

Draft

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

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Barbara Gilbert  
Mike Turner  
Lee Erdmann  
Fred Shaw  
Gregory Verallis  
Bill Taylor  
Joyce Stille  
John Ward  
Steven Wawruck  
Emily Moon  
Robert Skinner  
Blythe Robinson  
Brandon Robertson  
Bruce Williams  
Bill Smith  
Mary Ellen Kowalewski  
Maureen Barton  
Jennifer March-Wackers  
Jocelyn Mathiasen

**Town**

Windsor  
Rocky Hill  
Wethersfield  
Hartford  
South Windsor  
East Hartford  
East Hartford  
Bolton  
Vernon  
Windsor Locks  
Windsor  
Canton  
Avon  
Simsbury  
Avon  
Granby  
CRCOG  
CRCOG  
CRCOG  
CRCOG

Chairperson Peter Souza called the meeting to order at 12:07 p.m.

**1. ADOPTION OF MINUTES**

Joyce Stille made and Steve Wawruck seconded a motion to adopt the minutes of the January 20, 2009 and February 17, 2009 meetings. The motion was adopted by unanimous voice vote.

**2. BRIEFING ON CRCOG INDEFINITE QUANTITY CONSTRUCTION CONTRACTS PROGRAM – a.k.a. JOB ORDER CONTRACTING**

Paul Schreyer of The Gordian Group gave an overview of CRCOG's Indefinite Quantity Construction Program, which will be known as EZ-IQC. Mr. Schreyer gave examples of the kinds of jobs that IQC is best suited for, which are small or medium sized "bread and butter" construction projects. In addition, IQC can be used to complete work leftover by a defaulted contractor, or urgent but not actually emergency construction projects. The CRCOG EZ-IQC program will work by going out to bid and choosing the lowest responsive, responsible vendor as the General Contractor for one of four regions in the state. The front end bid documents will include information for bidders, general

terms & conditions, the construction task catalog which lists pricing for every conceivable construction job, with a price to install and a demolition price per unit of measurement, a description of the task and any modifiers that would change the price, all based on local wages (both prevailing and non-prevailing). These prices are the direct cost, with no overhead or profit. Vendors will bid adjustments to prices in the unit price book, for jobs during normal working hours and jobs outside of normal working hours. Adjustment factors are then weighted to get a single price that will identify the low bidder. There are provisions written into the bid documents which will allow CRCOG to choose a different contractor if the low bidder is non-responsive.

Anytime a member has a project, there will be a joint scope meeting with the contractor, the member, a representative from The Gordian Group, where they will agree upon all the tasks that need to be completed as part of the scope of the project. The contractor will price based on the unit price book, and that will go to the member to review. If everyone is satisfied, the member will issue a Purchase Order (PO), and the work will commence. Future PO's are tied to performance, so the vendor has an incentive to complete the project to the member's satisfaction. Because members do not have to go out to bid for each individual project, projects can begin faster; Mr. Schreyer stated that the average project takes 14-21 days to begin. There are no procurements costs after the initial bid, members can benefit from volume discounts, IQP eliminates negotiations, post-construction changes, change orders, and provides an incentive for the vendor to be efficient.

There will be an informational meeting on CRCOG's EZ-IQC program next Thursday, March 26, 2009, from 10am-12pm, at South Congregational Church, 277 Main Street, Hartford, CT. Mr. Schreyer will go into more depth about the program at that meeting, and representatives from CRCOG and the Capitol Region Purchasing Council are encouraged to attend.

### **3. GRANT OPPORTUNITIES**

Jennifer March-Wackers reported on two grant opportunities. The first one is from the Environmental Protection Agency, which is offering \$300 million in grants for alternative fuel fleets for municipal and states. They are specifically asking for regional responses to this grant. The second is from the Department of Energy and is directed towards a reduction of petroleum usage, offering money to build natural gas fueling stations and supporting other alternative vehicles.

### **4. PROJECT STATUS REPORTS**

#### **Solid Waste Management**

A final draft is nearly complete, and will go to the Policy Board next week. Ms. March-Wackers, Hedy Ayers and Phyllis Prokop, former Purchasing Agent for the City of Middletown and contract employee with CRCOG, are reviewing the bid documents and will distribute to the pilot towns before advancing further.

#### **Electricity Consortium**

Ms. March-Wackers reported that so far, eleven communities have joined the electricity consortium. The deadline to join was yesterday, but Ms. March-Wackers stated that interested municipalities and BOEs should contact her if they need an extension. The hope is to go to auction prior to hurricane season, and the contracts

will start on 1/1/10. If you are currently under contract that will end in 2 years or less, Ms. March-Wackers stated you can still join the consortium, you can be included with a different start date.

**Natural Gas**

Ms. March-Wackers has finalized changes to the accounts with Hess. If any member is aware of any upcoming changes, please let her know. The Natural Gas Consortium locked in some prices today, and are meeting triggers through 2011.

**Purchasing**

Maureen Barton reported that the Fuel Oil & Diesel bid opened on February 25<sup>th</sup>, and reminded the committee that members have two deadlines to be aware of: March 18, 2009 is the deadline for fixed pricing, and April 26, 2009 is the deadline for differential pricing. Ms. Barton also reported that the CRPC will open Swimming Pool & Water Treatment Chemicals on March 31, 2009.

**Service Sharing**

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

Animal Control: The Humane Society wants to pull out of the program, but they are a necessary component, so the committee is working to address their concerns. Some additional towns have expressed interest in joining this project.

Digital Health Department: The contract has been executed, they have a green light for software, and on the legal side, a side letter is in development. The first year of this program is paid for through the grant, but Health Departments will contribute after that. It is expected that the program will be ready to implement in 180 days.

IT Application Sharing: Jocelyn Mathiasen reported that the RFI is posted, and will open next Friday. After those responses are reviewed, the committee will develop the RFP.

GIS: The committee is still working on the survey.

GIS Orthoflight: The contract is signed, and the vendor is nearly ready to fly. The project has gone beyond the borders of the Capitol Region, and some towns will be purchasing upgraded images.

Farmington Valley Trail Maintenance: There is a hold harmless agreement in process, and the bid for equipment is out and due to open on March 25.

Regional EOC: Engineering design is complete, and the bid will go out soon.

Regional Training Center: The chiefs involved need to get together.

Law Enforcement Data Sharing: The vendor is still working on developing the system.

Regional Traffic Team: Two new members have joined.

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

Lee Erdmann informed the committee that the City of Hartford's Director of Constituent Services has a presentation about 311 services, and asked if the CROG would be interested in having this as a topic for a future Municipal Services Committee meeting. Members expressed their interest. Ms. March-Wackers distributed a one page document about the updated Bottle Bill which will be effective as of April 1, 2009, which will require a deposit on most plastic beverage bottles, including non-carbonated beverages.

**5. ADJOURNMENT**

The next meeting of the Municipal Services Committee will be held on April 21, 2009. Chair Peter Souza adjourned the meeting at 1:23 p.m.