

CRCOG Municipal Services Committee
In-Person Meeting
Tuesday, September 9, 2025
12 pm
Minutes

Members and Alternates

Peter Souza, Chairperson
Ryan Curley
Jim Drumm
Kasia Purciello
David Porter
Lauren Rhines
Tom Fitzgerald
Kristina Marino
Alex Ricciardone

Town/Organization

Windsor
Berlin
Coventry
Manchester
Marlborough
Newington
Simsbury
Southington
Southington

CRCOG Staff

Kim Bona
Matt Hart
Nick Lanza
Aaliyah Miller
Robyn Nichols
Caitlin Palmer
Elizabeth Sanderson
Kyle Shiel
Erik Snowden
Pauline Yoder

CRCOG
CRCOG
CRCOG Intern
CRCOG
CRCOG
CRCOG
CRCOG
CRCOG
CRCOG
CRCOG

Guests

Max Friedman
Tajjah Anderson
Anastacia Woolcock
Adriana Negrón

CCM
Governor Lamont's Office
Journey Home
Journey Home

1. Call to Order/Introductions

Chairperson, Mr. Peter Souza, called the meeting to order at 12:06 pm. Introductions were made.

2. Approval of Minutes:

- **June 10, 2025, Meeting Minutes**

This item was TABLED until later in the meeting.

3. Reports from the Chair and Staff

- **Committee Chair** – None.
- **Executive Director**

Mr. Matt Hart reviewed the MSC memo highlighting overall objectives for FY 25-26. Mr. Hart stated the ICMA Conference will be held next month and stated the potential opportunity for CRCOG to host ICMA workshops at a group rate.

Mr. Hart turned the floor over to Ms. Caitlin Palmer to discuss the upcoming Housing Workshops. [Click here for more information.](#) Ms. Palmer discussed the housing efforts and explained the Regional Housing Strategy is not another plan, but instead, an opportunity to seek feedback from towns about what they need so CRCOG can do what they can to assist on a regional level.

- **Chief Operating Officer-** None.
- **Other**
 - **Collaboration, Culture, Belonging** – Ms. Kim Bona explained that the current contract between CRCOG and Daniel Penn Associates has ended, asking members if there is interest for CRCOG to rebid for Collaboration, Culture, and Belonging training services.

Mr. Souza suggested CRCOG bid an RFQ versus an RFP to produce a list of qualified firms for towns to choose from so they may pick one that can best address their specific needs. Ms. Kasia Purciello strongly supported the need for these services along with various training in general. i.e., supervisory/management training (offer a menu of various services to choose from).

- **[Gas Cylinder EPR](#)** – Ms. Robyn Nichols stated the Gas Cylinder EPR – goes into effect October 1, 2025, and that CT’s gas cylinder Extended Producer Responsibility (EPR) law is the first of its kind in the U.S. This law mandates that gas cylinder manufacturers and their designees fund and manage a statewide stewardship program for collecting, transporting, and recycling discarded residential gas cylinders, primarily propane, butane, and helium. [The Cylinder Collective](#), nonprofit producer responsibility organization, contracted with State of CT to implement/operate gas cylinder recycling programs in the State of CT. Thru Agreement with [The Cylinder Collective](#), municipal transfer stations will be designated collection locations – State will provide 55 gallon collection bins and service provider collection free of charge to participating municipalities; or Towns can opt to institute their own gas cylinder EPR collection program

at their own cost. For information on cylinders that are covered under this program, please [click here](#).

- Ms. Nichols shared that the CRCOG Human Services Coordinating Council (HSCC) will meeting on Tuesday, September 16 at 10am. The meeting will be remote; the agenda may be viewed [here](#).

4. Business Items

- **CCM Salary Survey and HR Initiatives**

Ms. Bona and Mr. Max Friedman discussed various initiatives that CRCOG and CCM have been collaborating on to improve user efficiency with regards to filling out the CCM salary survey. Ms. Bona also stated that the platform that hosts the current Nutmeg HR Portal is being discontinued. CRCOG will take this opportunity to create a Municipal HR Resources page on its website that will offer the same tools that are currently on the HR Portal. Ms. Bona and Mr. Friedman welcomed suggestions and input from the committee. Mr. David Porter stated it would be very helpful for CRCOG to include various collective bargaining agreements for its member towns on this webpage. Discussion followed.

- **Regional Fair Rent Commission**

Ms. Elizabeth Sanderson provided an overview of regional Fair Rent Commissions (FRCs) and offered background information for committee members. She also discussed the potential establishment of a regional FRC at CRCOG and outlined several proposed next steps. Please [click here](#) for more information.

5. Municipal Information Sharing

6. Future Agenda Items

- **CRCOG AI Draft Policies**
- **Other?**

2. Approval of Minutes (continued)

Ms. Lori Spielman made a MOTION to approve the minutes of June 10, 2025, as presented. Ms. Purciello SECONDED the MOTION and it CARRIED UNANIMOUSLY.

7. Adjournment

With no further business, Chairperson Souza entertained a motion to adjourn at 1:15 pm.

The next CRCOG Municipal Services meeting will be VIRTUAL on October 14, 2025.

