

Draft

**MINUTES OF  
MUNICIPAL SERVICES COMMITTEE MEETING**

**September 18, 2007**

**ATTENDANCE**

**Members and Guests**

Bonnie Therrien, Chair  
Blythe Robinson  
Joyce Stille  
Paul Fetherston  
Jonathan Luiz  
Richard Toce  
Geoff McAlmond  
Bill Smith  
Lee Erdmann  
Jack McCoy  
Julian Freund  
Barbara Gilbert  
Mike Wilkinson  
Christopher Clark  
Chris Johnson  
Rae Ann Palmer  
Mary Ellen Kowalewski  
Jen March-Wackers  
Maureen Barton  
Jocelyn Mathiasen

**Town**

Wethersfield  
Avon  
Bolton  
Canton  
Canton  
East Hartford  
Enfield  
Granby  
Hartford  
Manchester  
Manchester  
Rocky Hill  
Tolland  
Vernon  
West Hartford  
Wethersfield  
CRCOG  
CRCOG  
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CRCOG

Chairperson Bonnie Therrien called the meeting to order at 12:07 p.m.

**1. ADOPTION OF MINUTES**

Joyce Stille made and Paul Fetherston seconded a motion to adopt the minutes of the June 19, 2007 meeting. Minutes were adopted by a majority voice vote.

**2. BROWNFIELDS UPDATE**

Mary Ellen Kowalewski walked through the process of applying for grant money. The committee will determine if the site should be a part of the program, and both the municipality and the property owner get a report of what remedial action needs to be taken. Currently, only a handful of towns are participating, but other towns are encouraged to join in. The program can be useful for local redevelopment.

**3. MUNICIPAL DATA GATHERING**

Jennifer March-Wackers is looking for some direction on what data the municipalities would like to have CRCOG gather. CPEC used to gather all kinds of data for municipalities, and some members indicated that average expenditures would be helpful for budget creation purposes. The only data currently available is one to one and a half years behind. Ms. March-Wackers reported that Mike Meotti will be at next

month's meeting with information on how CPEC gathered data. In addition, she informed the committee that a survey will be distributed to members asking for the data towns would like to see CRCOG gather.

#### **4. MUNICIPAL ROUNDTABLE**

One subject appears on the agenda: a)OPM Regional Performance Incentive Program

**Topic:** OPM Regional Performance Incentive Program

**Sponsor:** Staff

**Comments:** The OPM Regional Performance Incentive Program is offering \$8.6 million in one-time grants, which must be spent by the end of the fiscal year. It is a very tight timeline, only 10 weeks. This incentive program is specifically geared towards programs that develop cost savings and involve two or more towns. CRCOG is committed to providing as many proposals as possible within the time frame. Towns that operate under the town meeting system will have to be particularly sensitive to the timeline. All project ideas should be submitted to Jocelyn Mathiasen by October 1, 2007. On October 4, 2007, CRCOG will host a Service Sharing Steering Committee meeting to review each project proposal. Several members offered ideas, and question arose about programs that are already in progress, and whether they would qualify. CRCOG staff will take any questions of interpretation to OPM for clarification.

#### **5. PROJECT STATUS REPORT**

Service Sharing – Since the topic was largely covered in the Municipal Roundtable, the committee moved on to the next project.

Job Order Contracting – In August, CRCOG opened RFPs, and met with a committee to review the proposals. Ms. March-Wackers is preparing to meet with the preferred vendor and hopes to start the pilot program this fall. The timeline is still in progress.

Purchasing- Ladder Testing Services will open on 9/19/07, and we have requested quantities for our Protective Clothing and Protective Head Gear bids. CRPC membership is now up to 71 towns.

Natural Gas – Greenwich has joined the Natural Gas Consortium, which will help bring prices down further. A Natural Gas Procurement Committee meeting is scheduled for October 12, 2007, to discuss trigger strategy.

Training/Education – Charter Oak State College is offering a course on e-Services, and Ms. March-Wackers encouraged everyone to sign up. The price is only \$79.00, and the course will be taught by Lyle Wray.

#### **6. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS**

The ASPA meeting on October 3, 2007 will be about Service Sharing. Jack McCoy from Manchester mentioned a government meeting for IT, he will e-mail information about the meeting to the committee. Vernon has adopted a motion to waive property taxes on hybrid vehicles, and Manchester is also working on that. Jennifer March-Wackers informed the committee of her pregnancy and let everyone know that she would be out of the office for 16 weeks of maternity leave starting in late January. With no other business, Joyce Stille made a motion and Bill Smith seconded to adjourn the meeting. With a unanimous voice vote, Chair Bonnie Therrien adjourned the meeting at 1:05 p.m.