

Capitol Region Council of Governments
241 Main St., Hartford, CT 06106
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Municipal Services Committee Meeting
Tuesday, April 14, 2020
12 Noon

ACCESS: via Web: <https://zoom.us/j/8605222217> or by Phone: 1-646-876-9923; Meeting ID: 860 522 2217

* Meeting access is remote only, consistent with provisions specified in Executive Order No. 7B. This meeting was recorded. Audio recording may be found [here](#).

DRAFT UNTIL APPROVED

Members and Alternates

Peter Souza, Chair
David Norse
Michael Rosen
John Ward
Jack McCoy
Grace Tiezzi
Robert Lee
Jim Hayden
Melissa Appleby
Amanda Backhaus
Keith Chapman
Toni Moran

Town/Organization

Windsor
Southington
Tolland
Granby
Manchester
Avon
Plainville
East Granby
Simsbury
Coventry
Newington
Mansfield

CRCOG Staff

Cheryl Assis
Kimberly Bona
Jessica Muirhead
Lyle Wray
Pauline Yoder

CRCOG
CRCOG
CRCOG
CRCOG
CRCOG

Guests

Sadie Colcord

CERC

Chairperson Mr. Peter Souza called the meeting to order at 12:02 pm.

Pauline Yoder did a Roll Call.

1. Adoption of Minutes: January 14, 2020

Mr. Souza requested a motion to adopt the minutes. Robert Lee made a motion to adopt the January 14, 2020 Municipal Service Committee minutes as presented. Jack McCoy seconded the motion. The following members abstained: Melissa Appleby, Toni Moran. Motion carried.

2. Public Comment

- **Introduction of NuEnergen**

Chairperson Peter Souza welcomed Brett Wu of NuEnergen.

Mr. Wu introduced himself to the committee and stated NuEnergen looks forward to working with CRCOG going forward.

3. Municipal Response to COVID-19, needs and issues discussion

Municipal leaders shared and compared workforce strategies, including questions and thoughts on staffing, virtual meetings, budget hearings, etc.

Many towns are splitting shifts among town hall departments, and Public Works. DPW is not sharing equipment – 1 piece of equipment per employee.

Police Departments remain staffed as usual.

East Granby will hold a virtual budget hearing the first week of May.

Discussion ensued.

4. Assessment Study update

Jessica Muirhead presented the Assessment Study update to the committee. To view the presentation, please click [here](#).

5. Status Reports

- **Capitol Region Purchasing Council**
- **Nutmeg Network Demonstration Projects (HR Portal, EDMS)**
- **IT Services Cooperative (Online Permitting, VOIP, Hosting)**
- **Crumbling Foundations**
- **Cybersecurity**

Pauline Yoder asked if there were any questions on the status reports. There were no questions.

6. Municipal Information

7. Adjournment

With no further business, Chair Peter Souza motioned to adjourn at 1:12 pm. Motion carried unanimously.

The next Municipal Services Committee meeting is scheduled for Tuesday, May 19, 2020.