



# NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

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## MINUTES

### Naugatuck Valley Council of Governments

Waterbury Regional Chamber

83 Bank Street, 4<sup>th</sup> Floor

Waterbury, CT 06702

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

**NVCOG Representatives:** Sheila O'Malley, Alternate, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Ken Cockayne, Mayor, Bob Flanagan, Alternate, Bristol; Jerry Sitko, Alternate, Cheshire; Mike Kelleher, Alternate, Derby; Ed St. John, First Selectman, Middlebury; N. Warren "Pete" Hess, Mayor, Ron Pugliese, Alternate, Naugatuck; David Merchant, Mayor, Plymouth; Tom Galvin, Alternate, Prospect; Mark Lauretti, Mayor, Shelton; Jeff Manville, First Selectman, John Monteleone, Alternate, Southbury; Ed Mone, First Selectman, Thomaston; Joe McGrath, Alternate, Waterbury; Tom Dunn, Mayor, Wolcott; Bill Butterly, First Selectman, Woodbury.

**Speakers/Guests/Other:** Emily Basham, Isabelle Hazlewood, CT Green Bank; Judy Mancini, City of Waterbury; David Murphy, Milone and MacBroom; Rich Iozzo, Justin Milardo, CT Department of Public Health; Edgar Wynkoop, CTDOT; David Krechevsky, Greater Waterbury Regional Chamber.

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

Prior to the start of the meeting, there was a presentation by Isabelle Hazlewood of CT Green Bank.

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

Vice-Chairman Mark Lauretti called the meeting to order at 10:10 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called. There was no public comment.

#### 2. NVCOG Administrative Items

- a. *Approval of the Minutes of the November 13, 2015 Meeting* – On a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To approve the minutes of the November 13, 2015 NVCOG meeting.

- b. *Financial Report* – Clare Falcha reviewed the financial report as outlined in Memorandum 12112015-F-Financial Update. She also reviewed preliminary projections for FY 2017. The budgets shows no increase in municipal dues and a reduction in SGIA and FHWA funding. The proposed budget is based on preliminary information and will be revised following the end of the legislative session. A final budget will be presented for review in May 2016. Ms. Falcha also noted that notifications of dues will be sent out in January 2016, based upon the preliminary budget, with a potential 3% increase in municipal dues. Although staff intends to deliver the actual bills in July with no such increase, it is included in the early notification to maintain flexibility in the event that more cuts to state funding are presented and the NVCOG board seeks to preserve current programming levels. On a motion by Ken Cockayne, seconded by Tom Dunn, it was unanimously

VOTED: To approve the financial report as presented.

- c. *Director's Report* – Rick Dunne introduced Peter Richter who was hired as NVCOG's Special Projects Manager. Mr. Richter will be in charge of the corridor conference planning as well as transit oriented planning projects.

The corridor conference is scheduled for January 28, 2016 at the Palace Theater. Save the date notices were sent and the invitations should be going out soon.

Demolition is complete on the balance of the third floor at NVCOG's offices. Permits are being finalized and the contractor is underway. Mr. Dunne is hopeful that the February meeting will be held in the renovated space.

Mr. Dunne said Congress passed the Fast Act surface transportation authorization that represents a substantial increase for public transit operations and capital. In the recent legislative special session, concerning SB 1601, the funding for COGs, as well as the funding for certain municipal activities, is now in a non-lapsing general fund account called the Municipal Revenue Sharing account. Within that, COGs will be funded through regional service grants that will become a competitive grant after 2017. Cuts are anticipated for 2016. If anticipated revenue does not materialize at projected rates, the COGs will suffer all of the cut; it will not be shared with the towns. Mr. Dunne feels NVCOG is well positioned to receive funding even if there is a reduction.

Mr. Dunne said NVCOG's Chairman will be making appointments, probably next month, to the Brownfields Revolving Loan Fund Committee. Letters of interest were received from four members: N. Warren Hess, Mark Lauretti, Kurt Miller, and Ed Mone.

**3. Proposed Bylaw Amendments – Regional Planning Commission**

Sean Kelleher said these bylaw amendments were brought up at the last meeting. Through the NVCOG bylaw amendment process, in the first month the amendment is presented for consideration and in the second month it is voted on. Within Article X of the NVCOG Bylaws, which establishes the Regional Planning Commission (RPC), the amendments allow the RPC to write its own guidelines, subject to approval by NVCOG, and removes NVCOG's Representatives from any zoning referral appeals process. Staff met and consulted with the RPC and counsel in the creation of these amendments and received the approval of both parties. On a motion by Tom Dunn, seconded by Ed St. John, it was unanimously

VOTED: To adopt the proposed amendments, as presented, to the bylaws of the Naugatuck Valley Council of Governments.

