

CRCOG Municipal Services Committee
Virtual Meeting
Tuesday, September 17, 2024
12 pm
Minutes

Members and Alternates

Peter Souza, Chairperson
Hiram Peck
Grace Tiezzi
Jon Colman
Alvin Schwapp
Mark Penney
Jonathan Luiz
Kimberly Lord
Kasia Purciello
Maria Capriola
Jennifer Kaufman
Lauren Rhines
Andy Cirioli
William Morrison
Dawn Maselek
Fred Presley

Town/Organization

Windsor
Avon
Avon
Bloomfield
Bloomfield
Canton
Glastonbury
Manchester
Manchester
Mansfield
Mansfield
Newington
Plainville
Stafford
Vernon
Wethersfield

CRCOG Staff

Kim Bona
TJ Demichele
Matt Hart
Aaliyah Miller
Robyn Nichols
Elizabeth Sanderson
Kyle Shiel
Erik Snowden
Pauline Yoder

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Guests

1. Call to Order/Introductions

Chairperson Mr. Peter Souza called the meeting to order at 12:03 pm.

2. Approval of Minutes:

- **September 17, 2024, Meeting Minutes**

Mr. Jon Colman made a MOTION to accept the minutes from the September 17, 2024, meeting. Ms. Grace Tiezzi SECONDED the MOTION and it CARRIED with Ms. Kimberly Lord abstaining.

3. Reports from the Chair and Staff

- **Committee Chair**

Chairperson Souza thanked committee members for rearranging their schedules to meet today instead of the regularly scheduled meeting of December 3.

- **Executive Director**

Mr. Matt Hart introduced and welcomed Canton Chief Administrative Officer, Mark Penney, to the committee.

Mr. Hart stated there have been members that have reached out regarding federal discretionary grants. CRCOG is in the process of preparing guidance to share with members later this week.

- **Chief Operating Officer**

Ms. Pauline Yoder stated that bids for Gasoline and Traffic Guidelines will close on December 17. Bid results will be posted no later than the end of business on December 18.

Ms. Yoder stated CRCOG is opening an opportunity to help municipalities develop individualized cybersecurity response plans as well as policies. CRCOG will be sending a flyer to towns later this month or in January with more information on this.

- **Other**

4. Business Items

- **MSC 2025 Meeting Schedule**

Mr. Souza asked for input on whether the members preferred meeting on the second or third Tuesday of each month. Discussion ensued among the committee regarding the 2025 MSC Meeting Schedule. Mr. Jon Colman made a MOTION to approve the 2025 Meeting Schedule for the second Tuesday of the month. Ms. Maria Capriola SECONDED the MOTION, and it CARRIED UNANIMOUSLY.

- **Shared Services Debrief and Survey Results**

Mr. Hart stated that the October Shared Services Workshop was very productive, and a lot of positive feedback was received from those who attended. Mr. Hart thanked Mr. Souza, OPM and the panelists for their participation. The panelists also felt the workshop went very well.

Mr. TJ Demichele provided an informative recap of the Shared Services Survey results. To view the presentation, please [click here](#).

- **BRIC Grant**

Ms. Elizabeth Sanderson provided an information presentation to the committee regarding the BRIC Grant. The presentation may be viewed [here](#).

- **CRCOG's 2025 Legislative Agenda**

Mr. Hart discussed CRCOG's proposed 2025 Legislative Agenda. He stated this will go to the Policy Board for approval at its December 18 meeting.

5. Municipal Information Sharing

6. Future Agenda Items

- **Subsidized Employment Program (Capital Workforce Partners)**
- **Regional Waste Authority/CCSWA**
- **Regional Stormwater Management Study**
- **Regional Housing Strategy**
- **Public Safety Recruitment & Retention**

7. Adjournment

With no further business, Chairperson Souza entertained a motion to adjourn at 1:05 pm.

**The next CRCOG Municipal Services meeting will be held on
January 14, 2025.**