

Draft until Accepted

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
SEPTEMBER 18TH. 2018

ATTENDANCE

Members and Guests

Peter Souza, Chair
Joe Higgins
Grace Tiezzi
Sharron Howe
Joyce Stille
Jim Hayden
Lori Spielman
Joshua Putnam
Robert Lee
Melissa Appleby
Scott Roberts
Carl Fazzina
Joe McGrattan
Hedy Ayers
Brian Luther
Pauline Yoder

Town

Windsor
Andover
Avon
Bloomfield
Bolton
East Granby
Ellington
Mansfield
Plainville
Simsbury
South Windsor
Novus Insight
Novus Insight
CRCOG
CRCOG
CRCOG

Chair Mr. Peter Souza called the meeting to order at 12:08

ADOPTION OF MINUTES: MAY 15TH, 2018

Mr. Souza asked for a motion to adopt the minutes from the 5/15/2018 Municipal Services Committee meeting. Mrs. Lori Spielman made the motion, Mr. Robert Lee seconded. The motion passed unanimously with an abstention from Mr. Joe Higgins and Mrs. Shannon Howe.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Yoder informed the Committee that our bids for eziQC General Construction, Road & Bridge Maintenance, HVAC, and Roofing are out. The pre-bid conference will be on Wednesday, September 26th. Bids are out for Asphalt Pavement Crack Sealing, Ladder Testing Services and Snowplow Blades.

Another round of Crumbling Concrete Foundation RFQs will go out this week, responses will be due in early October and we will update the Qualified Vendor list by the end of October.

The RFI for Time & Attendance Software has provided 4 vendors that are in the process of meeting with CRCOG staff. Once the review committee has seen the demonstrations, the committee will decide whether there is value in proceeding with an RFP.

The electricity broker, EnerNOC, is in the process of drafting an RFP, but CRCOG is still considering extending the contract with current contractor.

The Public Purchasing Association of Connecticut is hosting an Education and Vendor Show in Collaboration with the State of Connecticut Department of Administrative Services on October 18th and 19th at the Mystic Hilton. There will be 2 National Institute of Government Purchasing classes offer on October 18th with breakout sessions available. The PPAC annual meeting will be held on November 1st at the Riverfront Community Center in Glastonbury, from 12-3PM.

Nutmeg Network Demonstration Project: Ms. Hedy Ayers informed the committee that the HR Portal Salary Survey opens tomorrow September 19th. There have been two new job descriptions added for Entry-Level Police Officer and Firefighter. The HR Portal Electronic Document Management program is live in the pilot towns. CROCG intends to facilitate a few informal round tables for HR professionals in the region. The first one is going to be held in October, and after they will be held quarterly. Mr. Peter Souza made the suggestion that the trainings should be available remotely for those who do not have the ability to attend in-person.

There will also be a training session in conjunction with CCM that relates to Wage and Hours which is scheduled for November 8th and the location will either be Rocky Hill or South Windsor.

Ms. Ayers informed the committee that the Transportation Video Testimonial is its final stages.

Ms. Ayers also asked the small towns present if they were still interested in the sub-committee focusing on small towns. Several towns indicated interest and Ms. Ayers will pursue the topic.

Ms. Pauline Yoder informed the Committee that Mr. Julian Freund has accepted a job elsewhere and that facilitation of the Electronic Document Management Product will now be handled by her.

IT Services Cooperative: Mr. Brian Luther informed the Committee that the Online Permitting program has now reached 45 participants. Also,

viewmypermitct.org is now open to list towns that purchased an online permitting service through their own RFP process, with the payment of a small one-time fee. He also informed that committee that both aspects of the new Cybersecurity program are progressing. The proposal submission due date for RFP for Model Policies and Consulting Services is September 24th. He those interested in becoming part of the pilot process for the Model Policies, ton contact him directly.

To update the Committee on the cybersecurity services packages available Mr. Luther introduced Mr. Carl Fazzina of Novus Insight. Mr. Fazzina presented the draft cyber security packages to the committee to seek feedback and questions.

Crumbling Foundations: Ms. Yoder informed the Committee that the Ad Hoc Committee on Crumbling Foundations will meet on October 3rd. Currently the program has processed and paid 615 applications.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Regional GIS-Parcel View RFP: Mr. Snowden announced that CRCOG will be going out for RFP for the Regional GIS/Parcel Viewer and requested that if anyone is interested in being on the RFP committee or review committee, to please contact him.

Charter Revision Attorney Services: Ms. Pauline Yoder addressed the Committee to inquire about interest in a possible program or RFP for Charter Revision Attorney Services. After discussion it was determined that there was not enough interest to pursue an RFP at this moment, but the topic will be revisited at a later date.

ADJOURNEMENT

Mr. Souza adjourned the meeting at 1:02. The next Municipal Services Committee meeting is scheduled for October 16th, 2018.