

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**MARCH 15, 2011**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair

Steve Bartha

Joyce Stille

Robert Skinner

Bill Taylor

Bonnie Therrien

Barbara Gilbert

Mike Wilkinson

Jeff Bridges

Steve Wawruck

Maureen Barton

Mary Ellen Kowalewski

Jennifer March-Wackers

Lyle Wray

**Town**

Windsor

Avon

Bolton

Canton

Enfield

Hebron

Rocky Hill

Tolland

Wethersfield

Windsor Locks

CRCOG

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

**1. ADOPTION OF MINUTES**

Barbara Gilbert made a motion to adopt the minutes of the December 21, 2010 meeting, Joyce Stille seconded. The motion was adopted by majority voice vote with 4 abstentions (Bonnie Therrien, Steve Wawruck, Jeff Bridges, Bill Taylor). Bonnie Therrien made a motion to adopt the minutes of the February 15, 2011 meeting, Barbara Gilbert seconded. The motion was adopted by majority voice vote with 3 abstentions (Jeff Bridges, Barbara Gilbert, Mike Wilkinson).

**2. CRCOG FEE STRUCTURE REVIEW**

Before advancing any new shared services, Mr. Souza stated that the committee needed to understand the current fee structure. Mr. Souza met with Ms. March-Wackers and Mr. Wray on Monday to discuss how the Municipal Services Committee might move the conversation forward with the Executive Committee and the Policy Board. After looking at the short and mid-term priorities and thinking about how to fund the research & development stage for them, they have determined that the Municipal Services department would require 1.2 FTE to provide the services. Engaging the elected officials is crucial. Mr. Souza suggested the next two meetings be structured around priorities and fees, so the committee will have something it can bring to the Executive Committee, to see if they are on the right track. The committee discussed funding last time, and the discussion focused around whether fee for service or a dues increase would be the way to proceed. There may also be a possibility

for some private or foundation support, and tiering of costs depending on membership in CRCOG. In addition, the committee would need to define what is included as a core service, which would be the services that are covered by dues. The fee structure review that Ms. March-Wackers prepared may offer a blueprint for what is defined as core services, since it identifies areas where there are gaps in funding. Ms. Therrien asked how other regional organizations handle things. She stated that she and Ms. Stille went to New Hampshire and their regional organization provided a tremendous amount of services, but their dues were significantly higher and they also had additional fees. Organizations like CCM provide fewer services. Mr. Wray stated that in the Midwest, the organizations typically provide many services, with higher dues and add on fees. Ms. March-Wackers said if the committee would like to accelerate their priorities instead of pursuing the current slow-growth approach, another employee would be needed in Municipal Services. Mr. Wray said it was important to remember that CRCOG's services are valuable, and members get an outstanding return on their dues. If we pursue additional services, do we consistently charge a fee for new services, do we increase dues, or a combination? Mr. Wray stated CRCOG is between a rock & a hard place when it comes to staffing, and all departments are treading water. Mr. Wray stated he would prefer to not nickel and dime members and that the charges for core services are too low. Some a la carte pricing would be appropriate for certain services, in addition to a reasonable dues increase over time, and to look for possibilities to generate revenue. Mr. Wray said that \$35 million came into CRCOG between ARRA and grants, and none of them included overhead, so everything CRCOG does, CRCOG subsidizes. Educating the elected officials is important. Some of the projects on the margins can be fee based. CRCOG needs to cost out what the programs cost and what it will take to maintain them. Mr. Souza suggested a Scenario A and Scenario B – where are we now and what can we do now vs. where we would be and what we could do with additional staff. Mr. Souza suggested that members come back to the committee next month with their thoughts on those scenarios.

### **3. MUNICIPAL SERVICES WORK PLAN REVIEW**

Ms. March-Wackers pointed out the handout in the packet that shortlisted some of the important priorities for the Municipal Services Committee and a visual chart to show how projects will be analyzed. She asked for feedback on the priorities, if there is anything that jumps out as being important and feasible to accomplish in the next three years. Members mentioned Human Resources services, regional assessment, CRM, document management and disaster recovery. Ms. Gilbert stated that Lee Ann Power at the Connecticut Library Association has some grant money for disaster document backup planning, she will forward the information to Ms. March-Wackers. Ms. March-Wackers told members ADP and South Windsor will be at the next Municipal Services Committee to discuss Human Resources services and how that is working for the Town of South Windsor.

### **4. STATUS REPORTS**

#### **Connecticut Regional e-Government Initiative**

Ms. March-Wackers reported that the CCSWA RFQ Committee has been meeting regularly and they are still targeting April 1<sup>st</sup> as a date to have a contract in place, with July 1<sup>st</sup> as a target for the contract to be implemented, coming live in November 2012. They are anticipating multiple negotiations. CRRA's deadline to renew their MSA

offerings is also July 1<sup>st</sup>. There has been some good movement in e-procurement, with a renewal, and that CRCOG has also finalized a sub-contract for DAS to participate. CRCOG will collect .5 of 1% of any bid activity by DAS using BidSync. The Executive Committee will review this at tomorrow's meeting.

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

Some members have tried to contact NECOG but have been unsuccessful. Ms. March-Wackers will try to track them down. Ms. Gilbert updated the committee on the Police Training Facility. They have gone out to RFQ for a Construction Manager-At-Risk, have narrowed it down to 3 options and are waiting for a final proposal from the three finalists. The resident leading the opposition to the project is appealing the most recent court decision, and the Rocky Hill Town Attorney is handling the appeal application on behalf of the Town pro bono. The Mid-State Coalition has also offered to contribute money for legal expenses. Ms. Barton pointed out a handout in the packet which details modifications to the 20% by 2010 Clean Energy program.

#### **6. ADJOURNMENT**

With no further business, Mr. Souza adjourned the meeting at 1:13 p.m.