



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, October 9, 2015

NVCOG Representatives, Alternates & Proxies: Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Bob Flanagan, Alternate, Bristol; Mike Kelleher, Alternate, Derby; Ed St. John, First Selectman, Middlebury; Bob Mezzo, Mayor, Naugatuck; Tom Galvin, Alternate, Prospect; John Monteleone, Alternate, Southbury; Ed Mone, First Selectman, Thomaston; Kevin DelGobbo, Alternate, Waterbury; Ray Primini, Town Council Chair, Watertown; Tom Dunn, Mayor, Wolcott, Bill Butterly, Jr., First Selectman, Woodbury.

Speakers & Guests: Joe McGrath, Waterbury.

Staff: Rick Dunne, Mark Nielsen, Aaron Budris, Joanna Rogalski, Glenda Prentiss, Arthur Bogen, Clare Falcha, Sean Kelleher, Lauren Rizzo, Christian Meyer, John DiCarlo, Max Tanguay-Colucci.

Prior to the start of the meeting, there was a presentation by David Fink, Policy Director of the Partnership for Strong Communities, about the Partnership's Housing Data Profiles.

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

In the absence of the Chairman, the meeting was chaired by Treasurer Tom Dunn. Mayor Dunn called the meeting to order at 10:15 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called. A quorum was present. There was no public comment.

2. NVCOG Administrative Items

a. *Approval of the Minutes of the September 11, 2015 NVCOG Meeting* – On a motion by Bob Flanagan, seconded by Kevin DelGobbo, it was unanimously

VOTED: To approve the minutes of the September 11, 2015 NVCOG meeting.

b. *Financial Report* – Clare Falcha reviewed Memorandum 10092015F, Financial Update, and responded to questions. On a motion by Kevin DelGobbo, seconded by Chris Bielik, it was unanimously

VOTED: To approve the Financial Report.

c. *Director's Report* – Rick Dunne provided updates on the lease and renovations. The lease has been agreed upon, and three bids have been received for the construction. Once a contractor is selected, work should commence promptly. The architect will be under contract directly to NVCOG for design services and construction administration. Mr. Dunne noted that all three construction bids were higher than had been estimated for in the budget. He reviewed figures related to renovation costs and costs of the merger between the two former agencies. Ed St. John stated that he still advocates for a larger facility overall. Ed Mone advised that NVCOG be mindful of the overall cost of the construction and renovation as the project proceeds.

Mr. Dunne also provided a Regional Brownfields Partnership (RBP) organizational update. He stated that NVCOG's counsel, Attorney Tom Welch, is of the opinion that the RBP is in fact a functioning committee of NVCOG. Mr. Dunne will bring forth a resolution next month to formally endorse it as such. The RBP will be charged with developing operating rules and guidelines to be brought back to NVCOG. The RBP's revolving loan fund, whereby loans and grants are made to municipalities for clean-up of brownfields sites, was transferred from the former Valley Council of Governments (VCOG) to NVCOG with the federal government. The operating rules have not changed, so the loan committee remains the four CEOs from VCOG. Mr. Dunne plans to bring a recommendation for change on that, also next month. In the interim, a loan is currently coming out of bank underwriting and will be going to the loan committee before the next NVCOG meeting, thus a decision on that will be made by the current four person loan committee.

Kevin DelGobbo thought having a few members of NVCOG, reflective of the 19 towns, who are willing to serve as the RBP loan committee might be a workable option. He thought an appropriate way to select the members might be to solicit individuals from NVCOG who would be appointed by the Chairman and ratified by the board. Mr. Dunne said this could be brought forward next month, along with other possible options.

Mr. Dunne said 2015 public laws and programs would be discussed at the November NVCOG meeting.

Mr. Dunne said a problem was discovered in the bylaws for the Regional Planning Commission (RPC). He said it would take about two months to bring back a substantive bylaws change, as it is not just a technical correction. In the bylaws, NVCOG is obligated to act as an appeals committee for land use referrals. Mr. Dunne said the NVCOG board had been clear that they did not want the land use referral process to be referred back to the NVCOG body, and that the RPC itself would handle any such issues. Mr. Dunne said he did not feel there was a need for a referral process because the staff referral reports do not have to be adopted by the towns filing them. He also noted that the RPC had its first quorum this week, elected officers, appointed an executive board, and adopted a mission statement. The RPC executive committee will take on a lot of the function that was contemplated for the NVCOG membership.

3. **Municipal Shared Services**

- a. *Creation of a Municipal Shared Services Committee of the NVCOG Board* – John DiCarlo described the need for a Municipal Shared Services Committee consisting of municipal CEOs or their designees. It would provide support from members and provide direction for initiatives. The committee would meet on a bimonthly or quarterly basis and make formal recommendations to NVCOG. On a motion by Ed Mone, seconded by Bob Mezzo, it was unanimously

VOTED: To approve the creation of a Municipal Shared Services Committee consisting of the Chief Elected Officials (CEOs) of the organization's municipalities or their designees. Any municipal official can participate in the committee at the discretion of their respective CEO. Committee terms will be concurrent with each municipal CEO. Membership of the committee shall be limited to the number of member municipalities.

