

Capitol Region Council of Governments
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Municipal Services Committee Special Meeting
Tuesday, April 19, 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
Robert Skinner
Mark Walter
John Lawlor
Lori Spielman
Melissa Appleby
David Nourse
Bonnie Therrien

Town/Organization

Windsor
Avon
Canton
Columbia
East Hartford
Ellington
Simsbury
Southington
Wethersfield

CRCOG Staff

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

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Guests

None.

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

1. Adoption of Minutes: March 15, 2022

Mr. Souza requested a motion to adopt the minutes. Ms. Lori Spielman made a motion to adopt the March 15, 2022, Municipal Service Committee minutes as presented. Ms. Bonnie Therrien seconded the motion and the motion carried unanimously.

2. Public Comment

No public comment.

3. Presentation: CRCOG Assessment Benchmark Report, Norell Ferguson, CRCOG Intern

Ms. Norell Ferguson presented an assessment analysis overview to the committee. To view the full presentation, please [click here](#).

4. CRCOG Executive Director Report

- [CRCOG Municipal Needs Survey](#)

Mr. Matt Hart kindly requested that committee members please complete the Municipal Needs Survey.

Mr. Hart stated that CRCOG is currently recruiting for the following positions: Accountant, IJJA and Special Projects Coordinator, Community Development Planner, and Regional Planning Intern for Summer 2022. More information on these opportunities may be found at <https://crcog.org/jobs/>.

Mr. Hart informed the committee that CRCOG will interview two firms this week for solid waste management consulting services. A recommendation to hire will be presented to the Policy Board at its meeting next week.

Lastly, Mr. Hart asked for feedback from committee members on preference of meeting modes going forward, i.e., in person, virtual, or hybrid. Discussion followed.

6. Status Reports

- **Budget Software RFP**

Ms. Kim Bona stated CRCOG will issue a budget software RFP in late May. If interested in serving on evaluation committee, please let email Ms. Bona at kbona@crcog.org .

- **CAMA**

Mr. Erik Snowden explained that standardizing CAMA software in to one platform However, OPM is re-versioning a standardized CAMA export to go along with parcel data collection every year, which is not as difficult.

Mr. Snowden stated OPM sent a memo to all assessors requesting they send CAMA export and parcels to the COG's by May 1st. Please contact Erik Snowden with any questions at esnowden@crcog.org .

- **Cybersecurity**

Ms. Yoder stated CRCOG and NOVUS will be hosting cybersecurity webinar series (*Intro to Cyber Insurance* and, *Best Practices: Overview of Cybersecurity Policies and Procedures for Municipal Leaders*) for CEO's and CAO's beginning June 1st. More information will be shared in CRCOG's newsletter.

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

7. Municipal Information Sharing

Ms. Melissa Appleby inquired about the regional cybersecurity tabletop exercise. Mr. Snowden explained that DEMHS is planning this exercise, tentatively mid-summer timeframe.

Mr. David Nourse asked if any other communities are dealing with manganese in water distribution network. If so, perhaps a regional approach could be a consideration with regard to approaching the issue.

8. Adjournment

With no further business, Chairman Souza entertained a motion to adjourn at 1:01pm and the motion carried unanimously.

The next meeting of the Municipal Services Committee is scheduled for Tuesday, May 17, 2022.