

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**OCTOBER 21, 2008**

**ATTENDANCE**

**Members and Guests**

Bonnie Therrien, Chair  
Jack McCoy  
Rich Toce  
Emily Moon  
Joyce Stille  
Blythe Robinson  
Brandon Robertson  
Erica Robertson  
Jim Hayden  
Dave Kilbon  
Barbara Gilbert  
Peter Souza  
Jim Edgerton  
Dr. Simon Lewis  
Mary Ellen Kowalewski  
Maureen Barton  
Jocelyn Mathiasen  
Jennifer March-Wackers

**Town**

Wethersfield  
Manchester  
East Hartford  
Windsor  
Bolton  
Avon  
Simsbury  
Farmington  
East Granby  
East Granby  
Rocky Hill  
Windsor  
Agile Assets  
Agile Assets  
CRCOG  
CRCOG  
CRCOG  
CRCOG

Chairperson Bonnie Therrien called the meeting to order at 12:10 p.m.

**1. ADOPTION OF MINUTES**

Joyce Stille made and Richard Toce seconded a motion to adopt the minutes of the September 16, 2008 meeting. Minutes were adopted by majority voice vote, with 5 abstentions (Barbara Gilbert, Dave Kilbon, Jim Hayden, Erica Robertson, Brandon Robertson).

**2. COOPERATIVE INFRASTRUCTURE MANAGEMENT**

Dr. Simon Lewis and Jim Edgerton from Agile Assets gave a presentation on infrastructure management. Their company develops software that allows municipalities to keep track of their infrastructure assets such as bridges, roads and pavement. Their system is modular, so if the Bridge Management System notes that some work needs to be done, it automatically generates a work order in the Management module. Dr. Lewis and Mr. Edgerton also noted that the system provides resources for analyzing ways to make the best use of available infrastructure dollars. The system is 100% browser based. Thus far, the system has not been used in a

cooperative manner, but Dr. Lewis and Mr. Edgerton suggested that the flexibility of the system would make it easily adaptable to the needs of a cooperative of municipalities.

### **3. SOLID WASTE MANAGEMENT**

Jennifer March-Wackers and Mary Ellen Kowalewski attended a meeting with CRRA last week. This was an advisory group meeting to facilitate discussion between CRRA and member towns. Ms. March-Wackers and Ms. Kowalewski reported that the CRRA has a surplus, but they also have some debt obligations which will affect when and how they relieve fees. After CRRA's debt is relieved, participating towns can leave, but CRRA is contractually obligated to provide services for members until 2012. In addition, Ms. Kowalewski let the Committee know that several appointments will be open on the CRRA's Municipal Advisory Committee, and it might provide a good opportunity for Capitol Region town's to have a voice at CRRA. As far as CRCOG's Solid Waste Management program, Ms. March-Wackers reported that the draft report will be available on November 3<sup>rd</sup>, and the final report is due to be presented at the November 19, 2008 Policy Board meeting. There was a brief discussion about whether anyone has made plans for what they will do with their waste when the Hartford landfill closes. Rocky Hill will send their bulky waste to Murphy Road, and the rest of their trash to Mannafort's in New Britain. Jocelyn Mathiasen reported that CRCOG has asked the consultant to mainly work on the disposals aspect of solid waste management, but that there may be a lot of savings in the collections aspect. There may be an opportunity for economies of scale with a regional approach to collections.

### **3. PROJECT STATUS REPORTS**

#### **Service Sharing**

Jen March-Wackers indicated that CRCOG would be presenting a quarterly report to OPM next week. Ms. March-Wackers then reported on the Regional Performance Incentive Grant programs.

Animal Control: They selected a 2.5 acre plot at Evergreen Walk and agreed to a price of \$495,000. They are waiting for the CT Humane Society to sign off on the land-lease agreement.

Digital Health Department: They are in the RFP review stage. Health Directors from all participating entities are on the review committee and will be involved in the final decision.

IT Application Sharing: Jocelyn Mathiasen reported that the consultant is meeting with all participating towns, and that the consultant is identifying the best candidates for pilot projects. The main purpose of the project is to establish a long-term regional way for towns to share IT Applications, but the expectation is that the pilot projects will also provide finished products.

GIS Orthoflight: The RFP is on the street, and includes an option for pricing out additions. There is a slight possibility the State will augment and this will turn into a state-wide flight.

GIS Enhancement: They are working with the vendor to examine enhancements, and are surveying participants and scheduled a meeting on Monday October 27<sup>th</sup> to discuss the most desired enhancements of those participating in the project.

Farmington Valley Trail Maintenance: Participating municipalities had a meeting earlier in the day. They have developed an equipment list, revised the budget, and are

moving forward. There are some time hurdles since all 8 municipalities have to ratify a sharing agreement. The final draft of the sharing agreement is expected to be complete by the end of this week.

Regional EOC: A site is identified and approved, the specs and requirements for design have been submitted, and they are currently waiting for approval to go out to bid.

Regional Training Facility: An RFP is expected to be on the street by December 1<sup>st</sup>. Town Managers expressed that they are out of the loop on the Public Safety projects. For this project, there is concern that some steps have been missed, and the site will need to go through Planning & Zoning and possibly Inlands Wetlands.

Law Enforcement Data Sharing: not a lot of details yet.

Regional Traffic Team: The Traffic Team is organizing and attempting to get DMV training, but there are some objections from the State Police. In addition, some towns are pulling out of CAPTAIN.

### **Job Order Contracting**

Ms. March-Wackers reported that the Executive Committee has approved up to \$24,000 to launch JOC. She anticipates that CRCOG will have to either bring a contract employee in or move some things off of her plate to launch this program. Hedy Ayers is involved in the contracting phase which should be complete in the next month or so. The expectation is that the next steps will occur in late 2008 or early 2009.

### **Non-Tax Revenue Survey**

Ms. March-Wackers reminded the Committee that survey responses were due on September 30, 2008. She will still accept data, and the results will be part of the end of year report. The Community Development intern will be working on compiling and analyzing the data.

### **Purchasing**

Jennifer March-Wackers reported that the Capitol Region Purchasing Council Annual Meeting is coming up on November 6, 2008 with the main topic of Maximizing Your Energy Purchasing. Maureen Barton reported that the Capitol Region Purchasing Council has opened bids for Asphalt Pavement Crack Sealing and Ladder Testing Services, and the results are posted on the CRPC website. Tires and Tubes, Protective Gear and Protective Accessories are on the street and will open on October 29, 2008. Also, the CRPC will be requesting requirements for Gasoline on November 3<sup>rd</sup>.

## **4. MUNICIPAL INFORMATION SHARING**

### **5. ADJOURNMENT**

With no discussion under Municipal Information sharing, Chair Bonnie Therrien asked for a motion to adjourn. Barbara Gilbert made the motion and Peter Souza seconded, and Ms. Therrien adjourned the meeting at 1:20 p.m.