



**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**

Hybrid Meeting

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702
10 a.m., Friday, January 19, 2024

- I. Commencement of Meeting (Call to Order, Pledge of Allegiance, Roll Call)
- II. Public Comment
- III. Election of Officers – January 2024 through December 2025
 1. Report of the Nominating Committee - Attachment III-1
 2. Election of NVCOG Slate of 4 Officers and 5 At-Large Members of the Executive Committee
- IV. CNVMPO Meeting (*Voting members for these items are limited to the 15 CEOs in the CNVMPO area*)
 1. RAISE Grant Project – NRG Trail Design – Mark Nielsen
Attachment IV-1 – RAISE Project Narrative Memo
Attachment IV-2 – CNVMPO Resolution 2024-04
 2. TIP Amendments – Kevin Ellis
Attachment IV-3 – TIP Amendments Memo and Memo Attachment
Attachment IV-4 – CNVMPO Resolution 2024-05
- V. Minutes for Approval
 1. 12-15-2023 CNVMPO/NVCOG meeting minutes – Attachment V-1
- VI. Financial Report (*discussion and possible action*)
 1. December 2023 Financial Report – Attachment VI-1
- VII. Director’s Report
 1. Board approval of Technology Policies – Attachment VII-1
 2. Legislative Priorities
 3. Opioid Task Force Update
 4. Executive Session
 - a. Landlord/Tenant Issues
 5. Return to Regular Session
 - a. Action on Executive Session discussion (if any)
- VIII. Community Planning – Savannah-Nicole Villalba
 1. Quarterly Update
Attachment VIII-1 Fall 2023 Land Use Brief
Attachment VIII-2 APA Series Flyer
 2. CGS Sec. 8-4c(c) Reporting Reminder

- IX. Environmental Planning – Aaron Budris
1. Brownfields Update – Ricardo Rodriguez
Brownfields Projects Memo – Attachment IX-1
 2. SolSmart Silver Status – Christine O’Neill
 3. Household Hazardous Waste 2024 Collections
 4. CT DEEP Recreational Trails Grant Opportunity
- X. Municipal Services
1. Emergency Management Update – Drew Baklik/DEMHS Staff
 - a. Operation Migrant Welcome
- XII. Adjournment

Called by
Mark Lauretti, Vice Chairman

Any member of the public wishing to address the board at a CNVMPO/NVCOG virtual and hybrid meeting should fill out the public comment form on the website or send an email to info@nvcoqct.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 pm on the day before the meeting and you will be sent credentials to log-in to 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 meetings.

If you do not plan to address the board, you may instead watch the meeting on the NVCOG YouTube channel:

<https://www.youtube.com/channel/UCVWq1tjA3T17sPHTk5ETVaQ>

For language assistance or other accommodations, contact NVCOG at least five business days prior to the meeting at info@nvcoqct.gov

Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con NVCOG por lo menos cinco días hábiles antes de la reunión al info@nvcoqct.gov

W przypadku pomocy językowej lub innej pomocy, skontaktuj się z NVCOG co najmniej pięć dni roboczych przed wydarzeniem w info@nvcoqct.gov

Article VI: **Officers and Executive Committee**

Section 1: Title and Terms

- (A) Officers.** Officers of the Council shall include a Chairperson, Vice-Chairperson, Secretary, and Treasurer, who shall also be Assistant Secretary.

- (B) Executive Committee.** The Executive Committee of the Council shall consist of the Chairperson, Vice Chairperson, Secretary, and Treasurer of the Council, as well as five at-large Representatives of the Council.

At-large Representatives shall be nominated by a majority vote of the Council. At-large Representatives and Officers which comprise the Executive Committee shall serve until the end of their two year term or until their successors have been elected, in adherence with the processes for the election of officers defined elsewhere within these Bylaws.

Section 2: Election of Officers and At-Large Representatives

A nominating committee of three (3) Representatives shall be appointed by the Council to recommend a slate of officers and the at-large Representative members of the Executive Committee. The Officers and at-large Representatives shall be elected at the first (1st) meeting of the calendar year, following municipal elections held in the odd-numbered years, by a simple majority vote of the Members present at the meeting and constituting a quorum. Representatives shall serve until the last meeting of the succeeding odd-numbered calendar year in which municipal elections are held, or until successors have been elected.

In a year in which the election of Officers and at-large Representatives takes place, the Nominating Committee shall provide notice to the Members of the Council, at least seven (7) days prior to the meeting to elect Officers and at-large Representatives, of its proposed slate of Officers and at-large Representatives. During a meeting in which the Nominating Committee reports its nominees to the Board, the Board shall entertain nominations from the floor.

Section 3: Vacancies

In the event any vacancy occurs in any office or on the Executive Committee during the year, a successor shall be elected to serve the unexpired term. A successor shall be proposed by the Chairperson and elected by the Council by a simple majority vote of Members present at the meeting. The Chairperson shall also consider nominations from the floor. Such service shall not constitute one (1) term for the purposes of term limitations.

Section 4: Chairperson

The Chairperson shall preside at all meetings of the Council and the Executive Committee; however, in the absence of the Chairperson the Vice Chairperson shall preside. In the absence of the Chairperson and Vice Chairperson, a member of the Executive Committee designated by



**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

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Memorandum – 20240119-Naugatuck River Greenway RAISE Application

To: CNVMPO Board Members and Alternates

From: Rich Donovan, NVCOG Director of Transportation Planning

Date: January 19, 2024

To capitalize on investments already made and currently underway along the Naugatuck River Greenway, as well as to accelerate the ability to use the greenway trail as a means of transportation, the CNVMPO has proposed submitting a regional application under the federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program. This application proposes to design all remaining segments of the trail between East Main Street in Thomaston to the north and Breen Field in Naugatuck to the south.

The result of this work will be final design packages, including bid documents, cost estimates, all environmental requirements, and complete design documents. This project will ensure that all remaining gaps in the trail between these communities have full design sets that can be constructed as soon as funds become available.

To facilitate this multi-town project, the NVCOG will take on project management and federal compliance responsibilities. The respective cities will only be called upon for feedback on routing and design and assistance with public engagement, with all other administrative work taken on by NVCOG staff.

