



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, March 11, 2016

NVCOG Representatives: Richard Dziekan, Alternate, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Bob Flanagan, Alternate, Bristol; Jerry Sitko, Alternate, Cheshire; Ed St. John, First Selectman, Middlebury; N. Warren "Pete" Hess, Mayor, Naugatuck; George Temple, First Selectman, Oxford; David Merchant, Mayor, Plymouth; Tom Galvin, Alternate, Prospect; Kurt Miller, First Selectman, Seymour; Mark Lauretti, Mayor, Shelton; Jeff Manville, First Selectman, Southbury; Ed Mone, First Selectman, Thomaston; Neil O'Leary, Mayor, Waterbury; Ray Primini, Town Council Member, Watertown; Tom Dunn, Mayor, Wolcott; Bill Butterly, First Selectman, Woodbury.

Speakers/Guests/Other: Tim Hanser, Tree Wardens Association of Connecticut; Roy Cavanaugh, Town of Watertown; Judy Mancini, City of Waterbury; David Krechevsky, Waterbury Regional Chamber; Sara Radacsi, CTDOT, Lou Mangini, Congresswoman Rosa DeLauro's Office.

Staff: Rick Dunne, Mark Nielsen, Aaron Budris, Clare Falcha, Lauren Rizzo, John DiCarlo, Ben Muller, Trish Bauer, Christian Meyer, Max Tanguay-Colucci.

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

Chairman Neil O'Leary called the meeting to order at 10:05 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 February 19, 2016 Meeting* – On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To approve the minutes of the February 19, 2016 NVCOG meeting.

- b. *Financial Report* – Clare Falcha reviewed the financial report for February 2016, as outlined in Memorandum 20160307-FIN-Financial Update. On a motion by Ed Mone, seconded by Kurt Miller, it was unanimously

VOTED: To approve the financial report.

- c. *Approval of FTA BS Capital Program Certifications and Assurances, FY16* – Rick Dunne said this item was the Certifications and Assurances for FTA Capital for the Bridgeport-Stamford area for fiscal year 2016. It directs the executive director to make the assurances and execute them with the Federal Transit Administration. NVCOG's attorney will also sign off on the document. On a motion by Tom Dunn, seconded by Jeff Manville, it was unanimously

VOTED: To Adopt Resolution #2016-17 to make the FTA Fiscal Year 2016 Certifications and

Assurances for Federal Transit Administration Assistance Programs, and to direct and authorize the Executive Director to make and comply with Groups 1-24 of the foregoing certifications and assurances.

- d. *Revolving Loan Fund Committee Appointments* – Rick Dunne announced the Chair’s appointments to the Revolving Loan Fund Committee, based on their expressed interest, were Kurt Miller, Ed Mone, Mark Lauretti, Pete Hess, and Neil O’Leary. NVCOG needs to concur with the Chair’s appointments. On a motion by Kurt Miller, seconded by Chris Bielik, it was unanimously

VOTED: To concur with the Chair’s appointments.

- e. *2016 Legislative Report* – Rick Dunne reviewed some of the bills NVCOG was tracking at the legislature. HB-5544 and HB-5407 have to do with the emergency 911 system. A new division of statewide emergency telecommunications would be housed within the existing Department of Emergency Services and Public Protection. The division would be charged with developing and maintaining a new 911 service. It would include police, fire, and medical service dispatch. In the current language they are charged with consolidating operations so that no system services a community with less than 40,000 persons.

Discussion on HB 5262, An Act Concerning Workers’ Compensation Coverage for Current and Former Uniformed Members of Paid or Volunteer Fire Departments, took place. SB No. 134, An Act Concerning Workers’ Compensation Coverage for Police Officers and Firefighters Who Are Diagnosed with Post-Traumatic Stress Disorder, was also discussed. On a motion by George Temple, seconded by Bill Butterly, it was unanimously

VOTED: To send to area legislators and local newspaper editors a letter of opposition to HB 5262 and SB No. 134.

Rick Dunne also spoke about SB-229: An Act Concerning the Accuracy and Applicability of Certain Environmental Impact Evaluations. The bill would have environmental impact statements “expire” after five years and would have potential costs for municipalities.

Mr. Dunne discussed HB-5363: An Act Concerning the Affordable Housing Land Use Appeals, which would eliminate the appeal process for properties of four units or less, and HB-5602: An Act Concerning Regionalism, which opens regional performance incentive program grants to regional educational service centers.

