

Draft until Accepted

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
OCTOBER 16TH. 2018

ATTENDANCE

Members and Guests

Town

Peter Souza, Chair	Windsor
Joe Higgins	Andover
Grace Tiezzi	Avon
Joyce Stille	Bolton
Robert Skinner	Canton
Mark Walter	Columbia
Marcia Leclerc	East Hartford
Lori Spielman	Ellington
Robert Lee	Plainville
David Nourse	Southington
Scott Roberts	South Windsor
Chris Kervick	Windsor Locks
Lyle Wray	CRCOG
Maureen Goulet	CRCOG
Hannah Casey	CRCOG
Brian Luther	CRCOG
Pauline Yoder	CRCOG
Tim Malone	CRCOG
Rob Aloise	CRCOG
Devon Lechtenberg	CRCOG

Chair Mr. Peter Souza called the meeting to order at 12:03.

ADOPTION OF MINUTES: OCTOBER 16TH, 2018

Mr. Souza asked for a motion to adopt the minutes from the 10/16/2018 Municipal Services Committee meeting. Ms. Joyce Stille made the motion, Ms. Lori Spielman seconded. The motion passed unanimously.

LONG RANGE TRANSPORTATION PLAN: OVERVIEW AND NEXT STEPS

Mr. Rob Aloise and Mr. Tim Malone of CRCOG addressed the committee to outline the Long-Range Transportation Plan (LRTP). CRCOG is the region's Metropolitan Planning Organization and as such is federally mandated to update a 'fiscally constrained' plan every three to four years. The updated draft identifies transportation investments and strategies to meet long-term access and mobility needs through 2045. In the coming weeks there are two public meetings planned and once the draft is published there will be a thirty-day comment period. The

plan is expected to be adopted in the Spring 2019. Mr. Aloise emphasized that major projects should be in the LRTP, but this is a broad strategic document and will not necessarily list all specific projects that may be of interest to a town.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Maureen Goulet informed the Committee that the bid opening for Gasoline and Traffic Guidelines open Thursday, December 13th. The CRPC Annual Meeting has been rescheduled for a date to be determined later. Ms. Goulet also notified the committee that she has requested a best and final offer in reference to the Time and Attendance Software RFI from two firms.

Nutmeg Network Demonstration Project: Mr. Brian Luther informed the committee that the data submission for the 2019 Municipal Data Salary Survey has passed. Any town that has not submitted is still free to do so. The goal for the data to be published is early January 2019. Ms. Pauline Yoder informed the committee that the HR Portal Interview Panel enhancement is moving forward and the CRCOG staff will view the first version this week. In addition, CRCOG staff is currently testing a document library for sample forms and documents as a resource for towns. The EDMS project is also progressing and the target 'live' target is Spring 2019.

IT Services Cooperative: Mr. Luther also informed the committee that the presentations regarding the Online Permitting Program and Cybersecurity at the South Central Region Council of Governments were well attended and have created interest in the IT Services Cooperative. CRCOG hopes to continue a working with SCRCOG and assist in any way we can. The town of Willington is also live on the frontend with ViewPoint Cloud.

Cybersecurity: Mr. Luther informed the committee that Cybersecurity Model Policies RFP committee has selected 3 firms to present and are scheduled for December 17th. Also, the first draft of the contract amendment for cybersecurity services is in review.

Crumbling Foundations: Ms. Yoder informed the committee that the Crumbling Foundations Solutions Indemnity Company aims to start processing applications in January 2019. Since the public comment period there have been changes to the guidelines which have not yet been published. Mayor Leclerc asked for clarification regarding the cap for reimbursements for those who remediate on their own. Ms. Yoder said that cap was initially set at 8 per year but may change with the updated guidelines.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Mayor Marcia Leclec informed the committee that Governor Elect Ned Lamont will be speaking at a CCM sponsored event on Friday, December 7th at 1PM.

Mr. Souza asked the committee if there have been any Towns that have heard of Council interest in raising the legal age to buy tobacco after the City of Hartford raised the age to 21. Only the Town of Bloomfield has been asked to take preliminary steps.

Mr. Souza also asked if the committee had any thoughts on the Department of Public Health requesting towns to submit proposals for consolidation of Mass Dispensing Districts. The State looks to reduce the amount of Mass Dispensing Districts to 8 and would like the towns to be proactive in that effort.

The committee discussed the Hartford Foundation's recent announcement regarding the disbursement of funds to communities. Committee members understood that the Hartford Foundation is in the process of forming committees in the individual communities who would then be able to disperse the funds for a wide variety of purposes. The composition of those committees have not been announced.

ADJOURNEMENT

Mr. Souza adjourned the meeting at 1:05. The next Municipal Services Committee meeting is scheduled for January 15th, 2019.