

**Draft Minutes
Regular Meeting
Connecticut Metropolitan Council of Governments
Thursday, January 28, 2019 at 10:00 am
MetroCOG Conference Room Bridgeport, Connecticut**

Name	Representing
Joseph Ganim, Mayor (Ken Flatto, Proxy)	Bridgeport
Adam Dunsby, First Selectman	Easton
Michael Tetreau, First Selectman, Chairman	Fairfield
Ken Kellogg, First Selectman	Monroe
Laura Hoydick, Mayor (conference call)	Stratford
Vicki Tesoro, First Selectman (at 10:14)	Trumbull
Matthew Fulda, Executive Director	MetroCOG
Patrick Carleton, Deputy Director	MetroCOG
Larry Ciccarelli, Administrative Services Director	MetroCOG
Meghan Sloan, Planning Director	MetroCOG
Sara Radasci (conference call)	CTDOT
Michael Fisher, Senior Project Manager	BL
George L. Jacobs, Vice President	KS Engineers
Eileen Lopez-Cordone, Community Relations Specialist	UIL Holdings

Minutes

I. Call to Order:

The meeting was called to order by the chairman, First Selectman Tetreau, at 10:02 AM.

II. Public Participation:

There was no public participation

III. Approval of Meeting Minutes:

- a. **January 31st, 2019:** First Selectman Kellogg made a motion to approve the minutes. The motion was seconded by Mr. Flatto. The motion carried unanimously.

IV. Action Items:

- a. **Upgrade existing Laserfiche software for regional deployment**

Mr. Fulda explained that the resolution would support the upgrade of MetroCOG's existing Laserfiche software to a regional deployment.

First Selectman Dunsby inquired about the top three specific uses of the technology. First Selectman Kellogg explained that Laserfiche was a rule-based workflow and document management platform. The system would address a multi-department permit process that was not cohesive and relied on institutional knowledge. In addition to these strengths, the system would provide metrics to better understand where processes were failing, support economic development and improve the customer experience. Laserfiche is also flexible since it provides multiple workflows, such as contract management. First Selectman Kellogg commented that the Laserfiche upgrade is a good example of regional purchasing for local deployment.

First Selectman Dunsby inquired if Monroe had used the product. First Selectman Kellogg replied that the public health department had a limited trial. Mr. Fulda explained that MetroCOG has been using the product internally for over four years.

Mr. Flatto explained Bridgeport's experience with a similar system: deployment cost over \$1 million and required a huge staff time investment. He expressed concern that deployment at the COG level could involve a significant expenditure and staff effort.

Mr. Fulda explained that a similar Laserfiche system has been deployed in some New York counties with municipal implementation. Mr. Fulda commented that AIS is the preferred vendor since the regional deployment would be supplemental to an existing contract and gave a brief overview of the costs. The single license could be shared among the six municipalities but would be segregated locally.

Mr. Flatto asked how the database was loaded. Mr. Fulda explained that there were preexisting workflows that Monroe could use (150 business processes). He was aware that Bridgeport was currently using intergov. Bridgeport could use the contract management component. Mr. Flatto confirmed that Bridgeport would be able to customize the platform.

First Selectman Kellogg commented that the Laserfiche platform was very intuitive.

Mr. Fulda explained that the costs included 225 hours of professional services from the vendor.

Mr. Flatto asked about what the grant covered and whether a FOIA portal could be provided. Mr. Fulda provided an overview of the costs over three years, after that time, a cost-share for annual fees would be established. Mr. Fulda confirmed that a pre-built FOIA process was part of the system.

First Selectman Dunsby inquired if the grant was only available for Laserfiche or if it could be used for something else; and what other towns were interested in using Laserfiche. Mr. Fulda explained that the grant had to be used by the end of Fiscal Year 2019 (June 30th) or it would go back to the state.

First Selectman Tesoro commented that Trumbull was seriously thinking about it. First Selectman Tetreau had questions but explained that the building department and Town Clerk were interested.

Mayor Hoydick commented that Stratford had online permitting already but she was interested in the contract management component. She asked if Mr. Fulda had spoken to IT contacts in Stratford and Mr. Fulda said he would check who he sent emails to. Mayor Hoydick also inquired if MetroCOG was planning to renew the contract with Laserfiche. Mr. Fulda explained that they would have to have a supplemental contract since the current system did not support regional deployment. Mayor Hoydick thanked First Selectman Kellogg for his due diligence.

