

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**MAY 17, 2011**

**ATTENDANCE**

**Members and Guests**

Peter Souza, Chair  
Steve Bartha  
Tim Bockus  
Jeff Bridges  
Peter Graczykowski  
Emily Moon  
Lisa Pellegrini  
Bill Smith  
Joyce Stille  
Robert Skinner  
Bill Taylor  
Bonnie Therrien  
Steve Warwuck  
Jennifer March-Wackers  
Lyle Wray

**Town**

Windsor  
Avon  
East Hartford  
Wethersfield  
Vernon  
Windsor  
Somers  
Granby  
Bolton  
Canton  
Enfield  
Hebron  
Windsor Locks  
CRCOG  
CRCOG

Chair Peter Souza called the meeting to order at 12:05 p.m.

**1. ADOPTION OF MINUTES**

Bonnie Therrien made and Bill Smith seconded a motion to adopt the minutes from the April 19, 2011 meeting. The minutes were adopted by majority voice vote, with two abstentions (Tim Bockus and Lisa Pellegrini).

**2. SERVICE SHARING PRIORITY SURVEY RESULTS**

Mr. Souza introduced the topic and asked Ms. March-Wackers to review the service sharing priority survey results to date. Ms. March-Wackers explained that to date 18 of 30 towns had responded to the survey and gave rankings for the projects:

1. Parks & Rec Software
2. Regional Assessment
3. Human Resources Outsourcing
4. Document Management
5. Disaster Recovery

The committee requested that CRCOG staff write scopes of work for the top 5 ranked service sharing priorities to further consider these interest areas. Municipal Services staff will report out on this at the September 2011 Municipal Services Committee meeting.

**3. CRCOG EXECUTIVE COMMITTEE REQUEST**

Mr. Souza introduced the topic and Mr. Wray explained that at the May 11, 2011 Executive Committee meeting, there was a request for the Municipal Services and Personnel and Finance Subcommittee to work together to form a framework to define fee-for-service and core service areas as well as examine the revenue and expenditures of these programs for sufficiency.

A Working Group was formed of Municipal Services Committee member volunteers to include: Bonnie Therrien, Joyce Stille, Tim Bockus, Steve Bartha, Bob Skinner and Emily Moon. Members of the Personnel and Finance Subcommittee will be added to form a Working Group that will report on this topic to the Municipal Services Committee at their September 2011 meeting.

#### **5. STATUS REPORTS**

Ms. March-Wackers reported that the Digital Health Departments OPM grant signed off on "go-live" on May 10, 2011 and that a negotiated list of final fixes to the system is due from the vendor within 90 days. At that point the system will be available to any health department in the state to access through the CT Association of Directors of Health (CADH) as a program offering.

Ms. March-Wackers indicated that the CCSWA RFQ Committee has been working with the finalist vendors to create final draft master contracts. The vendors have several meetings scheduled with CRCOG over the next several weeks. The expectation is for final contracts in the beginning of June. CRRA has extended its MSA renewal deadline to "no sooner than August 15, 2011."

Mr. Wray noted that CRCOG is also working in its Legislative Committee to develop proposed changes to SB 1167, a bill that effects the ownership, governance and operations of the Mid-Connecticut Plant in Hartford. More will be discussed at next week's Policy Board meeting on May 25, 2011.

Ms. March-Wackers also mentioned that the Treated Road Salt and Sand bids are collecting quantities from member towns. Please get those numbers to Maureen Barton as soon as possible. The bids for those commodities will go out on June 8, 2011.

Mr. Souza asked if there was any further information on the Regional Training Facility. Ms. March-Wackers noted she was aware that the site previously considered has been abandoned due to high costs of construction. Other sites are being considered, but she had no details on where. Other committee members noted that a site with a building in place is the preferred alternative and a request for site suggestions has been sent out.

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

Ms. Therrien asked if anyone had heard about the bill which provides \$10 million in bond money for regional equipment sharing. She recalled the bill number being SB 1008. Ms. Therrien also noted that there is bonding money in the budget for STEAP.

Mr. Souza noted that per their Town Council meeting last night, Windsor will not be

joining a regional health district at this time.

**6. ADJOURNMENT**

With no further business, Mr. Souza adjourned the meeting at 1:03 p.m.