

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
MARCH 20TH, 2018

ATTENDANCE

Members and Guests

Peter Souza, Chair
Grace Tiezzi
Joyce Stille
Robert Skinner
Lori Spielman
John Ward
Amy Traversa
Robert Lee
Melissa Appleby
Keith Hayden
Donna Madsen
Jeff Bridges
Geoff Luxenburg
Lyle Wray
Pauline Yoder
Brian Luther
Hedy Ayers
Maureen Goulet

Town

Windsor
Avon
Bolton
Canton
Ellington
Granby
Marlborough
Plainville
Simsbury
Southington
Vernon
Wethersfield
Prime 3SG
CRCOG
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Chair Mr. Peter Souza called the meeting to order at 12:08

ADOPTION OF MINUTES: FEBRUARY 20TH, 2018

Mr. Souza asked for a motion to adopt the minutes from the 2/20/2018 Municipal Services Committee Meeting. Ms. Lori Spielman made the motion, Mr Robert Lee seconded. The motion passed unanimously with one abstention from Ms. Amy Traversa.

DISCUSSION OF FY'19 WORK PLAN

Ms. Pauline Yoder addressed the committee and referred to the workplan sheet provided in the material packet. She outlined the services that the CRCOG Municipal Services Department provides. In the next Fiscal Year the HR File Management Program and Electronic Document Management Program are expected to transition to the program phase and CRCOG will re-bid the E-

Procurement software system. CRCOG will also provide cyber security policy assistance to add to the for municipalities. Ms. Yoder asked the committee to discuss what additional services or programs would interest the towns in the coming fiscal year.

Discussion followed regarding Human Resources assistance for small towns. Discussion included talk of an HR 'Circuit Rider' or part time access to larger town HR staff for smaller towns. There was also interest for a joint RFP for payroll management software. Ms. Traversa discussed the benefit received from her town staff from previous HR training sessions. Ms. Hedy Ayers informed the committee that there still money left from the HR Portal grant that will lapse at the end of this calendar year.

There was also discussion regarding regional property assessment and a long term strategic plan for regionalization as well as assistance for reevaluation and assessment of properties.

Ms. Yoder concluded from the discussion the areas that had the most interest from the Committee was a joint RFP for payroll and time management software, pursuing small town needs and assessor support.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Maureen Goulet informed the Committee that the bids for Police Ammunition and Fingerprinting Supplies, and Pool Water Treatment Chemicals will post next Thursday, March 29th. Bid savings numbers are currently being calculated and will be included in the CRCOG membership value letters sent in the coming months. Also participants and quantities for the Electricity Consortium reverse auction is coming in April. Unlike other postings, participants for electricity must state quantities ahead of time and are locked in once posted.

Nutmeg Network Demonstration Project: Ms. Ayers informed the Committee that Prime has installed OnBase in the towns of South Windsor and Manchester for initial testing of the HR File Management Program. The Electronic Document Management System testing is coming soon and CRCOG is in the process of creating a cost/benefit analysis for EDMS, in particular the agenda management workflow process.

IT Services Cooperative: Mr. Brian Luther informed the Committee that the pricing update with the Online Permitting vendor Municipity is executed. Changes do not impact pricing for any of the current towns using the service. If anyone has any questions regrading the new pricing contact him directly at 860-724-

4282. The ViewPoint Cloud Customer Meetup took place on February 28th and ViewPoint unveiled their newest update. This new update has a different pricing structure and staff is currently in the process of negotiations. The pricing update with Sertex Utilities has been slightly delayed due to outages caused by inclement weather. Lastly, CRCOG has extended the contract with VoIP provider Genie Innovations for 3 more years til June 2021.

Crumbling Foundations: Ms. Yoder informed the Committee that the Foundation Testing Reimbursement Program is running smoothly and has process over 380 applications. CRCOG recently responded to the Crumbling Foundations Captive Insurance Superintendent RFP but was not selected as a finalist.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Mr. Souza addressed the Committee to inquire about the current methods the Committee members were using to project state aid in their respective FY'19 budgets. Ms. Stille and Mr. Robert Skinner stated they were using the current Governor's projected budget numbers to anticipate state aid. Other methods being used included the Legislature's second year budget projections, level funding from the current budget year, and 5% reduction in the current funding for this budget year.

ADJOURNMENT

Mr. Souza adjourned the meeting at 1:13pm. The next Municipal Services Committee meeting is scheduled for April 17th, 2018 at noon.