

Capitol Region Council of Governments
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Municipal Services Committee Meeting
CRCOG Offices, 241 Main Street, Hartford, CT 06106
3rd Floor Board Room
Tuesday, October 17, 2023
12 Noon
DRAFT UNTIL APPROVED

Members and Alternates

Peter Souza, Chair
Grace Tiezzi
Jon Colman
Robert Skinner
Mark Walter
Lori Spielman
Tom Modzelewski
Jonathan Luiz
Kimberly Lord
Kasia Purciello
Maria Capriola
David Porter
Andy Cirioli
Tom Fitzgerald
David Nourse
Megan Massa
Dawn Maselek
Fred Presley

Town/Organization

Windsor
Avon
Bloomfield
Canton
Columbia
Ellington
Ellington
Glastonbury
Manchester
Manchester
Mansfield
Marlborough
Plainville
Simsbury
Southington
Tolland
Vernon
Wethersfield

CRCOG Staff

Kimberly Bona
Matt Hart
Aaliyah Miller
Robyn Nichols
Erik Snowden
Pauline Yoder

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Guests

1. Call to Order/Introductions

Chairperson Mr. Peter Souza called the meeting to order at 12:03 pm and welcomed new members.

2. Approval of Minutes:

- **September 19, 2023, Meeting Minutes**

Mr. Jon Colman made a motion to adopt the minutes of the September 19, 2023, meeting. Mr. Lori Spielman seconded the motion and it carried with Ms. Grace Tiezzi, Ms. Dawn Maselek, Ms. Kimberly Lord, Mr. Jonathan Luiz, and Mr. David Nourse abstaining.

3. Reports from the Chair and Staff

- **Chair**

Mr. Souza thanked everyone who attended the September meeting. He felt the discussion regarding the state's effort on Broadband was very informative. Mr. Souza also thanked CRCOG staff for the great work that has been done on the GIS data portal.

- **Executive Director**

Mr. Matt Hart welcomed those joining MSC for the first time. He stated there was a request from a Windsor staff member regarding training opportunities for Fair Rent Commissions. He stated this training can happen locally, or CRCOG may provide this training virtually on a regional basis.

Ms. Kim Bona explained that Fair Rent Housing Commission training is available through the Connecticut Fair Housing Center (CFHC), or CRCOG may provide training via a regional approach. The contact at the CFHC is Staff Attorney, Sarah White, swhite@ctfairhousing.org. Those interested may email Kim at kbona@crcog.org for more information.

Ms. Bona informed the committee that the Capitol Region Purchasing Council (CRPC) will hold its annual meeting on Tuesday, October 24th at the Riverfront Community Center in Glastonbury from 9am-12pm. Registration is open.

Ms. Bona stated that the CRPC is currently collecting quantities for gasoline and traffic guidelines bids. Please submit quantities as soon as possible, as the gasoline bid DOES NOT ALLOW PIGGYBACKING. These bids will be issued on November 21st. Any questions may be directed to Kim at kbona@crcog.org.

- **Chief Operating Officer**

Ms. Pauline Yoder stated that CRCOC is actively recruiting for a Building Official to fulfill the RPIP grant program. for the RPIP grant program. explained that there were no applicants for the part-time Building Official position when CRCOG advertised it, therefore, CRCOG has begun recruiting for a full-time Building Official as part of the RPIP grant. Recruitment closes in early November. In addition, CRCOG is still looking for at least two communities that are interested in the Shared Assessment grant program. If you are interested, please reach out to Ms. Yoder at pyoder@crcog.org.

- **Other**

None.

4. **Business Items**

- **CRCOG Strategic Priorities including CRCOG’s Role in Public Sector Workforce Development**, *Matt Hart, Pauline Yoder, Elizabeth Sanderson*

Mr. Hart presented CRCOG’s Strategic Plan Playbook to the committee, explaining that this has been endorsed by both the Policy Board and Executive Committee, and that this Playbook will be used to guide CRCOG over the next 3-5 years. He stated that today, he would like to discuss the role that MSC would play in advancing some of the strategic priorities such as environmental services (solid waste management, stormwater management, climate change challenges), shared services, etc. He explained that this was prepared to create a set of organizational values, guiding principles, an updated mission statement, and a set of strategic priorities. To view the presentation in its entirety, please [click here](#).

