr. Luther directly.

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

Mr. Elsesser informed the Committee that there is a review of the CFSIC guidelines for Crumbling Foundation remediation funds for Town Officials only at the Tolland Library on November 1<sup>st</sup>.

## **ADJOURNEMENT**

Mr. Souza adjourned the meeting at 1:27. The next Municipal Services Committee meeting is scheduled for December 4<sup>th</sup>, 2018.