



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

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MINUTES

Naugatuck Valley Council of Governments

United Way of Greater Waterbury, Inc.

100 North Elm Street, 2nd Floor

Waterbury, CT 06702

10 a.m., Friday, February 19, 2016

NVCOG Representatives: Richard Dziekan, Alternate, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Bob Flanagan, Alternate, Bristol; Jerry Sitko, Alternate, Cheshire; Ed St. John, First Selectman, Middlebury; N. Warren “Pete” Hess, Mayor, Ron Pugliese, Alternate, Naugatuck; Tanya Carver, Alternate, Oxford; Mark Lauretti, Mayor, Shelton; Ed Mone, First Selectman, Thomaston; Neil O’Leary, Mayor, Waterbury; Amy Desaulniers, Alternate, Wolcott; Barbara Perkinson, Alternate, Woodbury.

Speakers/Guests/Other: Rudy Marconi, First Selectman, Ridgefield; Peggy Reeves, Secretary of State’s Office; Judy Mancini, City of Waterbury; David Krechevsky, Waterbury Regional Chamber; Sara Radacsi, CTDOT.

Staff: Rick Dunne, Mark Nielsen, Aaron Budris, Joanna Rogalski, Clare Falcha, Lauren Rizzo, John DiCarlo, Ben Muller.

Prior to the start of the meeting, there was a presentation by Celine Provini of United Way of Greater Waterbury.

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

Chairman Neil O’Leary called the meeting to order at 10:35 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called. There was no public comment.

2. **Emergency Planning: The Role of the CEO in the Regional Emergency Planning Team (REPT)**

Rudy Marconi, First Selectman of Ridgefield and REPT Chairman of Region 5, gave an overview of the REPT structure, including the role of the steering committee. At full REPT meetings, chief elected officials should be in attendance to review the budget and make any changes, revisions, or modifications. Over time, however, fewer chief elected officials have been attending. Due to this, a change may need to be made to the Region 5 REPT bylaws to allow proxies to attend the full REPT. He encouraged CEOs to attend the full REPT meetings, the next one being on 3/21. Training sessions for CEOs are also being offered. Mr. Dunne said NVCOG staff active in emergency planning could assist by sending meeting reminders to CEOs. There was also discussion about the recent increase in the heroin and opiate epidemic.

3. **NVCOG Administrative Items**

- a. *Approval of the Minutes of the December 11, 2015 Meeting* – On a motion by Mark Lauretti, seconded by Jerry Sitko, with Tanya Carver abstaining, it was

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

- b. *Financial Report* – Rick Dunne said audit reports for NVCOG, COGCNV, and VCOG had been sent to all town clerks and CEOs, and were accepted by the Executive Committee at its last meeting. He also said that the monthly budget report was showing a deficit, but the agency was on target for balance. On a motion by Ed Mone, seconded by Ed St. John, it was unanimously

VOTED: To approve the financial report.

- c. *Director's Report* – Rick Dunne said NVCOG staff is working with CTDOT and the Northwest Hills COG on implementing express bus service between Waterbury and Torrington by 6/30/16.
- d. *Personnel Policy Changes* – Rick Dunne reviewed conflicts that had been identified in the Personnel Policies as outlined in Memorandum 20160211-POL. On a motion by Ed Mone, seconded by Mark Lauretti, is was unanimously

VOTED: To adopt the changes to the personnel policies of the Naugatuck Valley Council of Governments, as presented.

- e. *Approval of FTA BS Capital Program Certifications and Assurances FY15* – Rick Dunne explained that this was for the Bridgeport-Stamford transit capital program and would authorize him to sign a document stating that NVCOG would comply with Federal Transit requirements. The document would also be signed by NVCOG's attorney. On a motion by Mark Lauretti, seconded by Chris Bielik, it was unanimously

VOTED: To adopt Resolution 2016-13 whereby NVCOG makes the certifications and assurances of Group 1-24 as set forth in the "FTA Fiscal Year 2015 Certifications and Assurances for Federal Transit Administration Assistance Programs" and agrees to comply with all applicable requirements of Groups 1-24, and authorizes the Executive Director to make and execute the foregoing certifications and assurances.

- f. *RPC Operating Procedures* – Rick Dunne stated that the NVCOG Bylaws were amended in December 2015 to permit the RPC to draft their own operating procedures, subject to Council approval. He noted that the proposed RPC operating procedures were attached to Memorandum 021216-RPC. On a motion by Bob Flanagan, seconded by Ed St. John, it was unanimously

VOTED: To approve the RPC Operating Procedures as proposed in Memorandum 021216-RPC.

