



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

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MINUTES

Naugatuck Valley Council of Governments

Waterbury Regional Chamber

83 Bank Street, 4th Floor

Waterbury, CT 06702

10 a.m., Friday, September 11, 2015

NVCOG Representatives, Alternates & Proxies: David Cassetti, Mayor, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Ken Cockayne, Mayor, Bristol; Anita Dugatto, Mayor, Derby; Bob Mezzo, Mayor, Naugatuck; David Merchant, Mayor, Plymouth; Tom Galvin, Alternate, Prospect; Kurt Miller, First Selectman, Seymour; Ed Edelson, First Selectman, John Monteleone, Alternate, Southbury; Ed Mone, First Selectman, Thomaston; Neil O’Leary, Mayor, Kevin DelGobbo, Alternate, Waterbury; Tom Dunn, Mayor, Wolcott, Bill Butterly, Jr., First Selectman, Woodbury.

Speakers & Guests: Shelly Koehler, Connecticut Small Business Development Center; Lynn Ward, Waterbury Regional Chamber.

Staff: Rick Dunne, Mark Nielsen, Aaron Budris, Glenda Prentiss, Trish Bauer, Clare Falcha, Sean Kelleher, Lauren Rizzo, Christian Meyer, John DiCarlo.

Prior to the start of the meeting, Jennifer March-Wackers of the Capitol Region Council of Governments and Carl Fazzina of the Connecticut Center for Advanced Technology, Inc. gave a presentation on the Nutmeg Network.

1. Commencement of Meeting (Pledge of Allegiance, Roll Call, Public Comment)

Chairman Neil O’Leary called the meeting to order at 10:23 a.m. A moment of silence was observed in memory of the events of 9/11. Those in attendance recited the Pledge of Allegiance and the roll was called. A quorum was present. Shelly Koehler of the Connecticut Small Business Development Center was introduced. She spoke about the services provided by SBDC, answered questions, and invited the attendees to contact her for further information. There was no public comment.

2. NVCOG Administrative Actions

- a. *Approval of the Minutes of the June 12, 2015 NVCOG Meeting* – On a motion by Ed Mone, seconded by Kurt Miller, it was unanimously

VOTED: To approve the minutes of the June 12, 2015 NVCOG meeting.

- b. *Financial Report* – Clare Falcha reviewed Memorandum 09112015-A, Preliminary FYE 2015 Financial Update, and she and Rick Dunne answered questions. She also reviewed Memorandum 09112015-B, Financial Update FYE 2016 through August 2015.

- c. *Executive Director’s Report* – Rick Dunne provided updates on the planned Corridor Conference. He discussed renovation of the office space and lease negotiations and noted that the agency hopes to be in the new space in early 2016. He responded to questions by Chairman O’Leary regarding delays in the project. Chairman O’Leary suggested NVCOG look at a City owned property. Kevin DelGobbo also commented. Responding to questions from several others, Mr. Dunne said COGCNV was obligated under the lease for the space NVCOG currently occupies, and that NVCOG had assumed all responsibilities from the two former agencies. It was thought that the lease might have another year on it.

Mr. Dunne said the Regional Brownfields Partnership (RBP) annual meeting had been held earlier in the week, and that the Town of Winchester is now a member.

He noted that a number of those assembled had been at the EPA training conference for Brownfields 2015, where Mr. O'Leary had made a national presentation on the successful PAL Park project. A presentation had also been made by Arthur Bogen of NVCOG and Attorney Gary O'Connor regarding the CT Landbank. Mr. Dunne gave an update on some topics from the conference that may be of importance to the region. Mr. O'Leary noted there are funding opportunities and grant programs for municipalities. He encouraged everyone to visit the CT DEEP website for more information. Kevin DelGobbo said he would send NVCOG a synopsis of some of the latest programs, which NVCOG would, in turn, forward to the members.

Mr. Dunne said that in the opinion of Attorney Welch, the RBP functions as a committee of the COG, and had done so when it was a four town COG hosting a 26 town brownfields partnership. Equal treatment of all member towns was thus assured. Now there are 19 towns in the COG and approximately 24 active communities in the Partnership. Instead of revising bylaws for the RBP and treating it as a separate organization, as it has been in the past – the RBP has no tax ID, they are not incorporated, they cannot accept funds directly, the revolving loan fund is always a COG function – Mr. Dunne said he is proposing to come back next month with a recommendation and resolution to charge them either with giving them power to act within the structure of the brownfields program or writing guidance for them to observe in regard to operating the program. NVCOG would still be the fiduciary, but rather than treating the RBP as an independent organization, as has been the case in the past, it would be treated as a committee of NVCOG, as recommended by Attorney Welch. This is one of the last governance issues remaining from the merger.

