

**Capitol Region Council of Governments**  
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**Web Page:** [www.crcog.org](http://www.crcog.org)

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Virtual Meeting**  
**Wednesday October 12, 2022**  
**Noon**  
**DRAFT UNTIL APPROVED**

**ACCESS:** <https://us02web.zoom.us/j/81864999391>

Meeting ID: 818 6499 9391

Audio will be posted within seven (7) days at [www.crcog.org](http://www.crcog.org).

**PLEASE announce your name before making motions or offering comments.**

**Attendance**

Eric Anderson  
Jon Colman  
Mark Walter  
John Elsesser  
Mike Walsh  
Jason Bowsza  
Lori Spielman  
Steven Stephanou  
Erin Stewart  
Wendy Mackstutis  
Mark Sciota  
Steven Jones  
Shari Cantor  
Fred Presley

**Town/Organization**

Andover  
Bloomfield  
Columbia  
Coventry  
East Hartford  
East Windsor  
Ellington  
Manchester  
New Britain  
Simsbury  
Southington  
Tolland  
West Hartford  
Wethersfield

**Staff**

Rob Aloise	CRCOG
Cheryl Assis	CRCOG
Kim Bona	CRCOG
Matt Hart	CRCOG
Tracey Malenfant	CRCOG
Aaliyah Miller	CRCOG
Elizabeth Sanderson	CRCOG
Karen Stewartson	CRCOG
Pauline Yoder	CRCOG

**1. Call to Order**

Mayor Stewart called the meeting to order at 12:03 pm.

**2. Public Comment**

There was no public comment.

**3. Approval of Minutes from May 11, 2022**

Mr. Jon Colman made a motion to approve the minutes from May 11, 2022, as presented. Ms. Lori Spielman seconded the motion and it carried unanimously.

**4. Correspondence/Handouts**

None.

**5. Chair and Executive Director Remarks and Report**

Mr. Matt Hart provided a report to the Committee. Here are some bullet points from his report:

- Mr. Hart reminded the Committee of the Hartford/Windsor Riverfront Park and Riverwalk Tour that begins at 2:00 pm. Mr. Hart mentioned that the tour will begin and end at 100 Meadow Road, Windsor.
- Mr. Hart reminded the Committee of the Municipal Services Committee Meeting on Tuesday October 18, 2022. Discussion will be on fair rent commissions and stormwater management. Mr. Hart mentioned to the Committee to have someone assigned to Municipal Services.
- Mr. Hart advised members to budget the local match for the SS4A grant in their upcoming capital improvement program budgets.
- Mr. Hart will participate in Metro Hartford's office space working group and keep the Policy Board informed of the group's progress.
- Along with other COG directors around the state, Mr. Hart participated in an informative conversation with OPM Sec. Beckham. Sec. Beckham is very supportive of the work of the COG's and their efforts to address regional challenges and opportunities.
- Along with Elizabeth Sanderson, Mr. Hart has been working to address public sector workforce development challenges. They are participating in a DAS effort to develop an apprenticeship program for building inspectors. They are also working in partnership with the UCONN School of Public Policy and Capitol Workforce Partners to host a conference on public sector workforce development to be held at the Hartford Public Library on November 4. Invitations will be sent shortly.
- Mr. Hart gave an update on the submission of four RPIP grant applications.

- Mr. Hart provided an update on staff recruitment and organizational needs:
  - He will be interviewing finalists for the position of Executive Assistant.
  - Mr. Hart and Ms. Yoder are reviewing staffing needs in Finance, particularly with the administration of the RAISE grant for multi-use trail design and construction.
  - Mr. Hart and Mr. Aloise are reviewing the needs of the community development division to determine how to best fill an existing vacancy at the management level. Mr. Hart wants to ensure that this position will support the needs of the land use planning community.

**6. Proposed Review Process for Executive Director**

Mr. Hart and Ms. Yoder provided brief update on the process that the board will use to evaluate his performance on an annual basis. The Personnel & Finance Committee will discuss this matter in more detail and develop a recommendation for the Executive Committee.

7. **Quarterly Finance Report.** Ms. Pauline Yoder gave provided an update on the Quarterly Finance Report. Mr. Elsesser asked if there was a cashflow issue both at CRCOG and other COGs. Ms. Yoder stated that it was currently not an issue at CRCOG although it may come up with larger grants. Regarding other COGs, Ms. Yoder had limited knowledge but stated that two COGs that she was aware of didn't currently have cashflow issues. The full report can be found here: [Quarterly Finance Report](#).

8. **Executive Session-**Discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned, pursuant to C.G.S. Sec. 1-200(6)(D)

Mr. Jon Colman made a motion for the Executive Committee, along with Mr. Hart and Ms. Yoder, to enter executive session for the discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned, pursuant to C.G.S. Sec. 1-200(6)(D). Fred Pressley seconded the motion and it carried unanimously.

9. **Other Business-** There was no other business discussed
10. **Adjournment –** Mr. Jon Colman made a motion to adjourn the meeting at 12:43 pm. Lori Spielman seconded the motion and it carried unanimously.