We currently anticipate a federal ask of just over \$4 million. While we are still hopeful state matching dollars will be available through either the CTDOT or CT BILT offices, CTDEEP Rec Trails grants along the corridor should provide enough in-kind work to match the federal ask and design the complete project. At this time there is no expectation that the member municipalities will be required to contribute financially to the project, and any scope adjustments based on lack of non-federal match will be discussed with the elected officials and city/town staff prior to finalization.

Recommended Action: Adoption of CNVMPO Resolution 2024-04 endorsing the project and authorizing the CNVMPO to submit an application to the US DOT RAISE Grant solicitation.



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RESOLUTION 2024-04

**SUPPORT OF THE CENTRAL NAUGATUCK VALLEY METROPOLITAN
PLANNING ORGANIZATION
SUBMITTING A REGIONAL APPLICATION FOR THE
REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND
EQUITY (RAISE) GRANT PROGRAM**

WHEREAS, the USDOT has published a Notice of Funding Opportunity (NOFO) for \$1.5 billion in grant funding through the *Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant program*; and,

WHEREAS, the CNVMPO, as the regions metropolitan planning organization, is an eligible applicant under the NOFO, and

WHEREAS, the CNVMPO, through its connection to the Naugatuck Valley Council of Governments, has developed a project application to support substantial completion of design and environmental work for a large portion of the Naugatuck River Greenway (NRG) Trail, designing all segments between Breen Field in Naugatuck and East Main Street in Thomaston, and

WHEREAS, the NRG Trail is a regional priority as identified in the various long-range plans, including the Metropolitan Transportation Plan for the CNVMPO,

NOW, THEREFORE BE IT RESOLVED that the Central Naugatuck Valley MPO endorses the CNVMPO's NRG Trail Design Project proposal and authorizes CNVMPO staff to submit an application to the US Department of Transportation under the RAISE discretionary program, and further authorizes the Executive Director to submit any other documents required for the program and execute any and all agreements necessary, if awarded the grant.

This resolution shall become effective as of January 19, 2024.

I do hereby certify that the resolution was adopted by the Central Naugatuck Valley MPO at a public meeting held on January 19, 2024, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Secretary

January 19, 2024

Date



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January 19, 2024

MEMORANDUM: 20240119 TIP Amendments for Projects 0107-0180, and 0153-0127

To: Central Naugatuck Valley MPO Board Members and Alternates
 From: Kevin Ellis, P.E., Transportation Engineer
 Subject: Amendments to the 2021-2024 Transportation Improvement Program

The CT DOT is requesting several changes to the CNV MPO 2021-24 TIP, including the addition of several new projects.

Project No. 0107-0180 Multiuse Trail Extension, Pedestrian Bridges over Watercourses - Oxford

The purpose of this project is to construct a multiuse trail along Route 67 which will be consistent with the Route 67 Alternative Transportation Study Final Report that was endorsed by the Oxford Board of Selectman in 2022. The project will improve non-motorized access to the corridor, providing access to municipal buildings, businesses, worship centers, medical services, and residential areas to those that do not have, cannot use, or prefer not to use motor vehicles. The project will extend the previously completed trail, between Oxford Town Hall and Dutton Road, from Dutton Road to Quarry Walk.

The funding breakdown for the project is included in the meeting packet.

Project No. 0153-0127 Pedestrian Street Improvements between Baldwin and French Streets - Watertown

The Town of Watertown's Main Street Improvement Project will implement recommendations developed by a Road Safety Audit commissioned by CTDOT and conducted in 2018 and 2019. The project will improve traffic operations and enhance safety for all corridor users, including accommodations for individuals ranging in physical ability. Proposed improvements include traffic signal upgrades, improved crosswalks and pedestrian appurtenances, sidewalk gap closures, streetscape enhancements, access management, wayfinding and establishing linkages to nearby community resources.

The funding breakdown for the project is included in the meeting packet.

Recommendation:

MOTION: To adopt **CNVMPO resolution 2024-05 approving the TIP amendments listed above.**

Project Overview

2 Projects Listed

0153-0127 - PEDESTRIAN SAFETY IMPROVEMENTS b/t BALDWIN AND FRENCH STREETS

Lead Agency: CTDOT Project Type: Active Transportation Region: Central Naugatuck Valley MPO Town: Watertown

Air Quality Status: Project is exempt under 40CFR 93.126 Total Cost: \$3,750,000

Project Description: PEDESTRIAN SAFETY IMPROVEMENTS b/t BALDWIN AND FRENCH STREETS

PHASE	FUND SOURCE	PRIOR	FY2021	FY2022	FY2023	FY2024	FUTURE	TOTAL
Preliminary Design	Local	-	-	-	-	\$31,000	-	\$31,000
Preliminary Design	CPCDH	-	-	-	-	\$125,000	-	\$125,000
Total Preliminary Design		-	-	-	-	\$156,000	-	\$156,000
Final Design	CPCDH	-	-	-	-	-	\$175,000	\$175,000
Final Design	Local	-	-	-	-	-	\$44,000	\$44,000
Total Final Design		-	-	-	-	-	\$219,000	\$219,000
Construction	CPCDH	-	-	-	-	-	\$2,700,000	\$2,700,000
Construction	Local	-	-	-	-	-	\$675,000	\$675,000
Total Construction		-	-	-	-	-	\$3,375,000	\$3,375,000
Total Future Costs		-	-	-	-	-	\$3,594,000	\$3,594,000
Total Programmed		-	-	-	-	\$156,000	\$3,594,000	\$3,750,000

CURRENT CHANGE REASON	New Project
FEDERAL PROJECT COST	Stays the same \$3,000,000
TOTAL PROJECT COST	Stays the same \$3,750,000