Ed Mone brought up Governor’s House Bill 5055, An Act Decreasing Wait Times at the Department of Motor Vehicles. There was opposition to sections of the bill that would remove the denial of registration of a vehicle if there were any unpaid personal property taxes on that vehicle.

There was also discussion on unfunded mandates and on the municipal spending cap approved in 2015.

On a motion by George Temple, seconded by Jeff Manville, it was unanimously

VOTED: To send to area legislators and local newspaper editors a letter of opposition to unfunded mandates, to Secs. 7 and 8 of Governor's House Bill 5055, and to the municipal spending cap approved in 2015.

- f. *Director's Report* – Rick Dunne said the State Grant-in-Aid formula for COGs will be reduced by 15% next year. Staff performance and compensation reviews will be presented to the Executive Committee in May.

Mr. Dunne spoke about SEDC's request to NVCOG for additional matching funds for the CEDS Planning Grant, which was tabled by the Executive Committee in February, but no further discussion took place.

3. **Brownfields**

- a. *Authorizing Resolution to DECD for Project at 100 Railroad Ave., Beacon Falls* – Rick Dunne reported that NVCOG had applied for, received, and will administer this grant on behalf of Beacon Falls. On a motion by Chris Bielik, seconded by Jerry Sitko, it was unanimously

VOTED: To endorse the authorizing resolution to accept a brownfields grant from the DECD for an environmental assessment at 100 Railroad Avenue in Beacon Falls, and further, to authorize the Executive Director to execute and file any related documents with the State.

4. **Municipal Shared Services Update**

John DiCarlo provided an update on the hiring of a regional election monitor. He also reported that several towns are interested in a regional streetlight maintenance RFP and in regional paving. A meeting will be held with Plymouth, Thomaston, and the service provider concerning joint senior bus service for those towns. A regional law enforcement collaboration is being explored for Beacon Falls, Naugatuck, and Prospect.

- a. *Selection of a Household Hazardous Waste (HHW) Vendor* – Mr. DiCarlo said the HHW Committee met, reviewed the bids, and recommended the contract be awarded to MXI Environmental Services. On a motion by Kurt Miller, seconded by Bill Butterly, it was unanimously

VOTED: To make award to the apparent lowest qualified bidder, MXI Environmental Services, LLC, and adopt Resolution #2016-18 empowering the Executive Director to enter into a 1-year agreement for regional household waste collection services.

Mr. Dunne said he is working on eliminating NVCOG's administrative fee for HHW, but it would remain as-is for the time being.

- b. *Committee Support* – Kurt Miller said municipal shared services had been identified as a need when COGCNV and NVCOG came together last year. While the municipal shared services committee is moving along quite well, it could do substantially better with improved participation from CEOs and chief municipal administrators. The committee will meet three to four times a year. He said it was important towns appoint experienced staff to specific committees, and to send the chief administrator if a town doesn't currently provide the

service. IT services were identified as a top priority by most towns, but too few made committee appointments because they don't have an IT person on staff. Mr. Miller said a decision had to be made as to whether to stay committed and move forward or not. Municipal shared services provides a central hub whereby resources can be brought together and save tax dollars. He appealed to the CEOs to support the program.

5. NVCOG Planning/Transportation Items

- a. *Endorsement of the NVCOG 2016 Title VI Plan* – Mark Nielsen explained that NVCOG is required by Title VI of the Civil Rights Act of 1964 and by 49 C.F.R, Section 21, to ensure that FTA funding is used in an equitable manner through the development and triennial update of the Title VI plan. The plan was made available to the public for comment, consistent with existing and adopted NVCOG public participating requirements, and was made available to the NVCOG board at the February meeting. A public hearing was held on February 25, 2016 at Valley Transit District's offices. No comments have been received. On a motion by Mark Lauretti, seconded by Chris Bielik, it was unanimously

VOTED: To approve Resolution 2016-15 endorsing the Title VI program plan update, and authorizing the executive director to submit the plan to FTA.

- b. *LOTICIP Update (Plymouth)* – Mr. Nielsen said 15 LOTICIP pre-applications were received. Full application packages have been requested, and three have been received to date. Once reviewed by staff for completeness, they will be submitted to CTDOT. He encouraged the towns to continue work on the full application packages. NVCOG can provide assistance.