First Selectman Kellogg clarified that Laserfiche had originally been approved by the board as part of the Regional Services Grant spending plan. Mr. Fulda confirmed this statement.

First Selectman Tetreau requested that in the future if an email is distributed to municipal staff and MetroCOG doesn't hear back to let the Chief Elected Official know. He continued that Bridgeport could not be left out of any discussions. First Selectman Tetreau requested a full presentation to the board a month prior to any

vote and a schedule of the costs broken down by municipality over the next three years. He asked about other local costs and what could be self-funded, the costs if a municipality only used the contract management component, the mechanism for splitting up costs after the third year, what will the local savings be, who owns the data and how is it transferred back to the municipality if they do not renew a contract after three years.

First Selectman Tetreau explained that he could not vote on the item until Bridgeport and the other towns had a full presentation. First Selectman Tetreau also asked if training was included in the cost, how training hours would be allocated to each town, and the town staff who would be signing up for each function. The First Selectman requested that Mr. Fulda provide this in writing. He continued that none of this was a no-go and that he understood the value but he needed to understand what he would be committing to after three years.

Mr. Flatto commented that he was very appreciative but nervous that after three years it may not be a fixed cost. The \$40,000 quote is based on a minimum amount of users and he thought Bridgeport could use well over this amount, which would change the price.

First Selectman Tetreau requested an estimate ahead of time, details of how costs would be shared and what the existing volumes were. Mr. Fulda explained that he could not assume future usage.

First Selectman Dunsby commented that if Laserfiche was free he could sign Easton up but if costs could be incurred later he would have to go to the Board of Selectmen. Mr. Fulda explained that there was no requirement for the Towns to sign up after three years.

First Selectman Tetreau commented that after three years and the amount of staff time spent on deployment they would not be able to stop using the system.

Mr. Flatto requested that Mr. Fulda send the draft of the full contract. First Selectman Tetreau invited the Board to visit Fairfield to see how Laserfiche was being used.

First Selectman Tesoro commented that Mr. Fulda had talked to her and several departments about Laserfiche.

First Selectman Tetreau inquired how much scanning town staff would need to do. Mr. Fulda replied that it was the Town's decision.

First Selectman Dunsby inquired if other municipalities used MUNIS. Mr. Fulda explained that MUNIS did not allow regional deployment.

First Selectman Tetreau requested a schedule of costs with estimates made by municipality for the variables.

First Selectman Kellogg commented that a presentation and demonstration from Laserfiche could be valuable.

First Selectman Tetreau inquired about critical deadlines.

Mr. Fulda explained about the June 30th deadline and that he hadn't moved forward earlier because he wanted to receive the last quarterly RSG payment before incurring any contractual expenses.

First Selectman Tetreau requested that Mr. Fulda keep the board updated.

b. Public Health Emergency Preparedness Grant Fiduciary

Mr. Fulda explained the grant. Yale/New Haven Health is currently the fiduciary but has decided not to pursue the public health portion. MetroCOG has been approached by the Stratford Health Director/Health Care Coalition (HCC) co-chair about taking on the fiduciary responsibilities which includes submittal of annual reports and oversight of deliverables to the Department of Public Health.

Mr. Fulda explained that MetroCOG would take 10-15% of the grant for administrative oversight. Mr. Fulda held a call with the Health Care Coalition; they suggested reaching out to Region 3 (CRCOG) and Yale Health regarding fiduciary responsibilities.

First Selectman Kellogg explained to the Board that he was familiar with public health preparedness and disclosed that he was a consultant that assisted in deliverable preparation, dating back to 2001. First Selectman Kellogg provided a brief history of the grant, that the state forced a regional approach and that the fiduciary responsibilities went to Yale at no bid. He understood the COG's role in grant management and thought that it made sense. However, he cautioned that the deliverables were a lot of work and that the COGs wouldn't be managing the deliverables; a separate contract or health department would be responsible. The First Selectman explained that the funds were relied on by local health departments for annual budgeting and provided an overview of what the funds were for.

