

Capitol Region Council of Governments
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Municipal Services Committee Special Meeting
Tuesday, March 15, 2022
12 Noon

* Meeting access is remote only, consistent with provisions specified in Executive Order No. 7B. This meeting was recorded. Audio is available at: www.crcog.org

DRAFT UNTIL APPROVED

Members and Alternates

Peter Souza, Chair
Grace Tiezzi
Stanley Hawthorne
Robert Skinner
Mark Walter
John Elsesser
John Lawlor
Lori Spielman
Dana McGee
Melissa Appleby
David Nourse
Lisa Hancock
Bonnie Therrien

Town/Organization

Windsor
Avon
Bloomfield
Canton
Columbia
Coventry
East Hartford
Ellington
Rocky Hill
Simsbury
Southington
Tolland
Wethersfield

CRCOG Staff

Kimberly Bona
Matt Hart
Tim Malone
Robyn Nichols
Erik Snowden
Lyle Wray
Pauline Yoder

CRCOG
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Guests

Yvonne Alston
Steve Mueller
Tony Rodriguez
LeRoy Thompson

Daniel Penn Associates
Daniel Penn Associates
Daniel Penn Associates
Daniel Penn Associates

Chairperson Mr. Peter Souza called the meeting to order at 12:00 pm. Introductions took place.

1. Adoption of Minutes: January 18, 2022

Mr. Souza requested a motion to adopt the minutes. Ms. Bonnie Therrien made a motion to adopt the January 18, 2022, Municipal Service Committee minutes as presented. Mr. John Elsesser seconded the motion and the motion carried with Ms. Appleby abstaining.

2. Public Comment

No public comment.

3. Presentation: Daniel Penn Associates, DEI Training

Ms. Kim Bona introduced Tony Rodriguez to the committee. Mr. Rodriguez and his team, Mr. Steve Mueller, Ms. Yvonne Alston, and Mr. LeRoy Thompson presented to the committee, providing background on their company and DEI training services. The presentation may be viewed [here](#).

Municipalities that wish to participate in DEI training services may reach out to Ms. Bona for a side letter agreement.

4. CRCOG Executive Director Report

Mr. Matt Hart explained he is reaching out to member towns to discuss CRCOG's good work and what more can be done together. Particularly, what more may be considered with respect to shared services, including the potential for CRCOG retaining additional staff or consultants to provide more direct services to member towns. Discussion followed.

6. Status Reports

Ms. Pauline Yoder stated CRCOG will be putting out an RFP for budget software and asked if there are any volunteers to serve on the evaluation committee for development of RFP as well as review. Consensus of the committee was that April, and first half of May are busy. Discussion ensued. This RFP process will move forward towards the end of May.

Ms. Yoder explained the responses were received and two are currently under review. Discussion followed.

To view the status reports, [click here](#).

7. Municipal Information Sharing

- **Connecticut Urban Forest Council grant opportunity**
- **State Building Code Windows and Bedrooms (from Glastonbury)**

Ms. Yoder explained that Glastonbury passed this information along for feedback from MSC as to whether a request for change to the state code should be pursued, stating that currently, state code for new construction does not require a window in bedroom. Committee members will speak to their town building officials to get more information on this. Discussion followed.

- **Round 15 Brownfield Municipal Grant & Round 3 BAR Planning Grant News**

Mr. Souza stated the CT Urban Forestry is offering a second grant opportunity that consists of a higher funding amount. Discussion followed.

- **Regional Performance Incentive Program**

Ms. Yoder stated RPIP has been revived and explained the first review by OPM will be August 1, 2022. CRCOG will aim to submit any applications by July 1, 2022. In addition, Ms. Yoder stated that OPM has budgeted \$5MM for this program, and shared the following information regarding RPIP:

- Studies are no longer allowed
- Requires 25% match (non-state funding, preferably local funding)
- 3 years is the maximum length of the grant
- Must be 100% sustainable after year 3

Mr. Hart explained CRCOG is working on a survey for towns to gather feedback on levels of interest for RPIP ideas. Mr. Hart shared several potential RPIP ideas with the committee, including the following:

- Economic Development
- Building Official / Code Enforcement
- GIS
 - Oblique Imagery
 - Parcel Assessment / Improvement and Update / Maintenance
- Emergency Management
- Capital Projects Administration

Ms. Lisa Hancock suggested a potential shared Animal Control Officer (ACO) / Facility.

Ms. Bonnie Therrien expressed the need for code enforcement (property maintenance), i.e., Zoning/Blight enforcement, Building Official, etc.

Discussion followed.

CRCOG will create a survey and send out to towns for RPIP ideas.

8. Adjournment

With no further business, Chairman Souza entertained a motion to adjourn at 1:14pm and the motion carried unanimously.

The next meeting of the Municipal Services Committee is scheduled for Tuesday, April 19, 2022.