0107-0180 - MULTI-USE TRAIL EXTENSION, PED BRIDGES o/ WATERCOURSES

Lead Agency
CTDOT

Project Type
Active Transportation

Region
Central Naugatuck Valley MPO

Town
Oxford

Air Quality Status
Project is exempt under 40CFR
93.126

Total Cost
\$4,251,000

Project Description
MULTI-USE TRAIL EXTENSION, PED BRIDGES o/ WATERCOURSES

PHASE	FUND SOURCE	PRIOR	FY2021	FY2022	FY2023	FY2024	FUTURE	TOTAL
Preliminary Design	CPCDH	-	-	-	-	\$170,000	-	\$170,000
Preliminary Design	Local	-	-	-	-	\$43,000	-	\$43,000
Total Preliminary Design		-	-	-	-	\$213,000	-	\$213,000
Final Design	CPCDH	-	-	-	-	-	\$255,000	\$255,000
Final Design	Local	-	-	-	-	-	\$64,000	\$64,000
Total Final Design		-	-	-	-	-	\$319,000	\$319,000
Construction	Local	-	-	-	-	-	\$744,000	\$744,000
Construction	CPCDH	-	-	-	-	-	\$2,975,000	\$2,975,000
Total Construction		-	-	-	-	-	\$3,719,000	\$3,719,000
Total Future Costs		-	-	-	-	-	\$4,038,000	\$4,038,000
Total Programmed		-	-	-	-	\$213,000	\$4,038,000	\$4,251,000

CURRENT CHANGE REASON	New Project
FEDERAL PROJECT COST	Stays the same \$3,400,000
TOTAL PROJECT COST	Stays the same \$4,251,000



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RESOLUTION 2024-05

AMENDMENT

**FFY 2021-2024 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 within the Waterbury Urbanized Area and is required to maintain a fiscally constrained program of priority projects; and

WHEREAS, the CNVMPO endorsed the *FFY 2021-2024 Transportation Improvement Program for the Central Naugatuck Valley Planning Region (TIP)* at its October 9, 2020, meeting; and the US Department of Transportation (Federal Highway Administration and Federal Transit Administration) have approved the *State FFY 2021-2024 Transportation Improvement Program (STIP)*; and

WHEREAS, the Connecticut Department of Transportation is requesting amendment of the FFY 2021-2024 TIP as shown in the attached page; and

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

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;

BE IT RESOLVED that Central Naugatuck Valley MPO approves the amendment of the FFY 2021-2024 TIP.

This resolution shall become effective as of January 19, 2024.

I do hereby certify that the resolution was adopted by the Central Naugatuck Valley MPO at a public meeting held on January 19, 2024, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Secretary

January 19, 2024

Date



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**MINUTES
Naugatuck Valley Council of Governments
and Central Naugatuck Valley MPO
December 15, 2023**

I. Commencement of Meeting

Vice-Chairman Mark Lauretti called the meeting to order at 10:05 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called.

NVCOG CEOs/Reps:

In person: Jeff Caggiano, Mayor, Bristol; Joe DiMartino, Mayor, Derby; Ed St. John, First Selectman, Middlebury; George Temple, First Selectman, Oxford; Mark Lauretti, Mayor, Shelton; Ed Mone, First Selectman, Thomaston; Paul Pernerewski, Mayor, Waterbury; Tom Dunn, Mayor, Wolcott.

Remote: David Casseti, Mayor, Ansonia; Gerard Smith, First Selectman, Beacon Falls; Stephen Sordi, First Selectman, Bethlehem; Andrew Martelli, Alternate, Cheshire; Annmarie Drugonis, First Selectwoman, Seymour; Kurt Miller, Alternate, Seymour; Mark Raimo, Town Manager, Watertown

Excused: Pete Hess, Mayor, Naugatuck; Bob Chatfield, Mayor, Prospect

Guests:

In person: Denise Merrill, Jason Mancini, Sarah Harris, and Cyndi Tolosa (America 250 I CT Commission)

Virtual: Jane Dunbar (CTDOT); Kevin Pisachich (CT Office of Telecommunications and Broadband)

Staff:

In person: Executive Director Rick Dunne, Drew Baklik, Desira Blanchard, Patricia Bruder, Aaron Budris, Heidy Coronel, Richard Crowther, Rich Donovan, Thomas Dougherty, Kevin Ellis, Eyitayo Olaleye, Christine O'Neill, Steven Perry, Joanna Rogalski, Mike Szpryngel, Karen Svetz, Savannah-Nicole Villalba.

Virtual: Trish Bauer, Mark Nielsen, Jack DeOliveira, Elliot Wareham

II. Welcome New CEOs

Mark Lauretti welcomed newly elected Mayors Joe DiMartino from Derby and Paul Pernerewski from Waterbury to the Council.

Rick Dunne explained that in addition to Derby and Waterbury, there are a few towns that don't yet have designated Alternate appointees to this board. Trish Bruder will be reaching out to those that have vacancies to be filled.

III. Public Comment

There were no members of the public that wished to speak.

SPEAKERS: America 250 I CT Commission

**(Commemoration of the 250th anniversary of the signing of the Declaration of Independence in 2026)
Denise Merrill, Chair; Jason Mancini, Vice-Chair; Sarah Harris, Leadership Committee Co-Chair; Cyndi Tolosa, CT Project Manager**

The America 250 I Connecticut Commission gave an overview of an important effort that will be going on for the next three years until July 4, 2026 – the 250th anniversary of the signing of the Declaration of Independence. It is being celebrated through Commissions in every state.

Denise Merrill explained, it's an opportunity to celebrate and commemorate an important time in our history, and to reflect on those words, "...certain unalienable rights, that among these are life, liberty and the pursuit of happiness." It's a time to reflect on the people who fought and died for these rights, and those people whose contributions may have been omitted from some of our history. We hope people will take the time to think about what it really means to be an American.

Governor Lamont formed the Commission and asked Ms. Merrill to chair it. The museum, arts and culture community are all united around what is hoped to be a real boost for tourism in the state, local events that hopefully every town will participate in and consider their own piece of this celebration. Look at the buildings, sites, and people in your community and think about whatever was happening both at that time and going forward. We will also focus on education and will be able to do some scholarships and research on this.

This Commission is charged to:

- assist in ensuring that any observance of the Semiquincentennial of the American Revolution is inclusive and appropriately recognizes the experiences and points of view of all people.
- encourage civic, historical, educational, economic, arts and other organizations throughout the state to organize and participate in activities.
- collaborate with state and local tourism agencies to promote the state as a prominent cultural and heritage tourism destination.
- encourage interdisciplinary and scholarly examination.
- explore the ways in which the ethos of the United States' national founding period and the 250 years that follow influence the country's present and can shape its future.
- coordinate, engage, and liaise with the United States 250th Commission and other state and local commissions and private and public organizations and partners.

