

Capitol Region Council of Governments

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EXECUTIVE COMMITTEE MEETING MINUTES
CRCOG Boardroom, 241 Main Street, 4th Floor, Hartford, CT
August 8, 2018
Noon

Attendance

Jon Colman
Leslee Hill
John Elsesser
Jim Hayden
Marcia Leclerc
Lori Spielman
Peter Falk
Dr. Chip Beckett
Alexandra Beaudoin
Luke Bronin
Scott Shanley
Paul Shapiro
Derrik Kennedy
Robert Lee
Steve Werbner

Town/Organization

Bloomfield
Canton
Coventry
East Granby
East Hartford
Ellington
Enfield
Glastonbury
Hartford
Hartford
Manchester
Mansfield
Mansfield
Plainville
Tolland

Staff

Cheryl Assis
Kimberly Bona
Emily Hultquist
Mary Ellen Kowalewski
Tim Malone
Lyle Wray
Pauline Yoder

CRCOG
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Guests

Kathie Lutz
James Redeker
Pamela Sucato

Rome Smith Lutz
CT DOT Commissioner
CT DOT

Call to Order

Chairperson Marcia Leclerc called the meeting to order at 12:02 pm.

1. Public Comment

There was no public comment.

2. Approval of Minutes from May 16, 2018

Jon Colman moved to approve the minutes of May 16, 2018 as presented. Peter Falk seconded the motion and it carried.

3. Correspondence/Handouts

- CTViewpoints 6/13/18 article re: Regionalism by John Filchak, Executive Director NECCOG

Jon Colman moved to amend the agenda to address item 7, entitled, "Presentation by Commissioner James Redeker on CT DOT Budget update" at this time. Peter Falk seconded the motion and it carried.

Mayor Leclerc announced the promotion of Emily Hultquist as Director of Policy and Planning. Mayor Leclerc congratulated Emily on this exciting news. Dr. Lyle Wray thanked Cheryl Assis and the interview panel for their help with the recruiting process.

Dr. Lyle Wray thanked Mary Ellen Kowalewski for 38 years of service at CRCOG, stating she was very diligent and an asset to the organization.

Mary Ellen Kowalewski thanked the elected officials and CRCOG staff for everything. She stated that CRCOG has been a wonderful place to work all these years.

Dr. Lyle Wray announced that Rob Aloise has been appointed as Interim Transportation Director. He congratulated Rob and stated that after Labor Day, CRCOG will announce the position and begin the recruitment process to fill the permanent position of Transportation Director.

7. Presentation by Commission James Redeker on CT DOT Budget update

CT DOT Commissioner James Redeker provided a PowerPoint presentation to the Board on the DOT Budget.

The Commissioner reviewed budget cuts, and revenue. He stated that the final budget was passed on May 9th and the Special Transportation Fund ended up with a cumulative surplus, versus an anticipated deficit.

4. Chair and Executive Director Remarks and Report

- 2018 CCM Convention October 30th and October 31st at Foxwoods Resort Casino with a panel of COG chairs
- September Policy Board has been changed from September 26th to September 12th due to a conflict with ICMA and holidays
- 911 Dispatch – visit on August 6 to Northwest Communication Center based in Waterbury

Dr. Wray reminded the Board that the September meeting has been moved from September 26th to September 12th to avoid conflict with both ICMA, and Yom Kippur.

Dr. Wray informed the Board that there was a tour of the Northwest Communication Center in Waterbury on Monday with Mayor Leclerc, the East Hartford Fire and Police Chiefs, Pauline Yoder and Cheryl Assis. He stated the tour was very interesting and informative.

Dr. Wray told the Board that on the morning of October 12, 2018, he will be attending the German American Industry Forum at the UCONN Business School in Hartford on advanced manufacturing and the dual track vocational system. He stated the event is by invitation only. If any Board members are interested in attending, please let him know.

5. Executive Session – Executive Director Annual Review

Jon Colman moved to enter in to executive session at 12:32 pm. Dr. Beckett seconded the motion and it carried. Executive session ended at 12:54 pm.

The Regular Meeting resumed at 12:55 pm. Mayor Leclerc entertained a motion to add item 6a. to the agenda, entitled, “Action on behalf of the Personnel Finance Committee on Executive Director Compensation.” Jon Colman made a motion to add item 6a. to the agenda. Dr. Beckett seconded the motion and it carried.

6a. ACTION on Behalf of the Personnel Finance Subcommittee: Executive Director Compensation

Robert Lee made a motion to increase the salary of the Executive Director to \$167,184 and continue compensation of \$5,000 for car allowance and cost of living. Dr. Beckett seconded the motion and it carried.

