

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**June 15, 2010**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Jeff Bridges  
Mike Wilkinson  
Peter Graczykowski  
Emily Moon  
Bonnie Therrien  
Barbara Gilbert  
Bill Smith  
Billy Taylor  
Steve Bartha  
Robert Skinner  
Paul Nonnemacher  
Maureen Barton  
Mary Ellen Kowalewski  
Jennifer March-Wackers  
Jocelyn Mathiasen  
Lyle Wray

**Town**

Windsor  
Wethersfield  
Tolland  
Vernon  
Windsor  
Hebron  
Rocky Hill  
Granby  
East Hartford  
Avon  
Canton  
CRRA  
CRCOG  
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Chair Peter Souza called the meeting to order at 12:14 p.m.

**1. ADOPTION OF MINUTES**

Bonnie Therrien made and Barbara Gilbert seconded a motion to adopt the minutes from the May 18, 2010 meeting. The minutes were adopted by majority voice vote with two abstentions (Mr. Bartha and Mr. Smith).

**2. CRCOG STRATEGIC PLAN AND MUNICIPAL SERVICE SHARING**

Jocelyn Mathiasen distributed a one page overview of the Policy Board retreat that occurred back in February. It was an opportunity for CRCOG staff and the Policy Board to revisit CRCOG's mission, to see what is changing and how CRCOG should respond to those changes. A number of issues were raised at the retreat, which are detailed on the handout, including budget issues, federal dollars, and changing policies. Ms. Mathiasen then walked through CRCOG's new organization chart, which will create a more cohesive relationship between Transportation and Community Development planning. A new department called the Department of Policy & Planning will encompass both land use and transportation planning. Municipal Services will be a separate department that Jen March-Wackers will head up, reporting directly to Lyle Wray. Municipal Services will deal with Service Sharing and Purchasing, and this committee will have a more prominent role as these changes occur. Ms. March-

Wackers, Ms. Mathiasen and other CRCOG staff have been getting together with groups of municipalities to do a Service Sharing Needs and Opportunities Assessment. The second hand-out deals the areas identified in these meetings as potential service sharing projects. Projects that have the most potential to move forward will be less visible and involve less political service areas. Some items keep percolating to the top of the list, like assessment and revaluation, and customer management software. There are a number of ways CRCOG can assist a service sharing effort in both those areas.

Mr. Souza asked how CRCOG staff envisions moving ahead with workplans. Ms. March-Wackers responded that they will be performing a feasibility analysis on any potential workplan, and presenting the outcome of the Service Sharing survey with the Policy Board in September, and possibly the Executive Committee in August. Mr. Souza requested that the Municipal Services Committee be part of developing any workplans in either of these areas. CRCOG will also need to look at funding, to determine whether the costs of any efforts in these areas should come from dues, or if there is a way to create something that would generate revenue. Ms. Mathiasen also said that towns should consider whether an investment up front will pay off, as it has done many times over with the prescription drug coalition. Mr. Souza stated that he thinks the back office functions are a good place to start. Mr. Smith stated that the list of potential projects is too broad and many of those listed need to be narrowed down before the committee could have a useful discussion. In addition, any projects would have to get input from all impacted constituencies.

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

#### **Regional Performance Incentive Grants**

Ms. March-Wackers reported that several projects are in or nearing close-out phase.

#### **Regional Law Enforcement Training Center**

Ms. Gilbert reported on the Regional Training Center, there will be a meeting next week to develop an RFP. There is still opposition to the training center, and that party will have to file a brief by July 15<sup>th</sup> for the case to proceed. Rocky Hill's attorney counseled the project committee to go out to RFP but not make any awards until the legal challenge is over. There is a fear there won't be sufficient funding, but they are moving forward and will see what happens.

#### **Animal Shelter**

The original plan involving the Humane Society has been abandoned. However, the towns are now pursuing several options for a new plan since there is significant need for the shelter.

#### **Regional Online Permitting**

The back end will go live in July, and they are looking at August for the front end to follow. The City of New Haven has joined the group of participating municipalities.

#### **Purchasing**

The Capitol Region Purchasing Council bids for Sand for Snow and Ice Control and Treated Road Salt have gone out, and will open on June 23<sup>rd</sup>.

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

Ms. Therrien asked if anyone heard any rumors about the conveyance tax. It was reported that the legislature will go into session on June 21. Mr. Bartha asked if anyone was using Everbridge and how they regulate the communication or whether they allow non-emergency usage. The Town of Windsor has a draft policy for Everbridge use. Ms. Therrien asked whether CRCOG was working on a Direct Energy-style residential electricity consortium, and Ms. March-Wackers reported that she will be looking at the feasibility of that in July. Ms. Kowalewski reported that CRCOG won a grant for Sustainable Social Media and will be attending a workshop on social network marketing at Northeast Utilities on June 17<sup>th</sup>.

**5. ADJOURNMENT**

Chair Peter Souza reminded members that the next meeting would be held in September, and adjourned the meeting at 1:14 p.m.