She introduced Sarah Harris, Co-Chair of the Leadership Committee and Vice-Chair of the Mohegan Tribal Council. Sarah explained that the Commission is raising funds for this effort and seeking leadership from all sectors. Sarah is Co-chaired by Jonathan Harris, who may be remembered by his many roles in State government and is now with Eversource. The Legislature has a group working on getting resources which will hopefully be passed to the towns through grants by the Connecticut Humanities Council.

Ms. Merrill introduced Cyndi Tolosa, also with the CT Humanities Council. She is the CT Project Manager for America 250 I CT. CEOs should have received a letter from the Commission asking for one representative from your town to work with.

Dr. Jason Mancini, CT Humanities Council, Vice-Chairman of the Commission, explained that one of the goals is to ensure that everybody in the State sees themselves in this commemoration - where we are now and where we want to be for the next 250 years. The Commission is represented by a diverse group of cultural leaders from across the state. It sets the tone for the kind of engagement we want to see across our communities.

Sarah Harris explained that Mohegan is excited to be part of this and to tell some of their stories. The Vision of 250 Committee – a successful event will be defined by its reach and impacts, specifically the number of opportunities for civic engagement and the degree to which all residents of Connecticut feel represented and included. CT will serve as a model for revolutionary civic participation that inspires others with our peoples’ passion, history, and capacity to create positive and sustainable change together. The legacy of the 250th will be greater access to sites across the state and a deeper sense of belonging.

Cyndi Tolosa explained that the Commission has been working on establishing guiding values that are inherent to all the activities that will be taking place leading up to 2026. Some events will be celebratory, some will be analytical, some will be a commemoration of what happened. People with a variety of backgrounds and beliefs will be participating in them. On the website there are more guiding values that have been outlined.

Denise Merrill noted that the Commission is focused on Connecticut and our very large role in the Revolution – as part of the larger national story.

Dr. Mancini stated, as we develop a funding scenario, we want to be able to support the cultural organizations in your communities that contribute to public art, public humanities, civic education, and the engagement of our children and families. He outlined the five-year budget and funding plan of approximately \$13 million for administration, focusing on education and organizational development, cultural grants to support public arts and humanities, and marketing and tourism. He explained that they’re looking to the state and private organizations to invest nearly \$30 million toward these events over three to five years.

As you think about your leadership groups – think of a broad representation from across the community, but also a point of contact for the Commission to be in touch with.

Ms. Tolosa explained that in summer 2026 there will be a large array of events throughout the state. On July 4, 2026, there will be a large-scale celebration in Hartford as well as in New Haven. The Commission will be promoting all the events being held state-wide.

CT250.org is the website, they have a mailing list, and can be found on Facebook, Instagram, and YouTube.

Mark Lauretti suggested that the Commission send an instructional communication to the CEOs with some guidance as to what they should be doing. Ms. Merrill replied that the Commission will send another communication that is a little more structured.

There are a lot of people other than the historical commissions who may want to be involved, especially on the education side of things.

Ed St. John suggested getting the Commissioner of Education involved – civic education to Connecticut played in the forming of this nation. Send letters to the Superintendents of Schools as well.

IV. CNVMPO Meeting

Kevin Ellis reviewed the new project overview format provided by Ecointeractive. NVCOG can provide PDFs to the towns to share on social media and would like them to share our public link for Ecointeractive not just for this project, but for all the projects.

TIP Amendments for Project 0151-0340

Kevin explained that as one of the early action items as part of the NewMix project, Exit 21 will be permanently closed and physically removed. An auxiliary lane will be extended between the on-ramp from Route 8 North to I-84 Eastbound Exit 22. The project also includes improvements to local roads between I-84 to the train station along Bank Street, Meadow Street, and West Liberty Street. Staff recommendation is to adopt Resolution 2024-03 approving these TIP amendments.

Ed Mone MOVED to adopt CNVMPO Resolution 2024-03; SECONDED by Jeff Caggiano. The motion carried unanimously.

V. Minutes for Approval

10-20-2023 CNVMPO/NVCOG meeting minutes

Tom Dunn MOVED to approve the minutes of the 10-20-2023 CNVMPO/NVCOG meeting; SECONDED by Jeff Caggiano. The motion carried unanimously.

11-17-2023 NVCOG meeting minutes

Ed Mone MOVED to approve the minutes of the 11-17-2023 NVCOG meeting; SECONDED by Jeff Caggiano. The motion carried unanimously.

VI. Financial Report

October 2023 Financial Report

Mike Szpryngel presented the financial report for the period ending 10-31-2023. At four months through the fiscal year, the current net position is approximately \$196,000. There have been no unexpected funding cuts. We received a DECD grant during this fiscal year that wasn't planned, and we may receive one or two smaller grants or contracts throughout the projects. We received 100 percent of the RSG grant in October; we usually receive these funds in quarterly increments. The net position is high due to the collection of municipal and Brownfields dues in July – this will diminish toward year end.

Ed Mone MOVED to approve the financial report for the period ending 10-31-2023; SECONDED by Jeff Caggiano. The motion carried unanimously.

Audit Update

Mike Szpryngel explained that the draft Audit Report is in the review stage, and we should have it next week for internal review and verification. An Audit Committee meeting will be set after the election of officers in January.

VII. Director's Report

Lease Renewal – Landlord Issues and investigation of potential new sites

Rick Dunne reported that the current lease expires at the beginning of 2025, and he will have to give notice of non-renewal by July of 2024. As previously discussed, we're unhappy with the current situation and have begun to look around and engage the market. Upon the advice of general counsel, we will invoke some of the clauses on the lease to reduce the rent payments, based upon a lack of service. In addition to the non-response of the landlord to our many concerns, we are cramped in here. We're using dividers to fit multiple staff in single offices, we have people in hallways. It's going to become more cramped soon. We shouldn't have to terminate the lease early; we have about a year left. We plan to discuss this with the Executive Board and will keep the Board apprised.

Legislative Priorities

Rick Dunne reminded the CEOs to let us know of any specific legislative priorities. Drew, Jack, and Rick will be coordinating the legislative agenda. There will be a few things affecting regions – one being the ability to consolidate services that may move forward this year.