Mr. Nielsen said the Town of Plymouth had asked for LOTICIP funds for the ongoing Allentown Road project. The project had been started under a federal earmark program, costs had escalated, and CTDOT authorized the allocation of federal aid funds attributable to the Harford Urban Area, Surface Transportation Funds, both federal and local. The expected construction cost has again escalated, including allocations for contingencies and incidentals. CTDOT has determined that additional federal funds would not be provided to the project, resulting in a short-fall. The Town of Plymouth has opted to request an allocation of state funds under LOTICIP and CTDOT has indicated a willingness to support this. While NVCOG has solicited project proposals for the FY 2016 and FY 2017 LOTICIP funding cycle and has received project requests in excess of anticipated funds, there are currently sufficient LOTICIP funds to allocate \$400,000 to complete the Allentown Road project. On a motion by Bob Flanagan, seconded by Pete Hess, it was unanimously

VOTED: To adopt Resolution 2016-16 approving an allocation not to exceed \$400,000 in LOTICIP program funds attributable to the Naugatuck Valley Planning Region to fully fund the Allentown Road reconstruction project in the Town of Plymouth. The LOTICIP funds will be drawn from the anticipated FY 2016 and FY 2017 program statewide allocation and sub-allocation to NVCOG.

Mr. Nielsen said the Fast Act transportation bill contains a provision that earmark projects that have not moved forward will have their funds reallocated. USDOT will allow CTDOT to request a repurposing of those unobligated earmark funds. NVCOG will work with the towns to decide where those repurposed funds go and to keep them in the region. Mr. Dunne said CTDOT has the authority to move funds 50 miles from where it was appropriated.

c. *WATS Update* – Christian Meyer provided an overview of the Waterbury Area Transit Study, as outlined in Memorandum 03111016-WATS. The study is entering its fourth phase whereby the consultant will address downtown Waterbury operations. Based on the comments received through stakeholder outreach, this phase will lay out the options available to address current operational concerns, interests, and downtown development plans. In preparation for this phase of the study, NVCOG staff is working with the consultant to add detail and clarify goals. The study is expected to be completed by the end of June.

6. **Other**

Tim Hanser, Circuit Rider, Tree Wardens Association of Connecticut, gave a presentation explaining the Association’s mission of working with towns to find ways to be better stewards of trees from planting to removal. The Circuit Rider provides information and works with municipalities to help them develop strategies to improve statutory compliance. Mr. Hanser explained that a Tree Warden is responsible for the maintenance and care of all trees within a right of way, making sure there is no conflict with sidewalks, utilities, curbs, etc. They are also responsible for making sure trees are maintained properly through proper pruning techniques. Mr. Hanser and Roy Cavanaugh, Watertown’s Director of Public Works and recipient of a Tree Warden Award, answered questions from those in attendance. Further information may be found at www.cttreewardens.org.

7. **Adjournment**

At 11:24 a.m., on a motion by Chris Bielik, seconded by Bill Butterly, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant
for
Ken Cockayne
Secretary



March 7, 2016

MEMORANDUM: 20160307-FIN-Financial Update

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

Financial Update FYE 2016 through February 2016:

- We are 8 months into the current fiscal year (67%).
- Profit & Loss Statement is showing a Net Decrease in funds for the fiscal year (\$4,578.09). This is an increase of revenue over expenses of \$12,703.42 YTD over the previous months YTD financial statement.
- An amended budget was presented and approved by the Executive Board on 2/12/16, and is presented in this financial statement.
- There are the following overruns that occurred this past month:
 - Advertising
 - Miscellaneous Expense
 - Supplies-Office
 - (with the exception of Supplies-Office, all other have direct funding to compensate for the overruns.)
- All other overruns previously explained.
- Below is the balance sheet as of 02/29/2016:

Assets:	
Cash	721,171.01
Accounts Receivable	673,590.52
Fix Assets	36,221.02
TOTAL ASSETS	<u><u>1,439,442.35</u></u>
Liabilities:	
Accounts Payable	318,976.41
Accrued Expenses	60,297.05
Deferred Revenue	<u>321,036.66</u>
TOTAL LIABILITIES	<u><u>703,310.12</u></u>

Equity:	
PPE Fund Balance	36,221.02
Unrestricted Fund Balance	704,489.30
Current Year Net Position	<u>(4,578.09)</u>
TOTAL EQUITY	<u>736,132.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,439,442.35</u></u>

*Deferred Revenue 02/29/16	
EPA-10% Local Assessments	8,601.81
LOTICIP	78,159.25
TOD Route 8 Corridor	58,257.91
DECD Original Initiative	6,305.41
DEMHS	14,292.60
* OPM/SGIA FY 2016	(22,539.66)
OPM/SGIA FY 2015	57,178.56
DEEP NRG	4,914.15
Municipal Dues	78,099.25
POCD/GIS	4,265.00
HHW	6,319.62
State of CT COGCNV	<u>27,182.76</u>
	<u><u>321,036.66</u></u>

* The quarterly fund payment from OPM/SGIA FY 2016 was just received on 3/5/16.

