

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
NOVEMBER 18, 2008

ATTENDANCE

Members and Guests

Peter Souza, Chair
Jack McCoy
Emily Moon
Joyce Stille
Blythe Robinson
Barbara Gilbert
Brooks W. Parker
Bill Smith
Bonnie Therrien
Robert Skinner
Melody Currey
Mary Ellen Kowalewski
Maureen Barton
Jocelyn Mathiasen
Jennifer March-Wackers

Town

Windsor
Manchester
Windsor
Bolton
Avon
Rocky Hill
Manchester
Granby
Wethersfield
Canton
East Hartford
CRCOG
CRCOG
CRCOG
CRCOG

Chairperson Peter Souza called the meeting to order at 12:14 p.m.

1. ADOPTION OF MINUTES

Joyce Stille made and Bonnie Therrien seconded a motion to adopt the minutes of the October 21, 2008 meeting. Minutes were adopted by unanimous voice vote.

2. THANK YOU TO CHAIR BONNIE THERRIEN

Mayor Melody Currey thanked Bonnie Therrien for her service as the chair of the Municipal Services Committee. The new chair, Peter Souza, presented Ms. Therrien with a Certificate of Appreciation and a small gift.

3. SOLID WASTE MANAGEMENT

Jennifer March-Wackers reported that Solid Waste Management is on the agenda for the Policy Board meeting on November 19, 2008, and the final report is due on Friday, November 21, 2008. CRCOG will post the final report on our website. The report generated a lot of interest from MDC and CRRA. CRRA is obligated to provide services until December 31, 2011, but towns are not obligated to use CRRA once their bonds are paid off. The final report will create an opportunity to have a discussion about the alternatives that are available; CRCOG will assist as needed. Bulky waste will no longer be collected as of 12/31/08, Ms. March-Wackers reported that towns will have

to make their own arrangements. Members of the committee commented that solid waste facilities have been reaching out with mailers to towns. Jocelyn Mathiasen reported on the quality of the work of the consultant, and she feels CRCOG got its money's worth.

4. MUNICIPAL SERVICES TOPICS

Peter Souza asked attendees to share topics they would like the Municipal Services Committee to address in the next year. Mr. Souza revisited the topics that the committee prioritized in the past year and the progress that the committee made on those topics. Data collection and surveying was a top priority, and CRCOG responded by collecting budget and non-tax revenue information. Software was another topic the committee wanted to prioritize, and this topic has been addressed via the Regional Performance Incentive grant project for IT Service Sharing. For the coming year, members of the committee offered the following topics:

Job Order Contracting (JOC): Ms. March-Wackers reported that the Policy Board voted to move forward with JOC at the last meeting, and Hedy Ayers is working on the contract. A final version will be available by the end of 2008, and CRCOG expects to launch the project in early 2009.

Coalition for Prescription Drug Purchasing: This could be part of a larger discussion about benefit issues in general. CCM has a working group on the topic, and we could ask them to come and talk to us.

Regionalization: With the current economic situation, there is likely a big push coming for more regionalization. Part of this would be identifying and prioritizing core services, and finding out what is inhibiting regional responses. For example, there is no method for a small region to apply for a grant. A suggestion was made to ask someone from the staff of Representatives Larson and Courtney and Senator Dodd to come and talk about some of the changes that are coming from the Federal level. Mayor Currey suggested that this economic crisis also presents an opportunity to revamp education funding, and possibly regionalize schools based on the 12 Community College districts. Jack McCoy talked about the possibility of increased infrastructure spending, and that the technology infrastructure needs to be part of that. It might be beneficial to reach out to colleges and universities, including private colleges, to assist with this item. Barbara Gilbert suggested we ask Dr. Fred Carstensen about data gathering.

5. PROJECT STATUS REPORTS

Service Sharing

Jen March-Wackers reported that good progress has been made on most of the Regional Incentive Grant projects.

Digital Health Department: The finalists will present a demonstration on December 3rd, participating Health Departments have been invited.