Federal Budget – preparing for possible reductions – alternative actions

Rick Dunne explained if Congress does not adopt regular appropriations by March, they trigger automatic across-the-board reductions for the year. We will be well into the year – it will be about a five percent reduction through the balance of the year and may affect our Federal transportation aid. We don't think it will affect any of our other grant programs. We have been preparing and have made provisions for any reduction if need be.

Endorsement of Resolution of Underwriting Agreement with Ion Bank - NVCOG Resolution #2024-07

Rick Dunne reported that the Revolving Loan Fund Committee for Brownfields has had difficulty getting the underwriting provisions completed for the loan agreements with private companies and individuals. We have negotiated an agreement with ION Bank to do the underwriting for us at an inexpensive set fee. The Banking Commission approved, and ION Bank has signed it. Resolution 2024-07 will authorize Rick to sign it.

Tom Dunn MOVED to adopt NVCOG Resolution 2024-07; SECONDED by Ed Mone.

Discussion: Rick Dunne explained the process. Ricardo Rodriguez explained that there are four loans that have been delayed for quite some time. Once this resolution is adopted, he'll be in touch with ION Bank to get those moving forward.

The motion carried unanimously.

Opioid Task Force Update

This is an ongoing agenda item. Paul Pernerewski spoke with Neil O'Leary; he is staying on as co-chair of the task force until the end of his term, which is the end of 2024.

Municipal Contacts Update (reminder to complete and return)

In addition to the proxies for these meetings, Trish Bruder is working on updating the municipal contacts. Requests for updates have been sent to the CEO's offices; several of them need to be completed. Please talk to your assistants and urge them to respond with the requested information.

VIII. Environmental Planning

Brownfields Update

Ricardo explained that the memo in the agenda packet contains the status of all of the active funded Brownfield projects.

He noted that remedial activities began at 113 Canal Street in Shelton. The site is proposed for 60+ residential units with commercial space on the bottom.

NVCOG has a pending assessment application for approximately \$500,000 at EPA. We hope to hear back from EPA in late spring. Ricardo will keep the Board advised and if received, will open the solicitation process to start receiving applications for assessment projects.

EPA intends to open a supplemental RLF solicitation in late winter or early spring. Please let Ricardo know if you have any projects that need cleanup funding; we'll start the process of reviewing the site to make sure they are eligible to receive federal funding. The goal is to include some of these sites in the application.

MSW/Recycling Update

Christine O'Neill explained that she has been working on the sustainable materials management (SMM) grant with four towns in the region. This is the food scraps diversion pilot program. She shared data from Middlebury and congratulated them for a 34% clean food capture rate in their totally voluntary program. She noted that Ansonia and Seymour have concluded their pilots so their numbers will not change in future reporting. Woodbury will conclude their pilot in a few months and has appointed an advisory committee to recommend a plan for permanence.

She reviewed DEEP's large-scale conclusion from the pilot data. If all Connecticut towns adopted SMM pilots and achieved similar numbers, the state's waste capacity shortfall would be cut in half. If they all adopted mandatory unit-based pricing and organics diversion, all our waste could easily be processed in-state. A simple trend of reducing waste, increasing recycling, and diverting food waste would ultimately put us well below our in-state capacity.

Climate Pollution Reduction Grant Reminder

Christine O'Neill reminded the CEOs to fill out the Climate Pollution Reduction Grants survey, documenting your towns' priorities in the Priority Climate Action Plans. There is \$4.6 billion available in implementation funding from now through April 1st. She will resend the email that contains the link to the survey.

Kinneytown Dam Update

Aaron Budris reported that the Connecticut Brownfield Land Bank is moving forward with due diligence to acquire the property. NVCOG has issued an RFP for a property survey of the 215 acres in Ansonia and Seymour. EPA will be conducting a Phase 2 environmental site assessment under its targeted Brownfield Assessment program. They are trying to find a contractor for sediment sampling. We recently went on a site walk with one capable contractor and expect the Phase 2 work to take place over this winter/early spring.

The Brownfield Land Bank should be able to close on the property in spring, by which time our partner, Save the Sound, should have procured an engineer and be ready to begin the design of the dam removal.

NVCOG has begun negotiations with a separate engineering consultant who will be designing the relocation of the Town of Seymour sewer siphons that cross the river and need to be dealt with before the dam removal. We toured the site with WPCA staff and the selected engineer a few weeks ago.

We have published a new story map on the NVCOG Kinneytown Dam page. It contains a lot more information on the project. It is a very complex project, and the story map lays it all out and explains – allowing the viewer to go into as much depth as you want into the issues involved.

Rick Dunne explained that the Brownfield Land Bank will take title and hold the liability while NVCOG continues to act as fiduciary. Our staff is running the project but running it for the CT Brownfield Land Bank, as is our regular arrangement with them under the MOU.

IX. Transportation Planning

LOTICIP

a. New Project – Waterbury Signal Replacement - NVCOG Resolution 2024-08

Karen Svetz explained that a corridor study of West Main Street in Waterbury between Route 8 and the Green with a focus on traffic, pedestrian and bicycle flow and safety was conducted. Waterbury received a RAISE Grant for the design and construction of the recommended improvements. The project is currently underway, but there wasn't enough funding to cover two of the major signal replacements needed. The design and construction must run concurrently between the signalization and the West Main Street work. The City is asking for LOTICIP to construct those signals at an estimated cost of \$1,560,000. Staff recommends adoption of Resolution 2024-08 to accept the project into LOTICIP. We will update TTAC at their next meeting in February.

Rick Dunne explained that TTAC is the Transportation Technical Advisory Committee and is made up of town engineers and public works officials. Normally they'll review and recommend before it comes to this board, but there have been instances that projects came to this board first due to timing issues. He asked Karen to send the information out to TTAC.

Tom Dunn MOVED to adopt NVCOG Resolution 2024-08; SECONDED by Ed St. John. The motion carried unanimously.

