

**CRCOG Municipal Services Committee**

**In-Person Meeting**

**Tuesday, May 13, 2025**

**CRCOG Offices**

**350 Church Street, Floor 3 Board Room**

**Hartford, CT 06103**

**12 pm**

**Minutes**

**Members and Alternates**

Peter Souza, Chairperson  
Brandon Robertson  
Ryan Curley  
Mark Walter  
Jim Drumm  
Chris Bromson  
Ken Nelson  
Kathy Blonski  
Kathryn Krajewski  
Jonathan Luiz  
Ajayi "Shay" Olusegun  
Steve Stephanou  
Kasia Purciello  
Maria Capriola  
David Porter  
Jonathan Ashtul  
Lauren Rhines  
Andy Cirioli  
Ray Carpentino  
Mona McKim  
Tom Fitzgerald  
William Morrison  
Brian Foley  
Megan Massa

**Town/Organization**

Windsor  
Avon  
Berlin  
Columbia  
Coventry  
Enfield  
Enfield  
Farmington  
Farmington  
Glastonbury  
Hartford  
Manchester  
Manchester  
Mansfield  
Marlborough  
Newington  
Newington  
Plainville  
Rocky Hill  
Rocky Hill  
Simsbury  
Stafford  
Tolland  
Tolland

**CRCOG Staff**

Cheryl Assis  
Kim Bona  
Laura Frankowski  
Matt Hart  
Robyn Nichols  
Caitlin Palmer  
Elizabeth Sanderson  
Kyle Shiel  
Erik Snowden

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**Guests**

None.

**1. Call to Order/Introductions**

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

**2. Approval of Minutes:**

- **April 8, 2025, Meeting Minutes**

Mr. Mark Walter made a MOTION to accept the minutes of the April 8, 2025, meeting. Mr. Tom Fitzgerald SECONDED the MOTION, and it CARRIED with Mr. Andy Cirioli abstaining.

**3. Reports from the Chair and Staff**

- **Committee Chair**
- **Executive Director**
- **Chief Operating Officer**
- **Other**

Ms. Elizabeth Sanderson provided an update of funding opportunities to the committee. A link to CRCOG's May Funding Newsletter may be viewed at <https://conta.cc/3GLMdve>.

**4. Business Items**

- **Interactive Discussion to Identify Priority Projects and Initiatives for MSC**
  - [Memo from Matt Hart to MSC members re: focus of May 13 meeting](#)

Mr. Matt Hart stated the primary objective of today's meeting is to identify priority projects and initiatives for the MSC, with a particular focus on how the MSC can most effectively support its member municipalities at this time.

A robust discussion followed among committee members, centering on key areas such as service sharing, workforce development, and technology. Various perspectives and ideas were exchanged. [2025-05-13 MSC ppt.pdf](#)

**Service Sharing**

Members emphasized the importance of ensuring equity among towns. It was noted that any service-sharing arrangement must also include a fair and transparent cost-sharing component.

Committee members expressed the value of receiving annual compensation analyses. These reports would provide insights into areas such as salaries,

benefits, and collective bargaining, helping municipalities better understand regional trends and benchmarks.

### **Workforce Development**

The ongoing shortage of EMS/Fire volunteers, Planners, Building Officials, and Animal Control Officers was acknowledged as a critical concern. The committee stressed the need to identify the most urgent workforce challenges facing municipalities. CRCOG was encouraged to monitor and respond to the evolving needs of towns across the region.

Potential strategies to address workforce shortages include in-house training programs, integrating local government topics into school curricula, leadership development initiatives, internal promotion, and tapping into the pool of transitioning federal employees.

### **Technology**

Artificial intelligence (AI) continues to gain traction in local government operations. CRCOG's AI Working Group is currently developing a reference policy to guide municipalities on best practices for AI use, including recommended "do's and don'ts" specific to the local government usage.

The committee will continue its discussion on initiatives related to these three focus areas at the June meeting.

## **5. Municipal Information Sharing**

### **6. Future Agenda Items**

- **Next Steps with Committee Workplan**
- **Other?**

## **7. Adjournment**

With no further business, Chairperson Souza entertained a motion to adjourn at 1:34 pm.

**The next CRCOG Municipal Services meeting will be held on  
June 10, 2025.**