Mr. Flatto asked who was in favor in Region 1, and what WestCOG communities supported MetroCOG's potential role. First Selectman Kellogg offered to reach out to the HCC co-chair to learn where the funds would go.

First Selectman Dunsby asked about the benefits to the COG and believed the COG is well-suited to take on the role. However, he expressed concern about expansion of roles beyond the existing transportation orientation. He asked about hiring another staff person and contract terms.

Mr. Fulda would reach out to get a copy of the current contract with Yale, as well as past contracts. He would provide the Board with a one-page summary. First Selectman Kellogg inquired about the risk if deliverables were not met, and potential loss of fiduciary funding.

VI Communications & Announcements:

a. Census PSAP Update

Mr. Fulda explained what Census Designated Places (CDP) were. The municipality could determine these areas for readily available statistical analysis. For example, Southport is currently a CDP.

b. Discussion on Bridgeport Casino

Mr. Flatto explained the letter of support. HB 7055/LCO 1978 would allow the state a process of competitive bidding for casino expansion; the letter does not endorse a particular vendor.

First Selectman Dunsby asked about the Connecticut Gaming Commission. Mr. Flatto explained that this would codify how Connecticut reviews gaming. First Selectman Dunsby commented that the sooner the letter was submitted to the Legislature the better, which several members concurred with.

Mr. Flatto made a motion to approve the following resolution, which First Selectman Dunsby seconded:

"The MetroCOG wishes to express full support for Legislative Bill #1978 entitled: AN ACT CREATING THE CONNECTICUT GAMING COMMISSION AND CREATING A COMPETITIVE BIDDING PROCESS FOR A RESORT-CASINO. The Council believes this bill is in the best interest of both the State and our Greater Bridgeport region for a myriad of reasons, and the MetroCOG urges passage of this legislation."

Mr. Flatto made a motion to modify the resolution language, which First Selectman Dunsby seconded, as follows:

“The MetroCOG wishes to express full support for H.B.7055 (LCO #1978) entitled: AN ACT CREATING THE CONNECTICUT GAMING COMMISSION AND CREATING A COMPETITIVE BIDDING PROCESS FOR A RESORT-CASINO. The Council believes this bill is in the best interest of both the State and our Greater Bridgeport region for a myriad of reasons, and the MetroCOG urges passage of this legislation.”

First Selectman Tesoro made a motion that “myriad of reasons” be removed and that the resolution be amended to the following:

“The MetroCOG wishes to express full support for H.B.7055 (LCO #1978) entitled: AN ACT CREATING THE CONNECTICUT GAMING COMMISSION AND CREATING A COMPETITIVE BIDDING PROCESS FOR A RESORT-CASINO. The Council believes this bill is in the best interest of both the State and our Greater Bridgeport region and the MetroCOG urges passage of this legislation.”

The amended resolution was seconded by Mr. Flatto and the motion passed.

The original motion, as amended, passed unanimously.

c. Transportation Alternatives Program (FHWA)

Mr. Fulda explained the Transportation Alternatives Program.

d. Financials

Mr. Ciccarelli explained the financials. There was some discussion of the increases in the CAM adjustment and liability insurance. First Selectman Tetreau requested that Mr. Fulda reach out for an explanation.

VII Other Business:

a. Executive Director Update on MetroCOG Activities:

i. Hazard Mitigation Plan update:

Mr. Fulda provided an update on the NHMP, the Community Resilience Building workshops and goal development process.

ii. County Equivalency update:

Mr. Fulda explained that there was testimony to the Planning and Development Committee on the 27th and that the census is trying to fast track this to 2020.

iii. MetroCOG staffing update:

Mr. Fulda discussed recent interviews and the preferred candidate.

There was some discussion of the MPO realignment. First Selectman Kellogg requested that the next agenda include an item to discuss the regionalization of assessor functions and combining local assessor and collection departments.

b. Next Meeting Dates:

First Selectman Dunsby clarified that there were COG meetings scheduled for January and February.

VIII. Adjourn

At 11:29, First Selectman Dunsby made a motion to adjourn and was seconded Mr. Flatto. The motion carried unanimously.

First Selectman Adam Dunsby
MetroCOG Secretary