



MINUTES

Council of Governments of the Central Naugatuck Valley

COGCNV Conference Room
49 Leavenworth St., Suite 303
Waterbury, CT 06702
9 a.m., Friday, July 11, 2014

COGCNV Members: Chris Bielik, First Selectman, Beacon Falls; Leonard Assard, First Selectman, Bethlehem; Jerry Sitko (by phone), Alternate, Cheshire; Ed St. John, First Selectman, Middlebury; Bob Mezzo, Mayor, Naugatuck; Joann Pelton (by phone), Alternate, Oxford; Bob Chatfield (by phone), Mayor, Tom Galvin (by phone) Alternate, Prospect; Ed Edelson, First Selectman, Southbury; Kevin DelGobbo, Alternate, Waterbury; Chuck Frigon (by phone), Town Manager, Watertown; Tom Dunn (by phone), Mayor, Wolcott; Jan Krampitz (by phone), Alternate, Woodbury.

Speakers and Guests: Ken Cockayne (by phone), Mayor, Bristol; Evan Johnson (by phone), Senator Chris Murphy's Office; John Brantley, CTRides; John Monteleone, Selectman, Southbury.

COGCNV Staff: Samuel Gold, AICP, Executive Director; Joe Perrelli, Senior Planner; Pat Gallagher, Senior Planner; Aaron Budris, Regional Planner/GIS Specialist; Joanna Rogalski, Regional Planner; Lauren Rizzo, Administrative Assistant.

1. Pledge of Allegiance, Introductions, Roll Call, Public Comment

Chairman Ed Edelson called the meeting to order at 9:04 a.m. Those in attendance recited the Pledge of Allegiance, introductions were made, and the roll was called. For Public Comment, John Brantley of CTRides presented a certificate of appreciation to COGCNV for partnering with the CTRides program. Mr. Brantley hopes to meet individually with the chief elected officials in the near future to explain the program in depth.

2. Consent Agenda

- a. Minutes of the June 13, 2014 joint meeting with Valley COG
- b. Financial Report
- c. TIP Amendments
- d. Correspondence

On a motion by Bob Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To approve the Consent Agenda.

3. Regional Dam Inspection RFQ Results and Authorization

Aaron Budris said modifications to the CT DEEP Dam Safety Program went into effect in October 2013, shifting much of the responsibility of dam inspections from DEEP to dam owners. As a service to member municipalities and their residents, and in order to assist dam owners in compliance with the new dam safety regulations, COGCNV is developing a dam safety information webpage which will include a listing of engineering firms interested

in working in the region on dam safety related projects. COGCNV issued an RFQ with a 6/27/14 closing date. Sixteen engineering firms fulfilled all RFQ posting requirements and will be included in the listing. Respondents will not be ranked or qualified by COGCNV, but will be compiled into a list which will be posted on its website, along with completed submission materials. In order to protect COGCNV from any liability from providing a listing of firms, an indemnification and hold harmless agreement and release was a requirement of each submission. In order to be binding, an agent of COGCNV must sign the agreements.

On a motion by Kevin DelGobbo, seconded by Chris Bielik, it was unanimously

VOTED: To approve the signing of the COGCNV Dam Safety RFQ Indemnification and Hold Harmless Agreement and Releases, and post a listing of dam safety engineers who submitted responses to the Dam Safety RFQ on the COGCNV website.

Ed Edelson suggested COGCNV staff put out a press release to publicize the webpage and that member municipalities provide a link to this page on their websites.

4. **NVCOG Formation Update and Authorization**

Samuel Gold said it is hoped that the analysis and recommendation of policy and procedure to be done by Michaud, Accavallo, Woodbridge and Cusano, LLC will be completed next month, in time for some subcommittee meetings. Insurance brokers have been contacted regarding the health insurance plans and options will be explored. Additionally, 60% of the towns have passed their municipal ordinances, the amount needed for NVCOG to be certified. OPM was contacted for next steps. Authorization will be needed for the chairmen of both COGCNV and Valley COG to send a joint letter to OPM requesting certification of the new NVCOG. Pending certification, the plan is to hold the first official meeting of NVCOG in August. If certification is not received in time, a social event will be held. Interim officers for the new COG will be required. It is expected that the chairmen of both existing COGs will continue in leadership roles until the end of December and that permanent officers of NVCOG will be elected in January 2015 for the remainder of the fiscal year.

