

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**SEPTEMBER 20, 2016**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Brandon Robertson  
Grace Tiezzi  
Joyce Stille  
Robert Skinner  
John Elsesser  
Jim Hayden  
Lori Spielman  
Bill Smith  
Maria Capriola  
Amy Traversa  
Robert Lee  
Tom Cooke  
Lisa Pellegrini  
Garry Brumback  
Jeff Bridges  
Jonathan Luiz  
Chris Kervick  
Courtney Hendricson  
Hedy Ayers  
Jayhon Ghassem-Zadeh  
Maureen Goulet  
Julian Freund  
Lyle Wray

**Town**

Windsor  
Avon  
Avon  
Bolton  
Canton  
Coventry  
East Granby  
Ellington  
Granby  
Mansfield  
Marlborough  
Plainville  
Simsbury  
Somers  
Southington  
Wethersfield  
Windsor  
Windsor Locks  
CERC  
CRCOG  
CRCOG  
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CRCOG

Acting as Chair, Jeff Bridges called the meeting to order at 12:07 p.m.

**ADOPTION OF MINUTES: MAY 17, 2016**

Acting Chair Jeff Bridges asked for a motion to adopt the minutes from the 5/17/16 Municipal Services Committee. Ms. Stille made the motion, Ms. Spielman seconded. All voted in favor of the motion.

**WHAT'S NEXT: CRCOG SERVICE SHARING**

Mr. Freund began the discussion by sharing a document he put together showing where we were on identifying areas of possible service sharing from previous meetings. He suggested the next step was to reach a general consensus on which projects to move forward on. Dr. Wray offered his input and suggested we might want to follow the Franklin County, MA model – this is a county consisting of very small towns. Dr. Wray said he immediately can see two areas that might be beneficial, back office and Town/BOE sharing. For example, every school buys Powerschool, perhaps aggregating

could lead to better pricing. He suggested pulling together our small towns into a working group, and we could bring someone from Franklin County in to talk about their model. Ms. Stille approved of that idea as there are a wide range of potential services that could be shared. Several committee members representing small towns said they would like to participate. We will try to schedule it in conjunction with the next Municipal Services Committee meeting.

### **STATUS REPORTS**

**RPIP Projects:** Ms. Ayers reported on the Human Resources Portal. Meeting packets contain two items associated with the portal, The CT Municipal Salary Survey Data Fields Guide and a Powerpoint on how to enter you salary survey information online. The survey is now live, they held one webinar and will hold a second tomorrow. She asked everyone to register, and thanked Ms. Stille for testing the survey. The deadline is October 31, and CCM will be sending out reminders. When the whole HR Portal is finished, towns will be able to access templates for job descriptions, organization charts, will be able to develop reporting, benchmarks, create peer groups, and everything will be automatically saved. The project will be showcased at CCM's convention. She asked for users to offer feedback.

Mr. Ghassem-Zadeh reported on VOIP, which is now available to all interested towns. If you are interested in a demonstration, call him. Streaming services seem to be having technical difficulties, he is working with the vendors to sort that out. An RFP for EDMS was issued, and that will begin to implement next month.

Ms. Stille asked about the other pieces of the HR Portal, Ms. Ayers said they will be meeting with the consultant to flesh out the rest of that project. There will be custom rates for folks to use the HR consultant after the project is rolled out.

**Capitol Region Purchasing Council:** Ms. Goulet reported that the CRPC would be opening two bids this week, Asphalt Pavement Crack Sealing and Ladder Testing Services, we will be releasing Invitations to Bid for Personal Protective Clothing and Accessories next week. The Electricity RFQ is on the street, data will go out to interested vendors this week, a teleconference is scheduled for 9/26 and the auction is scheduled for 10/13. ezIQC will be going out soon – this year we are doing two separate ezIQC bids, one for Heavy Construction/Road Projects as well as the regular Facilities bid. We will hold a pre-bid conference on October 14 at MIRA, and expect to open the bids in late October. We opened an RFI for Stormwater Management Services on 9/10, and the evaluation committee will meet soon to discuss the responses. We will also hear from the NEMO program at UCONN. The CRPC Annual Meeting will be held October 27 in Glastonbury, there is a full-schedule, and we will be asking our procurement members to bring Finance staff. The ezIQC User's Group will likely meet in early December, after contracts have been signed with the General Contractors for each region. It will be held at the Riverfront Community Center in Glastonbury, where participants can explore some completed projects, as well as observe a current project at the Boathouse. Lastly, Ms. Goulet mentioned that she had put together three RFQs for Materials/Lab Testing, Structural Engineering and Remediation Services for the crumbling concrete foundations situation. The idea is we will qualify vendors who can be contacted by homeowners.

**Solid Waste:** Mr. Freund reported on the status of several solid waste issues. The State continues the selection process for redevelopment of the mid-Conn plant. DEEP will be announcing finalists from the first phase of the RFP soon. The finalists will be invited to submit detailed proposals. The current schedule is for a vendor to be selected by July 2017 with execution of a contract by the end of calendar 2017.

The State has also finalized the update to the 2006 solid waste strategy. The updated plan is called the Comprehensive Materials Management Strategy (CMMS) and is a plan for achieving a goal of 60% diversion by 2024. The plan is built around three goals, one of which deals primarily with municipal recycling programs. The 2017 tasks within the municipal recycling goal largely focus on enforcement of existing recycling rules. Adoption and implementation of local strategies for increasing diversion comprise much of the 2018 tasks. DEEP will be reaching out to municipalities within the next few weeks regarding how it will disseminate guidance on the CMMS. Ongoing communications with municipalities will likely flow through the Solid Waste Advisory Committee, or perhaps through the creation of a new working group.

The Central CT Solid Waste Authority continues its process for selecting vendors for disposal and recycling services for six member municipalities with contracts expiring in 2017.

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

Mr. Elsesser shared that Eversource is now offering to change LED street light bulbs if you don't own them. Call Eversource if you are interested. He also shared that a Canadian Company, Axia, had a meeting in Middletown to talk about bringing fiber to homes, no money down from the towns, said it could be very good for small businesses. The town would steer residents, we would have to do it regionally, but they don't care about density. They are currently running a main line in Western MA. Other companies rent what they build. Mr. Elsesser said he'd like to see a prospectus go out to our member towns. Endorsement is not an easy subject for towns.

Ms. Spielman shared that the Concrete Foundation meeting would be held on October 1 at Ellington High School, from 10:00 a.m. – 1:30 p.m. Representatives from Trois-Rivieres in Quebec will do a Q&A.

Information regarding changes to the Health Districts was released, members were not sure if it was supposed to be shared, but the information suggested there would be 9 health districts, and the State would no longer support them. A conversation regarding regionalism is coming. CRCOG asked committee members to identify the areas where they are currently sharing efforts, including cooperative efforts between towns and BOEs. We will remind members to do this.

#### **ADJOURNMENT**

With no other business, Chairman Souza adjourned the meeting at 1:08 p.m.