

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**FEBRUARY 17, 2009**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Barbara Gilbert  
Robert Skinner  
Bonnie Therrien  
Jeff Hallin  
John Ward  
Steven Wawruck  
Kathie Lutz  
Mary Ellen Kowalewski  
Maureen Barton  
Jennifer March-Wackers  
Jocelyn Mathiasen  
Basilia Huang

**Town**

Windsor  
Rocky Hill  
Canton  
Wethersfield  
Hartford  
Vernon  
Windsor Locks  
Rome Smith Lutz  
CRCOG  
CRCOG  
CRCOG  
CRCOG  
CRCOG

Chairperson Peter Souza called the meeting to order at 12:09 p.m.

**1. ADOPTION OF MINUTES**

The Adoption of Minutes from the January 20, 2009 meeting was tabled until next month.

**2. UPDATE: 2009 LEGISLATIVE SESSION**

Katharine Lutz of Rome, Smith & Lutz came to discuss the bills she is tracking during this legislative session. Ms. Lutz is watching a big list of bills for CRCOG, including twelve bills on the topic of regionalism and eight bills on the topic of unfunded mandates. There are a large number of new members in the legislature, including a new majority leader and new committee leaders, and lots of change, so it's an unusual time. Ms. Lutz reported that the Planning and Development Committee is having a public hearing tomorrow, February 18, 2009, and there are three pages of items on the agenda. Many bills have survived, but Ms. Lutz stated there is little of substance happening. The Governor and the legislature disagree about what to do with the federal stimulus money, and due to current rules, there will be difficulty in using the money in a timely fashion. Municipal Services Committee members asked about having a transient tax, such as a hotel tax. Barbara Gilbert has prepared some information about how much revenue could be generated with a hotel tax. In order to make this tax politically viable, towns with hotel rooms would be willing to share the revenue with towns that do not have hotel rooms. There was a discussion of the issue,

including whether the town or the state would collect such a tax, and how specific their testimony to the Planning & Zoning Committee should be. Ms. Lutz encouraged those who are testifying in favor of a transient tax to reach a consensus on these issues, and offer a specific plan, which will give Planning & Development Committee members something to hold onto. One committee member suggested using Regional Asset Districts as a model. Ms. Lutz said she is available if anyone has any further questions.

### **3. PROJECT STATUS REPORTS**

#### **Service Sharing**

Jen March-Wackers reported on updates to the Regional Performance Incentive Grant programs.

Animal Control: The Humane Society is having some financial difficulties that are affecting the project. The committee will meet to discuss next steps, which may include adding more municipalities to the project.

Digital Health Department: There is a lot of back and forth happening in the contract negotiations.

IT Application Sharing: Jocelyn Mathiasen reported about the long process of needs assessment which identified the best areas for regional applications. There is a lot of potential, and there will be some free solutions. The committee will set up a web server with a wiki-style information sharing tool, forms, and FTP sharing. If a town is developing something or wants more information about something, they will be able to share/discuss it with other participants. Some towns have public domain software that they are willing to make available for download. They anticipate a launch in April or May 2009. One of the more complicated projects is online permitting. Some states have had success with this by using a regional front-end. An RFI will be going out soon. The committee reserved some of the budget in case any project costs more than expected, but they may also be able to do some smaller projects with that money. Ms. Mathiasen also reported on the Connecticut Educational Network. She spoke to the person who developed this network, and he helped them create a new strategy to pursue in their attempt to gain municipal access to this expansive broadband network. This will be addressed at the Policy Board.

GIS Orthoflight: The vendor is currently compiling info for the flight, which is scheduled for April.

Farmington Valley Trail Maintenance: Six of the eight required MOUs are in place, so the participants can now purchase equipment.

Regional EOC: The project design is complete and work will be put to bid in March.

Law Enforcement Data Sharing: The vendor is still working.

Regional Traffic Team: Two members are being trained by the DMV, software training is coming up, and some additional towns may join in.

#### **Solid Waste Management**

Ms. March-Wackers and some town experts are reviewing the scope of the RFP. In the RFP development, they are trying to pull together a scope of work that is general enough that CRRA is not the only viable option, but also gives CRRA room to submit a proposal. This will allow the process to be competitive and fair.

#### **Job Order Contracting**

The vendor is working, CRCOG staff will meet with Gordion next week, and CRCOG will house someone from Gordion until the implementation period is complete, which is expected to be by July 1. The JOC project is voluntary, and there will be training for municipalities. We may include a presentation from Gordion on next month's Municipal Services Committee agenda.

#### **Purchasing**

Ms. March-Wackers reported that the Electricity Consortium was approved by the Policy Board at the February 4, 2009 meeting. World Energy is the chosen vendor, and an informational meeting for towns is scheduled for February 25, 2009. The Consortium will use reverse auction to obtain aggregate pricing, and if it goes well, the Natural Gas Consortium may also switch to the reverse auction method. With a reverse auction, the vendors go through a prequalification process. The Electricity Consortium will seek an all-inclusive price. Maureen Barton reported that the Recycling Bins and Fuel Oil bids will open on Wednesday, February 25, 2009. The Fuel Oil bid will have some time sensitive deadlines that will be distributed along with the tabulation packet.

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

Mary Ellen Kowalewski reported that CRCOG is pre-planning for the 2010 Census. Emily Moos from the Community Development department is reviewing block groups and census tracks, and she will be contacting everyone. Several towns will require changes. Ms. Kowalewski also distributed the most recent Legislative Update. Peter Souza asked if anyone has a current agreement for fee for service, and if so, could they pass it on to Jennifer March-Wackers, as she is working on a fee for service template.

#### **5. ADJOURNMENT**

The next meeting of the Municipal Services Committee will be held on March 17, 2009. Chair Peter Souza adjourned the meeting at 1:29 p.m.