

Capitol Region Council of Governments
241 Main St., Hartford, CT 06106
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Municipal Services Committee Meeting
Tuesday, May 19, 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
John Elsesser
Michael Rosen
John Ward
Jack McCoy
Grace Tiezzi
Robert Lee
Jim Hayden
Toni Moran
Sharon Howe

Town/Organization

Windsor
Coventry
Tolland
Granby
Manchester
Avon
Plainville
East Granby
Mansfield
Bloomfield

CRCOG Staff

Kimberly Bona
Jessica Muirhead
Lyle Wray
Pauline Yoder

CRCOG
CRCOG
CRCOG
CRCOG

Guests

Caitlin Styrzula

AdvanceCT

Chairperson Mr. Peter Souza called the meeting to order at 12:01 pm.

Kim Bona did a Roll Call.

1. Adoption of Minutes: April 14, 2020

Mr. Souza requested a motion to adopt the minutes. John Ward made a motion to adopt the April 14, 2020 Municipal Service Committee minutes as presented. Jim Hayden seconded the motion. The following member abstained: Sharon Howe. Motion carried.

2. Public Comment

None.

3. COVID-19 Recovery, CRCOG Assistance Brainstorming – Where can CRCOG be of help to our municipalities.

Pauline Yoder explained that DEMHS has instructed CRCOG to establish a Long Term Recovery Steering Committee to assist local towns and communities in the reopening and recovery process. Ms. Yoder stated a brief questionnaire was sent to CRCOG towns inquiring about long term coordination (including whether there is a coordinator and a committee) as well as any concerns or issues. Input received thus far was compiled and may be viewed [here](#). Pauline Yoder explained that town leaders have expressed the need for summer youth engagement ideas, as well as interest in exploring touch free/cash free payment kiosk. Peter Souza asked if there was interest among the committee regarding the touch free kiosk and summer youth engagement ideas. The consensus was yes.

Discussion ensued among municipal leaders regarding long term recovery plans and strategies. Several towns have long term coordinators and committees have been established on more of an informal level. Many towns have named a member of staff as the long term coordinator, and many long term recovery committees are composed of staff as well. John Elsesser expressed the importance of utilizing MetroHartford Future, CEDS, to implement a long-term recovery plan versus recreating an entirely new structure. He feels as though a regional long term recovery plan will prove to be much more effective than individual town plans. Dr. Wray stated there is a meeting with MetroHartford Alliance scheduled within the next couple of weeks to discuss regional funding and recovery. He welcomed committee members to send any questions or concerns to him for discussion at the meeting. Peter Souza asked if committee members may join this meeting. Dr. Wray said they are welcome to remotely attend and will see that meeting details are shared with the members.

Peter Souza asked inquired about whether the Secretary of State has a template or model to follow in terms of the upcoming primary. Jack McCoy stated the National Guard will be assisting towns with cybersecurity assessments and explained that the Secretary of State's office is planning to create procedural guidelines for registrars to follow as the primary approaches. John Elsesser explained Denise Merrill has created a detailed voting plan that may be found on the Secretary of State website. Toni Moran expressed concern with poll workers. She does not feel that anyone over the age of 60 should be working the polls and feels it is necessary to request help from college/high school kids. Discussion followed.

4. CRCOG Municipal Services 2020-2021 Work Plan

Peter Souza stated CRCOG continues to do an excellent job accomplishing significant amount of work on purchasing and procurement as well as providing a variety of IT

services to their member towns. Pauline Yoder spoke about the work plan and asked if there were any specific items or projects committee members would like Municipal Services to pursue.

John Elsesser would like to see an updated program for dog licensing as well as new software is needed for tracking municipal appointments, party affiliations, term limits, etc. These items will be added to the 2020-2021 Municipal Services Work Plan.

5. Status Reports

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

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

Pauline Yoder stated information on HR Consulting Services will be sent to board members in the next CRCOG newsletter.

6. Municipal Information

7. Adjournment

With no further business, Chair Peter Souza motioned to adjourn at 1:08 pm. Motion carried unanimously.

The next Municipal Services Committee meeting is scheduled for Tuesday, June 16, 2020.