LOTICIP Financial Plan Update

[Paul Pernerewski and Jeff Caggiano left the meeting at this point - 11 am]

Rich Donovan gave the board an update on LOTICIP funding, with details on LOTICIP allocations v. available funds. He explained that this region has done a strong job of programming the funds allocated to us by the State. He noted that sometime in the summer of 2025 the funding in our region will be fully obligated. This shows the importance of this program and gives the department the chance to approach the legislature and ask for additional funding for this program. We are not currently concerned about over-programming; we know that schedules change on projects all the time. We will continue to maintain an open solicitation for projects from the towns and encourage all towns to bring projects forward as soon as they're developed. We are working with TTAC on a prioritization plan or policy in case we do approach a scenario where projects do have to be delayed. We will continue to work with TTAC and will keep this board apprised once we have something developed.

ADA Transition Plan Pilot Program

Rich Donovan explained that over the summer DOT conducted a survey and all the towns have responded. It was found that in most towns there is not an active ADA transition plan or work being done toward it, and that towns need both financial and technical support to achieve that. The DOT will hire a consultant to develop ADA Transition Plans for towns. NVCOG will be the first region in the state to pilot that process. We will help work out any kinks with it. The DOT is still negotiating with the Federal Highway Administration as to what could be included in those plans; we know for sure that it will be anything that presents an ADA obstacle within the public right-of-way. Public buildings also need to be included in these plans. We expect to get more information in spring. While towns are welcome to develop plans independently, we strongly encourage everyone to take advantage of the DOT's consultant.

Seymour Route 67 Project Update

Karen Svetz explained we have been working since 2016 to address traffic conditions and safety concerns along Route 67 in the Town of Seymour. In 2018 Milone & MacBroom (now SLR) were hired to design spot improvements to address the recommendations identified in the engineering phase. There were delays, mainly caused by rights-of-way, acquisitions, and historic properties along the corridor.

It is now finally going to construction and will start in the spring. The cost of construction will be 80 percent federal, 20 percent state with the STBG Urban Program. She reviewed the highlights of the work that will be done to better direct traffic flow and greatly improve pedestrian safety.

A portion of the project was separated into a breakout project to improve that very large Franklin Street and River Street intersection. There are significant utilities that cross the bridge. Coordination with the utility companies became cumbersome and time-consuming. DOT recommended that we break this out into a second project. This is currently finishing up in design and will hopefully piggyback the Route 67 construction.

RAISE Grant NOFO

Rich Donovan reported that the RAISE (Rebuilding American Infrastructure with Sustainability and Equity) program has been released again for the 2024 cycle. This federal program awards from \$3 million up to \$25 million with an 80/20 split. Exceptions providing 100 percent federal have been granted in the past. There is \$1.5 billion available this year. If any towns are interested, please let us know – the application deadline is at the end of February.

We are considering an application as the NVCOG for this program – hoping to design a significant portion of the Naugatuck River Greenway, connect downtown areas and move the project forward at a faster pace. We'll be working with the DOT and the towns that will be impacted to try to identify match dollars and have an application ready in the next few weeks.

[George Temple left at this point, 11:30 am]

X. Municipal Affairs

Shared Services

Speaker: Kevin Pisachich, Director of the Office of Telecommunications – CT Broadband Initiative

Joanna Rogalski introduced Kevin Pisachich, who spoke regarding the State's Broadband Infrastructure improvement programs and other internet initiatives.

Mr. Pisachich explained that there will be \$184 million for Broadband Infrastructure coming to the State of Connecticut through two programs. The focus is on assuring that there is enough "last mile connectivity" – the connection between your home or business to your local Internet service provider. Fiber connection is the fastest, and the focus is on a wired connection that can support multiple devices from a premise.

If your home or business has access to less than 25 Mbps download/3 Mbps upload speeds, you are considered "unserved"; less than 100 Mbps download/20 Mbps upload speeds is considered "underserved". The State is mapping broadband speeds, access and adoption. The FCC is mapping connections at the access component as well.

In terms of Broadband Grants programs there are:

- The IJA BEAD Program, \$144 million. For the buildout of infrastructure to all unserved and underserved locations, followed by community anchors and digital equity efforts.
 - Community Anchor Institutions (CAIs) are nonprofit or governmental community support organizations that facilitate greater use of broadband service by vulnerable populations, schools, libraries, health clinics, hospitals and other medical providers, public safety entities, institutions of higher education, public housing organizations and other community support organizations. (Vulnerable populations include but are not limited to low-income and unemployed individuals, children, incarcerated individuals and aged (60+) individuals).
- Digital Equity Act Programs - ensuring everyone has the same access to the connections, devices, skills needed to function online.
- Affordable Connectivity Program (ACP), \$40.8 million. Subsidy program to consumers unable to afford broadband.
- Capital Projects Fund (ARPA) for low income multifamily and business broadband infrastructure buildout, and underserved area broadband infrastructure grants. The application period is estimated to open in the 4th quarter of 2023 with projects completed by the end of 2026.

Connecticut's availability maps can be viewed at www.broadbandmaps.ct.gov. If you Google DEEP Broadband you will find access to quarterly virtual roundtable discussions. Towns can also email DEEP.Broadband@ct.gov to be added to a regular email list that will provide updates. Mark Lauretti asked that the presentation is emailed to the CEOs.

CEDS Survey

Drew Baklik asked the CEOs to watch out for the annual Comprehensive Economic Development Strategy Survey. This useful tool, required by the US EDA, can help funnel funding your way for applicable projects. The data gathered from the survey is important for everyone in the region to leverage demographic and other information for future grant applications. Communities can ask for paper copies to get an advanced look at what the questions will be. If you need assistance with that survey, either Sheila O'Malley or Drew Baklik can help.

1. Emergency Management Update

Drew Baklik reported that John Field is out of the office on an extended leave and his territory is being covered by other DEMHS staff. The updated Local Emergency Operations Plan (LEOP) is due by December 31st. It must include the required information to receive approval. Sending a draft to Region 5 prior to the actual due date will allow DEMHS staff to work with you to ensure compliance and approval. Once submitted and approved by Region 5, your municipality will be eligible for the Emergency Management Performance Grant (EMPG) supplemental funding of \$5,000.

XI. Adjournment

Joe DiMartino MOVED to adjourn; SECONDED by Ed St. John. The motion carried unanimously.

