

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
SEPTEMBER 21, 2010

ATTENDANCE

Members and Guests

Peter Souza, Chair
Jeff Bridges
Mike Wilkinson
Peter Graczykowski
Emily Moon
Bonnie Therrien
Barbara Gilbert
Bill Smith
Robert Skinner
John Salomone
Billy Taylor
Joyce Stille
Matt Coppler
Geoff McAlmond
Maureen Barton
Jennifer March-Wackers
Lyle Wray

Town

Windsor
Wethersfield
Tolland
Vernon
Windsor
Hebron
Rocky Hill
Granby
Canton
Newington
East Hartford
Bolton
Enfield
M.B. Bushnell, LLC
CRCOG
CRCOG
CRCOG

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

1. ADOPTION OF MINUTES

Bonnie Therrien made and Barbara Gilbert seconded a motion to adopt the minutes from the June 15, 2010 meeting. The minutes were adopted by unanimous voice vote.

2. MUNICIPAL SERVICES WORK PLAN

Lyle Wray briefly discussed some recent changes at CRCOG, which included breaking up the Community Development Department, there will now be two different departments; Policy and Planning, which will be directed by Mary Ellen Kowalewski and will pull staff from the former Community Development Department as well as the Transportation Department. This plan was implemented to create a regional Economic Development District, which will then open up the ability for more towns in the Capitol Region to access funding. With this change, a new department, Municipal Services, was created, which will be managed by Jennifer March-Wackers. The anticipated role of the Municipal Services Department is to provide direct services. Ms. March-Wackers anticipates that Municipal Services will be primarily responsible for all CRCOG shared service project planning and management. The Municipal Services Committee would be the advisory group for this new department. This will formalize the Municipal Services Committee, which is a standing committee but has always been more

informal and informational.

Ms. March-Wackers drafted a work plan for the Municipal Services Committee and sought feedback from the membership. To begin with, there are three distinct groups within the operations of the Municipal Services department, the Municipal Services Committee (MSC), the Capitol Region Purchasing Council (CRPC), and the Capitol Region E-Government Initiative (CREGI). The CRPC and CREGI will report quarterly to MSC on their activities. The MSC would also make formal resolutions to the Policy Board and appoint working groups as needed for projects.

The work plan also detailed possible approaches and projects the new department could tackle. John Salomone and Barbara Gilbert mentioned that they are part of a sub-regional group, the Mid-State Collaborative, that is looking at some regional approaches to things like finance software and possibly health insurance consolidation – these might be projects the Municipal Services department could help facilitate. In addition, there are also some very simple projects that might be on the agenda, such as towns sharing a swimming pool. Ms. Gilbert suggested that these sub-regional groups also report to the MSC to update on their activities.

Ms. March-Wackers and Mr. Souza asked the committee to review the Work Plan and come back with feedback on project ideas at the October meeting. Ms. March-Wackers is open to any additional projects or suggestions. In October, there will be an initial discussion and the hope is to develop a list of the top three to five priorities.

3. PROJECT STATUS REPORTS

Central Connecticut Solid Waste Authority

The CCSWA approved by-laws and approved a motion to draft an RFQ at their September 15, 2010 membership meeting. The group is now asking that each member approve the anticipated costs for the RFQ and operations locally. There is a draft resolution to approve each member's portion of the cost for the RFQ and a spreadsheet of anticipated costs. The Nominations sub-committee was scheduled meet right after the Municipal Services Committee. The group will be holding elections for its Executive Committee at the October 13, 2010 meeting.

Project Updates/Purchasing

There will be a re-launch of the Northwest Region EZ-IQC on September 30, 2010 at 1pm, which will be held at CRCOG. All members of the Northwest region are invited to attend. All regions will re-bid in Spring 2011 for June 2011 contract start.

The Natural Gas Purchasing Consortium had a successful reverse auction on Wednesday, September 15th. Direct Energy and Hess were awarded contracts, and Hess accounts locked in this morning at very favorable rates.

Ms. Gilbert shared that the Regional Training Facility will go out to bid in the next month, with the approval of the Town Attorney, despite the ongoing legal battle over the project. They will hold the bids for 90 days after the court decides the matter.

4. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

There has been a recent discussion about the Trails Commission requiring all trails to have yellow striping. Some members think this will be problematic on some trails which are dirt, but Ms. March-Wackers reminded members that the CRPC has a bid for line striping which they can purchase from.

The CRPC will hold its Annual Meeting on Tuesday, October 26, 2010 at 8:30 a.m. in the West Hartford Town Hall. She encouraged members to attend.

Ms. Barton reported that the CROG Sustainable Communities Initiative is increasing its presence on the social media sites Facebook and Twitter and asked members to “friend” or “follow” us on those sites, and asked for members to keep her posted on any activities related to Sustainable Communities within their town.

Mr. Salomone said that his police chief has stated that federal grants for regional dispatch have been put on hold, and he would like to confirm whether or not that is accurate. There may still be some federal grant money. The Capitol Region Emergency Preparedness Committee put out a report authored by Dan Scace and Carmine Centrella recommending that CREPC have a staff person, and the committee in general agreed it would be helpful to have better communication between Municipal Services and Public Safety.

There is a new federal jobs bill that includes money for schools, and members wondered if anyone was banking it or spending it. Mr. Wilkinson reported that Tolland will spend some this year and bank some.

Ms. March-Wackers asked if the members would find any value in CROG buying the ICMA Virtual Conference, but members declined.

A possible future topic of paygo energy auditing was raised, but this topic has been addressed before. One member mentioned that there is a program that will install solar panels for free. The primary topic at the next meeting will be the Municipal Services Work Plan.

5. ADJOURNMENT

Chair Peter Souza adjourned the meeting at 1:13 p.m.