

Draft until Accepted

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
MARCH 19TH, 2019

ATTENDANCE

Members and Guests

Town

Peter Souza, Chair	Windsor
Grace Tiezzi	Avon
Joyce Stille	Bolton
Robert Skinner	Canton
Lori Spielman	Ellington
Robert Lee	Plainville
Melissa Applebee	Simsbury
David Nourse	Southington
Dawn Maselek	Vernon
Lyle Wray	CRCOG
Maureen Goulet	CRCOG
Hannah Casey	CRCOG
Brian Luther	CRCOG
Pauline Yoder	CRCOG

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

ADOPTION OF MINUTES: FEBRUARY 19TH, 2019

Mr. Souza asked for a motion to adopt the minutes from the 2/19/2019 Municipal Services Committee meeting. Ms. Lori Spielman made the motion, Ms. Joyce Stille seconded. The motion passed with abstentions from Ms. Dawn Maselek, and Ms. Melissa Applebee.

PROPOSED STATE BUDGET

Mr. Souza opened the discussion by asking the committee if they were using the current Governor's proposed municipal aid projections for their proposed municipal budgets and how they were accounting for the proposed shift of school teacher retirement expenses, discussion ensued.

Mr. Souza also mentioned the recent developments regarding the State of Connecticut's plan to expand the role of COGs for municipal property assessment. The exact role of COG's has not been completely defined, but it seems the state would like the COGs to act as a repository of assessment data. Ms. Stille mentioned that hiring an assessor for the Town of Bolton is particularly difficult because it is a part-time position. Mr. Robert Lee and Mr. Robert Skinner mentioned that the towns of Canton and Plainville have cross trained their Tax Collector and Assessment offices to help fill positions and responsibilities. This is an area MSC will look to explore when formulating next fiscal year's work plan.

STATUS REPORTS

Capitol Region Purchasing Council: Ms. Maureen Goulet reported that the final bid savings for Fuel Oil and Gasoline was over 200 thousand dollars. Bids for bituminous asphalt and swimming pool and water treatment chemicals are currently out. CRCOG is about to make an award for the Time & Attendance RFI. The unofficial date for the CRPC Annual Meeting is May 2nd at the Glastonbury Boathouse and that this year marks the 50th anniversary of the CRPC. The Evaluations for the e-procurement RFP are due Friday, March 22nd.

Nutmeg Network Demonstration Project: Ms. Pauline Yoder informed the committee that the feedback the Electronic Document Management System pilot program is progressing with the program phase planned for this fall.

Mr. Brian Luther informed the committee that they should expect an email in the coming weeks calling for example HR Documents for the newest expansion of the HR Portal. Mr. Luther asked the committee how the preferred method of collection for the Interview Panel. The committee agreed that both an excel spreadsheet and the online tool would be best to collect interview panel volunteers. Mr. Luther informed the committee that discussions regarding the 2019-2020 Municipal Salary survey will begin this week with CCM. The committee expressed interest additional entry level municipal employees and more examples of union contracts.

IT Services Cooperative: Mr. Luther informed the committee that the ViewPermit/ViewPoint Cloud User Group Meeting was on March 7th and was very well attended. Recently CRCOG negotiated temporary savings for current ViewPermit towns to upgrade to ViewPoint Cloud that includes free data migration and a 3-year maintenance fee scale up period.

Cybersecurity: Mr. Luther informed the committee that on March 8th CRCOG hosted the Cybersecurity Model Policy kick-off meeting. There was a lot of great feedback and the consultant is in the process of providing an example policy. CRCOG hopes to have the final deliverable before the end of May.

Mr. Luther also informed the committee that the contract for Cybersecurity service packages with Novus Insight is executed. Towns are now able to piggyback at the pre-negotiated rate for Cybersecurity services.

Crumbling Foundations: Ms. Yoder informed the committee that the towns of Ellington, Stafford, and Vernon qualified for the CBDG funding. The CRCOG Foundation Testing Reimbursement program has evaluated over 1000 applications and approved over 900.

MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Dr. Lyle Wray provided a summary of the presentation regarding the Municipal Silver Tsunami at UConn on March 7th. By 2022 twenty-five percent of State of Connecticut employees are eligible for retirement and it is expected that municipalities will face a similar level of turnover. It is not expected that the pipeline of talent to replace retirees is large enough. Some strategies that municipalities can use are increasing automation, boosting out of state recruitment, and bringing back retirees as part time consultants.

ADJOURNEMENT

Mr. Souza adjourned the meeting at 1:12pm. The next Municipal Services Committee meeting is scheduled for April 16th, 2019.