



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 203-735-8688 • nvcogct.gov

AGENDA **Naugatuck Valley Council of Governments** **and** **Central Naugatuck Valley MPO** Virtual Video Conference Meeting 10 a.m., Friday, September 11, 2020

Please email lrizzo@nvcogct.gov or call 203-757-0535 by Wednesday, September 9, 2020 concerning attendance.

1. Commencement of Meeting
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Public Comment
2. Discussion with CTDOT Deputy Commissioner Garrett Eucalitto
3. CNVMPO Meeting (*Voting members for these items are limited to the 15 CEOs in the CNVMPO area*)
 - a. Approval of Amendments to the 2018-2021 CNVMPO TIP (*Gabriel Filer*)
 - i. Amend State Project No. 0171-XXXX: CTfastrak – Infrastructure/Station/Facility Improvements (Various) (*attachment, motion, CNVMPO Resolution 2020-09*)
4. NVCOG Administrative Items
 - a. Approval of the Minutes of the June 12, 2020 NVCOG & CNVMPO meeting (*attachment, motion*)
 - b. Approval of Agency Financial Reports and Summaries for Periods Ending 6/30/20 (year-end report) and 7/31/20 (*Michael Szpryngel, attachment, motion*)
 - c. Discussion: Audit Services and FY 2020 Report (*Michael Szpryngel*)
 - d. Director's Report (*Rick Dunne*)
 - OPM Interactions, RSG, CARES Act, Covid Recovery, Census
5. Authorization for Executive Director Rick Dunne to Execute MOU with the Western CT Council of Governments and the Northwest Hills Council of Governments regarding Functions and Responsibilities for DEMHS Region 5 under FFY 2020 Homeland Security REPT Grant Program (*motion*)
6. Authorization for Executive Director Rick Dunne to Execute Agreements for Previously Approved Program Applications (*motion, NVCOG Resolution 2021-01*)
7. Authorization for NVCOG Executive Director Rick Dunne to Execute and Deliver the OPM Notice of Grant Award for the FY 21 Regional Services Grant (*Rick Dunne, motion, NVCOG Resolution 2021-00*)
8. Authorization for NVCOG Executive Director Rick Dunne to Enter into a Formal Agreement with the Contractor Selected to Carry Out the Work of the Valley Transit District Bus Shelter Project (*Gabriel Filer, motion, NVCOG Resolution 2021-05*)

Continued

9. NVCOG Planning/Transportation (*Christian Meyer*)
 - a. LOTCIP: Approval of NVCOG Resolution 2021-02 – Third Party Review for Harwinton Avenue project in Plymouth (*attachment, motion*)
 - b. Approval of New Project: Beacon Valley Road Reconstruction, Beacon Falls (*attachment, motion, NVCOG Resolution 2021-07*)
 - c. Approval of NVCOG Resolution 2021-03 Authorizing Executive Director Rick Dunne to Enter into an Agreement with Fuss & O’Neill to Provide Professional Planning and Engineering Services in Connection with the West Main Street Corridor Study in Waterbury (*attachment, motion*)
 - d. Approval of NVCOG Resolution 2021-04 Authorizing Executive Director Rick Dunne to Enter into an Agreement with BL Companies Connecticut Inc., to Provide Professional Planning and Engineering Services in Connection with the Route 229 Corridor Study in Bristol and Southington (*attachment, motion*)
10. Environmental Planning (*Aaron Budris*)
 - a. Natural Hazard Mitigation Plan (*David Murphy, Milone & MacBroom*)
 - b. Kinneytown Dam Discussion
 - c. Brownfields Activities Update (*Rick Dunne*)
11. Regional and Municipal Shared Services Update (*John DiCarlo*)
 - a. Household Hazardous Waste Events
12. Emergency Management Update (*Joanna Rogalski*)
 - a. Covid Economic Recovery Update
 - b. DEMHS Region 5 Regional Emergency Planning Team (REPT) Update
 - c. Community Emergency Response Team (CERT) Update
13. Other
14. Adjournment

Called by
Neil O’Leary, Chairman

Any member of the public wishing to address the board at a CNVMPO/NVCOG virtual meeting should send an email to info@nvcogct.gov with the following information:

- *Your name, address and any professional affiliation (for the public record)*
- *Your phone number (only if you are using the phone dial-in option)*
- *The item number on the agenda you plan to address in your comments*

Your information must be received by 4:30 p.m. on the day before the meeting.

Because of the need for stable meetings and public security, anyone who does not provide the above information cannot be admitted to our online meetings.

Topics for Discussion with CT Deputy Commissioner Garrett Eucalitto at 9-11-20 NVCOG Meeting

1. What is the status of requested improvements and enhancements to the Waterbury rail line? Funds were not included in the latest bond package. At the very least, the CTDOT should conduct a Waterbury rail line improvement plan.
2. What is the status of the Mixmaster alternatives assessment study. It was started several years ago but there has not been any project reports. We are asking for an update on the project: what has been completed, what's the new timeline, what possible alternatives are being considered?
3. Discussion of state facilities that function as main streets. Discussion about CTDOT prioritization of main street projects with regard to streetscape elements and complete street requirements.
4. LOTCIP is working very well and we have been able to program and advance more projects than we would have under the federal aid program. However, we feel there remains too much CTDOT oversight and we can't move projects without getting permission from the Department. It should be the COGs decision on which projects to advance and what to include.
5. There should be more collaboration on the federal Transportation Alternatives program. This program provides federal funds to construct non-traditional types of projects, such as bicycle facilities, trails and sidewalks. While larger MPOs get to select projects, smaller areas, like the Waterbury urban area, don't get to chose projects; we proposed projects but CTDOT selects which ones will be funded. The main issue is that the Department tends to make decisions without further involving the COGs once we have submitted our recommendations. We feel we should be involved in final decisions. It is hard for the NV region to advance priority trail projects because we don't have the authority to determine how TA funds are allocated. And, the state is allowed to transfer up to 50% of TA funds to a traditional highway program and the MPOs are not involved in how the state ultimately uses these transferred funds.
6. Regarding the Community Connectivity Program, we need to improve the flexibility of the program to better account for infrastructure that is already in the ground and site limitations.
7. What is the status of developing and implementing an electronic version of the State Transportation Improvement Program (E-STIP). We have been hearing about the development of an E-STIP for a number of years.

September 11, 2020

MEMORANDUM: 20200911-TIP

To: Central Naugatuck Valley MPO Board Members and Alternates
From: Gabriel Filer, Transportation Planner
Subject: Amendment to the 2018-2021 Transportation Improvement Program

Project No. 0171-XXXX: CTfastrak – Infrastructure/Station/Facility Improvements (Various)

CTDOT is requesting an amendment to the CNVMPO 2018-2021 TIP to allocate FTA Section 5339 funding for the deployment of three battery-powered electric buses along the CTfastrak bus rapid transit corridor. The FTA Section 5339 program makes federal resources available to states and designated recipients to replace, rehabilitate, and purchase buses and construct bus-related facilities. The electric buses are eligible under the Low and No Emission Vehicle Deployment (LoNo) program, which helps recipients purchase low and zero-emission vehicles.

Funding Code	Phase	Year	Total (\$000)	Federal (\$000)	State (\$000)	Local (\$000)	Comments
5339	OTH	2021	2,364	1,931	433	0	New Project

Recommendation:

MOTION: To approve CNVMPO resolution 2020-09

RESOLUTION 2020-09

AMENDMENT

**FFY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM
CENTRAL NAUGATUCK VALLEY MPO**

WHEREAS, the Central Naugatuck Valley MPO is authorized by the *Fixing America's Surface Transportation Act (FAST Act)* and related US Department of Transportation regulations to prepare, endorse, and periodically amend a short range Transportation Improvement Program for the 15-town MPO area within the Waterbury Urbanized Area and is required to maintain a fiscally-constrained program of priority projects.

WHEREAS, the CNVMPO endorsed the *FFY 2018-2021 Transportation Improvement Program for the Central Naugatuck Valley Planning Region (TIP)* at its June 9, 2017, meeting; and the US Department of Transportation (Federal Highway Administration and Federal Transit Administration) have approved the *State FFY 2018-2021 Transportation Improvement Program (STIP)*.

WHEREAS, the Connecticut Department of Transportation is requesting amendment of the FFY 2018-2021 TIP to allocate FTA Section 5339 grant funds for project 0171-XXXX.

WHEREAS, the proposed projects do not necessitate a new Air Quality Conformity Determination.

WHEREAS, the public notification and review of these amendments was consistent with and followed the procedures set forth in the MPO's public involvement guidelines, and the proposed amendments are consistent with the metropolitan transportation plan for the Central Naugatuck Valley planning region.

NOW, THEREFORE BE IT RESOLVED that Central Naugatuck Valley MPO approves the amendment of the FFY 2018-2021 TIP to allocate federal aid funds as listed and described in the attachment to this resolution.

This resolution shall become effective as of September 11, 2020.

