

Draft until Accepted

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**MAY 21ST. 2019**

**ATTENDANCE**

**Members and Guests**

**Town**

Peter Souza, Chair	Windsor
Joe Higgins	Andover
Grace Tiezzi	Avon
Joyce Stille	Bolton
Brooks Parker	Bolton
Lori Spielman	Ellington
Amy Traversa	Marlborough
Robert Lee	Plainville
David Nourse	Southington
Joshua Steele Kelly	Windsor
Lyle Wray	CRCOG
Maureen Goulet	CRCOG
Brian Luther	CRCOG
Pauline Yoder	CRCOG

Chair Mr. Peter Souza called the meeting to order at 12:06.

**ADOPTION OF MINUTES: MARCH 19<sup>TH</sup>, 2019**

Mr. Souza asked for a motion to adopt the minutes from the 3/19/2019 Municipal Services Committee meeting. Ms. Lori Spielman made the motion, seconded by Ms. Joyce Stille. The motion passed unanimously.

**FY'19-20 MUNICIPAL SERVICES DEPARTMENT WORKPLAN DISCUSSION**

Ms. Pauline Yoder introduced the FY'19-20 Municipal Services Workplan and initiated a discussion about the goals of the Municipal Services Department for the next year. Mr. Souza expressed an interest in on-call Human Resources consulting services to add to the HR Portal. Ms. Amy Traversa expressed interest in additional HR Portal expansions and has been pleased with her experience using the portal to update her employee handbook. Ms. Stille mentioned that the Loan-a-Drone proposal would provide an opportunity for towns to capture pictures from a unique perspective that could be used in Town documents, grant applications, and other promotional materials.

Mr. Souza proposed a region wide assessment study comparing the capitol region to a similar region. The proposed State of Connecticut regional assessment mandate was recently eliminated from the Governor's proposed budget, but a study comparing the capitol region's assessment staffing levels, costs, parcels,

other variables to a similar metro area with a centralized office would be valuable to the region.

Dr. Lyle Wray informed the committee that the CRCOG Policy and Planning Department is in the process of procuring the Urban Planning software Urban Footprint. With this software CRCOG has access to a live, dynamic urban planning resource to build and test alternative development scenarios.

The committee discussed the possibility of an ERP Financial software group procurement and the challenges of a procurement that size. Ms. Stille mentioned a template ERP and Audit Services RFP would be a great start for smaller municipalities.

### **STATUS REPORTS**

***Capitol Region Purchasing Council:*** Ms. Maureen Goulet informed the committee that the Capitol Region Purchasing Council Annual Meeting is on June 11<sup>th</sup>. This year marks the 50<sup>th</sup> anniversary of the CRPC. The quantities for treated road salt and sand for snow and ice control are due June 3<sup>rd</sup>. At tomorrow's CRCOG Policy Board meeting, there is a resolution for the procurement of Bonfire eProcurement Software. The Southeast Region of the EzIQC program is set to be reopened to bid on May 22<sup>nd</sup>, due to nonperformance of the original selected vendor.

Ms. Goulet also informed the committee of the growing partnership formed between the CT Department of Administrative Services and the Public Purchasing Association of Connecticut. CT DAS recently announced a vendor show for September 25<sup>th</sup> and is including a municipal and state procurement roundtable discussion to foster a better relationship between municipal procurement offices and DAS. DAS is also hosting a business match maker on June 13<sup>th</sup> at the University of Hartford.

***Nutmeg Network Demonstration Project:*** Mr. Brian Luther updated the committee on the progress of the expansions of the Municipal Salary survey. For the 2019 survey, CRCOG and CCM will be adding a differentiator for self/fully insured benefits, cosmetic improvements, and 2-3 new positions. CRCOG is also in the process of updating the HR Portal and is accepting registrations for the Interview Panel Database. CRCOG is also accepting sample Human Resources Documents.

Ms. Yoder informed the committee that the Electronic Document Management System is progressing and projects the program phase will begin in Fall of 2019. Currently CRCOG is working on integrations with ViewPoint Cloud and Municipality Online Permitting software.

**IT Services Cooperative:** Mr. Luther informed the committee that the temporary ViewPoint Cloud discounts for current ViewPermit customers have saved the town of Enfield \$28,200 on their implementation costs. Any other municipalities interested in moving from ViewPermit to ViewPoint Cloud are encouraged to take advantage of these discounts, set to expire at the end of August. Mr. Luther also informed the committee that on March 10<sup>th</sup>, CRCOG participated in the Annual CEN Conference with a vendor booth and a presentation with Novus Insights and IP Genie.

**Cybersecurity:** Mr. Luther informed the committee that the Cybersecurity Services program has had its first participant. The Town of Avon has begun the cybersecurity assessment process and has reported very positively. The Cybersecurity Policies are still underway and looking to schedule the next pilot group meeting for early June.

**Crumbling Foundations:** Ms. Yoder informed the committee that the Testing Reimbursement program has approved over 1200 applications and accepted over 1000.

#### **MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS**

Mr. Luther informed the committee that the Interview Panel Database has yet to collect enough registrants to go live. Municipalities are encouraged to register their staff by completing the registration form included in the meeting materials or submit them via email. CRCOG is also collecting sample HR documents for the Example Document Database.

Dr. Wray reminded the committee that the CRCOG Annual Meeting is on June 4<sup>th</sup> at Real ArtWays in Hartford. The meeting will start at noon and registration is currently open.

#### **ADJOURNEMENT**

Mr. Souza adjourned the meeting at 1:22pm. The next Municipal Services Committee meeting is scheduled for June 18<sup>th</sup>, 2019.