

**Capitol Region Council of Governments**  
241 Main St., Hartford, CT 06106  
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**Municipal Services Committee Meeting**  
**Thursday, September 10, 2020**  
**12 Noon**

\* Meeting access is remote only, consistent with provisions specified in Executive Order No. 7B. This meeting was recorded. Audio is available at <https://crcog.org/event/municipal-services-committee-33/>

**DRAFT UNTIL APPROVED**

**Members and Alternates**

Peter Souza, Chair  
Josh Kelly  
Grace Tiezzi  
Josh Kelly  
Mark Walter  
John Elsesser  
Jim Hayden  
Melissa Appleby  
David Norse  
Mike Rosen  
Dawn Maselek

**Town/Organization**

Windsor  
Andover  
Avon  
Bolton  
Columbia  
Coventry  
East Granby  
Simsbury  
Southington  
Tolland  
Vernon

**CRCOG Staff**

Kimberly Bona  
Jessica Muirhead  
Erik Snowden  
Lyle Wray  
Pauline Yoder

CRCOG  
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CRCOG

**Guests**

Jennine Lupo

Rep. J. Hayes Office

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

**1. Adoption of Minutes: June 16, 2020**

Mr. Souza requested a motion to adopt the minutes. John Elsesser made a motion to adopt the June 16, 2020 Municipal Service Committee minutes as presented. Mike Rosen seconded the motion. The following members abstained: Melissa Appleby, Jim Hayden. Motion carried.

## 2. Public Comment

None.

## 3. In Depth Updates/Discussion

CRCOG Staff provided updates to the committee on the following:

### a. **Electronic Document Management**

Pauline Yoder spoke about Electronic Document Management Services and stated the following modules are ready for program mode launch:

- Agenda Management
- Land Use Documents
  - GIS Integration
  - Municipality and Viewpoint Integration
- HR Personnel Functions
  - Regional Functions
    - HR Document Samples (available via nutmeghr.org)

John Elsesser asked if there will be a rollout demo for towns. Pauline stated there will be a demo on or after October 1. She will share initial cost and ongoing maintenance costs with towns.

### b. **Salary Survey 2020-2021**

Kim Bona stated the 2020-2021 Salary Survey is scheduled to be sent to municipalities in early October. She reminded the committee that participant access is at the discretion of the municipal leader, not CCM.

If anyone has any suggested changes/additions to the Salary Survey, please contact Kim at [kbona@crcog.org](mailto:kbona@crcog.org) by Thursday, September 17, 2020.

### c. **Electricity Consortium**

Jessica Muirhead spoke about the Electricity Consortium. She stated that currently, there are 10 members signed-up for the next auction, with an estimated 30 million kWh.

She stated the auction will be held in October; any interested towns who chose not to commit to the auction will be contacted to confirm pricing.

- Other services: Non-procurement services, such as bill auditing, green energy, energy tracking, and energy budget assistance are available at any time. Participation in the energy procurement is not required to partake in these additional services.

John Elsesser asked for information regarding the terms for service with unknown or fluctuating kWh electricity loads. Jessica Muirhead will seek clarification and get back to John.

**d. Solid Waste**

Kim Bona stated CT DEEP held the Connecticut Coalition for Sustainable Materials Management (CCSMM) kick-off meeting on September 8, 2020. It was very well attended and quite informational. Meeting presentations and the zoom recording may be found at <https://portal.ct.gov/DEEP-CCSMM>.

CCSWA will meeting in October or November to set the FY 2021-2022 budget.

She stated the 2020-2021 MSC Workplan consists of the following RFP's:

- Textile Recycling
- Curbside Textile Recycling
- Curbside Food waste

If you are interested in participating in any of the above RFP's, please contact Kim at [kbona@crcog.org](mailto:kbona@crcog.org).

Peter Souza asked what if there is any benefit to the town regarding the textile recycling program. i.e. pink bags. Pauline Yoder explained that some vendors offer credits and even though the cost may be free to towns, some towns requirement procurement process because the vendor derives benefit in goods through the exchanges.

**e. EDA / COVID-19 Recovery Grant**

Pauline Yoder and Dr. Wray spoke about the EDA / COVID-19 Recovery Grant. Dr. Wray explained the total funding is approximately \$27 million; CRCOG is requesting \$8 million. If CRCOG is awarded the grant, MSC will be asked to provide input.

