

Capitol Region Council of Governments
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Municipal Services Committee Meeting
Tuesday, April 18, 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

DRAFT UNTIL APPROVED

Members and Alternates

Peter Souza, Chair
Bob Skinner
Mark Walter
Lori Spielman
Kasia Purciello
Andy Cirioli
Tom Fitzgerald
David Nourse
Fred Presley

Town/Organization

Windsor
Canton
Columbia
Ellington
Manchester
Plainville
Simsbury
Southington
Wethersfield

CRCOG Staff

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

David Palmbach
Matt Morgan

Dept. of Homeland Security
Journey Home

1. Call to Order/Introductions

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

2. Approval of Minutes:

- **March 21, 2023, Meeting Minutes**

Ms. Lori Spielman requested a motion to adopt the minutes of the March 21, 2023, meeting. Mr. Bob Skinner seconded the motion and it carried unanimously.

Following the approval of minutes, Chairman Souza addressed agenda item 4. entitled, “Cybersecurity and Infrastructure Security Agency (CISA).”

4. Business Items:

- **Cybersecurity and Infrastructure Security Agency (CISA), David Palmbach**

Mr. Erik Snowden introduced Mr. Palmbach to the committee. Mr. Palmbach provided a high level, and informative presentation to the members on CISA.

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

Mr. Snowden reminded the committee that CRCOG hosts bimonthly DEHMS Region 3 Cybersecurity Task Force meetings that are quite informative. Anyone interested in more information on these meetings may contact Mr. Snowden at esnowden@crcog.org.

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

Mr. Hart stated CRCOG’s Regional Planning Director, Caitlin Palmer and team members will present on this item at an upcoming meeting of the Municipal Services Committee and talk about ways to advance land use and development services to towns.

Mr. Hart asked that in advance of this meeting, MSC members invite their town planners to attend this meeting, which will be held in May or September, to engage in the discussion on this topic.

3. Reports from the Chair and Staff

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

Mr. Matt Hart announced the promotion of Mr. Ryan Faulkner to CRCOG’s Senior GIS Analyst. Congratulations, Ryan!

Mr. Hart stated that CRCOG is currently recruiting both a Transportation Planner at entry level and mid-level (senior planner). In addition, CRCOG will be recruiting a Regional Planner (principal level) as well.

Mr. Hart shared that on April 24, 2023, at 2pm, CRCOG will host a virtual meeting of the Central Connecticut Solid Waste Authority (CCSWA). Currently, CCSWA is made up of twelve towns, 11 CRCOG member towns, and Cromwell. There will be a presentation on the current waste management study and the first two tasks that have been completed by the consultant, TetraTech. In addition, there will be discussion on how to

get CCSWA up and running and active once again, and potentially expanding the membership. This will be an open meeting to both members and non-members.

Mr. Hart stated CRCOG is working with the consulting firm Grossman Solutions on a Strategic Visioning Project. CRCOG staff will attend an all-day retreat on May 18th to discuss key opportunities and challenges facing our region over the next 3-5 years. This will be shared with the Policy Board for discussion at a special meeting in June.

Mr. Hart announced that CRCOG is the recipient of the **2023 Gold Hermie Creative Award for Website Design**, and congratulated Ms. Aaliyah Miller, website consultant BBG, and other CRCOG staff who worked hard towards earning this highly regarded award.

Mr. Hart explained that later this week, Laura Rosenbluth will be emailing member towns to collect the contact information of town communications professionals and Public Information Officer's. CRCOG will then host a virtual meeting of various towns to discuss efforts on how we can promote one another's communications. i.e., social media strategies, etc.

Mr. Hart spoke about the Safe Streets and Roads for All Discretionary Grant Program (SS4A) NOFO, and stated he is hopeful that a decent number of towns apply for this grant.

- **Chief Operating Officer**

Ms. Pauline Yoder stated CRCOG will be advertising for per diem Building Official/s soon.

CRCOG is still looking for more partners regarding shared assessment services. If you are interested, please contact Pauline.

Animal Control Services will be meeting with towns who have expressed the immediate need for these services next week. Mr. Mark Walter requested Columbia and Hebron be added to the list of towns interested in these services.

Ms. Yoder congratulated Ms. Robyn Nichols for all her work on the submission of the Regional Waste Authority Grant.

Ms. Yoder explained that the Shared Job Portal has not gained a lot of interest from towns, therefore, it will be placed on hiatus until there is more interest as well as more resources to oversee and manage the project.

Ms. Yoder informed members that a very brief survey will be sent to MSC members this week to gauge an idea of where FY 2023-24 municipal budgets stand.

- **Other**

Ms. Kim Bona stated the CRPC will be issuing the Treated Road Salt bid on June 7th and an email will be sent next week collecting tonnage requests. THIS IS A NO

PIGGYBACKING BID so please be sure to submit your quantities to Ms. Bona no later than May 12th!

Ms. Bona informed members that CRCOG and EPR Systems have a fully executed contract for Fire/EMS Records Management Software with EPR Systems. If your town is interested in piggybacking on this contract, please reach out to Ms. Bona at kbona@crcog.org.

Ms. Bona stated the CRPC has issued an RFQ for Pre-Employment, Firefighter, DPW Physicals/Medical Services which will close on April 26th. Once reviewed, qualified medical professionals will be shared with the committee members.

Mr. Souza asked if CRCOG staff have been able to provide an overview of the SS4A NOFO. Ms. Elizabeth Sanderson spoke about the SS4A as well, sharing the following information:

Link to CRCOG’s SS4A Webpage:

<https://crcog.org/safe-streets-and-roads-for-all-discretionary-grant-program-ss4a/>

Webinars: Below is a list of upcoming webinars about SS4A. Visit the **U.S. DOT Webinar Series Webpage** for more information.

- State of Connecticut Bipartisan Infrastructure Law Team (CTBILT) (view the **CTBILT Webinar Flyer**): **Wednesday, April 19, 10:00 am (EDT) Register**
- U.S. DOT, Action Plans: **Wednesday, April 26, 2023, 1:00-2:30 p.m. (EDT) Register**
- U.S. DOT, Supplemental Planning and Demonstration: **Thursday, April 27, 2023, 1:30-3:00 p.m. (EDT) Register**
- U.S. DOT, Implementation Grants: **Tuesday, May 2, 2023, 1:30-3:00 p.m. (EDT) Register**

5. Municipal Information Sharing

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.

Mr. Walter asked if anyone knew what the outcome was of the legislation pertaining to upgrading the standard of quality of animal control facilities. Mr. Hart will look this up and get back to Mr. Walter with an answer.

6. Future Agenda Items:

- **Continue Stormwater Management discussion**
- **Local Government Workforce Development**
- **OPM GIS 5-Year Geospatial Strategic Plan Outreach**
- **Other**

Mr. Souza would like Land Use and Development Services to be on the MSC meeting agenda for May.

Mr. Hart introduced Kimberly Lord, Manchester Finance Director, and Megan Massa, Tolland Project/Grants Manager to the committee.

7. Adjournment

With no further business, Mr. Souza entertained a motion to adjourn at 12:53 pm and the motion carried unanimously.