

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

**Municipal Services Committee Meeting**  
**Wednesday, October 20, 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-34/>

**DRAFT UNTIL APPROVED**

**Members and Alternates**

Peter Souza, Chair  
Grace Tiezzi  
Robert Skinner  
Mark Walter  
John Elsesser  
Jim Hayden  
Toni Moran  
Hayley Wagner  
Robert Lee  
Melissa Appleby  
David Norse  
Mike Rosen  
Chris Kervick

**Town/Organization**

Windsor  
Avon  
Canton  
Columbia  
Coventry  
East Granby  
Mansfield  
Marlborough  
Plainville  
Simsbury  
Southington  
Tolland  
Windsor Locks

**CRCOG Staff**

Kimberly Bona  
Jessica Muirhead  
Lyle Wray  
Pauline Yoder

CRCOG  
CRCOG  
CRCOG  
CRCOG

**Guests**

None.

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

**1. Adoption of Minutes: September 10, 2020**

Mr. Souza requested a motion to adopt the minutes. Grace Tiezzi made a motion to adopt the September 10, 2020 Municipal Service Committee minutes as presented. John Elsesser seconded the motion and the motion carried.

## 2. Public Comment

None.

## 3. Diversity and Inclusion activities quick survey results and discussion

Pauline Yoder provided a brief update on the diversity and inclusion quick survey results. She stated there were 14 respondents to the survey, composed of both large and small municipalities in the region, including Hartford. Survey results may be viewed [here](#).

Peter Souza opened the floor for a discussion as to what towns are doing regarding diversity and inclusion activities and training.

Pauline Yoder stated that CRCOG staff will be participating in two half day sessions on racism awareness/bias training in December. The training will be provided by the National Conference for Community and Justice (NCCJ).

John Elsesser explained that Coventry has a rather inactive Human rights/relations Commission. He is proposing to the town council a change to the current ordinance which will require this commission to be responsible for coordinating these types of training events.

Peter Souza explained that Windsor has a Human Relations Commission that has been quite active and has recently implemented a series of webinars called “Race: the Series”. It will be open to all residents and will discuss topics pertaining to racial and social justice. The upcoming November 1<sup>st</sup> topic will be led by New London motivational speaker, Kevin Booker, Jr. Also, every fall the commission holds a a community book discussion that typically relates to human relations. This year, the topic was race relations.

Jim Hayden stated Granby will be holding a 75-minute town wide video session discussing race on December 10<sup>th</sup> which will be led by the ExecMommy Group, LLC.

Toni Moran is looking for ideas on how to bring people together, as Mansfield has been experiencing some controversy that she would like to get past. John Elsesser stated CCM and COST offers cooperative training that may be worth looking into.

Mike Rosen explained that Tolland received cultural diversity training in July from the State of Connecticut at no cost. More recently, Tolland participated in a webinar focusing on “expanding your racial lens” which was held by Dr. Karen R. Brown McLean, PhD., MSW, the Department Chair and Associate Professor of Social Work at Western Connecticut State University, Dr. Yvonne O. Patterson, PhD., MSW, an Assistant Professor in the Social Work Department at Central Connecticut State

University, and Dr. Loida Reyes, Ph.D., MSW, an Assistant Professor at Southern Connecticut State University in the Social Work Department.

Discussion shifted as John Elsesser explained that the Steering Committee in Coventry has been discussing the potential need for a civilian police review board. He asked for input from committee members as to what their thoughts are on the need for this, and if it is something that may be approached in a regional manner. Discussion followed. Consensus was that currently, a regional civilian police review board is not necessary.

Discussion followed.

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

Pauline Yoder informed the committee that Jessica Muirhead has accepted a position in the Office of the Connecticut State Comptroller, Kevin Lembo, and that today will be her last day working at CRCOG. She discussed the restricting of the Municipal Services Department, explaining that Kim Bona will be taking over the bid responsibilities and that CRCOG is in the process of hiring an Administrative Assistant to the Executive Director, as well as someone to oversee IT Services.

Pauline and the committee wished Jessica well, and thanked her for her service to CRCOG.

Pauline Yoder provided updates to the committee on the following items:

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

- Asphalt Pavement Crack Sealing and Ladder Testing Services were opened on September 30<sup>th</sup>.
- Protective clothing and protective accessories were issued on October 12<sup>th</sup>.
- Quantities for gasoline and pavement markings/traffic guidelines are due October 27<sup>th</sup>.

##### **Energy Consortium**

The on-line reverse auction is scheduled for October 27<sup>th</sup>.

Municipalities who are still interested in joining the Electricity Consortium for savings have opportunities in other services and should contact Kim Bona ([kbona@crcog.org](mailto:kbona@crcog.org)).

