

**Capitol Region Council of Governments**  
241 Main St., Hartford, CT 06106  
Phone: (860) 522-2217 FAX: (860) 724-1274

**Municipal Services Committee Meeting**  
**Tuesday, January 17, 2023**  
**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](http://www.crcog.org)

**DRAFT UNTIL APPROVED**

**Members and Alternates**

Peter Souza, Chair  
Grace Tiezzi  
Bob Skinner  
Mark Walter  
Ellen Zoppo  
Andy Cirioli

**Town/Organization**

Windsor  
Avon  
Canton  
Columbia  
Enfield  
Plainville

**CRCOG Staff**

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

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**Guests**

Kirt Mayland

UConn CIRCA

**1. Call to Order/Introductions**

Chairperson Mr. Peter Souza called the meeting to order at 12:06 pm.

**2. Public Comment**

There was no public comment.

**3. Approval of Minutes:**

- **December 6, 2022, Meeting Minutes**

Mr. Souza requested a motion to adopt the minutes of the December 6, 2022, meeting. Ms. Lori Spielman made a motion to adopt both sets of minutes as presented. Ms. Grace Tiezzi seconded the motion and it carried, with Ms. Tiezzi abstaining.

**4. Reports from the Chair and Staff**

- Committee Chair
- Executive Director
  - Mr. Matt Hart stated that CRCOG submitted two grant applications totaling \$500,000 to DEEP for regional approaches to stormwater. CRCOG expects to hear from DEEP sometime in March.
  - CRCOG's ability to create regional commissions is on the 2023 CRCOG Legislative Agenda. Mr. Hart will be meeting with legislators to discuss and will keep the committee updated.
  - CRCOG's office lease is up in August 2023. A new office location has been looked at, and the Executive Committee will tour the location tomorrow and discuss it at the regular board meeting following the tour. If they are in favor of the potential relocation the CRCOG offices, it will be presented to the Policy Board for consideration.
  - CRCOG's solid waste consultant will have the draft report for task II completed this week. It will consist of a 1–5-year strategic plan for waste management and diversion.
- Chief Operating Officer
  - Ms. Yoder stated CRCOG's new website had its soft launch today. Staff will receive training in the upcoming weeks.
  - The CRPC is currently collecting quantities for the fuel bid. **This is a no piggybacking bid** and will be issued on **February 6<sup>th</sup>**. If you have not sent your quantities to Kim Bona yet, please do so as soon as possible.
- Other
  - Ms. Aaliyah Miller stated that the monthly newsletter will be distributed tomorrow. She informed members that Mr. Hart now has a blog post on LinkedIn and encouraged members to visit it.

**5. Business Items**

- **Presentation: Connecticut Institute for Resilience and Climate Adaptation (CIRCA) Energy Resilience Program, Kirt Mayland, UConn**

Mr. Hart introduced Mr. Kirt Mayland to the committee and thanked him for taking the time to present today.

Mr. Mayland provided a presentation discussing CIRCA and spoke about its mission, as well as products and projects produced by CIRCA.

To view the presentation, please [click here](#).

- **RPIP**

Mr. Hart stated CRCOG submitted four RPIP grants, and were awarded for the following three RPIP applications submitted:

**Regional Shared Services – Assessment/Assessor**

**Funded Amount:** \$462,000

**Funded Positions:**

- (1) FTE Regional Director
- (1) FTE Assessor
- (1) PT Assistant

**Participating Towns:**

Farmington  
Newington  
Plainville  
Tolland  
Wethersfield  
Windsor

**Regional Shared Building and Code Enforcement Services**

**Funded Amount:** \$446,250

**Funded Positions:**

- (1) FTE Director
- (2) PT Inspectors
- (1) Administrative Assistant

**Participating Towns:**

Andover  
Berlin  
Columbia  
Farmington  
Hebron  
Newington  
Plainville  
Southington  
Tolland  
Wethersfield  
Windsor

**Regional Shared Regional Animal Control Officer(s)**

**Funded Amount:** \$471,250

**Funded Positions:**

- (3) Animal Control Officers

**Participating Towns:**

Andover  
Berlin  
Enfield  
Farmington  
Hebron  
Manchester  
New Britain  
Newington  
Rocky Hill  
Tolland  
Wethersfield

Mr. Hart explained that CRCOG will begin with Code Enforcement and Assessment. Once these recruitments are underway, work will begin on ACO. Discussion followed. Mr. Hart stated that any towns that did not originally express interest in one of the programs may be incorporated as the projects move forward. Over time, CRCOG would like to be able to provide these services to any CRCOG towns that may be interested. Discussion followed.

**6. Municipal Information Sharing**

Mr. Peter Souza asked if any towns are looking into potential lost revenue due to the motor vehicle cap of 32 mills for the upcoming budget season. Discussion followed.

**7. Future Agenda Items:**

- **DEI Initiatives** (refresher on CRCOG’s consulting services)
- **Well contamination**
- **GIS update** (OPM and Broadband mapping)
- **Land Use Planning** (CRCOG will be conducting interviews this week for the Director of Regional Planning and Development position)
- **Other**

**8. Adjournment**

With no further business, Chairman Souza entertained a motion to adjourn at 1:07 pm and the motion carried unanimously.