On a motion by Len Assard, seconded by Bob Mezzo, it was unanimously

VOTED: To authorize COGCNV Chairman Ed Edelson to send a letter to OPM, along with Valley COG Chairman Kurt Miller, requesting certification of the Naugatuck Valley Council of Governments.

Additionally, Ed Edelson provided an update on the Executive Director Search RFQ.

On a motion by Ed St. John, seconded by Kevin DelGobbo, it was unanimously

VOTED: To add an item to the agenda regarding the interim appointment of an auditor for FY 2013-2014.

5. Interim Appointment of an Auditor for FY 2013-2014

Sam Gold explained that Michaud, Accavallo, Woodbridge & Cusano, LLC was selected in 2012 to perform COGCNV's audit, with a renewal option for two additional years. This is the same firm that will be conducting the joint audit with Valley COG.

On a motion by Kevin DelGobbo, seconded by Chris Bielik, it was unanimously

VOTED: To appoint Michaud, Accavallo, Woodbridge & Cusano, LLC as auditor for fiscal year 2013-14.

6. Waterbury Bus Operations Study

Pat Gallagher said the RFQ deadline for this study is July 25. A selection subcommittee will rank the proposals, and Pat will report back to COGCNV with the subcommittee's recommendation. COGCNV approval will be sought at that time. Kevin DelGobbo said public involvement is important to this project, and Sam Gold said it would be incorporated as part of the scope of the study.

7. Announcement of Waterbury News

Kevin DelGobbo spoke about the recent news concerning state funding for a variety of Waterbury projects. He also spoke about the importance of the hospital merger to a regional healthcare system.

8. Other

Bob Chatfield said Buckmiller's Funeral Home, a longstanding Prospect business, has closed its doors. The building will be razed at a future date for another venue. Buckmiller's has also sold its Naugatuck venture and it will reopen under a new name.

Len Assard said Bethlehem's e-waste vendor has stated they have run out of room and will no longer provide service to the town. Sam Gold provided information regarding the e-waste bill that was passed and said COGCNV will follow up with DEEP, as vendors were required to register with the agency and it was to oversee the program. Joe Perrelli provided additional information on vendors, DEEP, and a regional RFP that had been done in the past. Sam Gold said it might be time to have a meeting of the HHW group and see if it's time for another regional RFP to go out.

Ed St. John said that as the COG consolidation goes forward, it is important that all the towns in the newly formed COG be equally represented and that the 13 towns of COGCNV make an effort to reach out to the other six towns. Tom Dunn concurred. Sam Gold said the executive committee will be expanding from seven to ten members, with the expectation that everyone will be represented on it.

9. **Adjournment**

At 9:45 a.m., on a motion by Ed St. John, seconded by Bob Mezzo, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant
for
Tom Dunn
Secretary

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MONTHLY FINANCIAL REPORT
Jun-14

