

Capitol Region Council of Governments
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Municipal Services Committee Special Meeting
Tuesday, May 17, 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
Stanley Hawthorne
Mark Walter
John Elsesser
John Lawlor
Lori Spielman
Melissa Appleby
David Nourse
Fred Presley

Town/Organization

Windsor
Bloomfield
Columbia
Coventry
East Hartford
Ellington
Simsbury
Southington
Wethersfield

CRCOG Staff

Cheryl Assis
Kimberly Bona
Matt Hart
Robyn Nichols
Erik Snowden
Pauline Yoder

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Guests

None.

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

1. Adoption of Minutes: April 19, 2022

Mr. Souza requested a motion to adopt the minutes. Ms. Lori Spielman made a motion to adopt the April 19, 2022, Municipal Service Committee minutes as presented. Mr. John Elsesser seconded the motion and the motion carried unanimously.

2. Public Comment

No public comment.

3. CRCOG Executive Director Report

Mr. Matt Hart explained that CRCOG put out an RFP for a Solid Waste Consultant and is currently in negotiations with the preferred consultant. More information will follow.

Mr. Hart stated the CRCOG Annual Meeting will be held on June 15th, from 12-2pm at Farmington Gardens and encouraged all those that are interested to register.

Mr. Hart spoke about municipalities interest in a regional or town by town Fire/EMS study and stated he will be coordinating with Mr. Souza as to when to bring this to the committee for more information.

4. CRCOG Municipal Needs Survey Results and RPIP discussion

Ms. Yoder explained that to offer RPIP services to our CRCOG municipalities, CRCOG sent a survey to our municipal leaders to determine current and future local and regional municipal needs. We received 24 responses from across the Region, representing a cross-section of CT municipalities. Most of the surveys were completed by Chief Administrator Officers, while Department Directors and Chief Elected Officials also provided their opinions.

Survey results indicated strong staffing needs in the following areas:

- Economic Development
- Code Enforcement
- Assessment
- Animal Control
- Building Inspection
- Capital Project Administration

Ms. Pauline Yoder and Mr. Matt Hart reviewed the Municipal Needs Survey Results with the committee.

<https://crocog.org/wp-content/uploads/2022/02/RPIP-2022-and-Survey-Results-2022-05-11.pdf>

5. CRCOG Municipal Services 2022-2023 Work Plan

Ms. Pauline Yoder reviewed the proposed Municipal Services 2022-2023 Work Plan with the committee, including the upcoming plans and activities. To view the work plan, please [click here](#).

Discussion followed.

6. Status Reports

CRCOG is hosting a Cybersecurity virtual training for CEOs: June 1st and September 8th. [Registration link](#) can also be found <https://crocog.org/2022/05/cyber-security-virtual-trainings/>.

The Treated Road Salt Bid will be issued on June 2nd. Please send quantities to Kim as soon as possible as this bid does NOT ALLOW PIGGYBACKING.

All other programs are on-going with no major updates.

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

7. Municipal Information Sharing

None.

8. Adjournment

With no further business, Chairman Souza entertained a motion to adjourn at 1:03 pm and the motion carried unanimously.

The next meeting of the Municipal Services Committee is scheduled for Tuesday, June 21, 2022.