

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**DECEMBER 20, 2011**

**ATTENDANCE**

**Members and Guests**

Peter Souza

Steve Bartha

Joyce Stille

Tim Webb

Bill Taylor

Bonnie Therrien

Jeff Bridges

Steve Wawruck

Maureen Barton

Mary Ellen Kowalewski

Jennifer March-Wackers

Emily Moos

Lyle Wray

**Town**

Windsor

Avon

Bolton

Ellington

Enfield

Hebron

Wethersfield

Windsor Locks

CRCOG

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CRCOG

Chair Peter Souza called the meeting to order at 12:00 p.m.

**1. ADOPTION OF MINUTES**

Joyce Stille made a motion to adopt the minutes of the November 15, 2011 meeting, Bonnie Therrien seconded. The motion was adopted by majority voice vote, with one abstentions (Steve Bartha).

**2. SUSTAINABILITY INITIATIVE UPDATE**

Ms. Kowalewski provided an overview of the Sustainable Knowledge Corridor Consortium (SKCC), which developed out of the HUD Sustainable Communities grant of \$4.2 million that CRCOG received in October, 2010. This project involved working with the Pioneer Valley Planning Commission (PVPC) and the Central Connecticut Regional Planning Agency (CCRPA) on activities within the Knowledge Corridor region, including working on capitalizing on the new transit opportunities in the region, and making the region more sustainable. There are handouts included in the packet summarizing the projects, which follow three phases: Planning, Doing and Measuring. Ms. Kowalewski said we will be updating the existing regional plans to include sustainability, and they have a bi-State action plan that they will be working on. There are a number of projects included in the areas of capacity building and planning, implementing TOD market analysis, enhancing busing, providing funding to communities that are building mixed use and affordable housing. There are six catalytic projects which have been identified. The SKCC had a quarterly meeting on December 7, 2011, and they used the opportunity to launch the SKC website.

Ms. Moos walked through the website, which is the public face of the SKCC. The site includes a blog for the project, a visual display of the projects, and the MetroQuest survey tool for regional planning. Ms. Moos encouraged members to pass this information on to anyone they think would be interested. The deadline to participate in the survey will be late January/early February, and then the SKCC will make decisions about those priorities. The third phase will be street level work on the priorities identified by the survey. Mr. Souza asked if it would be possible to see how his priorities in MetroQuest matched up with other participants. Ms. Kowalewski said she was not sure if that was available in MetroQuest, but it might be something she could put together.

### **3. INFORMATION SHARING: FY 2013 BUDGETS**

Mr. Souza asked about assumptions that members are using as they put together their FY2013 budgets. Windsor is planning for an 11% increase in health insurance, for utilities, they are keeping electricity and natural gas level, but substantially increasing gasoline and fuel oil. MDC communities will get hit hard, Wethersfield is looking at \$69,000 due to changes in the water and surcharges for the clean water project. Ms. March-Wackers will put together a utility update for 2012 for the members. Ms. Therrien asked about negotiations and contract instructions. In Hebron, non union has been 0%, which can't be done indefinitely, particularly when administrators are getting 3-3.5%. Ellington is pushing their HSA and have increases of 0-2%. Windsor Locks has added incentives for employees to take their HSA. Some unions understand the difficult economic situation. A question was asked about the ECS task force on school funding, and when their report will be out. A draft of their report is out, but no one knows what will happen next, that is in the hands of the legislature and Governor's office. Hebron will have a revaluation and there are likely to be huge drops in housing values. Windsor has no grand list growth, and lost \$25 million in value on the commercial side. Hartford is having a reorganization, and members are interested to see the outcome. Ms. Therrien asked if the STEEP grants would be announced, and that is supposed to happen this week. A question was asked about opportunities for pooling health insurance. Ms. Therrien stated that Eastconn has a program, and there is also a pharmacy coalition that has been around for a number of years. Medco is the provider and their prices are lower than the State's. You may need to be self-insured to participate in that program.

### **4. 2012 MUNICIPAL SERVICES COMMITTEE MEETING SCHEDULE**

Ms. March-Wackers pointed out the schedule in the packet, and asked members to respond to her if they have any ideas for topics for the 2012 meetings. While she is on maternity leave, Hedy Ayers will take over the committee management.

### **4. STATUS REPORTS**

#### **Capitol Region e-Government Initiative**

There were no updates aside from a reminder that municipalities can still join in the Regional Online Permitting.

#### **Capitol Region Purchasing Council**

Ms. Barton reported that there were some issues with the Gasoline bid related to a blender's tax credit which is due to expire on December 31. Vendors were asked to

submit first offer pricing which excluded the tax credit and an alternate bid which included the tax credit, but they did not all follow those instructions, so quite a bit of work had to be done to make sure that the bid tabulation would allow members to compare the vendors pricing in an apples to apples way. She stated that the tabulation would be out before the end of the day. Mr. Webb asked if we have pursued a bid for emergency generators, and both Ms. March-Wackers and Ms. Barton mentioned starting discussions with Public Safety on that kind of bid among others.

**Municipal Service Sharing**

The Human Resources subcommittee will be meeting at CRCOG on January 10 to develop the first steps towards pursuing regional Human Resources.

Simsbury's public works director is looking for information on how towns handled brush removal in the wake of the storms, and Ms. March-Wackers is putting together a Survey Monkey to collect that information and asked for input on what members would like to see. Members said they wanted to know what people did with the wood chips, how many hours were devoted to the cleanup, and how much work residents did.

Ms. March-Wackers said that Public Safety is working on developing checklists for disaster protocols, which are not currently clear, and that subject will be on the Municipal Services agenda next month. Members suggested getting everyone involved in the same room. Ms. March-Wackers said this would be a briefing, but getting everyone together might be a good second step. The goal is to determine how we communicate on a regional basis. This will be a process.

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

Mr. Wray reminded members that there will be a conference on Shared Services which is currently penciled in for March 20, 2012 at CCSU.

**6. ADJOURNMENT**

With no other business, Chairman Souza adjourned the meeting at 1:09 p.m.