EXPENDITURES

Budget Item	Budget Through June 30, 2014	Expended During Jun-14	Expended Year-to Date	Unexpended Balance 6/30/2014	Percent Expended Yr-to-Date
SALARIES:					
FY 2013 - 2014	\$393,766.00	\$31,201.96	\$388,373.86	\$5,392.14	98.6%
FRINGE BENEFITS					
FICA Match	\$30,100.00	\$2,364.00	\$29,687.68	\$412.32	98.6%
Medical & Dental Insurance	\$87,159.00	\$5,572.76	\$83,758.73	\$3,400.27	96.1%
Retirement	\$26,400.00	\$2,047.42	\$25,602.96	\$797.04	97.0%
Unemployment	\$2,629.00	\$392.02	\$2,231.47	\$397.53	84.9%
Disability Insurance	\$8,900.00	\$554.68	\$6,747.37	\$2,152.63	75.8%
OTHER EXPENSES					
Travel	\$15,000.00	\$1,705.74	\$15,257.82	(\$257.82)	101.7%
Reproduction & Printing	\$7,000.00	\$1,273.17	\$4,621.32	\$2,378.68	66.0%
Rent	\$40,000.00	\$3,291.67	\$39,500.04	\$499.96	98.8%
Insurance & Bond	\$8,900.00	\$0.00	\$8,842.00	\$58.00	99.3%
Utilities	\$14,000.00	\$857.11	\$7,321.51	\$6,678.49	52.3%
Miscellaneous Office	\$6,000.00	\$366.83	\$5,677.36	\$322.64	94.6%
Computer Maintenance	\$10,000.00	\$929.65	\$10,311.67	(\$311.67)	103.1%
Supplies	\$7,000.00	\$890.23	\$5,636.37	\$1,363.63	80.5%
Dues, Bks, Subscriptions	\$1,250.00	\$0.00	\$557.52	\$692.48	44.6%
Equipment	\$20,000.00	\$1,638.87	\$19,094.99	\$905.01	95.5%
Audit	\$11,250.00	\$0.00	\$11,250.00	\$0.00	100.0%
Professional Services	\$4,000.00	\$1,422.00	\$1,422.00	\$2,578.00	35.6%
Merger Consultant - Legal	\$30,000.00	\$5,418.00	\$23,303.70	\$6,696.30	77.7%
CONSULTANT SERVICES					
Bus Ridership Consultants	\$8,750.00	\$0.00	\$8,739.50	\$10.50	0.0%
Consultants	\$199,000.00	\$1,732.50	\$32,017.50	\$166,982.50	0.0%
Website Consultant	\$22,000.00	\$7,134.00	\$21,400.00	\$600.00	97.3%
Reserve Fund	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	0.0%
Contingency	\$170,254.00	\$552.00	\$11,082.00	\$159,172.00	6.5%
SUBTOTAL - OPERATING	\$1,143,358.00	\$89,344.61	\$871,781.98	\$360,920.63	76.2%
PASS-THROUGH FUNDS					
CERT - Town Equip & Training	\$4,884.00	\$0.00	\$4,883.30	\$0.70	100.0%
HHW Project	\$88,254.00	\$0.00	\$68,174.73	\$20,079.27	77.2%
CRCOG Cooperative Purchasing	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0%
	\$0.00		\$0.00	\$0.00	0.0%
TOTAL	\$1,241,496.00	\$89,344.61	\$860,495.40	\$381,000.60	69.3%

Percent of Year Completed: 100.00%

2:20 PM

Council of Governments of the Central Naugatuck Valley

07/10/14

Balance Sheet

Accrual Basis

As of June 30, 2014

	<u>Jun 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1010-00 · Webster Checking	191,692
1020-00 · STIF # 566948	87,854
1040-00 · TD Bank/Americ- 1st Instance	1,951
1060-00 · Reich & Tang Account	0
1080-00 · STIF # 572240 - Reserve	341,439
Total Checking/Savings	<u>622,935</u>
Accounts Receivable	
1200 · Accounts Receivable	86,077
Total Accounts Receivable	<u>86,077</u>
Other Current Assets	
1250-00 · Ofc Emergency Mngmt. - Receivbl	8,494
1290-00 · Household Hazardous Waste	-0
1800 · 1800 - Security Deposit	3,292
1900 · Fixed Assets	
1900-02 · Fixed Assets - Local	131,192
Total 1900 · Fixed Assets	<u>131,192</u>
Total Other Current Assets	<u>142,977</u>
Total Current Assets	<u>851,990</u>
TOTAL ASSETS	<u>851,990</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts payable	
2111-00 · 2111-00 Accrued Expenses	
2111-39 · 2111-39 DEMHS FY08 Accrued Exp.	-0
Total 2111-00 · 2111-00 Accrued Expenses	-0
2000-00 · Accounts payable - Other	-0
Total 2000-00 · Accounts payable	<u>-0</u>
Total Accounts Payable	-0
Other Current Liabilities	
2010-00 · 1st Instance fund/Conn DOT	26,472
2040-00 · DEMHS/CERT Deferred Revenue	1,500
2070-00 · LOTCIP CTDOT	109,560
Total Other Current Liabilities	<u>137,532</u>
Total Current Liabilities	<u>137,531</u>
Total Liabilities	137,531
Equity	
3000 · Opening Bal Equity	0
3010-00 · Fund balance - beginning	230,403
3020-00 · Investment in Fixed Assets	131,192
3900 · Retained Earnings	272,293
Net Income	80,570
Total Equity	<u>714,458</u>
TOTAL LIABILITIES & EQUITY	<u>851,990</u>