**4. NVCOG Planning/Transportation Items**

- a. *LOTICIP – Recommended TTAC Project List* – Mark Nielsen recapped the LOTICIP process. As part of the process, NVCOG solicited project proposals from its members, and the Transportation Technical Advisory Committee (TTAC) and NVCOG staff met to review them. TTAC recommends endorsing all projects submitted, as outlined in Memorandum 121115L. In reply to a question by Bob Flanagan, Mr. Nielsen explained the programming process and CTDOT's part in it. On a motion by Jerry Sitko, seconded by Tom Dunn, it was unanimously

VOTED: To endorse the recommended LOTCIP Proposed List of Projects, as developed by NVCOG's Transportation Technical Advisory Committee.

- b. *Route 8 Alternative Modes RFQ* – Mr. Nielsen said this was a legacy project from the former Valley COG which had received a grant under the state TOD pilot program. RFQs were received from several consultants and are now under review.
- c. *CTDOT Community Connectivity Program* – Mr. Nielsen said this state funded competitive program is part of the Governor's transportation initiative and is targeted at improving connections within communities, primarily for pedestrians and bicyclists. Connections include town centers and greenways. Municipalities would submit applications directly to CTDOT for review. Road safety audits would be a component of the review. Mr. Nielsen said a potential issue is that this is a municipally solicited proposal rather than a regional one. He feels the COGS could be a valuable resource and act as a conduit for the projects. CTDOT has asked to be placed on the January agenda to explain the program in greater detail. On a motion by Bill Butterly, seconded by Ed Mone, it was unanimously

VOTED: To authorize the Chairman to sign a letter addressed to the Commissioner of Transportation expressing NVCOG's endorsement of and concerns about the program.

#### 5. **Municipal Shared Services Update**

- a. *Committee Update* – John DiCarlo said the first Municipal Shared Services (MSS) Committee meeting was held on November 17. The group selected Kurt Miller as Chair and Ed St. John as Vice Chair. Monthly meeting will be held at town halls. MSS members had discussed ensuring that respective municipal bidding provisions would be met through any regional bids. Mr. DiCarlo said it was noted at the MSS meeting that previous shared service proposals had insufficient support from municipal CEOs and/or department heads that had hindered those efforts. It was agreed that a focus on input and support from these municipal leaders, as well as buy in from CEOs during regular monthly NVCOG meetings would be of benefit. From the MSS online survey, the main areas of interest for shared services were related to health insurance, assessors-parcel mapping, and information technology. MSS members had also agreed to encourage NVCOG municipalities to begin discussions with neighboring communities on sharing existing animal control facilities.
- b. *Submission of Regional Performance Incentive Program (RPIP) Applications* – Glenda Prentiss provided an update on last year's funded RPIP application whereby the Capitol Region COG had partnered with the other COGs to provide aeriels and LIDAR data. The flight is expected to take place in the spring and represents an 80% savings over what the cost would have been to each individual town. Each COG will receive high quality ortho-imagery which will meet the needs of any planimetric data the towns want to collect. The product is expected to be delivered in the late fall, with LIDAR profiles available in early 2017.
  - i. Study of Regional Revaluation and Parcel Mapping Program – John DiCarlo said NVCOG staff is proposing a revaluation and parcel mapping program to establish accuracy and consistency for the region as well as to provide potential savings through economy of scale benefits. It would design a revaluation process to

prequalify every authorized revaluation vendor in Connecticut and have them submit competitive proposals to be held on-call for five years. Providing vendors with accurate, consistent, and up-to-date parcel data is crucial to ensuring effective revaluation in the region. For the study, a consultant who is a member of the Connecticut Association of Assessing Officers with assessor certification would be hired to design a process for regional revaluation. Participation in the program by NVCOG member municipalities would be opt-in. On a motion by Jeff Manville, seconded by Chris Bielik, it was unanimously

VOTED: To approve the resolution (#2015-07) to authorize the proposal for funding through the Regional Performance Incentive Program for a study of a Regional Revaluation and Parcel Mapping Program.

