

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
DECEMBER 5TH, 2017

ATTENDANCE

Members and Guests

Peter Souza, Chair
Joe Higgins
Grace Tiezzi
Sharron Howe
Joyce Stille
Robert Skinner
John Elsesser
Lori Spielman
John Ward
Robert Lee
Melissa Appleby
Jim Grappone
Lexi Allegue
Amanda Ryan
Lyle Wray
Pauline Yoder
Brian Luther
Hedy Ayers
Eric Snowden
Maureen Goulet

Town

Windsor
Andover
Avon
Bloomfield
Bolton
Canton
Coventry
Ellington
Granby
Plainville
Simsbury
Southington
Windsor
UConn CLEAR
CRCOG
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CRCOG

Chair Mr. Peter Souza called the meeting to order at 12:05 p.m.

ADOPTION OF MINUTES: SEPTEMBER 19TH, 2017

Mr. Souza asked for a motion to adopt the minutes from the 10/17/17 Municipal Services Committee. Mr. John Ward made the motion, Mr. Robert Lee seconded. The motion passed unanimously with no abstentions.

MS4 PERMITTING UPDATE

Ms. Amanda Ryan from UConn CLEAR provided a presentation regarding the progress and changes to the MS4 Storm Water Permitting Program and resources that are available for towns. [Http://nemo.uconn.edu/ms4/index.htm](http://nemo.uconn.edu/ms4/index.htm) has various tools towns can use, including mapping of many storm water related GIS layers as well as templates for many of the required documents. On July 1st the

New MS4 Permit Requirements were released. Milestone upcoming due dates including public notice by January 1, 2018 with a draft by February 2018 and Final Annual Town Reports by April 1st, 2018. Ms. Ryan stated that there would be a Mapping Workshop in Spring '18. Current data is also available to download if municipalities have in-house GIS they would like to use. Ms. Ryan stated that if any municipality would like assistance with the new permitting requirements to message her directly and she would be willing to help.

Ms. Stille asked a question about using the regional GIS, and Mr. Snowden responded that town specific layers that are hidden to the public could be possible.

DIAL-A-RIDE DISCUSSION

Mr. Brian Luther of CRCOG provided a summary of the data collected from CRCOG Towns regarding their Dial-a-Ride services. The Committee expressed interest in consolidating weekly regional trips to reduce the amount of empty seats on longer, more expensive destination trips. Ms. Maureen Goulet of CRCOG informed the Committee that Dial-a-Ride has been a topic of discussion at the Human Services Committee Meeting. It will be further discussed at the next Human Services meeting in February.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Goulet informed the Committee that the CRPC is currently taking bid for Gasoline and Traffic Requirements. The CRPC is also soliciting requirements for Stormwater Monitoring, Catch Basin Cleaning, and Portable Toilets. Round 2 of Materials Testing and Lab Analysis responses are currently being evaluated by the Evaluation Committee. Ms. Goulet is also serving on the DAS E-Sourcing Advisory Committee and if anyone has any suggestions for the new DAS E-Sourcing System to contact her directly.

Nutmeg Network Demonstration Project: Ms. Hedy Ayers updated the Committee on the status of the Statewide Salary Survey. The Salary Survey was closed to new submissions and over 130 towns submitted salary data. It is currently under review and will be published in the coming weeks. Ms. Ayers also provided an update on the Electronic Document Management System program. The 3 pilot towns will soon begin demoing the product through January. Ms. Ayers also stated that the recent HR Portal Presentation regard the legal requirements of HR personnel file management was well attended and the video can be found at nutmeghr.org. Mr. John Elsesser requested that going forward consideration should be given to include performance measurement software.

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. Mr. Luther also stated that there is a Voice over Internet Protocol webinar partnered with CEN is tentatively planned for Mid-January.

Crumbling Foundations: Ms. Yoder was happy to report that the Crumbling Foundations Testing Reimbursement program went live on November 28th and staff is now processing applications and issuing reimbursements. Since the launch a week prior, CRCOG has received over 130 applications. Feedback on the website and application process has been overwhelmingly positive.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Mr. Elsesser addressed the Committee to share that the Town of Coventry is purchasing solar powered walkway lights. He stated that if any other town was interested in purchasing additional lights to contact his office directly before January.

Ms. Ayers asked the Committee if there was interest in a presentation from the Sustainable CT initiative that was launched at the recent Connecticut Council of Municipalities annual meeting. The Committee agreed that it would be helpful to learn what is available to CRCOG Towns.

Mr. Souza asked for a motion to adopt the proposed meeting dates for calendar year 2018. Ms. Joyce Stille made the motion and it was approved unanimously.

ADJOURNMENT

The next Municipal Services Committee meeting will be held on Tuesday, January 16th, 2018. With no other business, Mr. Souza adjourned the meeting at 1:18 p.m.