IT Application Sharing: Jocelyn Mathiasen reported that the consultant still working on a needs assessment, but that the Steering Committee will identify the high priority needs after Thanksgiving, and will use evaluation criteria that identifies the priorities that are most amenable to a regional solution. The preliminary decisions will be made at the December 16, 2008 IT Service Sharing meeting being held in the Stanley Room at South Congregational Church at 2:00 p.m.

GIS Orthoflight: The RFP resulted in seven proposals, and the selection committee is

going over the proposals today. They expect to have a contract in place in time for a spring 2009 flight.

GIS Enhancement: The Policy Board approved a motion to move forward with the current vendor. A meeting was held with the vendor to review available enhancements which will be prioritized by the group.

Farmington Valley Trail Maintenance: Participating municipalities have set an agreement in place; each participating town is now working on passing a Memorandum of Understanding. They will not be able to proceed with bids for equipment until all towns have passed the MOU.

Regional EOC: The chosen engineer team had its first meeting with the planning committee on November 18, 2008, and Town of Manchester will likely go out to bid on the renovation work in January, with work expected to start in March. The Town of Manchester is handling all procurement.

Regional Training Facility: The committee will meet this Friday. The RFP is currently under review, and will likely go out the first week of December. The Police Chiefs Association will manage the program, and there will be an operational assessment for all participating Police Departments. Some committee members expressed concern about whether an MOU will need to be passed in all participating municipalities before a shovel can go in the ground. Ms. March-Wackers stated she will look into it, and will talk to Public Safety Director Cheryl Assis about communication on this and the Regional EOC.

Law Enforcement Data Sharing: The vendor is developing software and doing preliminary testing in December 2008.

Regional Traffic Team: The Regional Traffic Team is working on procuring trailers and reporting software.

Job Order Contracting

Ms. March-Wackers reported that JOC is moving forward. CRCOG will likely house an employee from the Gordion Group while they work on the catalog.

Non-Tax Revenue Survey

Ms. March-Wackers reported that the Community Development intern is working on the survey and that Barbara Buddington will likely also contribute to the data analysis.

Purchasing

Jennifer March-Wackers reported on the Capitol Region Purchasing Council Annual Meeting, which was held on November 6, 2008. Carol Wilson from the DAS spoke about the special session coming up, which may result in legislation that would allow DAS to procure state mandated services and goods for towns when there is not a state need. Ray Wilson from OPM talked about the State's reverse auction for electricity. The CRPC also asked CRCOG to look at the possibility of creating an Electricity Purchasing Consortium. Ms. March-Wackers also shared information about BidSync's online training, and Hedy Ayers' white paper presentation on Green Initiatives and green procurement, which could be a potential topic for the Municipal Services Committee. Maureen Barton reported that the CRPC is currently soliciting requirements for Traffic Guidelines, Stormwater Monitoring Services, and Gasoline, all of which are due on December 1, 2008. The bids will be released on December 3,

2008, and opened on December 18, 2008.

6. MUNICIPAL INFORMATION SHARING

Committee members discussed whether anyone is locking in for Fuel Oil for next year, while the prices are low. Ms. March-Wackers can share the market reports she gets from Hess, if anyone is interested, and she will be preparing a utility update at the January meeting. She also suggested an email discussion on what towns are doing. Several towns are working on budgets. Bonnie Therrien asked how everyone is handling to recent statute on posting minutes and agendas on websites. Barbara Gilbert shared that they have a webmaster that is responsible for posting these items in the required timeframe; department heads are responsible for getting the information to the webmaster. She also informed everyone of Rocky Hill's interpretation of the law that incorporated Fire Departments will need to post their minutes on the town website. If minutes are corrected, the original posted minutes need to still be posted.

5. ADJOURNMENT

The next meeting of the Municipal Services Committee will be held on December 16, 2008. Chair Peter Souza adjourned the meeting at 1:30 p.m.