- ii. Study of Consolidation of Municipal Wastewater Treatment Facilities – John DiCarlo said staff is proposing seeking funding for a study to assess the shared service potential of the region’s wastewater treatment facilities through the state RPIP. It will address the feasibility of regionalizing and consolidating the operations of various wastewater treatment facilities. It will focus on general requirements to merge and/or abandon treatment facilities, otherwise consolidate operating authorities and develop and draft principles for governance, representation and rate setting to craft a model for adoption by partnering communities. Investigation and quantification of inflow and infiltration issues will be essential factors in determining plant capacity to handle peak flows and thus, operational feasibility. For the study, NVCOG will hire one consultant who will create an RFQ to subcontract for expertise in wastewater treatment data. NVCOG will also engage legal counsel in crafting the governance model and other related legal issues for a demonstration model. Sheila O’Malley thanked Rick Dunne and John DiCarlo for bringing forth this initiative. She also thanked Kurt Miller and the Town of Seymour for their agreement in joining Ansonia in the study. Rick Dunne said one of the goals of the study would be to reduce user fee outcomes. Following some discussion, on a motion by N. Warren “Pete” Hess, seconded by Sheila O’Malley, it was unanimously

VOTED: To approve the resolution (#2015-08) to authorize the proposal for funding through the Regional Performance Incentive Program a comprehensive study for potential consolidation of wastewater treatment plants in the NVCOG region.

#### 6. **Homeland Security Grant Program – Funding Updates and Review of REPT Structure**

Joanna Rogalski said one source of funding is through the Homeland Security Grant Program, which needs to be renewed each year. The latest deadline was November 30, and a few towns still need to submit their paperwork. She reviewed the hierarchy for emergency management in Connecticut, noting that emergency management response begins and ends locally, and provided an outline of how Homeland Security Grant Program funding is distributed. She discussed Citizen Emergency Response Teams (CERT), Regional Emergency Planning Teams (REPT) and the REPT Steering Committee. She also noted that more information is available on the State’s Department of Emergency Management and Homeland Security (DEMHS) website, where a handbook for CEOs is available.

7. **Review of the Coordinated Water System Planning Process**

David Murphy of Milone and MacBroom gave a presentation about this process which is starting in February 2016 for this region. He said that more than half the towns in the region have gone through coordinated water system planning in the past. In the 80s, there were statutes and regulations passed to manage water supply planning on a large scale in order to coordinate the process so that there weren't different water mains from different water companies on the same road. The legislation also ensured that small systems did not start out in areas where they could not be supported, and made sure that the larger systems gave thought to what they were doing. NVCOG municipalities are now all part of the new Western Region Water Utility Coordinating Committee (WUCC). WUCCs are now aligned with the new COGs, which are part of the WUCC. The Committee is also made up of all the public water supply systems in the region and municipalities that have municipal water systems, be it school or town-wide. However, all communities are able to participate in the WUCC process by virtue of being part of the COG. The result of the WUCC will be a written plan for future coordination of public water systems and delineation of exclusive service areas if they have not already been done. Exclusive service areas in existence may also be revisited.

8. **Other**

There was no other business.

9. **Adjournment**

At 11:20 a.m., on a motion by Ken Cockayne, seconded by Sheila O'Malley, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Lauren Rizzo  
Administrative Assistant  
for  
Ken Cockayne  
Secretary



December 4, 2015

**MEMORANDUM: 12112015F-Financial Update**

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

**Financial Update FYE 2016 through November 2015:**

- We are 4 months into the current fiscal year (42%).
- Profit & Loss Statement is showing a Net Increase in funds for the fiscal year (13,245.20).
- I will be reviewing the budget and may be proposing interim recommendations prior to January 2016 meeting.
- The overrun in the Dues/Subscriptions is covered directly from revenue received by member towns who have chosen to join the Capital Purchasing Programs on a 1:1 basis.
- Below is the balance sheet as of 11/30/15 (please see footnotes):

Assets:	
Cash	974,530.04
Accounts Receivable	423,415.99
Other Current Assets	0.00
Fixed Assets	<u>36,221.02</u>
<b>TOTAL ASSETS</b>	<u><u>1,434,167.05</u></u>
Liabilities:	
Accounts Payable	174,937.95
Accrued Expenses	48,557.74
* Deferred Revenue	<u>429,511.33</u>
<b>TOTAL LIABILITIES</b>	<u><u>653,007.02</u></u>
Equity:	
PPE Fund Balance	36,221.02
** Unrestricted Fund Balance	731,693.81
Current Year Net Position	<u>13,245.20</u>
<b>TOTAL EQUITY</b>	<u><u>781,160.03</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,434,167.05</u></u>

*Deferred Revenue 10/31/15	
EPA-10% Local Assessments	3,876.60
LOTICIP	98,692.22
TOD Route 8 Corridor	62,464.55
DECD Original Initiative	17,105.41
DEMHS	17,369.79
*** OPM/SGIA FY 2016	(49,433.00)
OPM/SGIA FY 2015	104,513.41
DEEP NRG	24,914.15
Municipal Dues	109,289.01
Local	5,828.47
HHW	6,840.96
State of CT COGCNV	<u>28,049.76</u>
	<u><u>429,511.33</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 was received on 11/3/15. This is normal practice for this funding. Funding for the current quarter expenses will be received in 1/16.

