

Capitol Region Council of Governments
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Municipal Services Committee Meeting
Tuesday, December 6, 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
Bob Skinner
Mark Walter
Andy Cirioli
David Norse
Fred Presley

Town/Organization

Windsor
Canton
Columbia
Plainville
Southington
Wethersfield

CRCOG Staff

Rob Aloise
Cheryl Assis
Kimberly Bona
Maureen Goulet
Matt Hart
Aaliyah Miller
Robyn Nichols
Caitlin Palmer
Laura Rosenbluth
Elizabeth Sanderson
Kyle Shiel
Pauline Yoder

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Guests

M. Hicks

Chairperson Mr. Peter Souza called the meeting to order at 12:03 pm.

1. Approval of Minutes:

- **November 8, 2022, Special Meeting Minutes**
- **November 28, 2022, Special Meeting Minutes**

Mr. Souza requested a motion to adopt the minutes of the November 8, 2022, Special Meeting, and the minutes of the November 28, 2022, Special Meeting. Mr. Bob Skinner made a motion to adopt both sets of minutes as presented. Mr. Andy Cirioli seconded the motion and it carried unanimously.

At this time, Mr. Hart introduced CRCOG's new Executive Assistant, Ms. Laura Rosenbluth, to the committee. The members welcomed Ms. Rosenbluth.

2. Public Comment

There was no public comment.

3. Approval of [2023 Municipal Services Committee DRAFT Meeting Schedule](#)

Mr. Skinner made a motion to adopt the 2023 Draft MSC Meeting Schedule as presented. Mr. Mark Walter seconded the motion and it carried unanimously.

4. Business Items

- **Land Use and Development Services**

Mr. Hart stated that CRCOG is currently recruiting a Director of Regional Planning and Development and will plan a follow-up conversation with the committee once this person is hired.

Mr. Hart explained that CRCOG will continue to look at ways to best serve land use and economic development communities. He explained CRCOG staff have been making weekly visits to member towns to collect feedback pertaining to this.

Mr. Kyle Shiel stated that staff have visited eight member towns thus far and are targeting one town per week until all 38 member towns have been visited. He discussed challenges towns are facing, including recruiting talented staff in several areas, matching federal grant money requirements, state owned roads/pedestrian challenges, parking requirements for TOD, trucking/warehousing, and affordable housing.

Ms. Caitlin Palmer discussed feedback received from towns regarding the need for shared services among communities. Feedback included potential assistance with hiring processes as HR is limited in some towns, assisting new businesses via CoStar services, potentially expanding eZIQC program, aging in place, and stormwater management.

Discussion followed.

- **Regional Economic Development Program**

Mr. Hart stated the Program will fall under the purview of the new Director of Regional Planning and Development. He thanked staff for their hard work on the RPIP application for Economic Development Vitality and stated that CRCOG is optimistic we will receive support from the state for this application.

Mr. Hart explained that CRCOG's Economic Development District (federal) application has been pending under the EDA for a couple years, but CRCOG has recently been informed that certification should be received within the next few months, which will

make CRCOG eligible for additional federal funding opportunities. To serve as an EDD, there must be a CEDS in place. Currently, CRCOG's CEDS plan is well underway and provided an update to the members. Discussion followed.

5. Staff Reports

• Executive Director

Mr. Hart provided an update on the following items:

- Stormwater management – Mr. Hart thanked Ms. Maureen Goulet for putting together two grant applications to the Climate Resilience Fund for regional stormwater management.
- Waste management project – Consultant RRS/Tetra Tech is currently in Phase II to identify short term options (1-5 years) for the region to consider.
- DAS building code official apprenticeship program – Discussion ongoing as to how potential building code official apprenticeship program may be established at a regional level.
- BIL update
- Website update – Ms. Aaliyah Miller provided an update on CRCOG's new website.

• Chief Operating Officer

Ms. Pauline Yoder stated there has been discussion on how to improve ways to assist towns regarding utilizing CRCOG's Job Portal. Discussion followed.

• Other

Ms. Kim Bona provided an update to the members on Fair Rent Commissions (FRC's) in the region. She explained that CRCOG reached out to member towns for information regarding their FRC's. Of the twelve municipalities that currently have FRC's in place, five responded. She explained that hours spent on this item vary across towns and are dependent on workload, and different agencies handle the FRC's for different towns.

Ms. Bona explained the Connecticut Fair Housing Center (CFHC) is working on a project to assist municipalities who are starting or reviving their fair rent commissions. ([Here's a toolkit](#), mostly geared towards towns without existing FRCs). Contact Sarah White, CFHC 860-263-0726 swhite@ctfairhousing.org for information on the workshop that is being planned for early 2023.

Mr. Hart explained that at this time, there has not been much interest expressed by towns regarding FRC's.

6. Municipal Information Sharing

Mr. Hart stated that CRCOG's Legislative Agenda will be presented to the Policy Board at the December 21, 2022, meeting.

7. Future Agenda Items

8. Adjournment

With no further business, Chairman Souza entertained a motion to adjourn at 12:56 pm and the motion carried unanimously.