I do hereby certify that the resolution adopted by the Central Naugatuck Valley MPO at a public meeting held on September 11, 2020, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Neil O'Leary, Chair

September 11, 2020
Date



Central Naugatuck Valley MPO
2018-2021 Transportation Improvement Program

FTA Amendments - FFY 2018-2021 TIP/STIP

Project #:	0171-XXXX				Town:	Various			Route/System:	CTfastrak		Region:	79
CTfastrak Infrastructure/Station/Facility improvements													
FACode:	AQ Code:	Phase:	Year:	Tot\$(000):	Fed\$(000):	Sta\$(000):	Loc\$(000):	Comments:	ChangeCode:				
5339	X6	OTH	2021	\$2,364	\$1,931	\$433	\$0	New project	05				



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

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MINUTES Naugatuck Valley Council of Governments and Central Naugatuck Valley MPO Virtual Video Conference Meeting 10 a.m., Friday, June 12, 2020

NVCOG Representatives: Sheila O'Malley, Alternate, Ansonia; Len Assard, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Rich Dziekan, Mayor, Derby; Ed St. John, First Selectman, Middlebury; Pete Hess, Mayor, Naugatuck; George Temple, First Selectman, Kristyn Rosa, Alternate; Oxford; Dave Merchant, Mayor, Plymouth; Bob Chatfield, Mayor, Prospect; Kurt Miller, First Selectman, Seymour; Mark Lauretti, Mayor, Shelton; Ed Mone, First Selectman, Thomaston; Tom Dunn, Mayor, Wolcott; Barbara Perkinson, First Selectman, Woodbury.

Guests/Other: Melissa Kaplan-Macey, Kas Tebbets, Regional Plan Association; Senator George Logan; Sara Radacsi, CTDOT; Ellen Graham, Office of Senator Richard Blumenthal; Lou Mangini, Office of Congresswoman Rosa DeLauro; Dan Pesce, Zachary Keith, Waterbury Development Corporation; Samantha LaBonne, Eversource, April Chaplin, The Kennedy Center; Tony Ciriello, Suzanne Schore, Milone & MacBroom, Anthony Simpatico, Hope Marino, Sustainable CT.

Staff: Rick Dunne, Mark Nielsen, Joanna Rogalski, Lauren Rizzo, Christian Meyer, John DiCarlo, Karen Svetz, Michael Szpryngel, Richard Crowther, Jr., Gabriel Filer, Aaron Budris, Glenda Prentiss.

Prior to the start of the meeting there was a presentation on the CT DOH Affordable Housing Plan & Process Guidebook by Melissa Kaplan-Macey, Vice President, State Programs & Connecticut Director, Regional Plan Association.

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

Vice Chair Mark Lauretti called the meeting to order at 10:04 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called.

Public Comment: April Chaplin of The Kennedy Center noted that personal protective equipment is available at the Palm and Able online store. Samantha LaBonne of Eversource spoke about the utility's special payment arrangements to assist those facing financial hardship due to the pandemic. Additionally, Eversource is offering municipal customers no cost access to online building operator certification training.

2. CNVMPO Meeting (*Voting members for these items are limited to the 15 CEOs in the CNVMPO area*)

a. Approval of Amendments to the 2018-2021 CNVMPO TIP

i. Add Project No. 0130-0184: Buck Hill Road Bridge Rehabilitation (Southbury)

Gabriel Filer explained that this project involves rehabilitating bridge number 01157 along Buck Hill Road in Southbury, which crosses Interstate 84. The existing bridge needs replacement due to structural deficiency.

ii. Amendment to Project No. 0151-0334: Route 8 Bridge Rehabilitation (Waterbury)

Mr. Filer explained that the construction phase of this project is being accelerated into FFY 2020, with work expected to start in the spring of 2021. The project

involves rehabilitating bridge number 03178 along Route 8 near the Metro North railroad in Waterbury.

On a motion by Bob Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To approve CNVMPO Resolution 2020-07 for Project No. 0130-0184: Buck Hill Road Bridge Rehabilitation (Southbury) and to approve CNVMPO Resolution 2020-08 for Project No. 0151-0334: Route 8 Bridge Rehabilitation (Waterbury).

- b. *Safety Performance Measures Update* – Mark Nielsen said CTDOT is federally required to set performance targets for five safety measures. CTDOT is looking at how they set the targets and may start using a regression methodology that will better account for recent trends. The change in methodology will be addressed at a future meeting.

3. NVCOG Administrative Items

- a. *Approval of the Minutes of the May 8, 2020 NVCOG Meeting* – On a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To approve, as presented, the minutes of the May 8, 2020 NVCOG meeting.

- b. *Approval of Agency Financial Reports and Summaries for Period Ending 4/30/20* – Michael Szpryngel reviewed Memorandum 06122020-FIN-01 and said NVCOG is 83% through the fiscal year, with a bottom line of \$113,485. There were no unexpected reductions in NVCOG's funding sources and NVCOG received two new grants. Ed Mone had a question concerning line items that were over or under budget, and Rick Dunne and Mr. Szpryngel responded. On a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To approve the agency financial reports and summaries for the period ending 4/30/20.

c. *Director's Report*

- Connecticut Brownfields (CTBLB) Land Bank Update – Rick Dunne reported that the MOU with CTBLB was moving forward. Once complete, the bylaws of the Land Bank will change. Following that, the need for NVCOG to appoint the majority of members to the land bank board will be addressed. Sheila O'Malley, a current Land Bank board member, said the Land Bank board is looking forward to a strong relationship with NVCOG. Mr. Dunne added that he was appointed by that board as President of the Land Bank and will function as the Executive Director of NVCOG and as President of the Land Bank.

Mr. Dunne added that the salary schedule had been approved by the executive board last week and was within the parameters of the adopted budget. Reserve funds are available and town dues were not raised in the budget. NVCOG will, however, be advertising for a few positions to fill out staff, but will be working fully within available resources.

4. Regional and Municipal Shared Services

- a. *Household Hazardous Waste Update* – John DiCarlo said 15 NVCOG municipalities participate in the household hazardous waste program. Three events are scheduled per year, but due to public gathering restrictions, the first event in 2020 was canceled. With strict COVID-19 restrictions in place, the second event will occur on July 18 at Crosby High School in Waterbury. Protocols will include limited interaction between the vendor and residents. He added that because the Town of Cheshire had just recently left the household hazardous waste program, arrangements were made with the town to accept materials from Cheshire residents for this event.

5. Discussion of Sustainable CT Certification Program & Summer Fellows at NVCOG

Joanna Rogalski explained that Sustainable CT is a voluntary program for municipalities to receive credit for sustainable actions already done and to get ideas for future sustainable actions. Nine NVCOG towns are registered with the program. Ms. Rogalski said two Sustainable CT fellows will once again be available at NVCOG to assist any municipality interested in participating in the certification program. She then introduced the fellows, Hope Marino and Anthony Simpatico.

6. NVCOG Planning/Transportation

- a. *LOTICIP: Approval of NVCOG Resolution 2020-17 – Exchange Place Revitalization Project* – Christian Meyer explained that the concept plans for this project had been endorsed at the September 13, 2019 meeting. The project includes the reconstruction of East Main Street, South Main Street and Bank Street. The City is proposing extending the project scope to include North Main Street. Additionally, as the design plans evolved for work along Bank Street, expanded pedestrian and transit friendly improvements are being recommended at 210 Bank Street where the intercity bus terminal is located. The preliminary estimate has been reviewed by NVCOG staff and will be reviewed by CTDOT. The project scope as it stands is intended to fully leverage grants being used to undertake improvements to utilities and drainage in the downtown. Upon initial review, the proposed improvements meet the specified purpose and need of LOTICIP. On a motion by Bob Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To endorse NVCOG Resolution 2020-17.

- b. *LOTICIP Update* – Mr. Meyer said that through state fiscal year 2020, NVCOG has committed 96% of allocated funds for the region. Of the funds allocated, 40% have been expended. NVCOG expects at least five of the projects currently classified as under design to advance to construction before the close of this construction season at a combined value of roughly \$22 million.

7. Emergency Management

- a. *Discussion: Long Term Recovery Committees and Local Recovery Coordinators* – Joanna Rogalski said the State of Connecticut is beginning to move from a response to a recovery action as the public health emergency hopefully begins to decline. Ms. Rogalski explained that as part of its emergency operations plans, towns were to identify local recovery coordinators to assist in local recovery efforts after an emergency had passed. All NVCOG towns have such coordinators. Long Term Recovery Committees will understand unmet needs and the role of the COGs would be to help those communities find the necessary resources at a local or regional level.

- b. *Discussion: LTR Regional Steering Committee; COG Duties and Oversight* – Ms. Rogalski said Long Term Regional Steering Committees are being organized by the DEMHS Regional Emergency Management Planning Team Regions. Local Long Term Recovery Committees will work with Regional Steering Committees. Ms. Rogalski will reach out to local coordinators.

