

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**OCTOBER 19, 2010**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Steve Bartha  
Robert Skinner  
Bill Taylor  
Bonnie Therrien  
Julian Freund  
Mike Wilkinson  
Peter Graczykowski  
Jeff Bridges  
Steve Wawruck  
Maureen Barton  
Mary Ellen Kowalewski  
Jennifer March-Wackers  
Lyle Wray

**Town**

Windsor  
Avon  
Canton  
East Hartford  
Hebron  
Manchester  
Tolland  
Vernon  
Wethersfield  
Windsor Locks  
CRCOG  
CRCOG  
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CRCOG

Chair Peter Souza called the meeting to order at 12:09 p.m.

**1. ADOPTION OF MINUTES**

Bonnie Therrien made and Robert Skinner seconded a motion to adopt the minutes from the September 21, 2010 meeting. The minutes were adopted by majority voice vote, with one abstention (Steve Wawruck).

**2. MUNICIPAL SERVICES WORK PLAN**

Mr. Souza asked committee members for their input on the work plan for the Municipal Services Committee (MSC), which was distributed at the last meeting, and specifically asked them to look at what priorities the committee would like to have in the coming year, and which projects members would like to see focused on for the next 12 to 18 months.

Ms. March-Wackers kicked off the discussion by letting the committee know that a regional residential electricity program was on the agenda at tomorrow's Policy Board meeting. Mr. Wray is interested in pursuing is Customer Response Management (CRM), since there is a potential to build a CRM system on to the existing online permitting software. That project would probably have a slightly longer timeline, perhaps 18-24 months.

Mr. Wray asked if it would make sense to have the MSC review the fee structure for CRCOG services/programs, and put together a fee schedule that could be adopted for

inclusion into the CRCOG budget. Ms. Therrien suggested that the MSC could also look at projects that are currently included in dues that should have an associated fee. Mr. Wray suggested that perhaps this first time out review of the fee structure should be historical, to determine how municipalities pay. Mr. Skinner responded that he thought that was a good idea, since they may not currently have the knowledge to determine what narrative or rationale should be applied. A question was asked about whether there is a state law that impacts fees, and there is state law in place for certain things, and the general definition used is that the fee must be reasonably connected to the cost of the program. Mr. Wray feels it would be appropriate for the MSC to handle a historical review of the fee schedule, including data on the structure of the current fee schedule, the rationale for the fee, and the last time there was an increase in the fee. Mr. Souza stated that committee members must keep in mind workload for CRCOG staff. Ms. March-Wackers stated that CRCOG can always act as a convener and facilitator for straightforward programs. This fee review would be on the agenda for December 2010.

CRM was of interest to the committee. Mr. Wray reported that another COG has approached CRCOG about contributing money for the development of CRM. Before this begins, there are some lingering loose ends with the permitting software building module that will need to be cleaned up.

Mr. Souza mentioned that information sharing should continue to be an important function of the MSC. He asked if there is a Public Works professionals group already in place that could discuss some of the suggested topics. Mr. Taylor shared that information sharing for public works is mostly informal, although there is a New England chapter of the American Public Works Association that meets six times a year, and the T2 center at UCONN offers some educational programs. Mr. Souza asked if it would be worthwhile to try to pull together some sort of Public Works information sharing of best practices, but stated we would need resources in place to support that sub-group. Ms. March-Wackers said she would talk to the CRCOG Transportation Director, Jennifer Carrier, about the possibility. The Transportation Committee may be the appropriate venue for this kind of program.

Ms. Therrien raised the issue of Human Resources, which is a huge issue for many of the towns. Ms. March-Wackers shared that South Windsor has signed a contract with an HR firm that had been providing consulting services for the private sector, but is now also moving into the public sector. Ms. March-Wackers asked if this is something that should be regional or contracted, since it could be either. Mr. Wray also raised the possibility of Finance consultants. Franklin County, MA Council of Governments does this, we may want to consider bringing them in to discuss their program.

Mr. Wilkinson asked about language for RFPs and contracts. Ms. March-Wackers mentioned that municipalities can use our e-procurement system, currently BidSync, as a clearinghouse for RFPs. Ms. Barton also mentioned that many towns have purchasing agents who are members of NIGP, which can also be used as a bid library, and also reminded members that last year, the Capitol Region Purchasing Council distributed piggybacking language to members that would enable them to piggyback off of each other's bids. There was discussion of the possibility of using the CRPC

website as a place for municipalities to list their current bids. It was concluded that using Bid Sync would be a more efficient means of collecting bids and RFPs that the towns are doing into one place.

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

#### **Central Connecticut Solid Waste Authority**

The CCSWA elected officials and voted to develop an RFQ Committee and move forward with drafting the RFQ. There are twenty members now, and there will be some RFQ draft language at the meeting next month.

#### **Regional Online Permitting**

ViewPoint is working through the final fixes to the building module. Municipalities who have not signed on to the pilot program will be able to buy-in, the fee will be based on population. CRCOG will be reviewing funding before fees are established.

#### **Purchasing**

The Capitol Region Purchasing Council Annual Meeting will be held next Tuesday, October 26, 2010, from 8:00 a.m. to 11:00 a.m., at the West Hartford Town Hall. Ms. March-Wackers briefly went through the agenda. Ms. March-Wackers also reported that DAS is interested in our e-procurement system and is looking at the possibility of joining our next contract for a system. We currently have an RFP on the street for e-procurement, and the CRPC Executive Committee will review the results and recommend a vendor.

CRCOG and the State Public Works department will be meeting regarding EZ-IQC, so there may be a possibility that the State will want to participate in this program. All four EZ-IQC regions will be re-bid in the spring which would create an opportunity for the state's involvement.

CRCOG held a reverse auction for Natural Gas and got excellent results. Ms. March-Wackers gave the prices, which members can plug into their budgets. The overall savings for the first year (FY2012) over the previous contract is \$3 million.

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

Members are starting their capital budgets. Windsor is reporting a \$2 million revenue shortfall. There was a question about the ongoing negotiations between Anthem and Hartford Hospital. Members were encouraged to look into the Prescription Drug Coalition, CRCOG will distribute contact information. With no other business, the meeting was adjourned at 1:09 p.m.