

Capitol Region Council of Governments
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Municipal Services Committee Meeting
Wednesday, December 8, 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-35/>

DRAFT UNTIL APPROVED

Members and Alternates

Peter Souza, Chair
Grace Tiezzi
Sharon Howe
Josh Kelly
Robert Skinner
Mark Walter
Jim Hayden
Lori Spielman
John Ward
Kayla Reasco
Toni Moran
Robert Lee
Melissa Appleby
David Norse
Scott Roberts
Mike Rosen

CRCOG Staff

Kimberly Bona
Lyle Wray
Pauline Yoder

Guests

Elizabeth Allen
Ryan Flynn
Caroline Kramer

Town/Organization

Windsor
Avon
Bloomfield
Bolton
Canton
Columbia
East Granby
Ellington
Granby
Hartford
Mansfield
Plainville
Simsbury
Southington
South Windsor
Tolland

CRCOG
CRCOG
CRCOG

GRI, McChrystal Group
GRI, McChrystal Group
GRI, McChrystal Group

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

1. Adoption of Minutes: October 20, 2020

Mr. Souza requested a motion to adopt the minutes. Grace Tiezzi made a motion to adopt the October 20, 2020 Municipal Service Committee minutes as presented. Robert Lee made a motion to adopt the October 20, 2020 minutes as presented. John Ward seconded the motion and the motion carried.

2. Public Comment

None.

3. COVID Recovery Planning – GRI / McChrystal Group Presentation

Pauline Yoder explained that CRCOG has been working closely with GRI/ McChrystal Group on COVID long term recovery planning. Unfortunately, CRCOG was denied the EDA Grant for long term recovery funding but will continue to move forward with recovery planning efforts. At this time, Ms. Yoder introduced Ryan Flynn, Senior Principal, McChrystal Group.

Ryan Flynn and Elizabeth Allen provided an update to the committee on Long-Term Economic Recovery in Connecticut. The presentation may be found [here](#).

Peter Souza thanked Ryan Flynn and Elizabeth Allen for their time.

4. ACTION: 2021 Municipal Services Committee Meeting Schedule

Robert Lee made a motion to adopt the 2021 Municipal Services Committee Meeting Schedule as presented. Toni Moran seconded the motion and it carried unanimously.

5. Status Reports

a. Capitol Region Purchasing Council

Bids:

November Activities:

- CRPC is currently collecting quantities for grass seed. Quantities are due on December 9th.
- Gasoline and traffic guideline bids were issued to vendors on November 12th and will be opened on December 11th.
- The website for CRPC bids was reorganized to allow easier access to CRPC bids. The new website makes it easier to search for CRPC bids and warehouses future bid results. Visit <https://crcog.org/bids/> for more details or contact Kim Bona.

- CRCOG has conducted an RFQ for COVID-19 related vendors. They can be found on our COVID-19 for municipalities at <https://crcog.org/2020/03/covid-19/>

Upcoming Activities:

- Quantity requests for fuel oil will be issued to towns at the end of December and due on January 13th

Energy Consortium

- The reverse auction took place on November 19th. MP2 was the lowest supplier. Reverse auction results may be found [here](#). Auction results were over 20% in savings from the previous pricing.
- Municipalities who are still interested in getting onboard, please contact Kim Bona (kbona@crcog.org).

ezIQC Job Order Contracting

- Bid openings for general construction and bridge and road maintenance were held on November 17th.
- CRCOG will make its recommendations to the Policy Board at its December 16th meeting. Results will be announced and available to bidders following the December 16th board meeting.

Questions may be directed to Kim Bona at kbona@crcog.org.

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

- EDMS has entered into program mode. A demonstration webinar was held on November 17, 2020. Another follow-up webinar will be held in December/January.
- Please contact pyoder@crcog.org for additional information.

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 5th. 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.
- If you have not already completed the FY'2020-2021 Municipal Salary Survey, please do so as soon as possible. Please visit ctmunicipaldata.org for more information and to access the salary survey.
- Questions may be directed to Kim Bona at 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. This data is being synthesized into a summary document to present to the legislature.
- CRCOG GIS staff and CAI Technologies are nearing completion of the FY 2021 annual parcel data collection.
- Installation of CAMA data processors continues.

HR Consulting Group (HRCG)

- The HRCG hosted a webinar on Tuesday, October 13th about Connecticut's Paid Family and Medical Leave Program. to access a recording of this webinar, please click the link below:

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

d. Crumbling Foundations

- The current RFVQ closed September 30th and the applicants have been evaluated. The following companies were selected for remediation services:
 - Foundation Solutions of New England
 - G Donovan Associates
 - Tectonic Engineers
 - Genovesi Construction LLC
- Reference checks have been completed, and selected companies are posted and available at <https://crcog.org/concrete-vendors/>.

Crumbling Foundations Issues Facilitation:

- CRCOG staff continues to work with various stakeholders including the housing advocate for crumbling foundations on these issues.

e. Cybersecurity

The bimonthly meeting of the Region 3 Task Force's next meeting will be on December 10th, 2020 at 10am. CRCOG is also representing Region 3 on the CT Cyber Security Committee and attended the monthly meeting on November 30th. CRCOG and Region 3 continue to lead the way in regional cyber security coordination

6. Municipal Information Sharing

Toni Moran informed the committee that Mansfield has a new Town Manager, Ryan Ellsworth. She stated she will be introducing him to CRCOG meetings once he gets settled. Mayor Moran recognized former Interim Town Manager John Carrington for serving Mansfield well during his tenure.

Chair Peter Souza stated Windsor is seeing a notable decrease on the motor vehicle grand list and asked if other municipalities are experiencing this.

Grace Tiezzi expressed that Avon has seen a decrease on its supplemental list.

Robert Skinner stated that both the supplemental and grand list are down in Canton.

Discussion followed.

7. Adjournment

With no further business, Chairman Peter Souza entertained a motion to adjourn. Toni Moran made a motion to adjourn at 12:46pm. Robert Lee seconded the motion and it carried unanimously.

The next meeting of the Municipal Services Committee will be Tuesday, January 19, 2021.