8. COVID-19 Update

Adding to Ms. Rogalski's comments, Mr. Dunne said that although the regional steering committee falls under the DEMHS coordinator in the Homeland Security Regions, it is the COGs who will be assembling the participants. The plan is to get people working in sub-groups in the areas of labor, education, community and economic development, cultural and recreational activities, and items of governance. Unmet needs will be addressed first, and concerns of Connecticut small businesses will be addressed in both the short and long term.

- a. *Discussion: Reimbursement for COVID-19 Related Expenses* – Mr. Dunne said NVCOG is anticipating being compensated for COVID related expenses under the same block grant that will be available to municipalities. He noted the costs incurred by the state for COVID testing and contact tracing. He also noted that cost recovery for lost revenue is ruled out under federal rules.

At this point, Vice Chairman Lauretti left the meeting and the remainder of the meeting was chaired by Secretary Ed Mone.

- b. *Roundtable: COVID Recovery & Reopening Issues* – Ed St. John suggested NVCOG put together a subcommittee to see how improved response could be made for future emergencies. He is concerned about the financial condition of the state and advised NVCOG and the municipalities to be prepared. He also suggested subcommittees be formed to address how to better perform police functions.

9. Other

Richard Crowther provided an update on the 2020 census. The census deadline has been extended to October 31, 2020. Enumerators will most likely start door-to-door work in mid-August. Any municipality wishing assistance with the census by way of flyers, brochures, or social media should contact him. There are also resources on NVCOG's website. Mr. Crowther can provide assistance with custom flyers to go out with tax bills.

10. Adjournment

At 11:01 a.m., on a motion by Len Assard, seconded by Barbara Perkinson, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Services Coordinator
for
Ed Mone, Secretary



**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

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RESOLUTION 2020-07

**AMENDMENT
FFY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM
CENTRAL NAUGATUCK VALLEY MPO**

WHEREAS, the Central Naugatuck Valley MPO is authorized by the *Fixing America's Surface Transportation Act (FAST Act)* and related US Department of Transportation regulations to prepare, endorse, and periodically amend a short range Transportation Improvement Program for the 15-town MPO area within the Waterbury Urbanized Area and is required to maintain a fiscally-constrained program of priority projects.

WHEREAS, the CNVMPO endorsed the *FFY 2018-2021 Transportation Improvement Program for the Central Naugatuck Valley Planning Region (TIP)* at its June 9, 2017, meeting; and the US Department of Transportation (Federal Highway Administration and Federal Transit Administration) have approved the *State FFY 2018-2021 Transportation Improvement Program (STIP)*.

WHEREAS, the Connecticut Department of Transportation is requesting amendment of the FFY 2018-2021 TIP to allocate National Highway Performance Program – Bridge on System grant funds for project 0130-0184.

WHEREAS, the proposed projects do not necessitate a new Air Quality Conformity Determination.

WHEREAS, the public notification and review of these amendments was consistent with and followed the procedures set forth in the MPO's public involvement guidelines, and the proposed amendments are consistent with the metropolitan transportation plan for the Central Naugatuck Valley planning region.

NOW, THEREFORE BE IT RESOLVED that Central Naugatuck Valley MPO approves the amendment of the FFY 2018-2021 TIP to allocate federal aid funds as listed and described in the attachment to this resolution.

This resolution shall become effective as of June 12, 2020.

I do hereby certify that the resolution adopted by the Central Naugatuck Valley MPO at a public meeting held on June 12, 2020, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Ed Mone, Secretary

June 12, 2020

Date

BEACON FALLS • BETHLEHEM • BRISTOL • CHESHIRE • MIDDLEBURY • NAUGATUCK • OXFORD • PLYMOUTH
PROSPECT • SOUTHURDY • THOMASTON • WATERBURY • WATERTOWN • WILCOTT • WOODBURY



**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

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RESOLUTION 2020-08

AMENDMENT

**FFY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM
CENTRAL NAUGATUCK VALLEY MPO**

WHEREAS, the Central Naugatuck Valley MPO is authorized by the *Fixing America's Surface Transportation Act (FAST Act)* and related US Department of Transportation regulations to prepare, endorse, and periodically amend a short range Transportation Improvement Program for the 15-town MPO area within the Waterbury Urbanized Area and is required to maintain a fiscally-constrained program of priority projects.

WHEREAS, the CNVMPO endorsed the *FFY 2018-2021 Transportation Improvement Program for the Central Naugatuck Valley Planning Region (TIP)* at its June 9, 2017, meeting; and the US Department of Transportation (Federal Highway Administration and Federal Transit Administration) have approved the *State FFY 2018-2021 Transportation Improvement Program (STIP)*.

WHEREAS, the Connecticut Department of Transportation is requesting amendment of the FFY 2018-2021 TIP to allocate National Highway Performance Program – Bridge on System grant funds for projects 0151-0334.

WHEREAS, the proposed projects do not necessitate a new Air Quality Conformity Determination.

WHEREAS, the public notification and review of these amendments was consistent with and followed the procedures set forth in the MPO's public involvement guidelines, and the proposed amendments are consistent with the metropolitan transportation plan for the Central Naugatuck Valley planning region.

NOW, THEREFORE BE IT RESOLVED that Central Naugatuck Valley MPO approves the amendment of the FFY 2018-2021 TIP to allocate federal aid funds as listed and described in the attachment to this resolution.

This resolution shall become effective as of June 12, 2020.

I do hereby certify that the resolution adopted by the Central Naugatuck Valley MPO at a public meeting held on June 12, 2020, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Ed Monc, Secretary

June 12, 2020

Date



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

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RESOLUTION 2020-17

LOTICIP

ENDORSEMENT OF REVISED SCOPE AND PROJECT COST ESTIMATES

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments at its meeting on June 12, 2020, in Waterbury, Connecticut, at which a quorum was present.

WHEREAS, The NVCOG is responsible for selecting and distributing funds to member municipalities under the Local Transportation Capital Improvement Program ("Program").

BE IT RESOLVED, that the Naugatuck Valley Council of Governments approves the allocation of \$8.2 million in Program funds attributable to the Naugatuck Valley planning region to fully fund the Exchange Place Revitalization Project as described and modified in Memorandum 20200612-LOTICIP-WTBY.

Dated at Waterbury, Connecticut, on June 12, 2020

Agency: Naugatuck Valley Council of Governments

Signed 

Ed Mone, Secretary

ANSANIA • BRIDGE FALLS • BENJAMIN • BRISTOL • CHESHIRE • CERRA • MIDDLETOWN • NAUGATUCK • GRAFTON • FLYVILL
HARTFORD • SHARON • SHELTON • SOUTH BRITAIN • THUNDERBOLT • WATERBURY • WEST HARTFORD • WOODBURY



September 6, 2020

MEMORANDUM: 09062020-FIN-01

To: NVCOG Board Members
From: Michael P. Szpryngel, Director of Finance
Subject: Financial Year End Report for Period Ending June 30, 2020 - Unaudited

Financial Statements

**NVCOG
Balance Sheet
For Period Ending June 30, 2020**

Assets	
Checking Account [1]	863,051
Accounts Receivable	1,518,110
Other Assets	689,703
Total Assets	3,070,864
Liabilities & Equity	
Liabilities	
Accounts Payable	489,726
Accruals	202,751
Deferred Revenue	1,023,669
Other Current Liabilities	689,703
Total Liabilities	2,405,849
Equity	
General Fund - Unrestricted	578,282
Net Position	86,733
Total Equity	665,015
Total Liabilities & Equity	3,070,864

NVCOG
Bank Balances
For Period Ending June 30, 2020

Bank Account	Beginning Balance	Increase (Decrease)	Ending Balance
Checking	41,086	332,104	373,190
Money Market	777,781	(162,116)	615,665
RLF	493,889	10,153	504,042
	1,312,756	180,140	1,492,897

NVCOG
Deferred Revenue
For Period Ending June 30, 2020

Fund	Beginning Balance FY 20	Decrease	Increase	Ending Balance June 30, 2020
RLF Program Income	427,763	-	89,692	517,455
PL Carry Over Funds	6,598	(3,711)	15,000	17,886
Transportation Projects	236,626	(197,797)	245,000	283,830
EPA	9,207	(15,491)	-	(6,284)
LOTICIP-NVCOG	162,210	(78,579)	-	83,632
DECD Projects	1,891	-	-	1,891
DEMHS/Homeland Sec	20,894	(11,798)	9,800	18,896
CERT Citiz Emerg Resp	3,249	(3,439)	2,000	1,810
Reg Incentive Gt Programs	7,119	-	-	7,119
OPM/SGIA	-	(567,618)	619,599	51,981
DEEP Greenway	1,698	-	5,238	6,937
Regional Planner Town Split	-	(41,343)	50,000	8,657
LOCAL-POCD	47	-	-	47
Local Projects	-	(2,112)	4,170	2,058
SHEL-GIS	6,630	-	-	6,630
Hazardous Waste	23,422	(22,213)	15,001	16,210
General Fund Total	4,913	(7,000)	7,000	4,913
Total	912,270	(951,102)	1,062,501	1,023,669

