

Draft until Accepted

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**JANUARY 15TH. 2019**

**ATTENDANCE**

**Members and Guests**

**Town**

Peter Souza, Chair	Windsor
Joe Higgins	Andover
Joyce Stille	Bolton
Robert Skinner	Canton
John Ward	Granby
Josh Putman	Mansfield
Robert Lee	Plainville
Melissa Appleby	Simsbury
David Nourse	Southington
Theresa Schwartz	UConn Transportation
Lyle Wray	CRCOG
Maureen Goulet	CRCOG
Hannah Casey	CRCOG
Brian Luther	CRCOG
Pauline Yoder	CRCOG
Cheryl Assis	CRCOG

Chair Mr. Peter Souza called the meeting to order at 12:10.

**ADOPTION OF MINUTES: DECEMBER 4<sup>TH</sup>, 2018**

Mr. Souza asked for a motion to adopt the minutes from the 12/4/2018 Municipal Services Committee meeting. Ms. Joyce Stille made the motion, Mr. Robert Lee seconded. The motion passed with abstention from Mr. John Ward and Ms. Melissa Appleby.

**DEMONSTRATION OF HUMAN RESOURCES PORTAL**

Ms. Pauline Yoder outlined the recent updates to the CT Human Resources Portal. In recent months CRCOG staff has contracted Novus Insights to add new resources that municipalities will be able to access via [nutmeghr.org](http://nutmeghr.org).

Ms. Yoder demonstrated how to use the new HR Document Library. The Document Library is intended to provide a range of example Human Resources documents from neighboring municipalities. Mr. Robert Lee and Mr. Robert Skinner both agreed that the year in which each document was adopted should be prominently displayed. The committee discussed the possibility of expanding the library outside the scope of human resources in the future.

Ms. Yoder demonstrated the user interface of the Interview Panel Database. The database is intended to provide an easily accessible list of municipal officials that are willing to serve on interview panels. Ms. Stille requested that entries should expire or contacts should be prompted to re-enlist on a yearly basis to ensure the list stays updated. The committee agreed that there is a high demand, so it is important that the list has a large representation to prevent a large time commitment from a small group of participants.

### **STATUS REPORTS**

***Capitol Region Purchasing Council:*** Ms. Maureen Goulet informed the Committee that Gasoline bids had been opened and the bid tabulation had been posted and sent out to all CRPC members. Fuel Oil & Diesel quantities are currently being solicited and are due February 6<sup>th</sup>. Fuel Oil & Diesel is not a piggybackable bid so to participate you must submit your quantities. You are also not locked in until you send a Purchase Order to a vendor.

Ms. Goulet also informed the committee that CRCOG has issued an RFP for a new eProcurement software. Also, in regard to the RFI for Time and Attendance Software, she has received Best and Final Offers from the 2 finalists, the offers have been distributed to the evaluation committee and we will determine next steps after a full review.

Ms. Goulet informed the committee that the Crumbling Foundations Vetted Vendor List will now accept responses on a rolling basis.

Ms. Goulet stated that she had received interest from a couple of towns on possibly doing a cooperative bid for household compost bins. She will research this commodity and will reach out to see if there is broader interest.

Ms. Goulet informed the Committee that bid savings reports will be provided next month.

***Nutmeg Network Demonstration Project:*** Mr. Brian Luther informed the committee that the 2019 Municipal Data Salary Survey has been published. Municipal employees now have access to the most recent salary data from 129 Connecticut Municipalities. CRCOG staff, working with Novus Insights, is currently in the process of redesigning the HR Portal. Ms. Yoder informed the committee that the EDMS Pilot Group is currently testing the modules for agenda management and that land-use, GIS, and permitting are coming soon.

***IT Services Cooperative:*** Mr. Luther also informed the committee that the Online Permitting program currently has 46 participants, with multiple towns interested. CRCOG intends to reach 50 before the end of the fiscal year.

**Cybersecurity:** Mr. Luther informed the committee that on December 17<sup>th</sup>, the 3 finalists presented to the RFP Committee and we selected a firm to draft the Model Policies for the region. We are drafting a contract. For any municipalities interested in participating Mr. Luther will provide additional information as it becomes available.

Mr. Luther also informed the Committee that the contract for Cybersecurity Service Packages provided through Novus Insights is in the final stages of finalization.

**Crumbling Foundations:** Ms. Yoder informed the committee that the Foundation Testing Program has reviewed over 900 applications and approved over 850 for reimbursement. The program has seen a noticeable increase in applications in the last month, most likely due to the requirement of petrographic examinations in the Connecticut Foundation Solutions Indemnity Company (CFSIC) application. The CFSIC remediation program was scheduled to start accepting applications on January 10<sup>th</sup> but we have not received an update.

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

Mr. Lee addressed the recent developments regarding CT Governor Ned Lamont's Shared Services Transition Team recommendations. It has been discussed that each region will be providing a report on the status of municipal shared services efforts for state review. Mr. Lee was curious if the CRCOG Municipal Services Department. Dr. Lyle Wray informed the committee that all the information is yet to be final and he will monitor updates and keep the committee informed.

Ms. Theresa Schwartz, the Traffic Signal Circuit Rider at the University of Connecticut, addressed the committee to talk about traffic signal maintenance. She provided the committee the current contract in place for signal maintenance and proposed the idea of a cooperative purchase. The committee will take it under advisement.

### **ADJOURNEMENT**

Mr. Souza adjourned the meeting at 12:59pm. The next Municipal Services Committee meeting is scheduled for February 19<sup>th</sup>, 2019.