

# Capitol Region Council of Governments

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## EXECUTIVE COMMITTEE MEETING MINUTES CRCOG Office October 12, 2011 Noon

### Attendance

Mary Glassman  
Richard Hines  
Jon Colman  
Dave Kilbon  
Marcia LeClerc  
Scott Kaupin  
Chip Beckett  
John Adams  
Jim Boucher  
Scott Shanley  
Ron Van Winkle  
Steve Wawruck

### Town/Organization

Simsbury  
Avon  
Bloomfield  
East Granby  
East Hartford  
Enfield  
Glastonbury  
Granby  
Hartford  
Manchester  
West Hartford  
Windsor Locks

### Others

Pete Smith

Rome Smith

### Staff

Bill Austin  
Winsome Barnaby  
Maureen Barton  
Mary Ellen Kowalewski  
Jennifer March-Wackers  
Lyle Wray

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### Roll Call

Chair Glassman called the meeting to order at 12:05 p.m.

### Public Comment

There were no public comments.

### **Approval of Minutes**

Mr. Colman made a motion to approve the minutes from the September 7, 2011 Executive Committee special meeting. Mr. Wawruck seconded. All voted in favor of the motion, with two abstentions (Mr. Van Winkle and Mr. Beckett).

### **Chairman Remarks and Executive Director Report**

Mr. Wray reported that CRCOG won an award for budgeting, and thanked Ms. Barnaby for her work. Mr. Wray then spoke about the broadband project that is currently being talked about, which is a grant that would allow dropping broadband into public safety facilities. Municipalities would like this broadband to serve general government purposes. Thus far, there is no answer, but CRCOG and municipalities will be meeting with State Representative Sharkey. The Connecticut Conference of Municipalities expressed concern that there be no mandates for municipalities to hook up to the broadband should it be made available, but CRCOG wants to just make sure that municipalities have access to a function that would offer the capacity for more than just education and public safety. The capacity for municipalities to work with each other hinges on this access. Disaster Recovery is a top priority for municipal services to approach for shared service solutions, and the ability to access the high speeds broadband offers and the cloud server would be critical. There was some good news on the economic development front, with the House moving towards full funding of the transportation bill. TOD grant awards will be released tomorrow. The Governor's Economic Summit was well attended by consultants and colleges, and superb. Mr. Wray asked if there any questions on the monthly report. Chairman Glassman asked if there should be a CRCOG contingent that meets with Representative Sharkey. Mr. Smith suggested that they wait until after the special session, but thinks it's a good idea, and suggested to start with an introductory meeting right away. Mr. Adams will coordinate.

### **Upcoming Appointment of the CRCOG Nominating Committee at November meeting of Policy Board for the "Elections" Meeting in December 2011**

The December meeting of the Policy Board in odd years is known as the "Elections" meeting per the CRCOG bylaws. Mr. Wray wanted to put it on the Committee's radar that a nominating committee will need to be established at the November meeting of the Policy Board. The Chair cannot be an officer nominated. Mr. Wray will speak to Chairman Glassman about some ideas for the nominating committee. The November elections will likely lead to a lot of changes. CRCOG will get a list and contact information for all the changes in leadership in the Capitol Region after the election. Chairman Glassman suggested that representatives from the Policy Board should meet with the newly elected and extend a welcome. She suggested a bipartisan group that could offer up an overview of CRCOG's accomplishments. A suggestion was made to have a 30 minute overview prior to the Policy Board meeting for new members. This could be an item on the November or December agenda. December might make more sense, although Avon does not swear in their Council Chair until January. In addition, the December meeting has a conflict with COST's briefing with newly elected officials. Someone asked if it would be possible to move the December Policy Board meeting

back or forward a day, or to meet the same day as COST in a different location, to have our 30 minute overview and introduction. Mr. Wray stated that there will be action items on the agenda, so we must have a Policy Board meeting. CRCOG will seek to move the December Policy Board meeting to Tuesday, December 13th. More information will be forthcoming.