NVCOG
Profit & Loss | Budget vs. Actual
For July 1, 2018 – June 30, 2020

Funding	Total Budget			G & A			Direct Pass Thru		
	Adopted Revised 9/13/2019	Actual	Variance	Adopted Revised 9/13/2019	Actual	Variance	Adopted Revised 9/13/2019	Actual	Variance
PL Funding	979,085	987,599	101%	979,085	959,811	98%	-	27,788	0%
PL Carry Over	177,750	61,593	35%	62,243	2,591	4%	115,507	59,002	51%
Transportation Projects [1]	292,775	380,970	130%	42,775	-	0%	250,000	380,970	152%
EPA-RLF	181,300	456,943	252%	20,000	69,543	348%	161,300	387,400	240%
FTA	794,694	812,640	102%	94,694	124,581	132%	700,000	688,059	98%
LOTICIP	154,850	78,579	51%	104,850	66,545	63%	50,000	12,034	24%
State Projects	-	-	0%	-	-	0%	-	-	0%
DECD	100,715	119,353	119%	7,615	4,922	65%	93,100	114,431	123%
DEHMS	8,400	11,798	140%	8,400	11,789	140%	-	9	0%
CERT	4,000	3,439	86%	4,000	3,416	85%	-	23	0%
FEMA	-	2,688	0%	-	2,688	0%	-	-	0%
RSG	570,882	518,901	91%	383,178	493,636	129%	187,704	25,265	13%
DEEP	57,161	195,436	342%	7,161	8,955	125%	50,000	186,482	373%
Regional Incentives	839,500	291,186	35%	-	-	0%	839,500	291,186	35%
Waste Water [2]	-	-	0%	-	-	0%	-	-	0%
Regional Election Monitor	10,000	-	0%	-	-	0%	10,000	-	0%
Regional Planner Town Split	60,000	41,343	69%	60,000	41,328	69%	-	15	0%
POCD [3]	-	-	0%	-	-	0%	-	-	0%
CCF [4]	-	442	0%	-	442	0%	-	-	0%
Shelton GIS	-	3,000	0%	-	-	0%	-	3,000	0%
Fish & Wildlife [5]	-	55,889	0%	-	516	0%	-	55,373	0%
Household Hazardous Waste	15,000	88,657	591%	14,000	21,452	153%	1,000	67,205	6720%
Municipal Dues	223,152	223,152	100%	213,026	216,864	102%	10,126	6,288	62%
Brownfield Dues	20,000	20,000	100%	20,000	18,477	92%	-	1,523	0%
Capital Purchasing Program	6,500	7,000	108%	-	-	0%	6,500	7,000	108%
Interest	2,000	1,534	77%	2,000	1,534	77%	-	-	0%
Miscellaneous [6]	-	248	0%	-	248	0%	-	-	0%
Total Funding	4,497,764	4,362,390	97%	2,023,027	2,049,338	101%	2,474,737	2,313,052	93%

Expenses	Adopted Revised 9/13/2019	Actual	Variance
Salaries	1,154,586	1,218,934	106%
Payroll Taxes	90,384	92,069	102%
Pension	81,490	79,277	97%
Total Medical/Life/Dis	370,810	316,623	85%
Advertisement	1,500	1,240	83%
Capital Equipment			0%
Computers	16,000	10,331	65%
IT Equipment	-	-	0%
Office Equipment	5,000	5,543	111%
Computer Software & Maintenance			0%
Software	18,000	21,556	120%
IT Maintenance Agreement	12,156	14,569	120%
Contractors/Subcontractors	-	-	0%
Dues/Professional/Conferences	7,250	2,860	39%
Insurance			0%
Business / Office	14,000	19,420	139%
Workers Comp	3,866	2,452	63%
Lease Expense	2,500	843	34%
Professional Services			0%
Accounting	20,000	15,400	77%
Legal	40,000	9,824	25%
Printing	6,000	3,614	60%
Office Supplies	19,835	20,020	101%
Rent	76,650	76,650	100%
Repairs / Renovations	5,000	1,200	24%
Telephone/Internet Service	12,400	12,616	102%
Training/Professional Development	4,000	725	18%
Travel/Meetings	25,000	14,458	58%
Utilities			0%
Leavenworth	19,000	11,922	63%
Derby Train Station	9,600	6,717	70%
Website	5,000	3,045	61%
Miscellaneous	1,000	26	3%
Contingency	2,000	625	31%
Unemployment	-	45	0%
Total G&A Expenses	2,023,027	1,962,605	97%
Direct Expenses <Contractors/Subs>	2,474,737	2,313,052	93%
Total Expenses	4,497,764	4,275,657	95%
Total Funding	4,497,764	4,362,390	97%
Net Position	-	86,733	0%

Finance Report

- NVCOG is 12 month through Fiscal Year 2020 – 100%
 - Bottom Line: \$86,733
 - There have not been any unexpected reductions in NVCOG’s funding sources.
 - Waiting on approval for CAREs Act – OMP COVID 19 Relief approval.
- Other Items
 - Transportation Projects
 - \$88,577 in Direct Contractor Expenses, waiting on final approval from ConnDOT for extra work on RT 34 Project.
 - General
 - Funds that are under budgeted amount
 - Result of budget having a more robust staffing plan
 - All funds that are over budgeted amount
 - Have adequate funds to account for overages in admin G&A
 - Expenses Items
 - Computer Maintenance and Software – 20% over budget - Additional software upgrades, including MS Office upgrade and implementation.
 - Office Equipment – 11% over budget – Consists of Cubicles for new staff.

Notes to Financial Statements

Balance Sheet

[1] There is a difference in the cash balances from the bank statements and the cash balance from the Balance Sheet due to checks to vendors that have not been cashed.

Budget to Actual

[1] Consolidated categories – Federal Highway Projects and State Transportation Projects.

[2] Household Hazardous Waste – No amount was budgeted for direct pass through. However, there will be no effect on the G&A items in the budget since the towns participating in the program split the direct costs proportionally.

[3] Total Funding – G&A funding is higher than the 25% for the year; result of municipal and brownfields dues being fully collected.

[4] CCF had not been previously included in the budget. New Grant for \$2,500.

[5] Fish and Wildlife had not been previously included in the budget.

[6] Miscellaneous had not been previously included in the budget.



September 6, 2020

MEMORANDUM: 09062020-FIN-02

To: NVCOG Board Members
From: Michael P. Szpryngel, Director of Finance
Subject: Financial Report for Period Ending July 31, 2020

Financial Statements

**NVCOG
Balance Sheet
For Period Ending July 31, 2020**

Assets	
Checking Account [1]	1,104,140
Accounts Receivable	1,329,818
Other Assets	689,703
Total Assets	3,123,661
Liabilities & Equity	
Liabilities	
Accounts Payable	241,020
Accruals	199,191
Deferred Revenue	1,109,833
Other Current Liabilities	689,703
Total Liabilities	2,239,748
Equity	
General Fund - Unrestricted	665,179
Net Position	218,734
Total Equity	883,913
Total Liabilities & Equity	3,123,661

NVCOG
Bank Balances
For Period Ending July 31, 2020

Bank Account	Beginning Balance	Increase (Decrease)	Ending Balance
Checking	373,190	(214,764)	158,426
Money Market	615,665	191,386	807,050
RLF	504,042	6,763	510,805
	1,492,897	(16,615)	1,476,281

NVCOG
Deferred Revenue
For Period Ending July 31, 2020

Fund	Beginning Balance FY 20	Decrease	Increase	Ending Balance July 31, 2020
RLF Program Income	517,455	-	10,116	527,571
PL Carry Over Funds	17,886	(119)	-	17,768
Transportation Projects	283,830	(104)	-	283,726
EPA	(6,284)	-	-	(6,284)
LOTICIP-NVCOG	83,632	(10,792)	-	72,839
DECD Projects	1,891	-	-	1,891
DEMHS/Homeland Sec	18,896	(1,327)	8,200	25,769
CERT Citiz Emerg Resp	1,810	(185)	-	1,625
FEMA	-	(296)	49,400	49,104
Reg Incentive Gt Programs	7,119	-	-	7,119
OPM/RSG 2020	51,981	(119)	-	51,862
OPM/RSG 2021	-	-	-	-
DEEP Greenway	6,937	-	-	6,937
Regional Planner Town Split	8,657	(6,184)	20,098	22,572
LOCAL-POCD	47	-	-	47
Local Projects	2,058	(260)	-	1,798
SHEL-GIS	6,630	-	-	6,630
Hazardous Waste	16,261	(6,876)	15,001	24,386
General Fund Total	4,913	-	9,000	13,913
Total	1,023,719	(26,262)	111,815	1,109,273

