

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
JANUARY 17, 2017

ATTENDANCE

Members and Guests

Town

Peter Souza, Chair	Windsor
Sharron Howe	Bloomfield
Joyce Stille	Bolton
Robert Skinner	Canton
Jim Hayden	East Granby
Jack McCoy	Manchester
Maria Capriola	Mansfield
Amy Traversa	Marlborough
Scott Colby	Plainville
Tom Cooke	Simsbury
Garry Brumback	Southington
Amanda Ryan	NEMO
Bill Oliver	Prime 35G
Hedy Ayers	CRCOG
Mike Cipriano	CRCOG
Maureen Goulet	CRCOG
Mary Ellen Kowalewski	CRCOG
Erik Snowden	CRCOG
Lyle Wray	CRCOG
Pauline Yoder	CRCOG

Chair Peter Souza called the meeting to order at 12:07 p.m.

ADOPTION OF MINUTES: DECEMBER 6, 2016

Chair Peter Souza asked for a motion to adopt the minutes from the 12/6/16 Municipal Services Committee. Mr. Brumback made the motion, Ms. Stille seconded. All voted in favor of the motion, with two abstentions (M Capriola, S. Howe).

NONPOINT EDUCATION FOR MUNICIPAL OFFICIALS (NEMO) ON STORMWATER MANAGEMENT

Amanda Ryan introduced herself and the office where she works, CLEAR, which is located in Haddam with a focus on water, land, climate issues and geospatial technology. CLEAR has a five year MOA to assist DEEP. Ms. Ryan presented that the basic requirements of the MS4 permit are largely the same. Her presentation addressed the challenges of the new permit and how NEMO can assist towns with meeting those requirements. Some of the help they can provide includes a web based fact guide, fact sheets, templates and information for public outreach. They also have an educator available to meet with towns, a listserv, and will be holding workshops and webinars. There will also be mapping resources available to towns. Questions included a clarification on the data layers in the mapping resources as well as ordinance or

regulation changes that might be required. The impaired waters list has not yet been released. NEMO suggested that if it isn't released soon, towns should proceed with their plan based on the existing impaired waters. CRCOG will look into whether there is any bid for the equipment to do the water monitoring, or whether they should pursue a bid to purchase that equipment.

SOL-SMART

Mary Ellen Kowalewski from CRCOG spoke about an opportunity for CRCOG to sponsor an application for a Sol-Mart advisor for the region, to help forward town goals for solar. The program would provide national recognition and no cost technical assistance to help towns reach their alternative energy goals. If this group is in favor of pursuing a regional application, we would need a small group of towns, Ms. Kowalewski stated six was a good number, and the advisor would work with those towns, and any models that come out of it could then be shared. Renewable Energy is a priority area for Policy & Planning. The City of Hartford has a Gold designation for their solar energy projects. Participating towns would accumulate points for developing a written statement, activities that enable solar development, inspections, construction codes, and innovative activities. The current application is due January 31, but there is going to be another round in July, and Ms. Kowalewski wanted to assess interest. If we got a Sol-Smart advisor, there would be 1,000 hours of assistance provided over six months, and the advisor would be housed at CRCOG or in one of our towns. If you are interested, we would need a designated contact from your town. A couple of towns expressed interest. Ms. Kowalewski stated she would reach out to interested towns.

SERVICE SHARING UPDATE

Ms. Yoder and Ms. Goulet provided updated infographics for Public Safety and Health, Back Office, and Equipment Sharing and Other. We do have an infographic for Intratown sharing, which was not printed out for the meeting. Some town information was still left off, so Ms. Goulet said she would update with that missing information. In addition, several members indicated a narrative including what kind of programs were included in the categories would be helpful. A couple of towns also indicated that a big area of sharing that was left off was library sharing. Ms. Yoder said we would create a narrative to go with them and share them, either later this week or early next week.

MUNICIPAL/BOE SHARING SHOWCASE

Ms. Yoder reported that the draft agenda for the Municipal/BOE sharing showcase was included in the meeting packet. They have some municipal folks committed to being there, the invitation is out, and if you are interested, please RSVP.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Goulet reported that the CRPC bid for Gasoline was opened and the results have been posted and sent out to members. Grass Seed and Fertilizer is now out in the street, that will open next week. The resolution for the new ezIQC program for Road & Bridge maintenance will be on the Policy Board agenda tomorrow, the contractor that neglected to disclose their litigation history has been disqualified. The ezIQC User's Group meeting will be held in South Windsor, tentatively scheduled for March 2, 2017, and a save-the-date will go out by the end of

the month. We are doing another round of RFQs for concrete foundation Structural Engineering and Remediation services. We are still looking for testing companies that are able to provide this service to homeowners.

Nutmeg Network Demonstration Projects: Ms Yoder reported that streaming services continues to be a problem area. The vendor will be replacing encoders in pilot towns, which will hopefully fix the problem. They are currently working through the pricing for EDMS, they are almost there.

Ms. Ayers reported that the HR Portal project has now released the reporting module. They are having a webinar, and already have fifty people registered to participate. It will be recorded so even if you can't participate, you can review it afterwards. She met with CCM to determine how best to move forward, they need to discuss strategic enhancements and improvements, as well as how to pay for them. They will be surveying to get more feedback before making any decisions. They received five responses to the Applicant Tracking RFP, and demos will be scheduled for next week. EDMS through the HR portal is still a possibility they are looking at. CCAT has a skeleton version of the portal in the final stages, which will include things like model checklists. The official launch of the HR Portal will be in February, and they would like to do training shortly after that launch. There will be a demonstration at the next Municipal Services Committee meeting.

RPIP Projects:

Orthoflight: Ms. Yoder reported that the statewide orthoflight datasets are nearly done, the LIDAR is now in QA phase

IT Services Cooperative: Ms. Yoder reported that all programs are growing.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Dr. Wray shared that the Planning and Development Chairs at the Capitol have been announced, and we are fortunate that Steve Cassano is one of the chairs. There will be a hearing on Shared Services, and announcement will be going out about a Delegation Meeting, which is scheduled for January 31. He asked members to please invite their local legislators to attend. The Policy Board meeting tomorrow is not at MIRA, it is at West Hartford Town Hall.

ADJOURNMENT

With no other business, Chairman Souza adjourned the meeting at 1:02 p.m.