

CRCOG Municipal Services Committee
Virtual Meeting
Tuesday, October 14, 2025
12 pm
Minutes

Members and Alternates

Peter Souza, Chairperson
Hiram Peck
Grace Tiezzi
Jon Colman
Mark Walter
Jonathan Luiz
Jeff Auker
Paul Forrest
Kimberly Lord
Kasia Purciello
Maria Capriola
Ray Carpentino
Tom Fitzgerald
George McGregor
Marc Nelson
David Nourse
Bill Morrison
Dawn Maselek

CRCOG Staff

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

Guests

Vahid Behzadan
Chris Eshleman

Town/Organization

Windsor
Avon
Avon
Bloomfield
Columbia
Glastonbury
Hartford
Hebron
Manchester
Manchester
Mansfield
Rocky Hill
Simsbury
Simsbury
Simsbury
Southington
Stafford
Vernon

CRCOG
CRCOG
CRCOG
CRCOG Intern
CRCOG
CRCOG
CRCOG
CRCOG
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CRCOG
CRCOG

Connecticut AI Alliance
Citizen

1. Call to Order/Introductions

Chairperson, Mr. Peter Souza, called the meeting to order at 12:04 pm. Introductions were made.

2. Approval of Minutes:

- **September 9, 2025, Meeting Minutes**

Ms. Tom Fitzgerald made a MOTION to approve the minutes of June 10, 2025, as presented. Mr. Marc Nelson SECONDED the MOTION, and it CARRIED UNANIMOUSLY with Ms. Grace Tiezzi, Ms. Maria Capriola, Ms. Dawn Masalek, and Mr. David Norse abstaining.

3. Reports from the Chair and Staff

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

Mr. Matt Hart reported that the CRCOG Legislative Committee is currently meeting, with Mr. Jason Bowzsa serving as Chair. The committee is preparing a short list of priority items to focus on for the upcoming legislative session.

He also commended Kyle Shiel and Jacob Knowlton for their recently published report on *Third Places* and their significance within communities. Mr. Hart noted that there will be an event on *Third Places* held at Work_Space in Manchester at 2:30 p.m.; there are a few tickets remaining for those interested in attending.

Mr. Hart then turned the meeting over to Ms. Caitlin Palmer, who discussed a studio program designed to help towns learn about and develop participatory budgeting frameworks for their communities. Ms. Palmer invited anyone interested in participating in the program to reach out to her for more information at cpalmer@crcogct.gov.

- **Chief Operating Officer**- None.
- **Other**
 - **Integrated Pest Management (IPM) and Control Services RFQ**

Ms. Kim Bona shared that Total Pest Control has been selected for the IPM and Control Services RFQ as a qualified vendor, and their information has been posted to the CRCOG website for any members who wish to utilize their services. Company contact information and fee schedule for Total Pest Control may be found at:

<https://crcogct.gov/municipal-services/crpc/> .

- **Municipal HR Resources**

Ms. Bona explained that the former Nutmeg HR Portal has been transitioned to a Municipal HR Resources page on the CRCOG website. The page contains various model documents such as job policies, and other resources for municipalities to use. She encouraged members to share documents that they would like to see on the resource page and welcomed ideas for the newly created page as well. The Municipal HR Resource page may be viewed at: <https://crcogct.gov/municipal-hr-resources/> .

- **CRPC Annual Meeting and Gasoline Bid**

Ms. Bona stated that CRPC Annual Meeting will be held on Tuesday, October 28, from 9-11am at the CRCOG Offices, 350 Church Street, Ground Floor Conference Room, Hartford, CT 06103. Registration is open until October 22. Guest Speakers include DAS Procurement Director Gene Burk, as well as Vahid Behzadan from the CT AI Alliance. [CLICK HERE TO REGISTER](#) .

Ms. Bona informed members that the CRPC is collecting quantities for the Gasoline Bid until October 30. Please get quantities submitted as this is a NO PIGGYBACK BID!!! Questions may be directed to Kim at kbona@crcogct.gov.

- **Enterprise Resource Planning (ERP) and Regional Waste Authority (RWA)**

Ms. Pauline Yoder reported that a solid waste survey has been distributed to CRCOG towns and requested that members complete and return the survey.

Ms. Yoder also noted that one town has expressed interest in CRCOG issuing an RFP or RFQ for an ERP system. Ms. Yoder emphasized that this would be a significant undertaking, so CRCOG is seeking to gauge interest from other towns that may be considering or committed to transitioning to a new system. Interested towns are encouraged to contact Robyn Nichols at rnichols@crcogct.gov .

4. Business Items

- **Discussion on AI Pilot Programs**

Mr. Vahid Behzadan presented to the committee discussing various AI pilot programs that are being used in local government. Pilots include Citizen Service Chatbots, Document Drafting and Summarization, Records Management and Search, and Translation Services. Discussion followed.

- **CRCOG DRAFT AI Model Policies**

Ms. Yoder reported that the CRCOG AI Working Group, in collaboration with NOVUS, has developed two model policies outlining best practices for the responsible use of AI. One policy focuses on AI Security, while the other addresses AI Transcription Assistance Services. She noted that CRCOG will provide Word versions of these documents to any members interested in adapting them for their own municipalities. Ms. Yoder also emphasized the importance of maintaining human oversight and review when using any AI tools.

- **CRCOG Annual Meeting Town Awards**

Mr. Hart shared that CRCOG is considering reinstating its award program at the annual meeting and is seeking ideas from members. He noted that there would be no more than six awards and welcomed input on potential categories. Chairperson Souza agreed that it's a great idea, provided the program does not become too robust.

- **Regional Fair Rent Commission (FRC) Survey**

Ms. Elizabeth Sanderson stated the FRC Survey has been sent to members and encouraged feedback and responses by October 17.

5. Municipal Information Sharing

6. Future Agenda Items

- **Regional Stormwater Authority Study**
- **Regional Economic Development Initiatives**
- **Other?**

7. Adjournment

With no further business, Chairperson Souza entertained a motion to adjourn at 1:12 pm.

**The next CRCOG Municipal Services meeting will be
VIRTUAL on November 18, 2025.**