

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
May 18, 2010

ATTENDANCE

Members and Guests

Peter Souza, Chair
Jeff Bridges
Peter Graczykowski
Emily Moon
Bonnie Therrien
Barbara Gilbert
Steve Wawruck
Billy Taylor
Nasser Hajo
Peter Sullivan
Maureen Barton
Mary Ellen Kowalewski
Jennifer March-Wackers
Jocelyn Mathiasen
Lyle Wray

Town

Windsor
Wethersfield
Vernon
Windsor
Hebron
Rocky Hill
Windsor Locks
East Hartford
Viewpoint
CRCOG – Advantech Group
CRCOG
CRCOG
CRCOG
CRCOG
CRCOG

Chair Peter Souza called the meeting to order at 12:10 p.m.

1. ADOPTION OF MINUTES

Steve Wawruck made and Peter Graczykowski seconded a motion to adopt the minutes from the April 20, 2010 meeting, with one correction to add Steve Wawruck to the list of attendees. The minutes were adopted by majority voice vote with two abstentions (Ms. Gilbert and Ms. Therrien).

2. CONNECTICUT REGIONAL E-GOVERNMENT INITIATIVE: PERMITTING SOFTWARE

Jocelyn Mathiasen gave a brief overview of the Regional Online Permitting software, which came out of the IT Service Sharing grant from OPM. It was just a year ago that CRCOG released an RFI for regional online permitting software. They were anticipating getting a front end system so permit applicants could apply on line, but ended up getting a complete front and back end that manages the entire permitting process. The program will go live in the next month or two in nine pilot communities. They will start with a soft-launch to frequent permit applicants, and then a full roll out. Ms. Mathiasen introduced Nasser Hajo from ViewPoint, and pointed out a one page description of the program that was included in the meeting packet. She also mentioned that any additional towns that would like to join the program can check out the contract on the CRCOG website, and there is a short participation agreement towns would sign to join up. Rather than having multiple towns agree to one contract,

the program has a series of bilateral agreements. Mr. Hajo mentioned that the RFP came at a time when ViewPoint was already interested in regionalization. ViewPoint worked with the towns and CRCOG to gather information on the entire permitting process both within the towns and for the public and contractors. Mr. Hajo walked through the front end, which is what the public and contractors will see. Applicants will apply for the permit in the appropriate town, and as they answer questions about the project, the application is created. The data is stored on the Microsoft cloud, so it gets saved in multiple locations. If a contractor is applying, they will need to enter their license number, which will automatically get confirmed by the Department of Consumer Protection.

Mr. Souza asked about the Pay Pal transaction fee, which is around 3% but depends on the level of permitting activity. Mr. Souza also asked about maintenance costs, but Mr. Hajo confirmed that the software allows for an unlimited number of end users, although there may be an additional fee for a GIS viewer from ESRI. Mr. Graczykowski asked about whether old and existing permits can be exported or do they have to be entered manually, and Mr. Hajo answered that most of the time, ViewPoint can import the records, depending on the quality of them. Mr. Graczykowski asked if ViewPoint works with GOTMS software, and Mr. Hajo replied that they can capture the data, and that towns can, if they'd like, purchase just the front end. Ms. Therrien asked whether a permit applicant can apply for multiple permits for the same project at the same time, which Mr. Hajo answered affirmatively. Ms. March-Wackers inquired about what kind of technical assistance ViewPoint offers, and Mr. Hajo said he is very available to respond to questions.

3. PROJECT STATUS REPORTS

Solid Waste Management

Ms. March-Wackers reported that four towns have now passed the ordinance, and Mr. Bridges stated that Wethersfield also passed the ordinance last evening, so there are now five towns. Ms. March-Wackers and Mr. Wray will have a conference call with legal counsel on Thursday on filing paperwork to legally establish the authority. Ms. March-Wackers reiterated that she or Mr. Wray are willing to come to any meetings to answer questions about the program.

Ms. March-Wackers reported that the Policy Board had allocated money to review the draft CRRA Municipal Service Agreement at its April meeting, and that review is now posted on the CRCOG website. Generally, solid waste disposal is a billion dollar item over a twenty year contract, and municipalities feel the need to do due diligence. There are still points where municipalities can jump on or off the program as it moves forward. Mr. Bridges asked whether towns were going to submit responses to the CRRA MSA or have a more coordinated approach. Mr. Wray suggested this question be asked at the next Policy Board meeting and a decision can be made by that group.

Purchasing

The Natural Gas program is now in open enrollment. The due date for interest forms was May 14th, but there is still time to get paperwork in. Ms. March-Wackers anticipates an RFQ in July, and a reverse auction in September.

Ms. March-Wackers also reported that Capitol Region Purchasing Council has put together the 2009-2010 savings calculation for members, which is \$3.3 million dollars, including the Natural Gas and Electricity procurements.

4. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Ms. Therrien asked if anyone knew where to find out what ARRA funding was for this year, since it must be included in budgets and can't be adjusted. Several members responded that the numbers were the same as last year. Ms. Therrien also mentioned that Massachusetts now has local options for restaurants and hotels, which is providing a lot of revenue on the local level. It is anticipated that the conveyance tax will be dealt with in a Special Session. A question was asked about recommendations for developing a citizen benchmarking survey, and some of the suggestions were for ETC out of Kansas, UCONN and ICMA. Mr. Bridges distributed some policy language on the "Red Flag" identity theft prevention.

5. ADJOURNMENT

Chair Peter Souza adjourned the meeting at 1:30 p.m.