4. **Municipal Shared Services Update**

- a. *Endorsement of Regional Election Monitor MOU and Authorization for Staffing* – John DiCarlo noted that Peggy Reeves from the Secretary of State's office was in attendance and would be able to answer any questions regarding the endorsement of the MOU to establish a regional election monitor (REM) position to be facilitated by NVCOG. Mr. DiCarlo explained the requirements of the mandate and that the REMs are under the control and direction of the Secretary of the State.

Peggy Reeves provided some background for the mandate. She said anyone with poll working experience would be a good candidate, or even an attorney who has some knowledge of how elections work. She said the position would not be a huge commitment of time.

Rick Dunne said NVCOG had opted to hire the REM as a contractor on an hourly or per diem basis. Clare Falcha asked Ms. Reeves what would happen if the Secretary of State's allocation

for an REM was overspent. Ms. Reeves advised caution with the amount, noting there was only one event between now and 6/30/16 and that revenue would be carried over to fiscal year 2017. She felt the funds should be adequate to get through the presidential election.

Mr. Dunne said that in order to cover NVCOG's geographic region, it was necessary to advertise for the REM position in three different newspapers. The cost of the advertising had eaten into a portion of the funding. Ms. Reeves asked if the advertising could just happen on a website and Mr. Dunne said that COGs were required to advertise in newspapers of general circulation.

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

VOTED: To adopt Resolution #2016-12 to empower the Executive Director to execute the MOU between the Office of the Secretary of State and NVCOG concerning the regional election monitor.

- b. *RPIP Grant Application Updates and Municipal Resolutions* – Mr. DiCarlo said NVCOG had endorsed two RPIP grant applications in December, one for the study of a regional parcel mapping and revaluation program, the other to study regional wastewater treatment consolidation, including a demonstration project. Both applications were submitted to OPM, and it is now important that municipal resolutions for applicable projects be passed and returned to NVCOG.
- c. *Municipal Shared Services Committee/Subcommittees* – Mr. DiCarlo reported on the RFP for a regional household hazardous waste contractor. Also, there is a possibility of Plymouth and Thomaston collaborating on senior bus service through the 5310 program, and there has been interest in a regional streetlight maintenance RFP, which is an agenda item for the March TTAC meeting. There is also interest in bringing together public safety resources for Beacon Falls, Naugatuck, and Prospect. The Municipal Shared Services (MSS) Committee met on 12/21, discussed the two RPIP applications, and potential tasks for subcommittees. It was agreed to task the IT subcommittee with reviewing proposals for software as a service as one of its first assignments. The parcel mapping/revaluation subcommittee met and reviewed the regional parcel mapping RPIP application and was supportive of it. Rick Dunne gave a report from First Selectman Kurt Miller, Chairman of the Municipal Shared Services Committee, who was unable to attend the NVCOG meeting. Mr. Miller feels that to achieve the most benefit from municipal shared services, the right people must be assigned to the committee or subcommittees. Mr. Miller envisions the MSS Committee meeting 3-4 times a year, and would prefer for towns to assign their key administrative staff to it to report back to CEOs.

5. Election to Fill Executive Committee Vacancy, Bylaws Article VI, Section 3

Rick Dunne reported that the Executive Committee had met and discussed filling the vacancy. The Bylaws specify that the Chairman make a recommendation and that nominations are also accepted from the floor. The report from the Executive Committee was to nominate Mayor Pete Hess of Naugatuck. Chairman O'Leary asked for nominations from the floor; there were none. On a motion by Ed Mone, seconded by Chris Bielick, it was unanimously

VOTED: To elect Naugatuck Mayor N. Warren "Pete" Hess as an at-large representative to the Executive Committee.

6. NVCOG Planning/Transportation Items

- a. *Authorizing Resolution for Federal Highway Projects* – Mark Nielsen reviewed Resolution 2016-04. On a motion by Mark Lauretti, seconded by Ed Mone, it was unanimously

VOTED: To authorize the Executive Director to sign and execute any and all documents, agreements and contracts required in the acceptance of the state and federal assistance already approved and applied for by NVCOG and offered by the Grantor, and for state and federal assistance already committed by the respective funding agencies.