Mr. Dunne said two unfilled positions at NVCOG have been re-advertised. Individual evaluations for existing employees will be done in the fall and recommendations will be made in time for the next budget.

The Regional Planning Commission is still not attaining a quorum for meetings. It may have to be revisited as to how it operates or exploration may be made for other models that do not require commission action. Effectively, this is how it has operated in the past with staff recommendations on referrals.

Mr. Dunne has been working with the federal delegation with regard to the federal transportation bill to make sure surface transportation funding continues in the region. In the current Senate version of the bill, funds in Connecticut would be reduced in urbanized areas.

Mr. Dunne said he would be speaking to the members in October concerning Connecticut legislation going into effect, one being the property tax base sharing effort, and the other being regional election monitors.

Mr. Dunne then asked Aaron Budris to update on MS4 permitting. Mr. Budris said that on behalf of the towns, over the past nine months, COST and CCM have been in negotiations with CT DEEP over DEEP's original permit proposal. The Tier 2 requirement has been dropped and mandatory leaf pickup has been removed, storm drain and sweeping requirements remain as they were.

Talks are ongoing and additional comments are being solicited through October 9. Mr. Budris will be sending out a memo to CEOs, public works directors, and town engineers.

Mr. Edelson suggested that NVCOG write a letter to the transportation committee expressing the towns' concerns about the transportation bill.

- d. *Resolution #2016-01 Authorizing Executive Director Rick Dunne to Execute and File Documents for the FTA 5307 Program Agreements* – Mr. Dunne explained that this was in the agenda packet along with a designation authority. TEAM is the Transportation Electronic Award and Management process and is how FTA 5307 funds are accessed directly for the agency. Resolution #2016-01 authorizes Mr. Dunne to draw down and access the 5307 funds as needed. The designation authority certifies the executive director for signature authority. Mr. Dunne requested the approval of both documents in a motion. On a motion by Chris Bielick, seconded by Ed Edelson, it was unanimously

VOTED: To approve Resolution #2016-01 authorizing Executive Director Rick Dunne to execute and file document for the FTA 5307 program agreements and to approve his designation as signature authority for the Transportation Electronic Award and Management Process (TEAM).

- e. *Resolution #2016-02 Authorizing Executive Director Rick Dunne to Execute Previously Applied for Program Agreements*– Rick Dunne explained that this document would empower him to sign any and all documents required in the acceptance of assistance that has already been applied for and approved by NVCOG. NVCOG would have to have approved the program or application in advance. Then, if NVCOG is offered the program, Mr. Dunne would be authorized to execute the paperwork. On a motion by Tom Galvin, seconded by Ed Mone, it was unanimously

VOTED: It is resolved by the Naugatuck Valley Council of Governments that its Executive Director, Rick Dunne, be empowered to sign any and all documents required in the acceptance of the state or federal assistance already applied for and approved by the Naugatuck Valley Council of Governments and offered by the Grantor.

3. **NVCOG Transportation Actions/Updates**

- a. *MPO Redesignation* – Mark Nielsen provided an update on the status to redesignate the CNVR MPO to include the four lower Valley communities of Ansonia, Derby, Seymour and Shelton. The process requires the vote of the Greater Bridgeport and Valley MPO to approve the separation of the four communities from the GBVMPO and a vote of the Central Naugatuck Region MPO to accept the four towns into the MPO. There was some difficulty in finding an appropriate date when everyone would be available to vote. Each action requires an affirmative vote by the CEOs representing 75% of the population of the MPO and an affirmative of the CEO representing the largest city in the region. The process remains ongoing. The intent is to allow the Greater Bridgeport and Valley MPO to vote first to approve the separation of the four municipalities. Responding to a question by Ed Mone, Mr. Nielsen said there is a two year period in which to complete the process. The transportation planning program is in place and work can continue. The Federal Highway Administration has indicated that the process needs to be completed by the end of the current program period. In the short term -there is no impact to a planning program caused by the delay. Mr. Mone inquired as to the financial aspects, and Mr. Nielsen said this would come into play with the 2018 agreement and that while it complicates invoicing, current

funding is in place. Mr. Dunne said it also now requires three meetings rather than one. Mr. Nielsen said that if the COG and MPO are coterminous, everything could be handled in one meeting.

