

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
NOVEMBER 15, 2011

ATTENDANCE

Members and Guests

Peter Souza

Joyce Stille

Robert Skinner

Tim Webb

Bill Taylor

Bill Smith

Bonnie Therrien

Jeff Bridges

Steve Wawruck

Hedy Ayers

Maureen Barton

Jennifer March-Wackers

Lyle Wray

Pauline Yoder

Town

Windsor

Bolton

Canton

Ellington

Enfield

Granby

Hebron

Wethersfield

Windsor Locks

CRCOG

CRCOG

CRCOG

CRCOG

CRCOG

Chair Peter Souza called the meeting to order at 12:07 p.m.

1. ADOPTION OF MINUTES

Joyce Stille made a motion to adopt the minutes of the October 18, 2011 meeting, Bonnie Therrien seconded. The motion was adopted by majority voice vote, with two abstentions (Tim Webb, Bill Taylor).

2. 2011 REGIONAL PERFORMANCE INCENTIVE PROGRAM GRANT APPLICATIONS

Ms. March-Wackers stated that with the input she has received, we have consolidated the suggestions for programs to apply for into five projects: IT Application Sharing and Development, GIS Enhancements (an extension of an existing program), Regional Law Enforcement Data Sharing (also an extension), Back Office Service Sharing Study, and Regional Assessment Study. She has been seeking feedback from members on which programs they would like to be a part of, but with the recent weather related crisis, has been unable to get much feedback. This could be a problem, as OPM is looking for a 50% threshold for participation. A question was asked about the back office service sharing, and what specifically we would be looking for. Ms. March-Wackers stated it was an update and expansion of a needs assessment done in 2008 for IT, to identify areas where efficiencies could be created and look for opportunities for consolidation. For example, for tax collection, they would look at the number of accounts, staffing, develop matrices, etc. The language in the summary is intentionally broad, because this is the first time OPM is accepting applications for studies. The results of this

would be informational. The resolution to authorize for participating municipalities will come out after the Policy Board meeting, where they will be presented with the summary including a paragraph length description of the selected projects, there will be more information included in the application. Ms. March-Wackers said that the goal is to make each project cost neutral. On the regional assessment project, a member asked when we would bring in the assessor's association. Ms. March-Wackers said she would talk to them prior to the application and would like to make them partners for the study. Non-CRCOG communities will be able to sign on, and CRCOG will reach out to them after getting direction from the Policy Board. Mr. Smith asked if CRCOG had considered doing anything about Town and Board of Education activities, which is a topic that is often brought up but rarely addressed. Some towns have consolidation between both entities, so it is possible. Mr. Wray suggested that Mr. Smith bring this up during the Policy Board discussion, and if there is political support, Mr. Wray will talk to CREC. The back office study will be looking for redundancy in the back office, not just between towns, but within towns.

3. STATUS REPORTS

Solid Waste

There have been changes to the contracts, and Ms. March-Wackers will address those tomorrow at the CCSWA Membership Meeting.

Capitol Region Purchasing Council

Ms. March-Wackers reported that requests for requirements have gone out for Gasoline, Traffic Guidelines, Motor Oil, Stormwater Monitoring and Catch Basin Cleaning Services. Mr. Webb suggested we consider adding a bid for emergency generators. CRCOG has completed buys for the next fiscal year for the natural gas program, she is waiting to get the blended price to announce the pricing. There is savings from the current pricing. Staff will continue to monitor the market for FY2014. A question was asked about whether the CRPC has talked to MDC about combining certain bids. Ms. March-Wackers said not for combining, but that the two share information periodically. She indicated she would be happy to talk to them.

Municipal Service Sharing

Ms. Ayers reported that Municipal services is pursuing human resources research for a possible regional approach. She distributed some information and had questions. This project came out of direct requests from members and she will be looking for suggestions. She describe several approaches and asked that a subcommittee be formed to evaluate the possibilities. Mr. Webb suggested application and orientation standardization, and others suggested exit interview standardization, recruitment, community profiles for positions, and standardized ratings/scoring. It might be beneficial to see what each towns HR staff has the capacity to do, even towns with full HR departments might have common needs. Class & compensation information would also be helpful, and to refer back to the previous conversation on back office evaluations, it might be helpful to look at the Town and the BOE and see if efficiencies could be created in HR. Ms. Ayers stated she will send a follow-up email to recruit subcommittee members.

5. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Mr. Wray pointed out a flyer included in members' packets for the Sustainable Knowledge Corridor's survey request through MetroQuest. This is an opportunity for municipalities to share what they want the priorities of this project to be. Mr. Wray also informed the membership of a citizen tool called Mind Mixer, which provides a measure of ideas that are supported by citizens. Ms. Stille asked if anyone had information they were willing to share on wage negotiations, and a couple of communities offered their information.

6. ADJOURNMENT

With no other business, Chairman Souza adjourned the meeting at 1:05 p.m.