

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**OCTOBER 18, 2016**

**ATTENDANCE**

**Members and Guests**

**Town**

Peter Souza, Chair	Windsor
Brandon Robertson	Avon
Grace Tiezzi	Avon
Joyce Stille	Bolton
Mark Walter	Columbia
John Elsesser	Coventry
Jim Hayden	East Granby
Bill Smith	Granby
Jack McCoy	Manchester
Maria Capriola	Mansfield
Amy Traversa	Marlborough
Robert Lee	Plainville
Calvin Hamburger	Plainville
Lisa Pellegrini	Somers
Garry Brumback	Southington
Dawn Masalek	Vernon
Victoria Rodriguez	Vernon
Jeff Bridges	Wethersfield
Christina Mailhos	Willington
Jonathan Luiz	Windsor
Bill Oliver	Prime 35G
Cheryl Assis	CRCOG
Hedy Ayers	CRCOG
Jayhon Ghassem-Zadeh	CRCOG
Maureen Goulet	CRCOG
Lyle Wray	CRCOG
Pauline Yoder	CRCOG

Chair Peter Souza called the meeting to order at 12:04 p.m.

**ADOPTION OF MINUTES: SEPTEMBER 20, 2016**

Chair Peter Souza asked for a motion to adopt the minutes from the 9/20/16 Municipal Services Committee. Mr. Smith made the motion, Mr. Lee seconded. All voted in favor of the motion.

**DEMONSTRATION: 2016-2017 MUNICIPAL SALARY SURVEY TOOL**

Ms. Ayers gave a demonstration of the new municipal salary survey tool, part of the HR Portal project, and she asked for feedback. The salary survey tool is just a piece of the HR Portal Project and is being done in conjunction with the Connecticut Conference of Municipalities. The deadline to fill out your survey is October 31, reminders will be going

out. The salary survey can be found at [ctmunicipaldata.org](http://ctmunicipaldata.org) and you must be registered before you can proceed. Ms. Ayers She logged-in to Simsbury's account and walked through the process.

Ms. Ayers asked for feedback regarding the reporting function. Mr. Smith asked if they would be able to find similar towns in terms of factors like DB/DC plans, and will it functionally useful? Ms. Ayers answered yes, but the extent of use will be related to the reporting, which is not entirely built yet. CCAT has until December 1 to get the reporting function built. Currently, a query function is on the list, and she wants to hear what towns wanted the system to do. You can benchmark with abutting towns, GIS was loaded so you can select those towns. You can also create a new group with towns that are similar in terms of size, population, government type. From here forward, we should be able to update the information. Eventually you will be able to use it to do longer term analysis. Some basic reports are already set up. You can export reports, as well. Mr. Walter asks if they can clearly define shared employees. Ms. Ayers responded yes. Ms. Mailhos said miles of road would be good to capture, Mr. Walter added that dirt vs. paved would also be helpful. Ms. Ayers said some of these items might have to wait for next year, but we can put them in the queue. Municipalities can get data on unimproved and improved roads from DOT.

Someone asked how we bring new data in, Ms. Ayers responded we haven't figured that out yet, we still have to work out how to sustain this as we move forward. We might be able to add data from other sources to make it more dynamic. Someone asked about grouping employees according to union contract. Ms. Ayers said that is not possible yet, but they will likely get into that during the out years. The ongoing maintenance could be a significant task for someone. Could the updates be part of the hiring/exit process? Most members thought it would be easier to just keep it a once a year task. Ms. Stille said she would only update if she had a vacancy when she filled it out. If the data isn't a point in time, it could be skewed.

Ms. Masalek asked about the possibility of seeing health benefits data (percentages, etc.). After a brief discussion, Mr. Elsesser mentioned that health was difficult because of differences not only in percentage contribution but also in plan design and other factors that are hard to compare. Ms. Ayers said that this is one of the reasons why health benefits is not currently compared.

Ms. Ayers asked what towns would like to sort on. Mr. Smith said pensions. Other suggestions were percentage increases, so they could track that year over year. Insurance premium co-shares would be helpful, number of public hours Town Hall is open.

### **STATUS REPORTS**

***RPIP Projects:*** Mr. Ghassem-Zadeh reported on VOIP, which is going well. The Genie pilot wrapped up this past Friday. They have a second offering now, Mitel. On the subject of regional online permitting, Mr. Ghassem-Zadeh said he is working with View Permit and towns to address problems. The product is good, but the customer service needs improvement. Municipality users are happy, but no one is fully implemented yet.

On Streaming Services, Mr. Ghassem-Zadeh reported he is working with the vendor to address the issues, which includes blackouts and audio issues. Some have been corrected, but there are still some problems. It appears that the problem lies in the encoders, they are looking for a best solution.

For EDMS, they are currently in the process of selecting a vendor. The Statewide BIS is currently in QA/QC, but going well, the data may be available by December.

The GIS Orthographic Flight project is also on-going. The data is currently in QA/QC and the project is on schedule to complete this year.

**Capitol Region Purchasing Council:** Ms. Goulet reported on the Capitol Region Purchasing Council. The Annual Meeting will be held on Thursday, October 27 at the Riverfront Community Center in Glastonbury, we've asked purchasing personnel to bring finance directors for the BuySpeed presentation. We will open bids for Personal Protective Clothing and Accessories on Thursday. The eIQC mandatory pre-bid for both the Bridge and Road Maintenance and Facilities bids was held on Friday, October 14, we had 28 attendees, all of whom purchased the bid packet. Ms. Goulet reported she would be at COST's Stormwater Management Event tomorrow, and she is hoping to identify ways CRCOG can help our members achieve compliance. The Electricity reverse auction will be held on Friday, October 21, we have three qualified vendors participating.

**NOVEMBER MUNICIPAL SERVICES COMMITTEE MEETING**

The scheduled date for our meeting is in conflict with CCM's convention. We will reschedule the next meeting for Tuesday, December 6, 2016.

**MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS**

Mr. Souza asked folks to send Ms. Yoder ideas for future topics.

**ADJOURNMENT**

With no other business, Chairman Souza adjourned the meeting at 1:10 p.m.