

Draft

**MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING**

JANUARY 15, 2008

ATTENDANCE

Members and Guests

Bonnie Therrien, Chair
Emily Moon
Peter Souza
Rich Toce
Joyce Stille
Mike Wilkinson
Geoff McAlmond
Lee Erdmann
Blythe Robinson
Barbara Gilbert
Mary Ellen Kowalewski
Lyle Wray
Maureen Barton
Jocelyn Mathiasen

Town

Wethersfield
Windsor
Windsor
East Hartford
Bolton
Tolland
Enfield
Hartford
Avon
Rocky Hill
CRCOG
CRCOG
CRCOG
CRCOG

Chairperson Bonnie Therrien called the meeting to order.

1. ADOPTION OF MINUTES

Joyce Stille made and Peter Souza seconded a motion to adopt the minutes of the December 18, 2007 meeting. Minutes were adopted by voice vote, with two abstentions.

2. MUNICIPAL DATA GATHERING

Jocelyn Mathiasen led a discussion focused on identifying budget and staffing data that CRCOG could collect and analyze for member towns. Ms. Mathiasen distributed a form listing potential areas of interest and asked for feedback, which she will use to update the form, and she will mail that out next week.

3. TOPICS FOR UPCOMING MEETINGS

CAPTAIN Update: Cheryl Assis will be on the agenda for the February 19, 2008 meeting to demonstrate and discuss the CAPTAIN system.

Permitting and Inspections: This topic is on the agenda for March 18, 2008, and will address permitting and inspections for building, fire, land use, transportation and utilities.

Additional topics that were suggested for upcoming meetings included goose control, municipal money access in the event of a disaster, message boxing, and having the State Comptroller come in to discuss the state health care program.

4. MUNICIPAL ROUNDTABLE

OPM Regional Performance Incentive Program - CRCOG is fielding questions from OPM about the grant applications. They will be processing the applications through January, and this topic will be on a future agenda once the grants are awarded.

5. PROJECT STATUS REPORT

Purchasing- Since the last Municipal Services Committee meeting, the Capitol Region Purchasing Council opened the Gasoline, Traffic Guidelines, Catch Basin Cleaning Services and Motor Oil bids. The tabulation packets are all available on the CRPC website. In addition, the CRPC is soliciting requirements for Fuel Oil & Diesel, and will release the invitations to bid for Grass Seed & Fertilizer and Portable Toilets tomorrow. Prior to the next MSC meeting, the CRPC will request requirements for Recycling Bins, Police Ammunition & Fingerprinting Supplies, and Swimming Pool & Water Treatment Chemicals, and will be working with the DAS to solicit requirements for the state's Flu Vaccine bid.

Job Order Contracting – CRCOG is looking to pursue a scaled-down version of JOC using CRCOG staff or possibly a contractor.

Natural Gas – Mary Ellen Kowalewski distributed a utility report that was prepared by Jennifer March-Wackers before she began her leave. There are recommendations for towns that can be used for budgeting purposes.

6. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

A question was asked about Annual Pavement Maintenance. Avon just finished, Wethersfield did last year, and Windsor has a regular schedule of output presentations. For all these towns, the consultant presents the information to the council. Some towns have seen a big drop-off in flu clinic attendance and may drop the service. CRRA will likely increase tipping fees, some towns are looking for alternatives. Wethersfield inquired about whether people had switched from Nextel, and several communities have switched to AT&T for wireless service. Canton e-mailed Ms. Mathiasen their budget assumptions, which were distributed at the meeting. In addition, Ms. Mathiasen suggested collecting budget assumptions from member towns, and she will set up a Survey Monkey survey to collect that information.

7. ADJOURNMENT

Chair Bonnie Therrien adjourned the meeting at 1:20 p.m.