

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
SEPTEMBER 16, 2008

ATTENDANCE

Members and Guests

Bonnie Therrien, Chair
Jack McCoy
Rich Toce
Emily Moon
Mike Wilkinson
Joyce Stille
Ken Longo
John Ward
Estella V. Knight
Jared Clark
Lee Erdmann
David Pinney
Peter Souza
Scott Shanley
Tom Metzner
Lauren Kostiuk
Mary Ellen Kowalewski
Lyle Wray
Maureen Barton
Jocelyn Mathiasen

Town

Wethersfield
Manchester
East Hartford
Windsor
Tolland
Bolton
Manchester
Vernon
Hartford
Hebron
Hartford
Somers
Windsor
Manchester
DEP
DEP
CRCOG
CRCOG
CRCOG
CRCOG

Chairperson Bonnie Therrien called the meeting to order at 12:15 p.m.

1. ADOPTION OF MINUTES

Richard Toce made and Joyce Stille seconded a motion to adopt the minutes of the June 17, 2008 meeting. Minutes were adopted by unanimous voice vote.

2. MANDATORY E-WASTE PLANS

Tom Metzner of the Connecticut Department of Environmental Protection gave a presentation on the Connecticut e-Waste law. Mr. Metzner gave an overview of the e-law, which is recycling of electronic waste, and includes televisions, computers and monitors. Under the law, municipalities must provide convenient and accessible collection of e-waste at no fee to residents. Municipalities must submit their plans to implement this law to the DEP. Mr. Metzner provided a checklist for municipalities to follow. Mr. Metzner recommended that municipalities negotiate with the participating manufacturers for pick-up of peripheral items such as keyboards. Mr. Metzner also

requested feedback.

3. PROJECT STATUS REPORTS

Solid Waste Management Services Program

Jen March-Wackers reported that the consultants for the project are in town, making site visits and gathering data from the towns. A survey went out yesterday, that is due on Friday. The program will have a kick-off later this week, and an interim report will be made at the next Policy Board meeting. The final report will come out in late October, early November

Regional Performance Incentive Programs

Ms. March-Wackers reported on the ten Regional Performance Incentive programs. Several of the projects are making good progress. The IT service sharing project has hired a consultant, Sheldon Cohen. The first phase is a needs assessment. The Orthoflight is looking into the cost of adding contiguous towns. A site has been identified for regional Animal Control. The regional EOC RFP was due yesterday, and they have a site. The regional training center project is developing a site plan. Most projects will go over the deadline, so CRCOG is planning to ask for extensions.

Job Order Contracting

Ms. March-Wackers reported that she met with the ten JOC pilot towns, and they would like to continue with the program. CRCOG will need both support and financing to continue, a proposal that will give 5% to the vendor and .5% to CRCOG will go to the Executive Committee. It is estimated that it will cost about 200 hours to set up, and the long-term costs are still unknown.

Town Budget Data Comparison

Jocelyn Mathiasen distributed a budget data summary spreadsheet. Ms. Mathiasen asked for feedback on whether the data was useful to collect, and when would it be a good time to collect the data. Lee Erdmann offered that the data is very useful, and he recommended collecting it in late summer, early fall. Ms. Mathiasen may send out the next request for data via Survey Monkey. The budget data will be on the agenda for the next meeting.

Natural Gas

Several triggers went off over the summer, and the Consortium is now hedged out through 2011. The Consortium did have to make a buy in June that will carry them through the end of November, but the price will be lower after that. Moving forward, the consortium will continue to set ambitious triggers.

Purchasing

Maureen Barton reported that the Capitol Region Purchasing Council has opened bids for Treated Road Salt, Sand, Anti-Freeze and Snowplow Blades. With the exception of Snowplow Blades, all the tabulation packets are posted on the CRPC website. CRPC will re-bid for Snowplow Blades due to a lack of response. The CRPC has also added a new bid to the roster, for Asphalt Pavement Crack Sealing. Invitations to Bid for Asphalt Pavement Crack Sealing, Ladder Testing Services and Snowplow Blades are out. Our e-procurement system, RFP Depot, has had a name change to Bid Sync. The CRPC is currently soliciting requirements for Tires and Tubes, Personal Protective

Clothing and Personal Protective Accessories, all of which are due on Monday, October 27th. The CRPC Annual Meeting is coming up on November 6, 2008, and the main topic will be Energy. Ms. Barton also reported that she attended the National Institute of Government Purchasing Forum in North Carolina this July.

4. MUNICIPAL INFORMATION SHARING

Ms. March-Wackers asked if the committee would like to continue meeting on a monthly basis, and the general consensus was “yes”. Starting in October, the Municipal Services Committee meeting will be back at CRCOG, in the newly renovated and larger conference room. A question was asked about finding an energy expert, and both Tolland and Manchester offered that they have an Energy Task Force. Lyle Wray noted that the President signed the 8 billion dollar bailout for the highway trust fund.

5. ADJOURNMENT

Chair Bonnie Therrien adjourned the meeting at 1:20 p.m.