

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
DECEMBER 16, 2008

ATTENDANCE

Members and Guests

Peter Souza, Chair
Emily Moon
Joyce Stille
Bonnie Therrien
Robert Skinner
Mike Wilkinson
Richard J. Toce
Dan Sullivan
Francis Pickering
Jim Haselkamp
Terry de Mattie
Mary Ellen Kowalewski
Maureen Barton
Jennifer March-Wackers

Town

Windsor
Windsor
Bolton
Wethersfield
Canton
Tolland
East Hartford
Vernon
CCRPA
Norwalk
SEGAL
CRCOG
CRCOG
CRCOG

Chairperson Peter Souza called the meeting to order at 12:05 p.m.

1. ADOPTION OF MINUTES

Bonnie Therrien made and Joyce Stille seconded a motion to adopt the minutes of the November 18, 2008 meeting. Minutes were adopted by unanimous voice vote.

2. CONNECTICUT PRESCRIPTION DRUG COALITION

Jim Haselkamp from the City of Norwalk and Terry de Mattie from SEGAL Consulting presented information on the Connecticut Prescription Drug Coalition, an informal group of municipalities that were clients of SEGAL and frustrated with the lack of market competition with Anthem. Together, they put out a pharmacy bid and selected Medco as their vendor. Each of the members of the coalition maintains individual contracts and benefit levels. The Coalition has expanded the products offered from prescription drugs to life insurance and dental, and they are looking to expand membership. The Town of Windsor is a member, and they shared their experience, noting the tremendous flexibility of the program. Mr. Haselkamp noted that anyone looking to join will get pushback from their current provider. There is a \$4,000 fee per product to join, \$2,000 of which is rebated back to the town from Medco. There are no fees after joining. The join fee covers the cost of looking up your old prescription data, and running it through the Medco pricer to see what kind of savings you can expect. The process takes 60 to 90 days, and SEGAL recommends starting in January,

although a mid-year start is also possible. Medco does push for mail order and generics, but both of those services generate savings. For additional information, interested parties can visit the Coalition website, <http://www.ctpspc.org/>.

3. PROJECT STATUS REPORTS

CRCOPA Training Program/Regional Training Center Update

The project spec is being revisited, as the building may not be sufficient for CRCOPA's purposes especially the shoot range requirements. CRCOPA has determined that participating towns will be assessed \$500, the rest of the cost will come from their fund. Chiefs should be relaying this information through the budget process. Rocky Hill has expressed some concerns, notably, they would like to have a long-term financial commitment in writing. The grant is sufficient for building, but maintenance and utility needs need to be considered as well. Ms. March-Wackers stated that is the ongoing responsibility of the CRCOPA training budget.

Service Sharing

Jen March-Wackers reported lots of movement is occurring as CRCOG nears the end of the second quarter of reporting.

Digital Health Department: A contract is being negotiated with the preferred vendor. Implementation is expected to begin in January 2009.

IT Application Sharing: The steering committee met last week, and a meeting with the larger committee is taking place this afternoon. There will be a vote to determine the most desirable projects, and then a discussion about implementation.

GIS Orthoflight: They have selected finalists for the flight, and will have a conference call with them tomorrow. The quality of data will be higher than expected.

GIS Enhancement: This project is moving forward, and the committee is pulling together information on what enhancements are available to choose from.

Farmington Valley Trail Maintenance: Three towns have passed the MOU. Towns that have not yet done so will be able to join in as they pass the MOU.

Regional EOC: The Town of Manchester is taking charge of this project. An engineering firm has been hired for design and the town will likely go to bid in March.

Law Enforcement Data Sharing: The software is being tested this month.

Regional Traffic Team: The team will meet on December 23rd to address the training schedule, and will be talking to the DMV, OPM, and Police Chiefs, among other groups, to work out conflicts.

Peter Souza asked whether the participation motion that each participating town passed will be revisited at some point in the process, and whether something more refined will need to be developed. Mr. Souza expressed that he wants to make sure that nothing falls through the cracks, and that all costs are accounted for. Mary Ellen Kowalewski asked the committee what they think would help, and asked how CRCOG could help facilitate communication. In particular, Public Safety related projects need to be communicated. As a starting point, CRCOG will distribute the quarterly reports to the managers, and CRCOG can also do a project by project fiscal impact report. Ms. March-Wackers is optimistic that the projects will end up being a benefit, not a cost.

Solid Waste Management

The Policy Board has approved the drafting of an RFP spec, based off of Norwalk's. They have not yet authorized a bid to go forward.

Job Order Contracting

Ms. March-Wackers reported that CRCOG is in contract draft revisions with Gordion Group, and the resulting contract draft will then go to Bob DeCrecenzo for review before final negotiations take place. CRCOG will have a JOC kick-off in January, and implement in spring. Ms. March-Wackers suggested that anyone who has a small project in the works should consider using that project as a pilot to test JOC in the late spring/early summer. She reminded the committee that Bob DeCresenzo's legal opinion state that the JOC method may not be usable with state grants due to the need for individual procurement.

Non-Tax Revenue Survey

Ms. March-Wackers reported that a first draft of the survey results is in place, and the final version will be available in January. Ms. March-Wackers praised the work by the Community Development intern Walter Ramsey as top-notch.

Purchasing

Jennifer March-Wackers reported that she will be meeting with Ray Wilson from OPM this Friday to discuss the potential for establishing an electricity purchasing consortium and possibly the opportunity for CRCOG to piggyback on the OPM contract with their reverse auction vendor. In addition, a notice has gone out from our e-procurement provider, BidSync, about some upcoming free online training sessions on Vendor Experience, Bid Layout, and Reports. Maureen Barton reported that the CRPC is currently soliciting requirements for Grass Seed and Fertilizer, and will be opening Traffic Guidelines, Stormwater Monitoring Services, and Gasoline this Thursday. Ms. Barton noted that there are specific deadlines for locking in prices for Gasoline, so she recommended reading the memo that accompanies the notice of the bid tabulation carefully.

Natural Gas

Ms. March-Wackers is working on getting pricing for 2009-2010 from Hess corrected. She is moving up the food chain, looking for a single blended number, and hopes to have that information to towns as soon as possible. In the interim, she recommended starting with the number your town has now, and assume a 17-18% decrease.

4. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Ms. March-Wackers informed the committee that there will be a web conference tomorrow from 1-3pm, at CRCOG, sponsored by ICMA, on fiscal distress, and managing budgeting during times of fiscal distress. The conference is free, she asked people to let her know if they would like to participate. In addition, her annual utility report will be available soon.

5. ADJOURNMENT

The next meeting of the Municipal Services Committee will be held on January 20, 2009. Chair Peter Souza adjourned the meeting at 1:31 p.m.