

Municipal Services - Monthly Report

The **Municipal Services Committee** meeting for February 15th was cancelled. The next MSC meeting is scheduled for March 15th. The Diversity Equity and Inclusion Consultant will make a presentation at the March 15th meeting.

CRPC Bid Activities

February Activities:

- Recycling Bins bid closed on February 21st and the Fuel bid closed on February 24th. Bid results are available <https://crcog.org/bids/>.
- CRPC issued bids for Police Ammunition, Swimming Pool Chemicals, and Bituminous Class 1, 2, and Curb Mix on February 23rd
- DEI Training RFP – Interviews were held on January 20th and the panel unanimously selected Daniel Penn Associates (DPA) as the best firm for the job. Policy Board approved CRCOG to enter into a contract with DPA at it's February 23rd meeting. Contract execution is in process.

Municipalities interested in participating in DEI training services should contact Kim Bona at kbona@crcog.org for a side letter agreement.

Upcoming Activities:

- Bids for Police Ammunition, Swimming Pool Chemicals, and Bituminous Class 1, 2, and Curb Mix will close on March 17th.

Energy Consortium

CRCOG's energy consultant has energy audit services available for municipalities. Please contact Kim Bona at kbona@crcog.org.

Cybersecurity

The next meeting of the DEMHS Region 3 Cyber Security Task Force will be on Thursday April 14th at 10am.

CRCOG Staff are exploring options for hosting a Cyber Security tabletop exercise for the DEMHS Region 3.

CRCOG thanked Ken Sayers (IT Manager East Hartford) for 2+ years of leading the DEMHS Region 3 Cyber Security Task Force and welcomes Andrew Bifolk as the new chair.

CRCOG IT/GIS Coordinator attended the CT Cyber Security Meeting on Monday February 28th, 2022.

For additional information, please contact Erik Snowden at esnowden@crcog.org.

Regional Assessment

Assessment of the CRCOG area assessment offices continues. CRCOG's intern will be reaching out to towns individually.

CRCOG JOB Portal

- CRCOG's Job Portal Pilot successfully went Live.
<https://crocog.webauthor.com/modules/portal/default.cfm>
- Municipalities can post job listings, view applications, compile data, metrics and reports and share applicant profiles through our Collaborative Resource Sharing Tools.
- CRCOG and NOVUS Insight, LLC are working with interested Municipalities to build out the platform through scheduled DEMO's, Help Desk technical support and customized support throughout the Pilot phase. Additional members are welcome to join.
- Additional information, questions, or comments – Please contact Robyn Nichols at rnichols@crocog.org

CRCOG HR Portal Interview Panel Database

Register now for the HR Portal Interview Panel Database. The database is now live and can be accessed by logging into nutmeghr.org

The FY'2021-2022 CT Municipal Salary Survey: please visit ctmunicipaldata.org for more information and to access the salary survey.

Electronic Document Management Services (EDMS)

CRCOG staff has scheduled meetings with participating municipality superusers and EDMS providers to explore current and future Human Resources and Land Use EDMS record management needs, use, solutions, viability, platforms, capabilities, and pricing structures. At present, CRCOG provides EDMS capabilities through OnBase, a third-party reseller. Current contract terms are set to expire August of 2022.

Regional Geographic Information System (GIS)

- Installation of CAMA data processors continues.
- CRCOG Staff and consultant have upgraded ArcGIS Enterprise to the current version and have installed ArcGIS Portal. Additional configuration and training set to begin.
- CRCOG Principal IT/GIS Planner, Erik Snowden was appointed to the state GIS Advisory Council.
- CRCOG has collected updated municipal GIS contact information and held a virtual regional organized a meeting for February 22, 2022. The goal of this group is to assess municipal needs and interests and to guide the direction of GIS endeavors in the region as well as to provide a roundtable to discuss geospatial issues and opportunities for collaboration. The group decided to meet quarterly in the future.

For more information about CRCOG GIS projects and activities please contact Erik Snowden at esnowden@crcog.org or 860-724-4217.

