

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**FEBRUARY 20<sup>TH</sup>, 2018**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Grace Tiezzi  
Patrice Carson  
Robert Skinner  
Lori Spielman  
Robert Lee  
Melissa Appleby  
Keith Hayden  
Dawn Maselek  
Jeff Bridges  
Bill Oliver  
Jessica LeClair  
Lyle Wray  
Pauline Yoder  
Brian Luther  
Hedy Ayers  
Emily Hultquist  
Maureen Goulet

**Town**

Windsor  
Avon  
Bolton  
Canton  
Ellington  
Plainville  
Simsbury  
Southington  
Vernon  
Wethersfield  
Prime 3SG  
ECSU (Sustainable CT)  
CRCOG  
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CRCOG

Chair Mr. Peter Souza called the meeting to order at 12:11 p.m.

**ADOPTION OF MINUTES: DECEMBER 5<sup>TH</sup>, 2017**

Mr. Souza asked for a motion to adopt the minutes from the 12/5/2017 Municipal Services Committee. Ms. Lori Spielman made the motion, Mr. Jeff Bridges seconded. The motion passed unanimously with abstentions from Mr. Keith Hayden, Ms. Patrice Carson, and Ms. Dawn Maselek.

**SUSTAINABLE CT**

Ms. Jessica LeClair presented on the newly launched Sustainable CT program. Sustainable CT is a certification program where municipalities can receive credit for actions taken that enhance community sustainability. These actions are organized into categories that range from operational energy use, land use, community development, and more. Certifications last for three years.

To get started, municipalities must pass language that declares their participation and apply to the program by August 24<sup>th</sup>, 2018. The first round of certifications will be announced at the CCM Annual Meeting. More information can be found at [www.sustainablect.org](http://www.sustainablect.org).

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

Mr. Brian Luther shared with the committee that a Capitol Region Purchasing Council member town has expressed interest in procurement of a Customer Services Relation/Work Order system. The idea of adding this software to CRCOG offerings has come up in previous years but there was not adequate interest to justify allocating CRCOG resources.

Mr. Souza discussed the type of system that the Town of Windsor currently uses and that even though the service is great for citizens, the lack of a usable backend had initially limited their ability to effectively respond to comments. Mr. Jeff Bridges stated that it would be nice to know exactly what systems are offered for this service. After deliberation, the committee decided that the level of interest has not increased to the point where investing the amount of CRCOG staff time needed to procure a system would not be worthwhile.

Ms. Hedy Ayers prepared a video for the committee to view. This video was part of a larger effort for CRCOG to share its story and how the work CRCOG does positively impacts municipalities and citizens. The video was created with donated time from the University of Hartford and features input from Ms. Joyce Stille from Bolton, Mr. Gary Brumbeck formerly of Southington, and Ms. Kate Rotella formerly of Waterford.

### **STATUS REPORTS**

**Capitol Region Purchasing Council:** Ms. Goulet informed the Committee that the CRPC is currently gathering quantities for recycling bins, ammunition, and fingerprinting supplies. The grass seed and fertilizer bid opened last week. The opening for fuel oil is to start on Thursday, February 22<sup>nd</sup>.

**Nutmeg Network Demonstration Project:** Ms. Ayers updated the Committee on the status of the Statewide Salary Survey. The Salary Survey benefit data was recently published and able to be viewed. There is some town benefit data that is being reviewed but the majority is screened and useable. An analysis report will be published within the month.

Ms. Ayers also reported that the Electronic Document Management System is currently in the early stages of installation in pilot towns. Integrations with other

software is being developed as well. Ms. Yoder stated that she hopes this program will be in program phase by the end of the calendar year.

**RPIP Projects:** Ms. Yoder stated that the Statewide Orthoflight item on the agenda will no longer be present as this project has concluded. There was no update on CAPTAIN 4G.

**IT Services Cooperative:** Mr. Luther informed the committee that the new date for the annual ViewPoint Cloud User Group meeting is February 28<sup>th</sup>. The original date of February 8<sup>th</sup> was cancelled due to snow. Mr. Luther reported that the pricing updates with Sertex Utilities and Municipality are going well and the amendments should be passed within the next month.

**Crumbling Foundations:** Ms. Yoder was happy to report that the Crumbling Foundations Testing Reimbursement program has processed over 300 applications since the program went live on November 28<sup>th</sup>. Recently the Bonding Commission has approved authorization to allow homeowners who are outside of the 20-mile radius to apply for a waiver. Waivers will be approved on a case-by-case basis. The waiver system is still in the process of development.

### **ADJOURNMENT**

Prior to adjournment Ms. Goulet reminded the committee that the Human Service Coordinating Council meets on Monday, February 26<sup>th</sup>. This will feature a presentation from Joe Commerford of Estuary and a discussion of sharing/regionalizing municipal human and social services efforts.

The next Municipal Services Committee meeting will be held on Tuesday, March 20<sup>th</sup>, 2018. With no other business, Mr. Souza adjourned the meeting at 1:08 p.m.