NVCOG
Profit & Loss | Budget vs. Actual
For July 1, 2018 – July 31, 2020

Funding	Total Budget			G & A			Direct Pass Through		
	Adopted Budget 5/8/2020	Actual	Variance	Adopted Budget 5/8/2020	Actual	Variance	Adopted Budget 5/8/2020	Actual	Variance
PL Funding	930,812	51,136	5%	930,812	51,133	5%	-	3	0%
PL Carry Over	382,874	1,928	1%	120,674	859	1%	262,200	1,069	0%
Transportation Projects	400,000	1,041	0%	-	1,041	0%	400,000	-	0%
EPA - Old	30,787	3,211	10%	2,787	3,211	115%	28,000	-	0%
EPA - New	137,288	-	0%	20,788	-	0%	116,500	-	0%
EPA - Program Income	48,250	-	0%	16,250	-	0%	32,000	-	0%
FTA	568,964	45,143	8%	57,964	8,577	15%	511,000	36,566	7%
LOTICIP	120,800	10,792	9%	100,800	5,331	5%	20,000	5,461	27%
DECD	52,000	3,894	7%	-	-	0%	52,000	3,894	7%
DEHMS	8,400	1,327	16%	8,400	1,327	16%	-	-	0%
CERT	4,000	185	5%	4,000	185	5%	-	-	0%
FEMA Pre-Disaster Mitigation	255,000	889	0%	5,000	889	18%	250,000	-	0%
FEMA - Local Match	27,260	296	1%	25,760	296	1%	1,500	-	0%
RSG [*]	570,882	50,122	9%	538,669	50,087	9%	32,213	35	0%
RSG FY2020 Ext [1]	84,000	119	0%	-	-	0%	84,000	119	0%
Resilient CT	30,000	-	0%	30,000	-	0%	-	-	0%
DEEP	16,000	1,463	9%	12,000	1,463	12%	4,000	-	0%
Regional Incentives	701,000	64,256	9%	-	-	0%	701,000	64,256	9%
Regional Election Monitor	10,000	-	0%	-	-	0%	10,000	-	0%
Regional Municipal Services [2]	170,884	6,446	4%	170,884	6,180	4%	-	266	0%
Fish & Wild Life	-	414	0%	-	414	0%	-	-	0%
Shelton GIS	3,000	3,000	100%	-	-	0%	3,000	3,000	100%
Household Hazardous Waste	111,500	44,616	40%	15,000	6,876	46%	96,500	37,741	39%
Municipal Dues	223,152	223,152	100%	223,152	223,152	100%	-	-	0%
Brownfield Dues	25,000	27,000	108%	25,000	27,000	108%	-	-	0%
COVID Relief - OPM [3]	-	13,144	0%	-	11,255	0%	-	1,889	0%
Local Projects [4]	-	260	0%	-	260	0%	-	-	0%
Capital Purchasing Program	7,000	-	0%	-	-	0%	7,000	-	0%
Miscellaneous	800	-	0%	800	-	0%	-	-	0%
Interest	2,000	54	3%	2,000	54	3%	-	-	0%
Total Funding	4,921,653	553,889	11%	2,310,740	399,591	17%	2,610,913	154,298	6%
Expenses									
Salaries	1,421,384	98,106	7%	1,421,384	98,106	7%	-	-	0%
Payroll Taxes	101,086	8,013	8%	101,086	8,013	8%	-	-	0%
Pension	90,605	30,913	34%	90,605	30,913	34%	-	-	0%
Medical/Life/Disability	389,694	25,948	7%	389,694	25,948	7%	-	-	0%
G&A - Schedule 1	412,671	21,132	5%	307,971	17,876	6%	104,700	3,256	3%
Direct Pass Through - Schedule 1	2,506,213	151,043	6%	-	-	0%	2,506,213	151,043	6%
Total Expenses	4,921,653	335,155	7%	2,310,740	180,857	8%	2,610,913	154,298	6%
Fund Balance Increase (Decrease)	-	218,734	0%	-	218,734	0%	-	-	0%

NVCOG
Profit & Loss | Schedule 1 G&A
For July 1, 2020 – July 31, 2020

Expenses	Total			Indirect			Direct		
	Adopted Budget 5/8/2020	Actual	Variance	Adopted Budget 5/8/2020	Actual	Variance	Adopted Budget 5/8/2020	Actual	Variance
Advertisement	8,000	974	12%	2,000	-	0%	6,000	974	16%
Capital Equipment									
IT Equipment	15,700	-	0%	10,000	-	0%	5,700	-	0%
Office Equipment	5,000	-	0%	5,000	-	0%	-	-	0%
Computer Software & Maintenance									
Software	47,000	2,281	5%	25,000	2,281	9%	22,000	-	0%
IT Maintenance [1]	15,156	1,213	8%	15,156	1,213	8%	-	-	0%
Contractors / Subcontractors	-	-	0%	-	-	0%	-	-	0%
Dues/Professional / Conferences	5,000	2,241	45%	5,000	2,241	45%	-	-	0%
Insurance									
Business / Office	15,000	1,043	7%	15,000	1,043	7%	-	-	0%
Workers Comp	4,000	620	16%	4,000	620	16%	-	-	0%
Lease Expense	2,500	139	6%	2,500	139	6%	-	-	0%
Professional Services									
Accounting	20,000	-	0%	20,000	-	0%	-	-	0%
Legal	45,000	-	0%	15,000	-	0%	30,000	-	0%
Printing	6,000	73	1%	5,000	73	1%	1,000	-	0%
Office Supplies	25,000	1,395	6%	20,000	881	4%	5,000	514	10%
Rent	84,315	6,388	8%	84,315	6,388	8%	-	-	0%
Repairs / Renovations	20,000	-	0%	20,000	-	0%	-	-	0%
Telephone/Internet Service	15,000	782	5%	15,000	782	5%	-	-	0%
Training / Professional Development	5,000	1,500	30%	1,000	-	0%	4,000	1,500	38%
Travel/Meetings	41,000	333	1%	15,000	64	0%	26,000	269	1%
Utilities									
Leavenworth	15,000	1,357	9%	15,000	1,357	9%	-	-	0%
Derby Train Station [2]	10,000	548	5%	5,000	548	11%	5,000	-	0%
Website	5,000	195	4%	5,000	195	4%	-	-	0%
Bank Fees [3]	1,000	5	1%	1,000	5	1%	-	-	0%
Miscellaneous [4]	1,000	45	5%	1,000	45	5%	-	-	0%
Contingency	2,000	-	0%	2,000	-	0%	-	-	0%
Total	412,671	21,132	5%	307,971	17,876	6%	104,700	3,256	3%
Direct Expenses <Contractors/Subs>	2,506,213	151,043	6%	-	-	0%	2,506,213	151,043	6%
Total Expenses	2,918,884	172,175	6%	307,971	17,876	6%	2,610,913	154,298	6%

Finance Report

NVCOG is 1 month through Fiscal Year 2020 – 8.33%

- Bottom Line: \$218,734
- There have not been any unexpected reductions in NVCOG's funding sources.
- Waiting on approval for CAREs Act – OMP COVID 19 Relief approval.

Revenue Items

- EPA – Old: 115% - Grant ends September 30th
- Household Hazardous Waste: 40% - Collection in July
- Dues: Paid at the beginning of the year

Expenses Items

- Pension: 34% - Executive Director Pension Paid at beginning of the year, per Board Approval
- Dues/Professional / Conferences: 45% - Dues are paid at the beginning of the year
- Worker's Comp: 16% - Insurance is paid at the beginning of the quarter staff.

Notes to Financial Statements

Balance Sheet

[1] There is a difference in the cash balances from the bank statements and the cash balance from the Balance Sheet due to checks to vendors that have not been cashed.

Budget to Actual

[*] RSG Distribution Anticipated to begin in November

[1] RSG - "No Cost" Extension for Wastewater Project

[2] Formerly Labeled "Municipal Shared Planner"; Combination of Municipal Shared Planner and Shared Building Inspector

[3] Not in Adopted Budget, Pending Approval of Funding from OPM

[4] Smaller projects not covered in Adopted Budget

Schedule 1 G&A

[1] Previously "IT Maintenance Agreement"; includes the maintenance agreement and additional computer maintenance

[2] Will be opening an FTA grant for a Facility Assessment of the Derby Train Station; this will move all or part of the cost to direct pass through

[3] Not previously in budget; People's Bank is adding fees to our account, will shop around for a new bank with no fees

[4] Miscellaneous includes Unemployment



MEMORANDUM OF UNDERSTANDING

AMONG

Naugatuck Valley Council of Governments (NVCOG)

AND

Western CT Council of Governments (WestCOG)

AND

Northwest Hills Council of Governments (NHCOG)

REGARDING: FUNCTIONS AND RESPONSIBILITIES FOR DEMHS REGION 5 UNDER FFY 2020 HOMELAND SECURITY REPT GRANT PROGRAM

This Memorandum of Understanding (MOU) is made by and among the coordinating Councils of Government (COGs) for Region 5 which includes the Northwest Hills Council of Governments (NHCOG) and its partner COGs: the Naugatuck Valley Council of Governments (NVCOG) and the Western CT Council of Governments (WestCOG). The purpose of this MOU is to delineate the roles of the parties to facilitate and accomplish the goal of enhanced regional emergency planning within Region 5 of the Connecticut Department of Emergency Management and Homeland Security (DEMHS), through coordinated support of the activities of the Regional Emergency Planning Team (REPT).

