

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

**Municipal Services Committee Meeting**  
**Tuesday, May 16, 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  
Lori Spielman  
Jonathan Luiz  
Kasia Purciello  
Andy Cirioli  
Tom Fitzgerald  
David Nourse  
Megan Massa  
Fred Presley

**Town/Organization**

Windsor  
Avon  
Canton  
Ellington  
Glastonbury  
Manchester  
Plainville  
Simsbury  
Southington  
Tolland  
Wethersfield

**CRCOG Staff**

Kimberly Bona  
Maureen Goulet  
Matt Hart  
Aaliyah Miller  
Robyn Nichols  
Caitlin Palmer  
Laura Rosenbluth  
Elizabeth Sanderson  
Kyle Shiel  
Erik Snowden  
Pauline Yoder

CRCOG  
CRCOG

**Guests**

Carl Zimmerman  
Lisa Houlihan  
Matt Bordeaux  
Mark DeVoe  
George McGregor  
David Corcoran

GIS Coordinator  
Ellington Town Planner  
Hebron Town Planner  
Plainville Town Planner  
Simsbury Director of Planning  
Tolland Director of Planning

**1. Call to Order/Introductions**

Chairman Peter Souza called the meeting to order at 12:01 pm. Introductions among the committee members, CRCOG staff, and guests took place.

At this time, Chairman Souza addressed agenda item 3., entitled, “Staff Reports”.

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

- **Committee Chair**
- **Executive Director**

Mr. Matt Hart stated the CRCOG’s Annual Meeting will be held on Thursday, June 15<sup>th</sup> at the Riverfront Boathouse in Hartford, from 1:30 pm – 5:00 pm. The program will run from 1:30 pm to 3-3:30 pm and will be followed by a social hour.

Mr. Hart announced that as part of CRCOG’s Strategic Visioning Project, CRCOG staff will hold a retreat on May 25<sup>th</sup>, followed by a Policy Board retreat on June 25<sup>th</sup> in new Britain which he encouraged MSC members to attend.

- **Chief Operating Officer**

Ms. Pauline Yoder reminded members that the CRPC will be issuing the Treated Road Salt bid on June 7<sup>th</sup>. THIS IS A NO PIGGYBACKING BID so please be sure to submit your quantities to Kim Bona as soon as possible, if you have not done so already.

Ms. Yoder reminded members to please let her know if they are interested in participating in any of the RPIP grant programs that CRCOG is facilitating.

- **Other**
  - **BIL/IIJA update**

Ms. Elizabeth Sanderson provided the following update to the members:

**SS4A – Safe Streets and Roads for All**

- Slides and recording from CRCOG’s May 9 Workshop is available: [CRCOG’s SS4A Webpage](#)
- CRCOG has received Intent to Apply Forms from: *Berlin, Hartford, Mansfield, Southington, and Wethersfield.*

**PROTECT - Climate change resilient transportation infrastructure**

- Applications are due August 18, 2023
- More information is on the [CRCOG’s BIL Webpage](#).

**2023 Clean School Bus Program (CSB) \$5 billion over five years (FY2022-2026)**

- Replace school buses with zero-emission and low-emission models.
- [EPA’s CSB Program Webpage](#), or contact [Elizabeth Sanderson](#)

**Project Screening**

- Send us your projects and we will help find available federal funding opportunities.
- Call or e-mail [Elizabeth Sanderson](#)

**4. Business Items:**

Mr. Erik Snowden introduced Carl Zimmerman to the committee. Mr. Zimmerman presented to members on the OPM GIS 5-Year Geospatial Strategic Plan and Outreach, requesting members please complete the [Geospatial Planning Survey](#). He encouraged members to share this survey with other members of their organization so they may respond as well.

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

At this time, Chairman Souza entertained a motion to approve item 2. on the agenda, entitled, “Approval of Minutes: April 18, 2023, Meeting Minutes”.

**2. Approval of Minutes:**

• **April 18, 2023, Meeting Minutes**

Ms. Lori Spielman requested a motion to adopt the minutes of the April 18, 2023, meeting. Mr. Andy Cirioli seconded the motion and it carried unanimously. Ms. Lori Spielman made a motion to Approve the minutes as presented. Mr. Andy Cirioli seconded the motion and it carried, with Ms. Grace Tiezzi abstaining.

Chairman Souza returned to agenda item 4., entitled, “Business Items”.

**4. Business Items (continued):**

• **Land Use and Development Services to towns**

Mr. Hart talked briefly about the reorganization within CRCOG’s Regional Development and Transportation Planning Departments, explaining that these changes will help CRCOG to better focus on its communities before turning things over to CRCOG’s Director of Regional Planning and Development, Caitlin Palmer.

Ms. Palmer provided a high-level overview of the Department of Regional Planning and Development and spoke about the many projects her team is currently working on. These projects include Comprehensive Economic Development Strategy (CEDS), Plan on Conservation and Development (POCD), Climate Pollution Reduction Plan, Brownfields, National Hazards Adaptation Plan, RAISE grant, and more.

Ms. Palmer stated CRCOG is seeking to recruit a new Principal Planner to help take on several new projects and will also welcome a new intern beginning this week.

Mr. Souza asked if there is a time frame for the completion of the CEDS? Mr. Kyle Shiel explained that the final draft is currently being reviewed and updated by staff. Anticipated completion is to be this summer.

Discussion followed.

**5. Municipal Information Sharing**

Discussion ensued among committee members regarding status of municipal FY 2023-24 budgets.

Mr. Souza stated the town of Windsor is seeking an interim Zoning Enforcement Officer so if anyone knows someone who may be interested in this part time (8-12 hours per week) position, please encourage them to reach out to Mr. Souza.

**6. Future Agenda Items:**

- **Continue Stormwater Management discussion**
- **Local Government Workforce Development**
- **Other**

The next meeting of the MSC is scheduled for June 20, 2023.

**7. Adjournment**

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