##### **Job Order Contracting**

There will be a pre-bid meeting on Wednesday, October 28, 2020, at 9 AM for Construction and 10:30 AM for Road and Bridge Maintenance. The pre-bid meeting will be held at the Lincoln Center Hearing Room, 494 Main Street, Manchester, CT 06045-0191. Questions may be directed to Kim Bona at [kbona@crcog.org](mailto:kbona@crcog.org).

**b. Nutmeg Network Demonstration Projects (HR Portal, EDMS)**

EDMS is entering into program mode. CRCOG staff is currently working on demo opportunities for municipalities (coming soon).

John Elsesser asked if there will be any information regarding EDMS pricing for upcoming budget purposes. Pauline Yoder stated these numbers will be available within the next couple of weeks, and that a demo should be taking place in the first half of November.

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

**Salary Survey**

The FY'2020-2021 CT Municipal Salary Survey was sent to cities and towns on Monday, October 5<sup>th</sup>. No new positions have been created this year.

Please note: participation in completion of the salary survey is at the discretion of the municipal leader, not CCM. Please visit [ctmunicipaldata.org](http://ctmunicipaldata.org) for more information and to access the salary survey. Questions may be directed to Kim Bona at [kbona@crcog.org](mailto:kbona@crcog.org)

**Regional Geographic Information (GIS)**

- CRCOG IT/GIS now serves on the CT GIS Task Force. This group includes state legislators and is focused on championing and developing state GIS infrastructure and leadership. CRCOG GIS Coordinator is heading a working group that has collected data on the GIS capabilities of state, university, utility and regional entities.
- CRCOG GIS staff and CAI Technologies are nearing completion of the FY 2021 annual parcel data collection.
- CRCOG GIS staff, CAI and ESRI are developing a plan for a second phase of the regional enterprise system.
- Installation of CAMA data processors continues.
- CRCOG staff continue to field feedback from municipalities and make adjustments and improvements to the GIS Portal and Parcel Viewer.

**HR Consulting Group (HRCG)**

HRCG hosted a webinar about Connecticut's Paid Family and Medical Leave Program Paid Family Medical Leave on Tuesday, October 13<sup>th</sup>.

To access a recording of this webinar, please click the link below:

[Paid Family and Medical Leave Program Webinar Recording](#)

#### **d. Crumbling Foundations**

##### **Requests for Qualifications**

The current RFVQ closed September 30<sup>th</sup> and is under evaluation.

##### **Crumbling Foundations Issues Facilitation**

CRCOG will be putting in its legislative agenda the need for CFSIC to continue beyond its current life cycle (2024) in order to meet the needs of the homes that have been identified with this issue. No additional funding will be requested.

CRCOG will also be advocating for the extension of the tax assessment reduction for homes affected by this issue.

John Elsesser stated he reached out to CFSIC for an update on an application and no one got back to him. He expressed that he like to see interaction with elected officials resume in terms of keeping everyone updated on this issue, as they are no longer taking applications. Pauline Yoder will work on scheduling a meeting for the near future.

Dr. Wray explained there is CFSIC board meeting approaching soon. Monetizing revenue bonds is on the agenda with intent to move things forward with regards to pending applications.

#### **e. Cybersecurity**

The bimonthly meeting of the Region 3 Task Force was held virtually on October 8<sup>th</sup>, 2020 at 10am. The next meeting will be on December 10<sup>th</sup> at 10am. CRCOG IT/GIS Coordinator also represents the region on the State Cyber Security Committee.

### **6. Municipal Information Sharing**

Mike Rosen asked if any towns have considered charging for lift assists. He explained that first responders are often called for these then refuse transport to a hospital. Therefore, there is no record of it, etc. Mike Rosen recommended requesting the legislature to create a funding system for this issue. Discussion followed.

Peter Souza asked about the estimated timeline on the EDA grant. Dr. Wray explained that all required information has been submitted and EDA will be reviewing by the end of the month. From there, it will go to Washington for a more administrative review.

Dr. Wray asked if any towns have put any special guidelines in place for Halloween to due to COVID concerns. Melissa Appleby explained that Simsbury has shared guidance that was received from state and local health departments. Discussion followed.

Kim Bona shared that the Salvation Army will be distributing food to those in need on October 23<sup>rd</sup> from 9am-1pm at Enfield Square. For more information, please click on the press release below:

[Press Release: Salvation Army Food Distribution Announced](#)

Peter Souza mentioned a future meeting topic may be the Affordable Housing Plan. Discussion followed.

## **7. Adjournment**

With no further business, Chairman Peter Souza moved to adjourn at 12:57pm. Motion carried unanimously.