Ms. Kimberly Lord stated that, regarding the Shared Assessment Program, she feels it is important to investigate regional revaluation. Mr. Souza suggested that this may be something to consider as a legislative agenda item, or potentially bring to COST or CCM for assistance. In addition, Mr. Souza stated he would be very interested in receiving an update on Solid Waste soon as well. Discussion followed.

- **CRPC FY 23-24 Annual Bid Schedule**, *Pauline Yoder, Kim Bona*

Ms. Yoder explained that annually, the CRPC issues approximately 14-20 bids. She explained that if municipalities express a need for a certain bid or commodity that is not offered via state contract, etc. it may be brought to the CRPC Executive Committee for approval to add it to the bid schedule. She stated that if there is anything that members are interested in having bids that are not on the current bid schedule to please let Ms. Bona know. Discussion followed. Mr. Souza asked if there are purchasing cooperative resources available that may be shared with MSC. Ms. Yoder explained that there is a section on the CRCOG website that may be viewed at <https://crocog.org/municipal-services/crpc/cooperative-purchasing-resources/>.

- **Community Survey/Engagement Services**, *Matt Hart, David Porter*

Mr. Porter stated that he is still relatively new in Marlborough and feels that it would be beneficial to collect feedback from the broader community (not just the vocal majority who always attend the council meetings) in terms of wants/needs. He is looking for ideas on what would be a good way to engage said community members, and what tools other members have used to achieve this sort of engagement and feedback.

Mr. Luiz spoke about the Citizen Survey that the town of Windsor conducted. He stated that this was a very successful tool, which he moved on to utilize in the town of Weston as part of the Plan of Conservation and Development (POCD) process. Mr. Luiz explained that this survey provided a lot of insight to elected officials as well as other folks in town who tend to be more vocal. He stated that it not only seeks input from the community on their perception of a variety of different services offered, but it also allows for citizens to grade them in terms of levels of importance. Mr. Luiz stated this was very helpful when it was time to put together budgets, as the survey reflected areas and services that folks were happy with, those that needed improvement, etc.

Mr. Hart asked if there is interest in exploring a regional bid for this type of work, i.e., Polco/National Research Center (NRC), etc. Discussion followed. Mr. Hart stated that CRCOG could survey members to see if there is a significant level of interest in survey/engagement services for citizen satisfaction, planning initiatives, etc. and report back to MSC. Mr. Souza feels this is a good idea and will give us a better understanding of how many communities are interested in this. CRCOG will put together a survey to share with municipalities and bring the results back to the committee for discussion.

5. Municipal Information Sharing

Mr. Souza asked if anyone had ideas to help with the ongoing car break-ins. He stated that citizens are now being advised to keep cars unlocked, because at this point, windows are being smashed to break into the vehicles. Mr. Souza explained that last night, Windsor had 21 car break-ins, 19 of which had windows smashed out. Mr. Luiz suggested perhaps planning to get Police Chiefs in the Capitol Region together to brainstorm and discuss this ongoing issue. Mr. Hart stated CRCOG would be happy to host a regional conversation on this topic. Mr. Souza feels like a good starting point would be for individual towns to talk to their Police Chiefs first and then revisit this at an upcoming MSC meeting.

6. Future Agenda Items:

- **Comprehensive Economic Development Strategy (CEDS)**
- **Federal Funding / IIJA / BIL Important / Time Sensitive Updates**
- **RPIP Updates**
- **CRPC and IT Services Cooperative**
- **Stormwater Management and/or Waste Management**
- **Legislative Issues**
- **Other?**

7. Adjournment

With no further business, Mr. Souza entertained a motion to adjourn at 1:12 pm and the motion carried unanimously.

The next meeting will be (November and December months combined) held on December 5, 2023.