### **Service Sharing Expansion Survey**

Mr. Wray stated that CRCOG would like to find a consensus on the service sharing expansion before proceeding. Ms. March-Wackers reported that the survey has received 16 responses, and there are no distinct conclusions. Fourteen of the respondents are in favor of expansion, but they are divided between an aggressive ramping up versus a moderate or partial expansion. Two respondents were in favor of the status quo. The partial expansion would mean there would be project by project funding, with only the towns participating contributing to the funding. Full expansion would mean all town dues are increased regardless of participation. The lowest common denominator from the survey responses would be a partial expansion with project-by-project funding. Someone asked if maybe have the bigger, more progressive towns aggressively fund projects in the beginning phase, and have latecomers pay more. Project selection is very important, the projects chosen should be beneficial to all municipalities. It was suggested that perhaps a hybrid of both styles could be pieced together, with a seed fund for projects with broad appeal, and project by project funding for other projects. Mr. Beckett pointed out that projects like ViewPermit benefit all towns, whether the town participates or not, since they may have residents who use the system to do work in other towns. The expansion could be with a core group of municipalities starting the project but expanding to other towns. CRCOG has structured projects that way to offset the staff time. When considering staff time, project by project funding can become unfeasible as no one wants to be the ones to front the costs. Something that committee members need to keep in mind is that the second round of Regional Performance Incentive Grants is just around the corner, and there will be 7 million dollars on the block. CRCOG is planning to structure the applications so the overhead is accounted for and CRCOG isn't subsidizing every project. CRCOG is very sensitive to developing projects that benefit both small and large towns. Mr. Kilbon stated he is resistant to the small versus big town dichotomy, and that even an aggressive dues increase may be supported, depending on the town. Several members stated they would support a dues increase of 5%. Mr. Van Winkle said he believed that before deciding on a percentage dues increase, the committee should look at the budget and the goals they hope to achieve. With a 5% dues increase, a partial expansion would be possible. With a 10% dues increase, a partial expansion plus additional part-time staff would be possible. With a 20% dues increase, there would be an additional full-time staff plus a seed fund. Some of the projects that have been deemed priorities include HR outsourcing, regional assessment, document management, and disaster recovery. These priorities were developed after a great deal of discussion and survey responses. Mr. Colman stated that the Finance Committee supports a minimum dues increase of 10%, and that 5% is not enough if service sharing expansion is being taken seriously. It will be important for CRCOG to show all the members the demonstrable benefits of sharing services. Mr. Beckett stated that CRCOG is the only entity he works with who

assistant municipalities in making their work more efficient. This subject will continue to be discussed, and Mr. Wray asked for a set of guidelines for the budget structure at the November board meeting.

### **Tropical Storm Irene After Action Review**

Chief Austin informed the committee that municipal applications for FEMA are closed, but the deadline for individuals to apply is November 1. Tropical Storm Irene was the most expensive storm to hit Connecticut since 1988. Chief Austin said it's important for municipalities to look at losses they could have prevented. There have been legislative hearings and recommendations made in the State's after action review, Chief Austin distributed a sheet that showed that many of those recommendations have already been done due to the efforts of CRCOG's Public Safety and Homeland Security projects. The next after action session reviewing what happened will take place on October 17 at the East Hartford Public Safety Complex. Prior to the next Policy Board meeting, Chief Austin will be discussing alternate communication methods such as Twitter or Facebook. If you are interested, please join him in the Board Room at CRRRA at 11:30 a.m. Attached to your packet is a letter CRCOG wrote to Hartford Distributors to thank them for their assistance in providing equipment to deliver necessary food and water after Tropical Storm Irene. Hartford Distributors has also stated they will assist CRCOG in finding equipment to use for future events. Chairman Glassman asked if Chief Austin could annotate the handout he distributed to show which projects recommended CRCOG has already done. This item will be part of the November Policy Board agenda. Chief Austin also stated that the citizen preparedness website will be launching soon. He also reported that the budget originally included three regional Emergency Operations Centers, but it is possible that they will only need two with a virtual EOC as a back-up.

### **Board Schedule; December 14 Meeting Conflict; Proposed Draft Schedule for 2012 Policy Board and Executive Committee Meetings**

Mr. Wray pointed out that CRCOG has already moved the February meeting to avoid a conflict with COST, and asked members to notify him if they see any additional conflicts. This will be an action item on the November agenda.

Mr. Van Winkle shared that the West Hartford Council met last night and an amendment to oppose the busway was approved. Mr. Colman stated this will get the attention of the Feds, as they required all towns to support the Griffin line, and this will complicate things. Mr. Wray will make some phone calls. Mr. Van Winkle stated that this amendment is not a resolution directing the Mayor to do anything. Mr. Wray stated that if the government moves on time, they can expect to hear about the busway by November 7, after which there will be a lawsuit. Mr. Boucher expressed that Hartford believes the busway is a vital project and has Hartford's support. In addition, he reminded committee members about a discussion they agreed to take up again regarding shared costs on shelters. Chairman Glassman suggested that she, Mr. Wray, Mr. Boucher, and Matthew Morgan of JourneyHome get together to have a discussion about this. In addition, Chairman Glassman shared that Hartford, West Hartford and Simsbury have been coordinating for the ice skating rink in Hartford this winter. They

will be collecting children's skates, which volunteers will refurbish to be used at the Hartford rink. Other municipalities that would like to participate could put a box in town hall to collect donations of skates.

Mr. Colman made a motion to adjourn. Mr. Kilbon seconded. All voted in favor to adjourn at 1:10 p.m.