Solid Waste Management/Textile/Recycling

- Pursuant to CRCOG Policy Board's approval, the Solid Waste RFP for Long Term Municipal Solid Waste Management, Advisory and Consulting Services closed on February 28, 2022. CRCOG timely received three (3) proposals. An Evaluation Team comprised of CRCOG Staff and municipal experts in solid waste management will review the Proposals by March 18, 2022. It has not yet been determined if Vendor interviews will be scheduled at this time in the RFP process.
- Towns interested in Municipal Textile and Recycling Services and/or Textile Recycling Program virtual presentations, please contact Robyn Nichols at rnicols@crcog.org to coordinate with Bay State Textiles, Inc.
- CRCOG Staff plans to issue an RFI for organic food waste this Spring. Anyone with valuable input or interested in serving as an Evaluator, please contact Robyn Nichols.
- DEEP announced the beverage container recycling grant program (a.k.a. [Bottle Bill](#)) to support the establishment of beverage container redemption centers in urban centers and environmental justice communities. Applications for Fiscal Year 2021/2022 will be accepted on a rolling basis from January 1, 2022 to May 30, 2022. Beverage Container Recycling grant funds may be requested up to a maximum of \$150,000 per redemption center per fiscal year. Please send all correspondence and applications via email in PDF format to DEEP.RecyclingProgram@ct.gov. Additional information, including the grant Narrative and Application, may be found at: <https://portal.ct.gov/DEEP/Reduce-Reuse-Recycle/Bottles/Beverage-Container-Recycling-Grant-Program>

Long-Term Regional Recovery Steering Committee (RRSC)

Over 300 applications were received for potential FEMA matchmaking assistance and DECD and FEMA will be reviewing those applications in the coming weeks.

CRCOG is finalizing the sub-contract with DECD for the Long-Term Recovery EDA contract.

Crumbling Foundations

RFVQ's for crumbling foundation services will be issued biannually going forward.

Current submissions for the first half of 2022 are being accepted and will close on June 30th.

Proposals from 2021 Q4 have been evaluated. The following companies have been added to CRCOG's qualified vendor list: Conlon Engineering, Loureiro Engineering Associates, Sunset Valley Construction, and Fengah, LLC.

Commented [RN1]: Any updates on Pink Bag? Do you want me to inquire or f/u? If so, with who?

Commented [PY2R1]: No updates on pink bag. Let's talk about next on the list for Solid Waste things - Food Waste RFI is really the next thing.

Company information may be found at <https://crcog.org/concrete-vendors/>.

With the **Crumbling Foundations Testing Program**, to date, 3,340 applications have been received. 3,048 applications had been paid. A total of 2,689 unique addresses have been reimbursed through this program.

On-Going Programs and Services

Job Order Contracting

Hosting and IT Services – Interested Municipalities can contact Robyn Nichols via nichols@crcog.org to sign a Side Letter Agreement

HR Consulting Group

- Class and Compensation Studies
- Training (including Sexual Harassment and Diversity)
- General HR Needs

VoIP Project - Interested Municipalities can contact Robyn Nichols via nichols@crcog.org to sign a Side Letter Agreement

Fiberoptics Installation Services

Regional Online Permitting - CRCOG Staff met with OpenGov to discuss “regionalization” projects, budgeting software, additional services, Master Services Agreement (MSA) contract amendment to incorporate all addendums and RFP for next fiscal year

COG Regional Election Monitor (currently recruiting for an REM)

Human Services Coordinating Council

Coordination with other COGs

Kim Bona and Robyn Nichols met with NVCOG to discuss CRPC and online permitting process, including CRPC Bidding. NVCOG researching Additional municipalities continue to sign up. Please visit the CRPC webpage for continuing updates. <https://crcog.org/capitol-region-purchasing-council/>

Administration and Finance – Monthly Report

- Finalized CRCOG’s Shared Services Guide, its executive summary, and CRCOG’s as a Metropolitan Planning organization fact sheet for new Executive Committee and Policy board members.

- **Website redesign:** CRCOG had a Kick-Off Meeting with BBG&G on February 2, 2022 to launch the Project, including discussion of initial expectations, phases of design and development and next steps. CRCOG will look at a proposed wireframe for the website and has put an ask out for regional photos and b-roll. Next meeting scheduled for March 3, 2022 focused on site mapping, review of CRCOG analytics and photo and video content.
- CRCOG's Auditor, Clifton Larson Allen (CLA) presented the annual audit review to the Personnel/Finance Committee which was accepted by the Committee.
- CRCOG's COO received direction from Personnel/Finance Committee regarding cost of living adjustment recommendations for the FY 2022-2023 budget.

Commented [AM3]: Updated the language to reflect where the project is at. Did we want to mention budget report?

Commented [PY4R3]: No. That will be finalized in April so plenty of time. Updated this to be a little briefer.

Commented [RN5]: Added update re: 3/3/22 meeting - site mapping, etc.