- b. *GIS Standards/Potential Bid* – John DiCarlo and Glenda Prentiss explained proposed regional GIS standards, with the suggestion that staff prepare an RFP, for those who opt-in, for a vendor to provide hosting and update services on a regional basis. Contracting these services regionally

would establish a standard for baseline services and ensure municipalities are being billed consistently for any additional services. It could also create additional buying power for members. In addition to baseline services, a menu of additional services with corresponding fee ranges could be created to ensure all members' needs are met. On a motion by Bill Butterly, seconded by Ray Primini, it was unanimously

VOTED: To approve NVCOG staff crafting standards and an RFP for a regional GIS hosting and updating services bid.

- c. *Shared Service Interest Survey* – John DiCarlo asked everyone to complete the online survey that had been sent last week. Rick Dunne said the information gained from the survey would be brought to the Municipal Shared Services Committee at its first meeting.

4. **Planning Items**

- a. *Federal Transportation Authorization Support Letter* – Mark Nielsen presented the draft letter of support for the reauthorization of the federal transportation bill. The letter is to be sent to Connecticut's federal congressional delegation. Chris Bielik noted a grammatical correction to the text. On a motion by Kevin DelGobbo, seconded by Bob Mezzo, it was unanimously

VOTED: To approve the draft federal transportation authorization support letter, as amended.

- b. *LOTICIP: Extension of Agreement with WMC for Design Review* – Mark Nielsen said the former COGCNV had executed an agreement with Wengell, McDonnell & Costello (WMC) in July 2014 to provide design review services under the LOTICIP program for the Central Naugatuck Valley Region. The scope of services under the agreement included only the design review of the rehabilitation of the River Road Bridge over the Pomperaug River in Southbury. The agreement had a termination date of one year after the full execution of the agreement. The Town of Plymouth is developing plans for the rehabilitation of Bemis Street. The design plans require a peer review. To facilitate the design review, it is proposed that the agreement with WMC be extended to allow them to complete the review. The fee would be funded under the LOTICIP funds available to NVCOG for administration and design review activities. The fee is within budget limits of the program. On a motion by Kevin DelGobbo, seconded by Chris Bielik, it was unanimously

VOTED: To extend the agreement with WMC to complete design review for the Bemis Street project and allocation of LOTICIP program funds in an amount not to exceed \$10,000. Furthermore, the Executive Director is authorized to execute the extension of the agreement on behalf of the NVCOG Board.

- c. *MS4 Letter to DEEP* – Aaron Budris said the Department of Energy and Environmental Protection (DEEP) released a revised draft of the Municipal Separate Storm Sewer System (MS4) General Permit (GP) and would be considering additional comments through 10/9. Memorandum 09282015-S was distributed to NVCOG CEOs, Municipal Engineers, and Public Works Directors on 9/28, detailing remaining concerns that NVCOG staff identified in the draft GP, and encouraging municipal staff to review the proposed permit requirements and submit comments to DEEP detailing their concerns. NVCOG staff is also preparing regional comments for submission and would like to include additional issues that municipalities have identified. On a motion by Bill Butterly, seconded by Ed Mone, it was unanimously

VOTED: To authorize NVCOG staff to submit regional comments to DEEP concerning the Municipal Separate Store Sewer System (MS4) Draft General Permit (GP) on behalf of NVCOG.

- d. *Greater Waterbury Transit District* – Rick Dunne said the Greater Waterbury Transit District (GWTD) had lost its volunteer leadership and is not getting the full use of its resource. He said the towns should be getting more accessibility and better service. Mr. Dunne said he has been approached by CTDOT as to whether the region is interested in taking over management of transit district grants and planning. He said that a meeting would be held with Valley Transit District staff, to which all the municipalities would be invited, to discuss how best to approach this situation.

5. **Other**

Kevin DelGobbo recognized Mayor Mezzo, who is not running for re-election, for his service to Naugatuck and NVCOG. Mr. DelGobbo also noted that this would be his last meeting, as he had accepted a position in the private sector.

Ed St. John discussed concerns about the price of road salt for the upcoming winter season. Kevin DelGobbo suggested the executive director write a letter to the Attorney General's anti-trust division stating there was a sense that some issues were going on in the marketplace. Rick Dunne said outreach would be done. John DiCarlo said salt and winter road supplies were major concerns of those who had already responded to the Municipal Shared Services survey.