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

	Jul '15 - Feb 16	Original -Budget (6/12/15)	Amended- Budget (2/12/16)	\$ Over Budget (Amended)	% of Budget
Ordinary Income/Expense					
Income					
4100 · Federal Revenue	866,997.29	1,640,429.00	1,539,500.00	(672,502.71)	56.32%
4200 · State Revenue	759,774.79	1,059,227.00	989,910.00	(230,135.21)	76.75%
4400 · Local Revenue	193,292.73	193,292.00	276,653.00	(83,360.27)	69.87%
4500 · Miscellaneous	1,609.56				
4600 · Interest Revenue	1,319.72				
Total Income	1,822,994.09	2,892,948.00	2,806,063.00	(983,068.91)	64.97%
Expense					
5000 · Salaries & Wages Expense	629,132.98	1,022,833.00	928,054.00	(298,921.02)	67.79%
5200 · Direct Fringe Benefits	239,424.72	491,706.00	357,101.00	(117,676.28)	67.05%
6050 · Accounting/Auditing	29,500.00	30,000.00	29,500.00	0.00	100.00%
6100 · Advertising/Publications/Notice	7,561.66	5,000.00	3,414.00	4,147.66	221.49%
6175 · Computer Capital Replacement	11,548.67	6,500.00	8,100.00	3,448.67	142.58%
6200 · Computer Service/Supplies/Lic.	1,550.00	5,000.00	7,500.00	(5,950.00)	20.67%
6210 · Computer Software & Maintenance	9,720.00	10,930.00	10,930.00	(1,210.00)	88.93%
6300 · Contractors/Subcontractors	650,213.18	1,068,284.00	1,004,070.00	(353,856.82)	64.76%
6350 · Dues/Professional/Conferences	5,067.70	6,500.00	6,500.00	(1,432.30)	77.97%
6400 · Dues/Subscriptions	7,429.00	750.00	500.00	6,929.00	1485.80%
6425 · IT Maintenance Agreement	9,491.00	20,190.00	18,000.00	(8,509.00)	52.73%
6430 · Insurance-Director & Officers	9,305.79	8,618.00	9,306.00	(0.21)	100.00%
6435 · Insurance-Office/Business	3,861.42	4,110.00	4,210.00	(348.58)	91.72%
6440 · Insurance-WC	1,274.33	3,947.00	3,928.00	(2,653.67)	32.44%
6450 · Lease Expense	1,507.91	2,500.00	3,500.00	(1,992.09)	43.08%
6550 · Maintenance	0.00	1,500.00	1,000.00	(1,000.00)	0.00%
6600 · Meetings Expense	9,044.54	10,000.00	10,000.00	(955.46)	90.45%
6650 · Miscellaneous Exp	1,359.17	3,000.00	1,000.00	359.17	135.92%
6675 · Moving Expenses	902.50	0.00	0.00	902.50	100.00%
7100 · Office Cleaning	1,160.00	6,000.00	2,000.00	(840.00)	58.00%
7150 · Postage & Delivery	1,123.26	3,000.00	2,500.00	(1,376.74)	44.93%
7240 · Prof. Fees-Legal	13,857.75	20,000.00	13,343.00	514.75	103.86%
7250 · Rent	33,365.02	76,650.00	58,915.00	(25,549.98)	56.63%
7275 · Repairs	7.83	5,000.00	1,000.00	(992.17)	0.78%
7280 · Renovation	91,948.85	0.00	229,031.00	(137,082.15)	40.15%
7300 · Supplies-Office	8,736.81	10,930.00	7,500.00	1,236.81	116.49%
7350 · Telephone/Internet Service	9,225.21	13,000.00	15,000.00	(5,774.79)	61.50%
7400 · Training/Professional Develop.	9,595.30	12,000.00	15,000.00	(5,404.70)	63.97%
7450 · Travel	21,437.94	25,000.00	25,000.00	(3,562.06)	85.75%
7500 · Utilities	9,019.64	15,000.00	15,000.00	(5,980.36)	60.13%
7550 · Website	200.00	5,000.00	5,000.00	(4,800.00)	4.00%
7600 · Contingency	0.00	0.00	10,161.00	(10,161.00)	0.00%
Total Expense	1,827,572.18	2,892,948.00	2,806,063.00	(978,490.82)	65.13%
Net Ordinary Income	(4,578.09)	0.00	0.00	(4,578.09)	100.00%