Respectfully submitted,



Patricia M. Bruder
Executive Administrative Clerk

Attachments:

CNVMPPO Resolution #2024-03 – TIP Amendments

NVCOG Resolution #2024-07 – Underwriting Agreement with ION Bank

NVCOG Resolution #2024-08 – New Project – Waterbury Signal Replacement



**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 202-755-6686

RESOLUTION 2024-03

AMENDMENT

**FFY 2021-2024 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 within the Waterbury Urbanized Area and is required to maintain a fiscally constrained program of priority projects; and

WHEREAS, the CNVMPO endorsed the *FFY 2021-2024 Transportation Improvement Program for the Central Naugatuck Valley Planning Region (TIP)* at its October 9, 2020, meeting; and the US Department of Transportation (Federal Highway Administration and Federal Transit Administration) have approved the *State FFY 2021-2024 Transportation Improvement Program (STIP)*; and

WHEREAS, the Connecticut Department of Transportation is requesting amendment of the FFY 2021-2024 TIP as shown in the attached page; and

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

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;

BE IT RESOLVED that Central Naugatuck Valley MPO approves the amendment of the FFY 2021-2024 TIP.

This resolution shall become effective as of December 15, 2023.

I do hereby certify that the resolution was adopted by the Central Naugatuck Valley MPO at a public meeting held on December 15, 2023, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Ed Mone, Treasurer

December 15, 2023

Date



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

69 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203 /57 0535 • 203 /55 8658 • nvco.org

RESOLUTION 2024-07

Endorsement of Underwriting Agreement between NVCOG and ION Bank

- WHEREAS, Pursuant to the Naugatuck Valley Council of Governments' (NVCOG or "the Agency") existing Assistance Agreement with the Federal Environmental Protection Agency, NVCOG is required to conduct underwriting and cash management responsibilities; and
 - WHEREAS, the Agency has been in negotiations with ION Bank to undertake its underwriting and cash management responsibilities for its EPA-funded Revolving Loan Fund ("the Agreement"); and
 - WHEREAS, Staff has successfully completed negotiations and review of legal counsel; and the Agreement between ION Bank and NVCOG has been approved by the State of Connecticut Banking Commission.
- NOW, THEREFORE, BE IT RESOLVED that the NVCOG Board of Directors endorses the proposed Agreement with ION Bank and authorizes Executive Director Rick Dunne to execute all required documentation to effectuate said Agreement.

By: Mark Lauretti, Vice-Chair

December 15, 2023

Date



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

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RESOLUTION 2024-08

LOTICIP

**ALLOCATE NVCOG ATTRIBUTABLE FUNDS FOR WEST MAIN STREET
TRAFFIC SIGNAL UPGRADES, WATERBURY**

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments at its meeting on December 15, 2023, 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 (LOTICIP).

BE IT RESOLVED, that the NVCOG approves the allocation of \$1.56 million in Program funds attributable to the Naugatuck Valley planning region to fully fund the West Main Street Traffic Signal Upgrades project as described and modified in Memorandum 20231215-LOTICIP.

Dated at Waterbury, Connecticut, on December 15, 2023

Agency: Naugatuck Valley Council of Governments

Signed

Mark Lauretti, Vice-Chair



January 19, 2024

MEMORANDUM: 1192024-FIN-01

To: NVCOG Board Members
 From: Michael P. Szpryngel, Finance Director
 Subject: Financial Report for Period Ending December 31, 2023

Financial Statements

**NVCOG
 Balance Sheet
 For Period Ending December 31, 2023**

Assets	
Checking Account [1]	160,349
Accounts Receivable	2,206,810
Other Assets	689,703
Total Assets	3,056,862
Liabilities & Equity	
Liabilities	
Accounts Payable	112,230
Accruals	1,944
Deferred Revenue	1,058,514
Other Current Liabilities	689,704
Total Liabilities	1,862,393
Equity	
General Fund - Unrestricted	1,037,345
Net Position	157,124
Total Equity	1,194,469
Total Liabilities & Equity	3,056,862

NVCOG
Bank Balances
For Period Ending December 31, 2023

Bank Account	Beginning Balance	Increase (Decrease)	Ending Balance
Checking	43,003	(28,473)	14,530
Money Market	381,025	(150,545)	230,479
RLF	455,764	(57,323)	398,442
Total	879,792	(236,340)	643,452

NVCOG
Deferred Revenue
For Period Ending December 31, 2023

Fund	Beginning Bal FY 2024	Decrease	Increase	Ending Bal
RLF Program Income	470,602	(84,882)	20,791	406,511
PL Carry Over Funds	14,526	-	-	14,526
Transportation Projects	97,442	(9,615)	-	87,826
EPA	7,195	(6,516)	8,927	9,606
LOTICIP-NVCOG	161,693	(82,727)	-	78,966
DECD Projects	1,891	-	-	1,891
DEMHS/Homeland Sec	17,118	(5,112)	-	12,006
CERT Citiz Emerg Resp	341	(408)	2,000	1,933
FEMA	-	-	-	-
Reg Incentive Gt Programs	6,734	-	-	6,734
OPM/RSG 2022	-	(446,768)	827,756	380,988
DEEP Greenway	2,022	-	-	2,022
LOCAL Projects	47	-	-	47
SHEL-GIS	6,630	-	-	6,630
Hazardous Waste	9,208	(11,799)	15,001	12,410
Regional Planner Town Split	6,516	(48,194)	73,184	31,505
General Fund Total	4,913	-	-	4,913
Total	806,876	(696,021)	947,659	1,058,514