6. **Adjournment**

At 11:16 a.m., on a motion by Len Assard, seconded by Chris Bielik, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant
for
Ken Cockayne
Secretary



October 6, 2015

MEMORANDUM: 10092015F-Financial Update

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

Financial Update FYE 2016 through September 2015:

- We are 3 months into the current fiscal year (25%).
- Even though Profit & Loss Statement is showing a Net Increase in funds for the fiscal year (\$24,674.32), this is not real, but a result of not expending the increased rent amount as anticipated. This then results in an overstatement of the fringe and overhead rate, which we have been billing to funding sources in the first quarter.
- I will be reviewing the budget and may be proposing interim recommendations prior to January 2016.meeting.
- There is a slight overrun on the Insurance-Directors and Officers by \$687.79. This is a result of a transposition error when calculating the budgeted amount.
- Below is the balance sheet as of 9/30/15 (please see footnotes):

Assets:	
Cash	962,613.57
Accounts Receivable	407,620.13
Other Current Assets	243.27
Fixed Assets	<u>36,221.02</u>
TOTAL ASSETS	<u>1,406,697.99</u>
Liabilities:	
Accounts Payable	159,819.24
Accrued Expenses	39,940.58
* Deferred Revenue	<u>416,491.31</u>
TOTAL LIABILITIES	<u>616,251.13</u>
Equity:	
PPE Fund Balance	36,221.02
** Unrestricted Fund Balance	729,551.52
Current Year Net Position	<u>24,674.32</u>
TOTAL EQUITY	<u>790,446.86</u>
TOTAL LIABILITIES & EQUITY	<u>1,406,697.99</u>

*

Deferred Revenue 9/30/15	
EPA-10% Local Assessments	3,993.69
LOTICIP	103,599.15
TOD Route 8 Corridor	62,794.56
DECD Original Initiative	6,305.41
DEMHS	15,319.55
*** OPM/SGIA FY 2016	(98,926.33)
OPM/SGIA FY 2015	110,823.41
DEEP NRG	25,000.00
Municipal Dues	142,546.94
Local	7,265.00
HHW	9,720.17
State of CT COGCNV	<u>28,049.76</u>
	<u><u>416,491.31</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).

*** The funding for these expenses is received in the following quarter. This is normal practice for this funding.

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

	<u>Jul - Sept 15</u>	<u>Budget</u>	<u>\$ (Under)/Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · Federal Revenue	270,018.27	1,675,429.00	(1,405,410.73)	16.12%
4200 · State Revenue	268,621.34	999,227.00	(730,605.66)	26.88%
4400 · Local Revenue	87,731.80	218,292.00	(130,560.20)	40.19%
4600 · Interest Revenue	490.08			
Total Income	<u>626,861.49</u>	<u>2,892,948.00</u>	<u>(2,266,086.51)</u>	<u>21.67%</u>
Expense				
5000 · Salaries & Wages Expense	216,925.87	1,022,833.00	(805,907.13)	21.21%
5200 · Direct Fringe Benefits	90,140.33	491,706.00	(401,565.67)	18.33%
6050 · Accounting/Auditing	8,200.00	30,000.00	(21,800.00)	27.33%
6100 · Advertising/Publications/Notice	791.37	5,000.00	(4,208.63)	15.83%
6175 · Computer Capital Replacement	2,963.00	6,500.00	(3,537.00)	45.59%
6200 · Computer Service/Supplies/Lic.	1,013.00	15,930.00	(14,917.00)	6.36%
6300 · Contractors/Subcontractors	228,384.69	1,064,214.00	(835,829.31)	21.46%
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	9,305.79	8,618.00	687.79	107.98%
6435 · Insurance-Office/Business	1,803.28	4,110.00	(2,306.72)	43.88%
6440 · Insurance-WC	1,486.55	3,947.00	(2,460.45)	37.66%
6450 · Lease Expense	586.73	2,500.00	(1,913.27)	23.47%
6550 · Maintenance	0.00	1,500.00	(1,500.00)	0.0%
6600 · Meetings Expense	701.49	10,000.00	(9,298.51)	7.02%
6650 · Miscellaneous Exp	312.37	3,000.00	(2,687.63)	10.41%
7100 · Office Cleaning	435.00	6,000.00	(5,565.00)	7.25%
7150 · Postage & Delivery	514.15	3,000.00	(2,485.85)	17.14%
7240 · Prof. Fees-Legal	8,306.50	20,000.00	(11,693.50)	41.53%
7250 · Rent	10,295.01	76,650.00	(66,354.99)	13.43%
7275 · Repairs	7.83	5,000.00	(4,992.17)	0.16%
7300 · Supplies-Office	1,993.29	15,000.00	(13,006.71)	13.29%
7350 · Telephone/Internet Service	2,988.74	13,000.00	(10,011.26)	22.99%
7400 · Training/Professional Develop.	0.00	12,000.00	(12,000.00)	0.0%
7450 · Travel	6,042.69	25,000.00	(18,957.31)	24.17%
7500 · Utilities	3,494.49	15,000.00	(11,505.51)	23.3%
7550 · Website	200.00	5,000.00	(4,800.00)	4.0%
Total Expense	<u>602,187.17</u>	<u>2,892,948.00</u>	<u>(2,290,760.83)</u>	<u>20.82%</u>
Total Net Position Increase/(Decrease)	<u>24,674.32</u>	<u>0.00</u>	<u>24,674.32</u>	<u>100.0%</u>