

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**

**MAY 15, 2007**

**ATTENDANCE**

**Members and Guests**

Bonnie Therrien, Chair  
Emily Moon  
Peter Souza  
Richard Toce  
Joyce Stille  
Blythe Robinson  
Paul Fetherston  
Jonathan Luiz  
Christopher Clark  
Geoff McAlmond  
Jared Clark  
Steve Wawruck  
Jack McCoy  
John Salomone  
Rae Ann Palmer  
Lee Erdmann  
Mary Ellen Kowalewski  
Lyle Wray  
Jen March-Wackers  
Maureen Barton  
Jocelyn Mathiasen

**Town**

Wethersfield  
Windsor  
Windsor  
East Hartford  
Bolton  
Avon  
Canton  
Canton  
Vernon  
Enfield  
Hebron  
Windsor Locks  
Manchester  
Newington  
Wethersfield  
Hartford  
CRCOG  
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CRCOG

Chairperson Bonnie Therrien called the meeting to order at 12:05 p.m.

**1. ADOPTION OF MINUTES**

Joyce Stille made and Christopher Clark seconded a motion to adopt the minutes of the April 17, 2007 meeting. Minutes were adopted by a majority voice vote.

## **2. MUNICIPAL SERVICES COMMITTEE STRATEGIC PLAN REVIEW**

Jennifer March-Wackers reviewed the Municipal Services Committee Strategic Plan Review document provided as a handout. The document compared stated goals from 2004 to current status in 2007. The committee has largely attained its goals set out in 2004. Ms. March-Wackers explained that although CRCOG will be holding a full membership strategic plan session in the fall, the MSC should also decide if it has any goals for itself moving forward.

The ensuing discussion centered on what focuses the committee would like to have in 2007 and beyond. Some of the ideas that were put forward to be included in the MSC strategy were e-Government, RFP creation, data collection, information sharing, training, and benchmarking projects. The general consensus seemed to be that the MSC could fulfill a lot of the roles formerly filled by CPEC.

Also discussed was projects for the Municipal Services Committee (MSC) to implement and how the MSC will work in conjunction with the Shared Services Steering Committee (SSSC). The SSSC will be a clearinghouse of ideas, and the MSC will implement the ideas that rise from the SSSC.

## **3. MUNICIPAL ROUNDTABLE**

One subject appears on the agenda: a) Business Continuity Plans (Disaster Planning)

**Topic:** Business Continuity Plans (Disaster Planning)

**Sponsor:** Town of Wethersfield

**Comments:** Jack McCoy from the Town of Manchester presented the catastrophic recovery plan implemented by the Town of Manchester, to keep the data center up and running in the event of a disaster. The data center simulated partial destruction of the data center which staff had to respond to, and from the exercise, they learned some key pieces for disaster response, including redundancy, moving data backup and archival away from data production, and automating recovery. Mr. McCoy also suggested that the Connecticut Education Network could be a tremendous asset to towns who are looking at improving their recovery plans, but that a legislative push would be needed to make it possible for towns to use this resource.

## **4. PROJECT STATUS REPORT**

Service Sharing– Jennifer March-Wackers reported that the Service Sharing Steering Committee fleshed out some evaluation criteria for projects, and will send out a survey to determine the priority projects.

Municipal Services– Ms. March-Wackers shared that further municipal education will be moved to the fall, and that an article about the new GIS program was published in the Hartford Courant.

Purchasing – Orientations for the new RFP Depot e-Procurement system have begun, and we will be following up with our Purchasing Council members to make sure they have a username and password to access the system. In addition, Ms. March-Wackers met with Stonington, which is considering joining the Capitol Region Purchasing Council. New Britain is planning to join the Purchasing Council as of July 1<sup>st</sup>. Ms. March-Wackers also reminded those present to return the interest forms for the upcoming pilot Job Order Contracting project, which will be going out for proposals in June.

Natural Gas – The Natural Gas Procurement Committee signed a contract with Hess for 2008-2011. The Committee will have a general meeting with all natural gas program participants and Hess on June 11, from 10:00 a.m. to noon.

**5. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS**

The towns shared budget information, and with no additional business, Chairperson Bonnie Therrien adjourned the meeting at 1:05 p.m.