WHEREAS, Connecticut is using a regional funding approach with the FFY 2020 Homeland Security Grant Funds to reinforce the regional collaborative priority contained in the National Response Plan, and to further the Connecticut Homeland Security Strategic Goal to improve critical incident management and response through the implementation and use of the National Incident Management System (NIMS) and a regional planning process; and

WHEREAS, DEMHS has facilitated the creation of a Regional Emergency Planning Team (REPT) within each DEMHS region, together with Regional Emergency Support Functions (RESFs) representing emergency support disciplines within the region; and

WHEREAS, the REPT and its RESFs will convene and gather the necessary information and data to determine the emergency management needs within the Region, to assist in the construction and updating of a Regional Emergency Support Plan, and to yield concrete recommendations for improvements to strengthen mutual aid systems as they relate to prevention, mitigation, preparedness, response, and recovery; and

WHEREAS, the Northwest Hills Council of Governments has accepted the role of the Coordinating COG, or principal agent, responsible, in concert with DEMHS, the REPT and the constituent municipal Chief Executive Officers, to support emergency preparedness planning throughout DEMHS Region 5 under the FFY 2020 grant; and

WHEREAS, the NVCOG and WestCOG have agreed to act as partner COGs to assist the NHCOC in performing the activities necessary to support the DEMHS Region 5 emergency preparedness planning process under the FFY 2020 grant;

NOW THEREFORE, the parties agree as follows:

1. **TERM:** This MOU shall be effective upon signature by the parties hereto and shall remain in effect until the end of the FFY 2020 Homeland Security Grant period (10/1/20 through 4/30/23). This is an open-ended agreement between NHCOC/NVCOG/WestCOG and extensions shall automatically mirror the extensions granted by DEMHS/FEMA.
2. **AUTHORITY:** This MOU is entered into by the parties under the authority granted to them under the Connecticut General Statutes.
3. **SCOPE:** This MOU defines the roles and responsibilities of the Coordinating COG with regard to specific tasks and deliverables set under the DEMHS Regional Collaboration Grant Guidance for the FFY2020 Homeland Security Grant Funds, as well as its subcontracting relationships with the partner COGs within Region 5, and their roles and responsibilities.
4. **FUNDING:** It is understood by the parties that the Coordinating RPO will receive **\$59,000** in FFY 2020 Homeland Security Grant Funds to act as fiscal fiduciary agent for the Region 5 FFY 2020 Homeland Security Grant Funds, and to perform the duties enumerated within this MOU and in the DEMHS FY2020 Regional Collaboration Grant Application Kit. From the **\$59,000** the Coordinating COG will allocate **\$ 24,000** in exchange for the performance of the partner COGs responsibilities listed below, and in the DEMHS FY 2020 Grant Application Kit.
5. **REPSONSIBILITIES OF COORDINATING COG:** The Coordinating COG shall be responsible for executing activities and deliverables required by the FY 2020 Regional Collaboration Program grant during the October 1, 2020 – April 30, 2023 performance period (or until grant is complete). These are summarized below:

GRANT PROGRAM PERIOD: OCTOBER 1, 2020 – APRIL 30, 2023

FY 2020 REPT Grant Deliverables			
Deliverable		Description	Due Date (on or before)
1	2020 Fiduciary Agent/REPT Application	Submission of application by email	September 9, 2020
2	2020 Application/Project review meeting	Review of 2020 REPT projects at the Regional Collaboration Meeting – each region to present overview of projects	October, 2020
3	Collection and Submission of Municipal MOAs	Collect and review MOAs. Reviewed by Grant Staff	November 5, 2020
4	Cyber:	Per the FY HSPG Guidance: Recipients and subrecipients of FY 2020 grant	Per DHS Guidance

	Reporting and Tracking: <u>2020 Nationwide Cybersecurity Review (NCSR)</u>	awards will be required to complete the 2020 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture.	Between Oct-Dec 2020
5	Quarterly Financial and Progress Reports – Year 1	Due: January 2021, April 2021, July 2021 and October 2021	Qtrly
6	Fiduciary Agent shall provide status updates on FY 2020 projects and budgets at REPT meetings – Yr. 1 (CEO & EMD Communications)	The Agent's report on project and budget status should be reflected in the agendas/minutes of the REPT/REPT steering committee	Qtrly
7	REPT Best Practices Presentation and Summary (1-2 page overview)	The REPT will present a best practice (regional project) at a Regional Collaboration meeting and provide a written 1-2 page overview	January, 2021/ April, 2021 meeting
8	Outreach, Data Collection and reporting on municipal participation in the 2021 EPPI (state-wide exercise)	The REPT will assist in outreach to encourage participation in the EPPI. REPTs will provide a report following the exercise	2021 (Dates to be determined)
9	Quarterly Financial and Progress Reports – Year 2 & Year 3 (until sub-grant is closed out)	Due: January 2022, April 2022, July 2022, October 2022 and 2023 quarters until sub-grant is closed	Qtrly
10	Fiduciary Agent shall provide status updates on FY 2020 projects and budgets at REPT meetings – Year 2 & 3 (until sub-grant is closed out) (CEO & EMD Communications)	The Agent's report on project and budget status should be reflected in the agendas/minutes of the REPT/REPT steering committee	Qtrly

Deliverable		Description	Due Date (on or before)
11	Cyber Security Task Force: <ul style="list-style-type: none"> Maintain membership Members of the taskforce/ESF to attend Cyber Security Training conducted/sponsored by DEMHS during the FFY 2020 performance period 	Report any changes in membership. Signed confirmations from members of items completed and date completed.	Membership list as of 1/08/2021 and training as completed
12	Cyber Task Force: Maintenance of a distribution list of municipal cyber IT points of contact for each municipality in the region.	Submission of verified cyber IT points of contact in each municipality to DEMHS by 1/08/2021. Submit updates as needed.	1/08/2021
13	Interoperable Communications in each quarter of calendar year 2021 (or as needed to meet the goal) each Region's ESF 2 shall present the State Interoperable communications training program to 50% of the command level first responders (fire-police-ems)	Submission of training agendas, sign in sheets for 4 quarters in 2021 (or as needed to meet the goal). Due dates: April 2021, July 2021, October 2021 and January 2022	Qtrly
14	Municipal Water Coordinators Identify and maintain a contact list of local Water Coordinators (serve as point of contact to OPM and DPH)	Identify and provide listing of Local Water Coordinators and their contact information	June 30, 2021
15	Maintain a Regional Long-Term Recovery Coordinator , maintain listing of Local Long-Term Recovery Coordinators	Listing by June 30, 2021 to include: Current Regional Recovery Coordinator and verified listing of Local L-T Recovery Coordinators (including contact info)	June 30, 2021
16	Review and update of Regional Inventory Listings- coordinate with DEMHS Regional Offices	Coordinate with the DEMHS Regional Office to update the Regional Asset Inventory (shared resources)	July 15, 2021
17	Annual Update of Resource Typing (comprehensive review of typed resources)	The REPT should coordinate with municipalities to update resource typing data	June 15, 2022
18	Inventory Report	Inventory of equipment purchased with FY 2020 funds	April 28, 2023
19	Custodial Inventory Form (MOA Attachment A)	Custodial Inventory – signed by towns that take custodial ownership of equipment purchased with FY 2020 funds	April 28, 2023

PROGRAM OVERSIGHT AGENT BUDGET

(PURCHASE ORDER)

Deliverable		Budget
1	2020 Fiduciary Agent/REPT Application	\$3500
2	2020 Application/Project review meeting	\$1000
3	Collection and Submission of Municipal MOAs	\$2000
4	Cyber: Reporting and Tracking: <u>2020 Nationwide Cybersecurity Review (NCSR)</u>	\$2500
5	Quarterly Financial and Progress Reports – Year 1	\$0 (completed with 2019 HSG funds)
6	Fiduciary Agent shall provide status updates on FY 2020 projects and budgets at REPT meetings – Yr. 1 (CEO & EMD Communications)	\$11,600 (this includes CEO and EMD Communications by NVCOG, WestCOG and NHCOG)
7	REPT Best Practices Presentation and Summary (1-2 page overview)	\$2000
8	Outreach, Data Collection and reporting on municipal participation in the 2021 EPPI (state-wide exercise)	\$2000
9	Quarterly Financial and Progress Reports – Year 2 & Year 3 (until sub-grant is closed out)	\$1,200 (reports through 7/31/22 completed with 2019 HSG funds)
10	Fiduciary Agent shall provide status updates on FY 2020 projects and budgets at REPT meetings – Year 2 & 3 (until sub-grant is closed out) (CEO & EMD Communications)	\$23,200 (this includes CEO and EMD Communications by NVCOG, WestCOG and NHCOG)