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

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Federal Revenue	455,215.73	1,675,429.00	(1,220,213.27)	27.17%
4200 · State Revenue	431,521.29	999,227.00	(567,705.71)	43.19%
4400 · Local Revenue	147,639.99	218,292.00	(70,652.01)	67.63%
4600 · Interest Revenue	658.98			
<b>Total Income</b>	<u>1,035,035.99</u>	<u>2,892,948.00</u>	<u>(1,857,912.01)</u>	<u>35.78%</u>
<b>Expense</b>				
5000 · Salaries & Wages Expense	370,150.27	1,022,833.00	(652,682.73)	36.19%
5200 · Direct Fringe Benefits	153,768.46	491,706.00	(337,937.54)	31.27%
6050 · Accounting/Auditing	12,700.00	30,000.00	(17,300.00)	42.33%
6100 · Advertising/Publications/Notice	3,892.61	5,000.00	(1,107.39)	77.85%
6150 · Bonding Insurance-Officers	0.00	0.00	0.00	0.0%
6175 · Computer Capital Replacement	0.00	6,500.00	(6,500.00)	0.0%
6200 · Computer Service/Supplies/Lic.	5,700.00	15,930.00	(10,230.00)	35.78%
6300 · Contractors/Subcontractors	369,566.03	1,064,214.00	(694,647.97)	34.73%
6350 · Dues/Professional/Conferences	4,230.00	6,500.00	(2,270.00)	65.08%
6400 · Dues/Subscriptions	7,052.00	750.00	6,302.00	940.27%
6425 · IT Maintenance Agreement	5,065.00	20,190.00	(15,125.00)	25.09%
* 6430 · Insurance-Director & Officers	9,305.79	8,618.00	687.79	107.98%
6435 · Insurance-Office/Business	2,504.98	4,110.00	(1,605.02)	60.95%
6440 · Insurance-WC	2,141.33	3,947.00	(1,805.67)	54.25%
6450 · Lease Expense	997.34	2,500.00	(1,502.66)	39.89%
6550 · Maintenance	0.00	1,500.00	(1,500.00)	0.0%
6600 · Meetings Expense	1,976.61	10,000.00	(8,023.39)	19.77%
6650 · Miscellaneous Exp	488.70	3,000.00	(2,511.30)	16.29%
6675 · Moving Expenses	250.00	0.00	250.00	100.0%
7100 · Office Cleaning	725.00	6,000.00	(5,275.00)	12.08%
7150 · Postage & Delivery	781.10	3,000.00	(2,218.90)	26.04%
* 7225 · Prof. Fees-Architectural Fees	10,000.00	0.00	10,000.00	100.0%
7240 · Prof. Fees-Legal	13,541.50	20,000.00	(6,458.50)	67.71%
7245 · Prof. Fees-Pension Advisory	0.00	0.00	0.00	0.0%
7250 · Rent	17,158.35	76,650.00	(59,491.65)	22.39%
7275 · Repairs	7.83	5,000.00	(4,992.17)	0.16%
7300 · Supplies-Office	3,205.56	15,000.00	(11,794.44)	21.37%
7350 · Telephone/Internet Service	5,007.95	13,000.00	(7,992.05)	38.52%
7400 · Training/Professional Develop.	0.00	12,000.00	(12,000.00)	0.0%
7450 · Travel	15,860.76	25,000.00	(9,139.24)	63.44%
7500 · Utilities	5,513.62	15,000.00	(9,486.38)	36.76%
7550 · Website	200.00	5,000.00	(4,800.00)	4.0%
<b>Total Expense</b>	<u>1,021,790.79</u>	<u>2,892,948.00</u>	<u>(1,871,157.21)</u>	<u>35.32%</u>
<b>Total Net Position Increase/(Decrease)</b>	<u>13,245.20</u>	<u>0.00</u>	<u>13,245.20</u>	<u>100.0%</u>

\* Overrun as explained on prior reports.