b. *Waterbury Area Transit Study (WATS)*

Christian Meyer said the study is looking at current operations and demand, as well as looking at routes and opportunities for improvement to underserved areas of the system. The next big step will be looking at longer term impacts and infrastructure. A final deliverable from the consultant should be ready by the end of the year. Kevin DelGobbo said that he had been advised that there would be route changes based on ridership, and for the downtown Waterbury corridor the preliminary recommendation is that there are some alternatives to the current pulse point on the Green, as well as scheduling changes. Ed Mone inquired as to connectivity to other towns or cities in the region. Mr. Meyer said it was part of the scope in the longer term. Mr. Dunne said the short term scope is a no-cost implementation. Long term would require state appropriations.

c. *Naugatuck River Greenway (NRG)* – Aaron Budris reported there are three current projects concerning the greenway: an economic impact study, a signage design study, and a Watertown Thomaston rec trails grant that NVCOG will be overseeing.

d. *Transportation Technical Advisory Committee (TTAC)* – Mark Nielsen said requests have been sent to all the CEOs for representatives to TTAC. The former committee had been more of an informal group of public works directors. There is an effort now to formalize a group that could advise NVCOG members regarding transportation plans and projects and by reviewing LOTCIP projects and ranking them. In terms of attendance and participation, town engineers, public works directors, and town planners would all be encouraged to participate as an opportunity for discussion. There would be a one town, one vote set-up.

e. *LOTCIP* – Mark Nielsen said 10 project proposals have been received from eight towns. Additional project proposals are expected. The total cost for the proposed projects exceeds the amount of funding available, and this is where TTAC would set priorities and make recommendations. Ultimately, it is the NVCOG board who decides the priority listing.

4. **Municipal Services Update**

John DiCarlo reported that in the past two months he has met with every CEO or their representative. Specific services and purchases to come will be sent to the CEOs. All things being looked at are opt-in, nothing is mandated, however, overall support would be a benefit. A few items of interest are the creation of a municipal shared services committee consisting of CEOs and/or top municipal finance/purchasing staff which would meet on a bimonthly or quarterly basis. The group would gauge support for proposals and provide direction for initiatives and play a major role in determining the program's direction and success. From CEO interviews, there is significant interest from multiple municipalities in addressing animal shelter needs, IT needs, law enforcement services and/or combined safety dispatch, creating standard levels of service for GIS data, and learning about opportunities for shared programming that fits specific needs. Mr. DiCarlo also said he is NVCOG's primary contact for economic development issues.

5. **Other**

a. *Adoption of the 2015 Homeland Security MOU and Authorization for Executive Director Rick Dunne to Execute Documents* – Rick Dunne said a resolution of adoption was needed empowering the Executive Director to sign this MOU for the expenditure of 2015 Homeland Security grant

funds administered by Northwest Hills. On a motion by Chris Bielik, seconded by Kurt Miller, it was unanimously

VOTED: To authorize Executive Director Rick Dunne to enter into a Memorandum of Understanding with Western CT Council of Governments and Northwest Hills Council of Governments regarding functions and responsibilities for DEMHS Region 5 under the FFY 2015 Homeland Security REPT Grant Program.

6. **Adjournment**

At 11:35 a.m., on a motion by Kurt Miller, seconded by Ed Edelson, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant
for
Ken Cockayne
Secretary



September 11, 2015

MEMORANDUM: 09112015-B-Financial Update

To: NVCOG Board Members
 From: Clare A Falcha, Finance Director
 Subject: **Financial Update FYE 2016 through August 2015**

Financial Update FYE 2016 through August 2015:

- We are 2 months into the current fiscal year (17%), and revenue and expenses are falling where anticipated with the budget. There are no overruns on expenses anticipated over our initial projections for the budget.
- We are slightly overbilled on our Fringe and Overhead (FOH) rate at this point in the year (\$13,965.80). This is the result of certain expenditures occurring evenly over the course of the full fiscal year. We anticipate this to correct itself over the remaining 10 month of the fiscal year.
- Below is the balance sheet as of 8/31/15 (please see footnotes):

Assets:	
Cash	939,874.58
Accounts Receivable	514,009.84
Other Current Assets	9,713.47
Fixed Assets	<u>36,221.02</u>
TOTAL ASSETS	<u><u>1,499,818.91</u></u>
Liabilities:	
Accounts Payable	192,105.68
Accrued Expenses	25,874.84
* Deferred Revenue	<u>502,100.05</u>
TOTAL LIABILITIES	<u>720,080.57</u>
Equity:	
PPE Fund Balance	36,221.02
** Unrestricted Fund Balance	729,551.52
Current Year Net Position	<u>13,965.80</u>
TOTAL EQUITY	<u>779,738.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,499,818.91</u></u>

