

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
JANUARY 20, 2009

ATTENDANCE

Members and Guests

Peter Souza, Chair
Emily Moon
Blythe Robinson
Lisa Hancock
Michael Custer
Don Shaw
Liam Fitzgerald
Bill Smith
Lee Erdmann
Steven Wawruck
Harry Kenworthy
Mary Ellen Kowalewski
Maureen Barton
Jennifer March-Wackers
Lyle Wray

Town

Windsor
Windsor
Avon
Wethersfield
CRCOPA
Hartford
Hartford/UCONN
Granby
Hartford
Windsor Locks
QPIC, LLC
CRCOG
CRCOG
CRCOG
CRCOG

Chairperson Peter Souza called the meeting to order at 12:29 p.m.

1. ADOPTION OF MINUTES

Bill Smith made and Blythe Robinson seconded a motion to adopt the minutes of the December 16, 2008 meeting. Minutes were adopted by unanimous voice vote.

2. CONTINUOUS IMPROVEMENT IN MUNICIPAL GOVERNMENT - LEAN PRINCIPLES TO INCREASE REVENUE AND DECREASE COSTS

Harry Kenworthy of the Quality and Productivity Improvement Center, LLC described his Lean Principles approach to public sector services. He briefly described the purpose of applying lean principles, which helps any organization determine which services add value. For many public sector organizations, the bulk of their money goes to non-value added services. Mr. Kenworthy talked about the Continuous Improvement process, and showed some examples of what an organization using lean principles would do, including detailed flow maps, spaghetti mapping, and developing a matrix that helps the organization prioritize projects which add the most value. Mr. Kenworthy also emphasized the necessity of strong, clear communication; strong, committed leadership; and decisions based on data, not on brainstorming. Don Shaw from the City of Hartford has worked with Mr. Kenworthy, and mentioned the improvements his office was able to make using Lean Principles.

3. PROJECT STATUS REPORTS

CRCOPA Training Program/Regional Training Center Update

Chief Custer from the Town of Rocky Hill provided an update on the CRCOPA Regional Training Facility. This is one of the biggest projects to come out of the Regional Performance Incentive Grant. The plan calls for a facility that is 15,000 square feet, with an indoor firing range, a classroom that accommodates 50, a second classroom for training on the driving simulator, and training for K-9 and SWAT teams. There are currently few places available for training, and most towns do not have a firing range. Twenty-five towns signed on to the project. The committee has developed an RFP, but they haven't released it yet. Initially, they were looking at a pre-fabricated building, but that may not be sufficient for their needs. So they are looking at rewriting the specification and what costs will change with that. They anticipate \$30,000 in total maintenance cost, and are asking participating towns to contribute \$500 each, with the remainder to come from CRCOPA's training account surplus. The committee will meet again on January 30, 2009 to revise the RFP.

Service Sharing

Jen March-Wackers reported that CRCOG is currently putting together quarterly reports, which will include fiscal impact information.

Animal Control: The MOU is now in final draft.

Digital Health Department: Contract language is currently under review.

IT Application Sharing: The selected projects are moving forward, and they are developing an interactive web tool, FAQ, free software, etc.

GIS Orthoflight: The contract is under review, and they expect everything to be in place for a spring flight.

GIS Enhancement: The vendor has contacted participants, and is currently surveying towns.

Farmington Valley Trail Maintenance: Four of the eight required MOUs are in place. Once that occurs, the bid will be conducted.

Regional EOC: The project is currently in design phase, and will be going to bid shortly.

Law Enforcement Data Sharing: The vendor is developing field reporting forms.

Regional Traffic Team: The team has been somewhat stalled due to issues presented by the DMV and the DOT, but all the groups have met and reached an understanding, and the project will move forward.

Solid Waste Management

Ms. March-Wackers is helping coordinate a team that is drafting an RFP for the Policy Board to review. There are a lot of logistics to hash out.

Job Order Contracting

Final revisions are being made to the contract, and a side letter agreement is being formulated. Ms. March-Wackers and Hedy Ayers are developing a roll-out strategy, and will have a kick-off meeting. The three month project implementation should launch in February.

Non-Tax Revenue Survey

Ms. March-Wackers stated that there was supposed to be a meeting earlier today, but

no one came. She will be working with the committee chair to come up with another approach to this survey.

Purchasing

Jennifer March-Wackers met with OPM and their reverse auction vendor about a possible partnership for an electricity consortium. There is a great deal of interest among CRPC members. The consortium will ask for a low service fee. If the project moves forward, it will come together before the end of the year when most contracts expire. On the e-procurement front, Ms. March-Wackers and Maureen Barton have been crunching the numbers on a town-by-town basis to determine each individual town's bid savings. Maureen Barton reported on bid activity, including bid openings for Stormwater Monitoring Services, Traffic Guidelines, and Gasoline, an upcoming bid opening for Grass Seed and Fertilizer on 1/28/09, and that the Capitol Region Purchasing Council is currently soliciting requirements for Fuel Oil and Recycling Bins, both of which are due on 2/2/09, and will open on 2/25/09.

Natural Gas

Ms. March-Wackers got numbers on Friday for December 2008 through June 2009, but is still waiting for numbers for the 2009-11 blended numbers. For 12/08 to 6/09, customers with CNG should be paying \$1.4989, customers with YankeeGas pay \$1.4799. The numbers for 2009-10 will be a little less than that, so committee members who are looking for placeholder numbers for their budgets can use those numbers safely.

4. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

The Regional Performance Incentive Grant is in the state budget at this time. In addition, Connecticut could be getting between \$500-800 million in the stimulus package proposed by the new U.S. President.

5. ADJOURNMENT

The next meeting of the Municipal Services Committee will be held on February 17, 2009. Chair Peter Souza adjourned the meeting at 1:58 p.m.