

**Capitol Region Council of Governments**  
241 Main St., Hartford, CT 06106  
Phone: (860) 522-2217 FAX: (860) 724-1274

**Municipal Services Committee Meeting**  
**CRCOG Offices, 241 Main Street, 3rd Floor Board Room, Hartford, CT 06106**  
**Tuesday, January 14, 2020**  
**12:00 pm**  
**DRAFT UNTIL APPROVED**

**Members and Alternates**

Peter Souza, Chair  
Joshua Steele Kelly  
David Norse  
Michael Rosen  
Jack McCoy  
Grace Tiezzi  
Robert Skinner  
Robert Lee  
Jim Hayden

**Town/Organization**

Windsor  
Bolton  
Southington  
Tolland  
Manchester  
Avon  
Canton  
Plainville  
East Granby

**CRCOG Staff**

Cheryl Assis  
Kimberly Bona  
Jessica Muirhead  
Lyle Wray  
Pauline Yoder

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**Guests**

Martin Heft

OPM

Chairperson Mr. Peter Souza called the meeting to order at 12:01 pm. He welcomed Martin Heft, OPM Acting Undersecretary to the meeting, and thanked him for attending. Introductions were done.

**1. Adoption of Minutes: December 10, 2019**

Mr. Souza requested a motion to adopt the minutes. Jack McCoy made a motion to adopt the 12/10/19 Municipal Service Committee minutes as presented. Joshua Steele Kelly seconded the motion. The following members abstained: Jim Hayden, Grace Tiezzi, Robert Skinner. Motion carried.

## **2. Discussion with OPM (Martin Heft, Acting Undersecretary Intergovernmental Policy and Planning Division Staff)**

Martin Heft introduced himself and presented to the committee on the responsibilities of the Intergovernmental Policy and Planning Division, as well as the role of Undersecretary. To view the presentation, please [click here](#).

Robert Lee asked when the PIC Index will be published. Mr. Heft stated the PIC Index has been posted to the OPM website and is available for public viewing.

Robert Skinner asked when there will be information available regarding STEAP grants. Mr. Heft explained that OPM is running behind schedule, but he is hoping that the STEAP guidelines/information will be available by month end. Peter Souza asked what the total cost authorization is for the STEAP grants. Mr. Heft stated the cost authorization is 15 million dollars.

Robert Lee asked if PSAP consolidation will be mandated. Mr. Heft stated that is unknown at this time.

Pauline Yoder asked if any revisions will be made to Bill 7192 re: Regional Assessment. Mr. Heft stated the only piece that will be brought forward for revisions is that pertaining to revaluation zones and having each COG have the same revaluation year (which would be implemented over a 6 to 7 year period).

Discussion followed.

## **3. Status Reports**

A complete status report was provided to the committee and may be viewed [here](#).

Ms. Yoder announced that Kimberly Bona is now Program Manager and would be taking over the duties of Brian Luther, the previous program manager.

She also requested the members complete the assessor survey, which is part of the assessment benchmarking study staff is undertaking.

## **4. Municipal Information Sharing and Other Business**

There was no other business.

## **5. Adjournment**

With no further business, Chair Peter Souza motioned to adjourn at 12:58pm.

The next Municipal Services Committee meeting is scheduled for Tuesday, February 11, 2020. (*Moved due to President's Day Holiday on the 17<sup>th</sup>.*)