* The following are the deferred revenue that has not yet been recognized in the current year to date financials:

Deferred Revenue as of 8/31/15:

Municipal Dues	147,702.97
HHW Dues	10,438.52
SGIA FY 2015 Non Recurring Merger	130,636.44
LOTICIP	107,324.87
State TOD Pilot Project	63,891.84
DEEP NRG Economic Study	25,000.00
DECD Imitative	<u>17,105.41</u>
TOTAL DEFERRED REVENUE	<u><u>502,100.05</u></u>

** The estimated Fund Balance of the new agency is anticipated to be approximately \$730,000 (this figure will be confirmed once the audits of all 3 agencies are complete).

- We are still carrying \$130,636.44 of FY2015 SGIA funds towards renovation costs. Since there is a separate budget for these costs, they were included in the budget figures for FY2016.

Naugatuck Valley Council of Governments
Profit & Loss Budget vs. Actual
 July through August 2015

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>\$ (Under)/Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Federal Revenue	189,676.85	1,675,429.00	(1,485,752.15)	11.32%
4200 · State Revenue	175,320.33	999,227.00	(823,906.67)	17.55%
4400 · Local Revenue	69,558.09	218,292.00	(148,733.91)	31.87%
4600 · Interest Revenue	330.40			
Total Income	<u>434,885.67</u>	<u>2,892,948.00</u>	<u>(2,458,062.33)</u>	<u>15.03%</u>
Expense				
5000 · Salaries & Wages Expense	151,296.10	1,022,833.00	(871,536.90)	14.79%
5200 · Direct Fringe Benefits	58,312.89	491,706.00	(433,393.11)	11.86%
6050 · Accounting/Auditing	1,000.00	30,000.00	(29,000.00)	3.33%
6100 · Advertising/Publications/Notice	686.37	5,000.00	(4,313.63)	13.73%
6175 · Computer Capital Replacement	0.00	6,500.00	(6,500.00)	0.0%
6200 · Computer Service/Supplies/Lic.	2,963.00	15,930.00	(12,967.00)	18.6%
6300 · Contractors/Subcontractors	177,916.32	1,064,214.00	(886,297.68)	16.72%
6350 · Dues/Professional/Conferences	4,230.00	6,500.00	(2,270.00)	65.08%
6400 · Dues/Subscriptions	52.00	750.00	(698.00)	6.93%
6425 · IT Maintenance Agreement	1,013.00	20,190.00	(19,177.00)	5.02%
6430 · Insurance-Director & Officers	1,435.94	8,618.00	(7,182.06)	16.66%
6435 · Insurance-Office/Business	1,011.23	4,110.00	(3,098.77)	24.6%
6440 · Insurance-WC	0.00	3,947.00	(3,947.00)	0.0%
6450 · Lease Expense	486.77	2,500.00	(2,013.23)	19.47%
6550 · Maintenance	0.00	1,500.00	(1,500.00)	0.0%
6600 · Meetings Expense	591.49	10,000.00	(9,408.51)	5.92%
6650 · Miscellaneous Exp	87.37	3,000.00	(2,912.63)	2.91%
7100 · Office Cleaning	290.00	6,000.00	(5,710.00)	4.83%
7150 · Postage & Delivery	250.00	3,000.00	(2,750.00)	8.33%
7240 · Prof. Fees-Legal	3,458.00	20,000.00	(16,542.00)	17.29%
7250 · Rent	6,863.34	76,650.00	(69,786.66)	8.95%
7275 · Repairs	0.00	5,000.00	(5,000.00)	0.0%
7300 · Supplies-Office	1,578.64	15,000.00	(13,421.36)	10.52%
7350 · Telephone/Internet Service	1,765.18	13,000.00	(11,234.82)	13.58%
7400 · Training/Professional Develop.	0.00	12,000.00	(12,000.00)	0.0%
7450 · Travel	3,489.81	25,000.00	(21,510.19)	13.96%
7500 · Utilities	1,942.42	15,000.00	(13,057.58)	12.95%
7550 · Website	200.00	5,000.00	(4,800.00)	4.0%
Total Expense	<u>420,919.87</u>	<u>2,892,948.00</u>	<u>(2,472,028.13)</u>	<u>14.55%</u>
Total Net Position Increase/(Decrease)	<u>13,965.80</u>	<u>0.00</u>	<u>13,965.80</u>	<u>100.0%</u>