- b. *Community Connectivity Program* – Mr. Nielsen explained this CTDOT program which came out of the Governor’s “Let’s Go CT” initiative and provides state funds for various bike and pedestrian safety improvements. It is a flexible program and eligibility is fairly wide open. He outlined the steps necessary to apply and noted that several NVCOG municipalities had voiced interest. NVCOG can assist towns with the process. Rick Dunne said comments would be sent to CTDOT requesting that the COGs be included in the notification process, as the solicitation had been sent only to the towns. The application deadline in March 1.

- c. *Publication of Draft NVCOG 2016 Title VI Plan* – Mr. Nielsen explained that NVCOG is required by Title VI of the Civil Rights Act of 1964 and by C.F.R. § 21 to ensure that FTA funding is used in an equitable manner through the development and triennial update of a Title VI plan. The plan is available for public comment, and a public hearing will be held on February 25, 2016 at 5:30 p.m. at the Valley Transit District offices in Derby. The plan is available on NVCOG’s website. NVCOG will be asked to endorse the plan in March.

Mr. Nielsen and Mr. Dunne also briefly touched on the LOTCIP program and TTAC appointments.

7. Endorsement of Responsible Growth-TOD Applications

Mr. Nielsen said the region is submitting two applications under this OPM program, and the City of Waterbury is submitting one. Waterbury’s application is for a development strategy for the Freight Street District area. One regional application is being submitted jointly with Northwest Hills COG and is for a Naugatuck River Greenway Thomaston to Torrington comprehensive routing study, and the other is on behalf of Derby and Shelton for the renovation and rehabilitation of the Derby-Shelton Bridge.

- a. *Waterbury – Redevelopment for the Freight Street District* – On a motion by Jerry Sitko, seconded by Pete Hess, it was unanimously

VOTED: To support and endorse Waterbury’s application under the Responsible Growth and TOD grant program.

- b. *Naugatuck River Greenway Thomaston to Torrington Comprehensive Routing Study* – On a motion by Jerry Sikto, seconded by Pete Hess, it was unanimously

VOTED: To support and endorse the application to be submitted with the Northwest Hills COG to determine the preferred alignment of the Naugatuck River Greenway

between Thomaston and Torrington, and to authorize the Executive Director to sign associated documents.

c. *Derby-Shelton Bridge* – On a motion by Jerry Sitko, seconded by Pete Hess, it was unanimously

VOTED: To support and endorse the application submitted on behalf of Derby and Shelton for the renovation and rehabilitation of the Derby-Shelton Bridge, and to authorize the Executive Director to sign associated documents.

8. **Appointment to the Water Utility Coordinating Committee (WUCC)**

Rick Dunne reviewed Memorandum 020416W regarding the need for each COG to elect a representative to the Water Utility Coordinating Committee in its management area. Given his knowledge of the intent of the regulations and the process, he recommended that NVCOG elect Regional Planner/GIS Specialist Aaron Budris to represent NVCOG at WUCC meetings. Mr. Budris will report to the NVCOG board on the activities of the Western Connecticut WUCC and will poll NVCOG membership when necessary to cast a vote on NVCOG's behalf. On a motion by Bob Flanagan, seconded by Ed Mone, it was unanimously

VOTED: To elect Aaron Budris to be the NVCOG representative to the Western Connecticut WUCC.

9. **Other**

Barbara Perkinson said that at Woodbury's last Board of Selectmen's meeting, it was agreed to form an open space inventory ad hoc committee to compile a list of public record open space properties, both public and private, open space access ways, and open space easements in the Town of Woodbury, and to provide this information to the town planner for use in exporting this information to NVCOG. Rick Dunne said an NVCOG staff member could be assigned to work with Woodbury on a regular basis.

10. **Adjournment**

At 11:44 a.m., on a motion by Ed Mone, seconded by Mark Lauretti, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant
for
Ken Cockayne
Secretary



February 11, 2016

MEMORANDUM: 20160211-FIN-Financial Update

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

Financial Update FYE 2016 through January 2016:

- We are 7 months into the current fiscal year (58%).
- Profit & Loss Statement is showing a Net Decrease in funds for the fiscal year (\$17,281.51). This is the result of incurring significant costs in a 1 month period related to the Corridor Conference, this will even out on the FOH billings over the next 5 months.
- The overrun in the Computer Capital Replacements is covered directly from revenue received FTA-Capital Grants.
- All other overruns previously explained.
- Below is the balance sheet as of 01/31/2016:

Assets:	
Cash	963,131.04
Accounts Receivable	508,863.09
Fix Assets	36,221.02
TOTAL ASSETS	<u><u>1,508,215.07</u></u>
Liabilities:	
Accounts Payable	271,697.53
Accrued Expenses	59,393.37
Deferred Revenue	<u>457,309.55</u>
TOTAL LIABILITIES	<u>788,400.45</u>
Equity:	
PPE Fund Balance	36,221.02
Unrestricted Fund Balance	700,875.11
Current Year Net Position	<u>(17,281.51)</u>
TOTAL EQUITY	<u>719,814.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,508,215.07</u></u>

*Deferred Revenue 01/31/16	
EPA-10% Local Assessments	8,958.76
LOTICIP	89,974.41
TOD Route 8 Corridor	60,894.46
DECD Original Initiative	8,464.79
DEMHS	15,724.94
OPM/SGIA FY 2016	17,864.37
OPM/SGIA FY 2015	125,252.41
DEEP NRG	4,914.15
Municipal Dues	87,340.80
POCD/GIS	4,265.00
HHW	6,472.70
State of CT COGCNV	27,182.76
	<u>457,309.55</u>

Naugatuck Valley Council of Governments
Profit & Loss Budget vs. Actual
 July 2015 through January 2016

	<u>Jul '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4100 · Federal Revenue	715,615.33	1,675,429.00	(959,813.67)	42.71%
4200 · State Revenue	587,823.06	999,227.00	(411,403.94)	58.83%
4400 · Local Revenue	180,613.02	218,292.00	(37,678.98)	82.74%
4500 · Miscellaneous	1,609.56			
4600 · Interest Revenue	1,178.28			
Total Income	<u>1,486,839.25</u>	<u>2,892,948.00</u>	<u>(1,406,108.75)</u>	<u>51.40%</u>
Expense				
5000 · Salaries & Wages Expense	541,363.49	1,022,833.00	(481,469.51)	52.93%
5200 · Direct Fringe Benefits	208,885.11	491,706.00	(282,820.89)	42.48%
6050 · Accounting/Auditing	29,500.00	30,000.00	(500.00)	98.33%
6100 · Advertising/Publications/Notice	4,395.50	5,000.00	(604.50)	87.91%
6175 · Computer Capital Replacement	11,548.67	6,500.00	5,048.67	177.67%
6200 · Computer Service/Supplies/Lic.	10,137.00	15,930.00	(5,793.00)	63.64%
6300 · Contractors/Subcontractors	544,942.81	1,064,214.00	(519,271.19)	51.21%
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	8,216.00	20,190.00	(11,974.00)	40.69%
6430 · Insurance-Director & Officers	9,305.79	8,618.00	687.79	107.98%
6435 · Insurance-Office/Business	3,861.42	4,110.00	(248.58)	93.95%
6440 · Insurance-WC	1,274.33	3,947.00	(2,672.67)	32.29%
6450 · Lease Expense	1,407.95	2,500.00	(1,092.05)	56.32%
6550 · Maintenance	0.00	1,500.00	(1,500.00)	0.00%
6600 · Meetings Expense	7,180.75	10,000.00	(2,819.25)	71.81%
6650 · Miscellaneous Exp	2,623.61	3,000.00	(376.39)	87.45%
6675 · Moving Expenses	902.50	0.00	902.50	100.00%
7100 · Office Cleaning	1,015.00	6,000.00	(4,985.00)	16.92%
7150 · Postage & Delivery	1,123.26	3,000.00	(1,876.74)	37.44%
7225 · Prof. Fees-Architectural Fees	10,000.00	0.00	10,000.00	100.00%
7240 · Prof. Fees-Legal	13,857.75	20,000.00	(6,142.25)	69.29%
7250 · Rent	33,365.02	76,650.00	(43,284.98)	43.53%
7275 · Repairs	7.83	5,000.00	(4,992.17)	0.16%
7300 · Supplies-Office	5,542.74	15,000.00	(9,457.26)	36.95%
7350 · Telephone/Internet Service	7,143.35	13,000.00	(5,856.65)	54.95%
7400 · Training/Professional Develop.	7,593.30	12,000.00	(4,406.70)	63.28%
7450 · Travel	19,419.16	25,000.00	(5,580.84)	77.68%
7500 · Utilities	8,026.42	15,000.00	(6,973.58)	53.51%
7550 · Website	200.00	5,000.00	(4,800.00)	4.00%
Total Expense	<u>1,504,120.76</u>	<u>2,892,948.00</u>	<u>(1,388,827.24)</u>	<u>51.99%</u>
Net Income	<u>(17,281.51)</u>	<u>0.00</u>	<u>(17,281.51)</u>	<u>100.00%</u>