Dr. Wray thanked the Board and stated CRCOG has a lot to do in the next year including the CEDS, Ong Range Transportation Plan CRCOG Communications Plan, and recruitments for three vacant positions.

6. Presentation by Commission James Redeker on CT DOT Budget update

This item was addressed earlier in the meeting.

7. ACTION: Cybersecurity for the Region

Dr. Wray stated that CRCOG Municipal Services and Public Safety staff recommend adding a cybersecurity program to the IT Services Cooperative Program. He explained the program would be comprised of the following components through Novus (formerly CCAT):

- Assessment;
- Remediation;
- Maintenance; and
- Training.

Pauline Yoder stated that in addition, customizable Template Cybersecurity Policies Templates would be provided for municipalities. She explained CRCOG is requesting to utilize partial funds from the RSG to develop policies and customize the procedures. Pauline Yoder said the anticipated cost to develop policies will be between \$15,000 and \$25,000 and an additional \$40,000 would be needed for towns to subsidize. Dr. Wray explained the cost is not to exceed \$65,000.

Jon Colman made a motion to approve CRCOG's request to utilize RSG funds in an amount not to exceed \$65,000, to fund the Cybersecurity Program for the region. Dr. Chip Beckett seconded the motion and it carried.

8. ACTION: Approval of Testing for Concrete Samples

Pauline Yoder stated the purpose of this petrographic testing would be to ensure equivalent results with other testing labs including Trinity College. She explained that the testing would not exceed more than \$4,000 per core test and would be funded by Municipal Services.

Jon Colman made a motion to approve the request from Municipal Services to fund testing for concrete samples, not to exceed more than \$4,000 per core test. John Elsesser seconded the motion and it carried.

9. ACTION: Resolution to accept 2019 Regional Services Grant (RSG)

Pauline Yoder explained that the total Regional Services Grant this year is \$710,369, which is almost doubled from last year. CRCOG will provide the Board with an amended budget in October, reflecting this grant.

Robert Lee moved to approve the Resolution to accept the 2019 Regional Services Grant (RSG) as presented. Scott Shanley seconded the motion and it carried.

10. Comprehensive Economic Development Strategy (CEDS) update

Tim Malone updated the Board on the Metro Hartford Future Project (CEDs). He pointed out progress the team has made over the past few months. Some of the highlights are:

- Formed a project Advisory Committee and held two meetings on March 19 and March 22;
- Launched the project website: <http://www.crcog.org/ceds> ;
- Conducted dozens of stakeholder interviews;
- Held four working group meetings;
- Gave presentations to CRCOG Policy Board, Capital Workforce Partners, the Metro Hartford Alliance and United Way;
- Developed a draft Situational Assessment compiling results of stakeholder interviews, data analysis, and a review of previous planning studies; and
- Held four strategy group sessions on June 26 and June 27.

Tim Malone stated that base on the Advisory Committee feedback at the March 19th meeting, the following goals were confirmed at the March 22nd meeting:

- Enhancing regional collaboration to promote and grow the region;
- Creating a robust pipeline of talent that has the skills and experience industry needs to succeed in the 21st Century; and
- Investing in quality of place to retain and attract talent.

Tim Malone explained the team is currently working on developing a final list of three to five “game changer” strategies for our region’s economy. Next steps are to continue refining the list of possible strategies and potential implementation organizations. Next, the team will begin vetting the list of strategies, followed by assessing the capacities needed to implement these strategies.

The goal is to finish developing the plan by November / December 2018. Once the plan is developed, the team will begin the implementation phase of the project.

11. Update on Communications Plan activity

Dr. Lyle Wray provided an update to the board on the Communications Plan. He stated that after a series of internal meetings and team feedback, the following “next steps” have been determined:

- Engage the CRCOG Executive Committee in high-level strategy and policy discussion around CRCOG profile, branding and resources;
- Create an Executive Summary document for broader distribution; and
- Craft a separate internal communications plan for the agency.

Prior to the October Board meeting, GEM Advertising and CRCOG will work together to create a communications packet which will include:

- A succinct communications plan document (Executive Summary);
- Accompanying narrative notes; and

- Entire survey for those who want to dig deeper.

Dr. Lyle Wray stated that a draft report will be provided to the Board as progress continues.

12. CRCOG Policy and Planning Director recruitment

This item was addressed prior to the presentation from Commissioner Redeker.

13. Other Business

Kathie Lutz stated she will send any legislative updates to CRCOG once she has them.

14. Adjournment

Lori Spielman moved to adjourn at 1:41 pm. Dr. Beckett seconded the motion and it carried unanimously.