Deliverable		Description
11	Cyber Security TaskForce: <ul style="list-style-type: none"> • Maintain membership • Members of the taskforce/ESF to attend Cyber Security Training conducted/sponsored by DEMHS during the FFY 2020 performance period 	\$1500
12	Cyber Task Force: Maintenance of a distribution list of municipal cyber IT points of contact for each municipality in the region.	\$2000
13	Interoperable Communications in each quarter of calendar year 2021 (or as needed to meet the goal) each Region's ESF 2 shall present the State Interoperable communications training program to 50% of the command level first responders (fire-police-ems)	\$1000
14	Municipal Water Coordinators Identify and maintain a contact list of local Water Coordinators (serve as point of contact to OPM and DPH)	\$1000
15	Maintain a Regional Long Term Recovery Coordinator , maintain listing of Local Long Term Recovery Coordinators	\$1000
16	Review and update of Regional Inventory Listings- coordinate with DEMHS Regional Offices	\$1000
17	Annual Update of Resource Typing (comprehensive review of typed resources)	\$500
18	Inventory Report	\$1000

19	Custodial Inventory Form (MOA Attachment A)	\$1000
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RESPONSIBILITIES OF PARTNER RPOs:

DEMHS REGION 5 – 2020 HOMELAND SECURITY GRANT PROGRAM
RESPONSIBILITIES OF FIDUCIARY AND PARTNER RPOs

	FFY 2019 REPT / Regional Collaboration Agent Purchase Order Process					
Task #	Deliverables	Total Amount	WCOG	NVCOG	NHCO G	NHCOG Fiduciary
1	2020 Fiduciary Agent/REPT Application	3500	500	500	500	2000
2	2020 Application/Project Review Meeting	1000	0	0	0	1000
3	Collection and Submission of Municipal MOAs	2000	500	500	500	500
4	Complete Cyber Review	2500	500	500	500	1000
5	Quarterly Financial and Progress Reports – Year 1	0	0	0	0	0
6	CEO and EMD Communications and Status Updates at REPT meetings – Year 1	11,600	2500	2500	2500	4100
7	REPT Best Practices Presentation and Summary	2,000	0	900	600	500
8	Outreach, data collection and reporting on participation in Statewide 2021 EPPI Exercise	2,000	500	500	500	500
9a	Quarterly Report for 01/30/2022	400	100	100	100	100
9b	Quarterly Report for 01/30/2023	400	100	100	100	100
9c	Quarterly Report for 04/31/2023	400	100	100	100	100
10	CEO and EMD Communications and Status Updates at REPT meetings – Year 2 and 3	23,200	5000	5000	5000	8200
11	Cyber Security Task Force Update	1500	900		300	300

12	Cyber Security Municipal Contacts Update	2000	500	500	500	500
13	Interoperable communications training coordination and reporting	1000	0	0	0	1000
14	Municipal Water Coordinators	1000	250	250	250	250
15	Local and Regional Long Term Recovery Coordinators	1000	250	250	250	250
16	Update Regional Asset Inventory	1000	0	0	0	1000
17	Annual Update of Resource Typing	500	100	100	100	200
18	Inventory Report of 2020 HSG equipment purchased	1000				1000
19	Custodial Ownership Forms	1000	200	200	200	400
	Total - 2020 HSG	\$59,000	\$12,000	\$12,000	\$12,000	\$23,000

*Deliverable funded by 2019 HSG for Region 5

In the event the REPT or REPT SC desires to assign planning activities different than those outlined in this MOU, the parties will agree to perform such activities to the degree that funding and staffing is available.

7. POINTS OF CONTACT:

Naugatuck Valley Council of Governments
49 Leavenworth Street – Suite 303
Waterbury, CT 06702-1403
203-757-0535
rdunne@nvcogct.org
Rick Dunne, Executive Director

Western CT Council of Governments
1 Riverside Road
Sandy Hook, CT 06482
203-316-5190
fpickering@westernctcog.org
Francis Pickering, Executive Director

Northwest Hills Council of Governments
59 Torrington Road, Suite A-1
Goshen, CT 06756
860-491-9884
rlynn@northwesthillscog.org
Richard M. Lynn Jr., Executive Director

8. **AMENDMENT OF THIS MOU:** The agreement may be modified only upon the mutual written consent of the parties and of DEMHS.

9. **COMMENCEMENT/EXPIRATION DATE:** This instrument is executed as of the date of last signature and is effective through the completion of the FY 2020 DEMHS Regional Grant, at which time it will expire unless extended. Termination of this agreement by any entity must be submitted in writing to the other two COGs 45 days prior to the termination date.

10. **DEFAULT AND TERMINATION OF CONTRACT:**

a. If, at any time during the term of the MOU, NVCOG or WestCOG, in the reasonable discretion of NHCOC: (a) has failed materially to provide services required in accordance with this MOU; (b) abandons the work; (c) subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under the MOU other than as provided herein; or (d) repeatedly or materially fails to comply with any other term or condition contained in the MOU, NHCOC shall have the right to terminate the MOU upon written notice to the subject RPO.

b. The above remedies are in addition to any other remedies NHCOC may have under applicable law.

c. In the event of termination by NHCOC, NHCOC's payment obligation shall cease as of the final date on which services in accordance with this MOU are last performed by the subject COG.

11. **ASSIGNMENT:** No part of this Agreement nor any rights or obligations hereunder, shall be assigned or subcontracted without the prior written approval of NHCOC. This is intended to be a restriction on both the right and the power to assign, and any purported assignment not consented to by NHCOC as herein required shall be void, shall confer no rights on the purported assignee and need not be recognized by NHCOC. This Agreement shall be binding upon and inure to the benefit of NVCOG, WestCOG and NHCOC and their respective permitted successors and assigns.

12. **SEVERABILITY:** The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision.

13. **APPLICABLE LAW:** This MOU shall be governed, construed and enforced in accordance with the laws of the State of Connecticut, without regard to its conflicts of laws principles.

14. **ENTIRE MOU:** This MOU and all Exhibits attached hereto contain the entire understanding of the parties and supersede and replace any and all previous understandings, written or oral, regarding the subject matter of this MOU. This MOU may not be changed, except in an amendment signed by all parties.

15. **CONSTRUCTION:** Section headings herein are for convenience only and shall not affect the construction thereof.

16. **COUNTERPARTS; FACSIMILE SIGNATURES:** This MOU may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same instrument. Facsimile signatures shall be treated as original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

Naugatuck Valley Council of Governments (NVCOG)
Rick Dunne, Executive Director

Date:

Western CT Council of Governments (WestCOG)
Francis Pickering, Executive Director

Date:

Northwest Hills Council of Governments (NHCOG)
Richard M. Lynn Jr., Executive Director

Date:



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 203-735-8688 • nvcogct.gov

**RESOLUTION
OF THE
NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS
#2021-01**

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 and execution of state or federal assistance grants or programs already applied for and approved by the Naugatuck Valley Council of Governments and offered by the Grantor.

Dated at Waterbury, Connecticut on this 11th day of September 2020.

Ed Mone, Secretary
Naugatuck Valley Council of Governments

SECRETARY'S CERTIFICATE/RESOLUTION

I, [Edmond Mone](#), Secretary of [Naugatuck Valley Council of Governments](#), an organization (the "Organization") existing under the laws of the State of Connecticut, certify that the following are true and complete resolutions which were adopted at a duly called and held meeting of the governing body of [Naugatuck Valley Council of Governments](#) on [9/11/2020](#), and that such resolutions have not been amended or modified and continue to be in full force and effect:

RESOLVED, that the Organization execute and deliver to the State of Connecticut a Notice of Grant Award (the "Agreement") in the amount of [\\$570,882.19](#) for the 2021 Regional Services Grant.

RESOLVED, that [Rick Dunne](#), as [Executive Director](#) of the Organization, is directed to execute and deliver the Agreement on behalf of the Organization and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement.

I further certify that [Rick Dunne](#) now holds the office of [Executive Director](#) and that he/she has held that office since [1/3/2005](#).

I am signing this certificate on [9/11/2020](#).

_____, Secretary

Signature

SEAL



MEMORANDUM: 20200911-VTDBUSSHELTERS

To: Naugatuck Valley Council of Governments Board Members and Alternates

From: Gabriel Filer, Transportation Planner

Subject: **VTD Bus Shelter Project – Contractor Agreement**

The Valley Transit District (VTD) has received a Section 5307: Urbanized Area Formula Grant from the Federal Transit Administration (FTA) for \$350,000 for the design, procurement and installation of bus shelters. This award will fund bus shelters within the Valley Transit District (VTD) service area, which encompass Ansonia, Seymour, Derby, and Shelton. During this project approximately 10-20 bus shelters will be installed along fixed bus routes. More importantly, many bus stops in this area have aging shelters or simply don't have one to protect riders from inclement weather. NVCOG staff have worked with local officials to develop an inventory of potential locations for new bus shelters to be installed. Factors that went into this determination include but are not limited to ridership, public support, ADA access, and the site's existing physical characteristics.

