

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
NOVEMBER 17, 2009

ATTENDANCE

Members and Guests

Peter Souza, Chair
Peter Graczykowski
Blythe Robinson
Jeff Bridges
John Salomone
Geoffrey McAlmond
Steve Wawruck
Robert Burbank
Susan McKay
Janet Gemmiti
Janet Alampi
Miquel Pigott
Maureen Barton
Jennifer March-Wackers
Lyle Wray

Town

Windsor
Vernon
Avon
Wethersfield
Newington
Enfield
Windsor Locks
Andover
Capital Workforce Partners
Capital Workforce Partners
Manchester Community College
Manchester Community College
CRCOG
CRCOG
CRCOG

Acting Chair Steven Wawruck called the meeting to order at 12:06 p.m.

1. ADOPTION OF MINUTES

Steve Wawruck made a motion to adopt the minutes of the October 20, 2009 meetings. The motion was adopted by unanimous voice vote.

2. MUNICIPAL TRAINING AT MANCHESTER COMMUNITY COLLEGE

Janet Alampi and Miquel Pigott discussed the initiative they are working on at Manchester Community College (MCC) called the Center for Public Service Excellence. Ms. Alampi explained that they already offer a lot of training for State employees, and that they are in a position to offer similar training for Municipal employees. Only a few members of the Municipal Services Committee responded to the survey that was distributed along with the meeting notice, but Ms. Alampi will still accept survey responses. Mr. Pigott distributed packets that included a sampling of courses that are coming up, including some that don't directly apply to Municipal employees. They offer classes that are technical in nature, such as training on software, or training in soft skills, like customer service. MCC offers the option of online or hybrid classes as well as traditional classes, and they have the resources to bring the training to you, as well. MCC also works in conjunction with CCSU, and they share instructors for training for Planners or Clerks. The training they offer is also a bargain, a one day course for one person generally costs \$85, and group rates are even less. They have a regular schedule for classes for State employees, and the packets are just a general

overview and not a comprehensive list of the offerings available. CROCOG could possibly act as a coordinator for a group training. There are two tracks that are possible – in the first, municipalities could piggyback on existing courses, the second is to have specific trainings for the municipalities. Mr. Souza suggested continuing the conversation, and offered his Human Resources person to coordinate. Ms. Alampi will pass their course catalogs on to CROCOG, and we will distribute that information.

Janet Gemmiti from Capitol Workforce Partners (CWP) then spoke about some training grant money that they have available. The first is for incumbent worker training, which would provide technical training to existing employees that would avert a layoff or allow the individual being trained to qualify for a promotion or a salary increase. The money would be a 50% match for the cost of training. The paperwork is minimal. The other grant program is on the job training, which would match the salary or hourly pay of an individual municipalities would hire while that employee reaches the skills that would qualify them for that position, for up to 6 months. Bill Gerlach is the contact person for that grant at CT Works (phone: 860-256-3873). If you have an open position, you could contact Mr. Gerlach, he will find out the job skills required and the culture and go through the resumes that they have to find a match. Municipalities that are interested are under no obligation until all parties are in agreement and a contract is signed. If the individual hired isn't working out down the road, municipalities would follow their HR practices. They have the funding now, and the money must be used by 6/30/10, so interested parties would need to be onboard by January to take advantage of the full 6 month subsidy. However, Ms. Gemmeti reminded the members that CWP applies for this grant every year and they usually get funding. Given the tight time frame, interested municipalities should contact CWP directly. Ms. March-Wackers stated she would draft a memo about this program and distribute it to the full Municipal Services Committee.

3. PROJECT STATUS REPORTS

Regional Performance Incentive Grants

Ms. March-Wackers distributed the quarterly report, which updates on all the OPM projects.

Solid Waste Management

Since the last Municipal Services Committee meeting, a lot has happened on the Solid Waste Management front. She has made presentations to several towns, as well as to the DEP and the CNVCOG, and there is a resolution on the agenda at tomorrow's Policy Board meeting to apply the monies collected from those who submitted interest forms to pay for the legal fees and to set up the governance for a new Solid Waste Authority. The timeline should be fairly quick – the legal establishment of the Central Connecticut Solid Waste Authority should be fast, the more challenging task will be establishing the governance and by-laws. Forty-four towns have contributed. Once the Solid Waste Authority is created, they will carry the project forward. After tomorrow's Policy Board meeting, there will be a meeting to discuss the governance and by-laws portion of the project. Before issuing an RFP, the Authority will need a resolution by the towns to commit their waste. Some of the smoke will be cleared after tomorrow's Policy Board meeting. There is a significant amount of money that can be saved, so it is worth pursuing.

Purchasing

The Capitol Region Purchasing Council held its Annual Meeting on Friday, October 23, 2009. The theme of the meeting was “Getting Your Money’s Worth”, so the primary topics discussed were ways CRPC members can use CRPC and other cooperatives to save money. As part of this, there was a discussion about piggybacking language that would allow CRPC members to piggyback off the bids of other CRPC members, as well as other cooperatives. A working group was created to look further into these opportunities. Some changes were made to existing bids – the CRPC will add asphalt slurry to the Asphalt Pavement Crack Sealing bid, and will drop Anti-Freeze, due to declining participation from both vendors and municipalities. The Natural Gas Procurement Committee will meet on December 8th, and will hear a presentation from World Energy about the possibility of pursuing a reverse auction to procure natural gas pricing. The Natural Gas Consortium will move into the solicitation phase early next year and will have open enrollment for new members and account changes for a start date of 7/1/2011.

Ms. Barton reported that the CRPC is currently collecting requirements for Gasoline, Traffic Guidelines, Motor Oil and Catch Basin Cleaning Services. The deadline for requirements is December 7th, Invitations to Bid will go out December 9th, and bids will open December 30th.

Ms. March-Wackers reported that she has been getting a lot of feedback on EZ-IQC, mostly positive response with some complaints. Ms. Robinson reported that Avon had a project that initially came in with pricing over \$600,000, but with IQC it ended up coming in at \$250,000. Gordian Group is very responsive, so if any members experience problems, please pass that on to Ms. March-Wackers. Ms. Robinson emphasized that when meeting with the vendor and Gordian Group about a project, to make sure that an engineer or someone knowledgeable about construction is there.

Mr. Graczykowski stated that the Town of Vernon was seeking a bid waiver resolution regarding cooperative purchasing, and asked whether anyone has been through that process successfully. Ms. March-Wackers shared information about other cooperative purchasing opportunities, such as the Plymouth County Cooperative, which allows participants to purchase specific vehicles.

4. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Ms. Barton shared an e-mail she received from Jason Fenske of Cargill, which is a treated road salt vendor, about a product called SafeLane, which is a two-part epoxy overlay system for high-accident roads. Mr. Souza suggested that this information be referred to Tom Maziarz. The December meeting will be focused on Service Sharing lessons learned. Ms. March-Wackers asked if members approve of moving the January meeting back one week to 1/26/10. This request was made by Mary Ellen Kowalewski, Director of Community Development, so the Municipal Services Committee could offer their input on the results of a strategic planning survey. Members present had no objections. Mr. Wray spoke about the CCAT retreat that will be held in February establishing 5 year, 2 year, and 1 year goals. Another topic that might be of interest is health care – Ovation Benefits has a couple of presentations on changing

demographics and incentive based wellness, including HSAs. Mr. Graczykowski reported that he had seen the demographics presentation and thought it was excellent. Members present expressed an interest in hearing about HSAs. Ms. March-Wackers will set that item up for the February agenda.

5. ADJOURNMENT

Chair Peter Souza adjourned the meeting at 1:09 p.m.