Pauline will share grant information with the committee.

**f. RFQ for PPE**

Dr. Wray thanked Pauline Yoder and Jessica Muirhead for their timely work on this RFQ.

Pauline Yoder explained that CRCOG performed an RFQ for PPE and vendors have been selected for the following items:

- Disinfectant
- Wipes
- Hand Sanitizer
- Masks (N95, KN95, Cloth, Disposable, etc.)

Pauline stated it is in pilot until the end of October, and that current CRPC towns are welcome to participate in the pilot. She explained that the contract period has been extended to 2021.

Peter Souza asked where towns may find information on this? Pauline stated it will be on the DECD website, but CRCOG will share with member towns. Also, DECD will monitor for any issues.

#### **g. Job Order Contracting / COVID-19 Retrofit**

Jessica Muirhead spoke to the committee on Job Order Contracting/COVID-19 Retrofit.

She discussed the CARES Act Assistance, stating there is a short timeline for funding. In order to receive funding, requested assistance must be COVID related, not budgeted as of March 27<sup>th</sup>, and will be incurred and paid out between March 1 and December 30<sup>th</sup>, 2020.

Jessica explained ezIQC job order contracting program can assist towns to meet short timelines and help with CARES act documentation.

Some examples of CARES Act work through ezIQC are:

- Installation of no-touch technologies in bathrooms, public spaces, elevators, kitchens, lights
- Changing HVAC for air circulation
- Partition installation, changing spaces to be socially distant • Changing of surfaces to antimicrobial
- Reconfiguration of spaces

#### **4. Status Reports**

Staff provided updates to the committee on the following:

##### **a. Capitol Region Purchasing Council**

Jessica Muirhead explained the bid season is approaching come fall. CRPC section of CRCOG's website has been revised to provide better access to bid and program information.

Additional activities include:

- Webinars have been held for Covid-19 responses for construction and electricity management. Future webinar topics will be planned.
- The originally planned October 2020 CRPC annual meeting has been postponed due to Covid-19.

**b. IT Services Cooperative (Online Permitting, VOIP, Hosting)**

Kim Bona provided a quick update on IT services that are available to member towns including online permitting software, VoIP, IT Support, Time and Attendance Software.

She stated that CRCOG has recently contracted with HR Consulting Services, which is also available to towns. They offer several HR related services including, but not limited to, General HR Management, Payroll, Benefit Management, Training, Workplace Investigations.

Kim encouraged towns to utilize the Nutmeg HR Portal for access to several helpful resources including the interview panel directory, CT Municipal Salary Survey and the Sample Document Library.

**c. Crumbling Foundations**

Pauline Yoder provided an update on Crumbling Foundations. She explained the Testing Program Contract with DOH is set to expire on December 31, 2020; DOH has indicated that renewal will be upcoming.

Currently, DOH is inundated with emergency housing issues relating to COVID.

Staff continues to work on Crumbling Foundation issues.

**d. Cyber Security**

Erik Snowden stated the DEMHS Region 3 Cyber Security Task Force met virtually on August 13, 2020.

Lt. Col. Sprague and Major Miller from the CT National Guard presented on their substantial cyber security program and the resources available to municipalities. He stated resources and expertise range from prevention and preparation to response, mitigation and recovery from an incident.

The task force chairman and CRCOG IT/GIS Coordinator met with other regional chairs to coordinate a common framework and goals. They continue to attend monthly meetings, keeping the committee and DEMHS Deputy Commission updated on Region 3 task force activities.

The next meeting is scheduled for October 8<sup>th</sup>, 2020.

**6. Municipal Information Sharing**

Peter Souza explained the UConn Executive Leader Training flyer was shared with the committee in the meeting announcement email; it consists of several training workshops.

Peter Souza asked for input on towns participating in CCSMM. Discussion ensued.

Kim will send Peter the presentation information from the September 8<sup>th</sup> kick-off meeting.

Pauline stated the next MSC meetings are scheduled for Tuesday, October 20<sup>th</sup>, 2020, and Tuesday, December 8<sup>th</sup>, 2020.

## **7. Adjournment**

With no further business, Chairman Peter Souza moved to adjourn at 1:02pm. Motion carried unanimously.