

Draft until Accepted

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
SEPTEMBER 17TH. 2019

ATTENDANCE

Members and Guests

Peter Souza, Chair
Grace Tiezzi
Joshua Steele Kelly
Robert Skinner
Mark Walters
John Elsesser
Lori Spielman
Jack McCoy
Robert Lee
Melissa Appleby
Michael Rosen
Lyle Wray
Brian Luther
Pauline Yoder

Town

Windsor
Avon
Bolton
Canton
Columbia
Coventry
Ellington
Manchester, GMIS
Plainville
Simsbury
Tolland
CRCOG
CRCOG
CRCOG

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

ADOPTION OF MINUTES: MAY 21ST, 2019

Mr. Souza asked for a motion to adopt the minutes from the 5/21/2019 Municipal Services Committee meeting. Mr. Joshua Steele Kelly made the motion, seconded by Ms. Grace Tiezzi. The motion passed unanimously.

BONFIRE EVALUATION DEMONSTRATION

Ms. Pauline Yoder welcomed the committee back after a long summer recess. Up until this fiscal year CRCOG staff used the procurement software 'BidSync'. Recently, CRCOG procured a new system, 'Bonfire'. Pauline demonstrated the backend capabilities of Bonfire. This new software is able to collect RFP responses, input scores, make awards, aggregate quantities, make awards, and track utilization. Pauline emphasized that the new software will make it much easier for reoccurring CRPC commodity bids.

FY '19-20 MUNICIPAL SERVICES DEPARTMENT WORKPLAN UPDATE

Ms. Pauline Yoder provided the committee an update on the FY19-20 workplan that was approved at the May meeting. She informed the committee that Ms. Maureen Goulet has accepted a position in the Town of Manchester and is no longer with CRCOG. CRCOG is currently in the process of hiring another staff member to manage the CRPC. CRCOG intends to release RFPs for an on-call Human Resources Consultant, and for Template Finance, Audit, and Banking

RFPs in the coming months. The proposed Loan-a-Drone, and Assessment benchmarking programs are on hold.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Yoder informed the committee that we are currently collecting quantities for Asphalt Pavement Crack Sealing, and Ladder Testing Services. We will start collecting quantities in October for Gasoline, Traffic Guidelines, Stormwater Monitoring Services, Catch Basin Cleaning and Disposal Services, and Portable Toilets. CRCOG staff intend to issue an RFP for an Energy Consultant on September 25th and an RFP for a Job Order Contracting Program in mid-October. CRCOG is currently recruiting members for the review and advisory committee.

Nutmeg Network Demonstration Project: Mr. Brian Luther informed the committee that the HR Portal has undergone an extensive visual upgrade that is now live. The Interview Panel Directory is now live and those with a login have access to a list of willing municipal staff to serve on their interview panels. CRCOG is still soliciting registrations. The CT Municipal Data Salary Survey is now live and municipalities have until October 1st to input their data. New positions added to the survey include Librarian-Entry Level, Emergency Dispatcher, and Tax Clerk.

IT Services Cooperative: Mr. Luther informed the committee that the towns of Stamford, New Britain, Newington, New Milford, and Coventry have upgraded from ViewPermit to ViewPoint Cloud, utilizing temporary implement cost reductions negotiated by CRCOG. Mr. Luther is currently monitoring issues with live end implementation with the Municipality online permitting software and hopes to make progress in the coming week.

Cybersecurity: Mr. Luther informed the committee that the Cybersecurity Model Policies have been completed and are now available for customization. Municipalities use MGT Consulting at the negotiated hourly rate or customize the policies in-house. For Cybersecurity Infrastructure Services, Municipalities can use the competitively vetted packages from Novus Insight.

Crumbling Foundations: The Governor's Testing Reimbursement Program received over 1600 applications and paid or approved over 1500.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Mr. John Elsesser asked the committee if there was interest in expanding the CRPC bid for sand and treated road salt. Currently, there has been a wave of contaminated wells that some have linked to treated road salt. Currently there is no statewide mapping of wells, or contaminated wells. Mr. Elsessor also

mentioned the possibility of adding a tracking agent to road salt.

ADJOURNEMENT

Mr. Souza adjourned the meeting at 1:16pm. The next Municipal Services Committee meeting is scheduled for October 15th, 2019.