In July 2020 NVCOG issued an RFQ seeking qualified architectural and engineering firms to create specifications (for new bus shelters), conduct site feasibility assessments, develop construction documents, and help facilitate this project. The deadline of this RFQ was on August 31, 2020. NVCOG staff are putting forth a resolution authorizing the Executive Director to enter a formal agreement to launch this project once a preferred candidate is selected.

Recommendation:

MOTION: To endorse resolution **2021-05**.



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**RESOLUTION OF THE
NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS
#2021-05**

**Authorization to enter into an agreement to provide professional architectural and
engineering services in connection with VTD Bus Shelter Project**

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments at its meeting on September 11, 2020, in Waterbury, Connecticut, at which a quorum was present.

WHEREAS, The NVCOG is responsible for receiving funds under the FTA Section 5307: Urbanized Area Formula Grant to cover the costs associated with hiring a contractor to help facilitate the Valley Transit District Bus Shelter Project ("Project").

BE IT RESOLVED, that the Naugatuck Valley Council of Governments authorizes the Executive Director to enter a formal agreement between NVCOG and the contractor selected to carry out the work of the Valley Transit District Bus Shelter Project as described in Memorandum 20200911-VTDBUSSHELTERS.

The Secretary is authorized to impress the seal of the Naugatuck Valley Council of Governments on any such documents, amendments, rescission, or revision.

Dated at _____, Connecticut, on _____, 2020

Agency: Naugatuck Valley Council of Governments

Signed _____
Ed Mone, Secretary



RESOLUTION 2021-06

**LOTICIP
PROFESSIONAL DESIGN REVIEW SERVICES**

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments at its meeting on September 11, 2020 in Waterbury, Connecticut, at which a quorum was present.

WHEREAS, the Naugatuck Valley Council of Governments receives funds from the Connecticut Department of Transportation under the Local Transportation Capital Improvement Program (LOTICIP) to administer the program and conduct professional review of design plans and specifications prepared by local project sponsors.

WHEREAS, the NVCOG conducted a qualifications-based selection process to create an on-call consultant list to conduct the professional review of design plans and specifications submitted by LOTICIP project sponsors.

WHEREAS, the NVCOG solicited requests for proposals and bids from the consultants on the approved on-call list to conduct the professional design review for the final design plans for the Harwinton Avenue Reconstruction Project in the Town of Plymouth.

WHEREAS, the lowest qualified bid received, at a cost not-to-exceed \$4,900 was submitted by BL Companies.

BE IT RESOLVED, that the NVCOG endorses the selection of BL Companies from the NVCOG on-call consultant list to conduct the professional design review for the Harwinton Avenue Reconstruction Project and authorizes the Executive Director to execute any and all agreements with BL Companies related to the professional design review of the Harwinton Avenue Reconstruction Project.

Dated at Waterbury, Connecticut, on September 11, 2020

Agency: Naugatuck Valley Council of Governments

Signed _____
Ed Mone, Secretary

September 11, 2020

MEMORANDUM: 20200911-LOTICIP

To: NVCOG Members and Alternates
From: Christian Meyer, Supervising Transportation Planner
Subject: **Local Transportation Capital Improvement Program (LOTICIP) Project Proposals**

The state legislature created the Local Transportation Capital Improvement Program (LOTICIP) to provide state funds to planning regions to solicit project proposals from their member municipalities, review applications, and support project design. In addition, each RPO is responsible for developing its own guidelines for implementing and operating the program.

The NVCOG maintains a rolling solicitation for projects. NVCOG staff have reviewed a preliminary application and will continue to work the project design team to ensure the project meets regional and CTDOT eligibility requirements for this program.

Once a project is endorsed by the NVCOG Board, the project sponsors must complete the CTDOT-required application. The state application includes a more detailed description of the project, concept drawings, itemized cost estimates and documentation of an initial public involvement. The applications are submitted to the NVCOG for review and submittal to CTDOT.

Project Description

Beacon Falls – Beacon Valley Road Reconstruction

The purpose of this project is to address varied and inadequate travel lane widths, failing pavement structure, and obsolete drainage facilities by reconstructing a 2,160 linear-foot section of Beacon Valley Road running from the Naugatuck Town Line through the Beacon Hill Condominium entrance.

The current project construction cost is estimated at about \$0.70 million. The municipality will be responsible for all associated design costs.

Estimated Construction Cost	\$700,000.00
Estimated Rights-of-Way	\$ 0.00
Estimated Utilities	\$ 0.00
10% Contingencies	\$ 70,000.00
10% Incidentals	\$ 70,000.00

Estimated Total LOTICIP Grant Amount	\$840,000.00
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Staff Recommendation

NVCOG staff recommends endorsement by the NVCOG Board.

Motion

To endorse Resolution 2021-07, committing regionally apportioned LOTCIP funds to the above described roadway reconstruction project in the Town of Beacon Falls.



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RESOLUTION 2021-07

LOTICIP

**ALLOCATE NVCOG ATTRIBUTABLE FUNDS FOR THE BEACON VALLEY ROAD
RECONSTRUCTION PROJECT, BEACON FALLS**

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments at its meeting on September 11, 2020, in Waterbury, Connecticut, at which a quorum was present.

WHEREAS, The NVCOG is responsible for selecting and distributing funds to member municipalities under the Local Transportation Capital Improvement Program ("Program").

BE IT RESOLVED, that the NVCOG approves the allocation of \$0.84 million in Program funds attributable to the Naugatuck Valley planning region to fully fund the Beacon Valley Road Reconstruction project as described and modified in Memorandum 20200911-LOTICIP.

Dated at Waterbury, Connecticut, on September 11, 2020

Agency: Naugatuck Valley Council of Governments

Signed _____
Neil O'Leary, Chairman



September 11, 2020

MEMORANDUM: 20200911-Corridors

To: NVCOG Members and Alternates
From: Christian Meyer, Supervising Transportation Planner
Subject: **Regional Corridor Studies – Consultant Team Agreement**

Corridors in the cities of Waterbury and Bristol have been selected by the CTDOT to participate in the corridor planning study program. These corridors – West Main Street, Waterbury and Middle Street, Bristol – were identified as being of regional significance, showing clear deficiencies, and the studies are shown to be consistent with municipal plans.

NVCOG staff, in coordination with the two cities, has developed project scopes and completed solicitation with consulting engineering and planning firms, chosen a preferred study team, and negotiated a final scope and budget. Additionally, as the projects will be funded with 80% federal funds, the CNVMPO policy board has amended the CNVMPO TIP to also include these projects.

Staff are currently seeking approval allowing the NVCOG Executive Director Rick Dunne to execute agreements with the preferred consultants for each project as follows.

- Fuss and O'Neill – West Main Street Corridor Study, Waterbury
- BL Companies Connecticut – Route 229 Corridor Study, Bristol and Southington

Motion:

To endorse NVCOG Resolution 2021-03 and NVCOG Resolution 2021-04.



**RESOLUTION OF THE
NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS
#2021-03**

Authorization to enter into an agreement with Fuss & O'Neill to provide professional planning and engineering services in connection with the West Main Street Corridor Study in Waterbury

Waterbury, Connecticut

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments on September 11, 2020 in Waterbury, Connecticut, a quorum being established:

BE IT RESOLVED, that the Council authorized Executive Director Rick Dunne to enter into an agreement with Fuss & O'Neill to provide technical and planning support for the West Main Street Corridor Study in Waterbury, and to sign all documents relevant to that undertaking.

The Secretary is authorized to impress the seal of the Naugatuck Valley Council of Governments on any such documents, amendments, rescission, or revision.

Dated at _____, Connecticut, on _____, 2020

Agency: Naugatuck Valley Council of Governments

Signed _____
Ed Mone, Secretary



**RESOLUTION OF THE
NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS
#2021-04**

Authorization to enter into an agreement with BL Companies Connecticut Inc., to provide professional planning and engineering services in connection with the Route 229 Corridor Study in Bristol and Southington

Waterbury, Connecticut

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments on September 11, 2020 in Waterbury, Connecticut, a quorum being established:

BE IT RESOLVED, that the Council authorized Executive Director Rick Dunne to enter into an agreement with BL Companies Connecticut Inc. to provide technical and planning support for the Route 229 Corridor Study in Bristol and Southington, and to sign all documents relevant to that undertaking.

The Secretary is authorized to impress the seal of the Naugatuck Valley Council of Governments on any such documents, amendments, rescission, or revision.

Dated at _____, Connecticut, on _____, 2020

Agency: Naugatuck Valley Council of Governments

Signed _____
Ed Mone, Secretary