NVCOG
Budget vs. Actual | Operating Budget
For July 1, 2023 – December 31, 2023

Funding	Operating Budget		
	FY 2024 Adopted Budget June 6, 2023	Actual	Variance
PL Funding	1,569,687	723,283	46%
Transportation Projects	41,557	9,149	22%
EPA - RLF 2022 [0]	175,771	109,913	63%
EPA - Program Income	70,471	7,148	10%
EPA - Assessment	-	16,633	100%
FTA	419,713	91,699	22%
LOTICIP	175,354	57,167	33%
DEHMS	16,000	5,108	32%
CERT	4,000	408	10%
RSG [1]	827,756	444,845	54%
DEEP	16,000	11,883	74%
SMM Grant	70,300	42,135	60%
US Forest Service [2]	67,250	14,506	22%
DECD [3]	-	4,032	100%
SCROG/EPA Study	35,000	10,000	29%
Kinneytown Dam - NOAA	-	3,611	100%
Regional Election Monitor	-	-	0%
Regional Municipal Services	94,849	48,194	51%
Fish & Wild Life	8,964	-	0%
Landbank	34,284	20,631	60%
Shelton GIS	-	-	0%
Household Hazardous Waste	20,000	10,791	54%
Municipal Dues	238,579	239,619	100%
Brownfield Dues	22,007	25,090	114%
Capital Purchasing Program	-	-	0%
Interest / Misc.	1,000	642	64%
Total Funding	3,908,543	1,896,486	49%
Expenses			
Salaries	2,338,788	1,060,721	45%
Payroll Taxes	176,270	83,584	47%
Pension	143,342	77,627	54%
Medical/Life/Disability	725,027	339,250	47%
G&A - Schedule 1	525,115	178,180	34%
Direct Pass Through - Schedule 1	-	-	0%
Total Expenses	3,908,543	1,739,361	45%
Fund Balance Increase (Decrease)	-	157,124	

Expenses	Indirect		
	FY 2024 Adopted Budget June 6, 2023	Actual	Variance
Advertisement	12,000	836	7%
Capital Equipment			
IT Equipment	16,000	8,255	52%
Office Equipment	16,000	-	0%
Computer Software & Maintenance			
Software & Service	100,000	11,141	11%
IT Maintenance Contracts	46,800	17,424	37%
Contractors / Subcontractors	-	-	0%
Professional Dues & Subscriptions	4,000	1,245	31%
Insurance			
Business / Office [1]	14,000	10,989	78%
Workers Comp	4,000	1,284	32%
Lease Expense	1,000	186	19%
Professional Services			
Accounting	26,000	24,700	95%
Legal	50,000	8,177	16%
Printing	6,000	4,545	76%
Office Supplies	26,000	13,535	52%
Rent	94,315	42,158	45%
Repairs / Renovations	26,000	-	0%
Telephone/Internet Service	16,000	9,187	57%
Training / Professional Development	16,000	5,431	34%
Travel / Meetings / Conferences	16,000	7,032	44%
Utilities			
Leavenworth	15,000	10,266	68%
Derby Train Station	4,000	881	22%
Website	16,000	797	5%
Bank Fees [2]	-	12	100%
Miscellaneous	-	99	100%
Contingency	-	-	0%
Total	525,115	178,180	34%
Direct Expenses <Contractors/Subs>	-	-	0%
Total Expenses	525,115	178,180	34%

NVCOG
Profit & Loss | Budget vs. Actual
For July 1, 2023 – December 31, 2023

Funding	Total Budget			Operating Budget			Direct Pass Through		
	FY 2024 Adopted Budget June 6, 2023	Actual	Variance	FY 2024 Adopted Budget June 6, 2023	Actual	Variance	FY 2024 Adopted Budget June 6, 2023	Actual	Variance
PL Funding	1,616,487	768,973	48%	1,569,687	723,283	46%	46,800	45,689	98%
Transportation Projects	441,557	31,706	7%	41,557	9,149	22%	400,000	22,557	6%
EPA - RLF 2022 [0]	1,155,771	308,371	27%	175,771	109,913	63%	980,000	198,458	20%
EPA - Program Income	270,471	84,382	31%	70,471	7,148	10%	200,000	77,234	39%
EPA - Assessment	20,000	37,144	186%	-	16,633	100%	20,000	20,511	103%
FTA	619,713	117,845	19%	419,713	91,699	22%	200,000	26,146	13%
LOTICIP	195,354	82,727	42%	175,354	57,167	33%	20,000	25,560	128%
DEHMS	16,000	5,112	32%	16,000	5,108	32%	-	5	100%
CERT	4,000	408	10%	4,000	408	10%	-	-	0%
RSG [1]	827,756	446,768	54%	827,756	444,845	54%	-	1,923	100%
DEEP	20,000	11,883	59%	16,000	11,883	74%	4,000	-	0%
SMM Grant	70,300	47,938	68%	70,300	42,135	60%	-	5,803	100%
US Forest Service [2]	67,250	15,050	22%	67,250	14,506	22%	-	544	100%
DECD [3]	-	6,359	100%	-	4,032	100%	-	2,327	100%
SCROG/EPA Study	35,000	10,080	29%	35,000	10,000	29%	-	80	100%
Kinneytown Dam - NOAA	220,000	87,495	40%	-	3,611	100%	220,000	83,884	38%
Regional Election Monitor	2,000	-	0%	-	-	0%	2,000	-	0%
Regional Municipal Services	95,849	49,482	52%	94,849	48,194	51%	1,000	1,288	129%
Fish & Wild Life	8,964	-	0%	8,964	-	0%	-	-	0%
Landbank	34,284	20,731	60%	34,284	20,631	60%	-	100	100%
Shelton GIS	3,000	-	0%	-	-	0%	3,000	-	0%
Household Hazardous Waste	120,000	84,852	71%	20,000	10,791	54%	100,000	74,061	74%
Municipal Dues	248,579	250,021	101%	238,579	239,619	100%	10,000	10,402	104%
Brownfield Dues	25,000	26,000	104%	22,007	25,090	114%	2,993	910	30%
Capital Purchasing Program	7,500	8,000	107%	-	-	0%	7,500	8,000	107%
Interest / Misc.	1,000	642	64%	1,000	642	64%	-	-	0%
Total Funding	6,125,836	2,501,967	41%	3,908,543	1,896,486	49%	2,217,293	605,482	27%
Expenses									
Salaries	2,338,788	1,060,721	45%	2,338,788	1,060,721	45%	-	-	0%
Payroll Taxes	176,270	83,584	47%	176,270	83,584	47%	-	-	0%
Pension	143,342	77,627	54%	143,342	77,627	54%	-	-	0%
Medical/Life/Disability	725,027	339,250	47%	725,027	339,250	47%	-	-	0%
G&A - Schedule 1	901,592	337,334	37%	525,115	178,180	34%	376,477	159,154	42%
Direct Pass Through - Schedule 1	1,840,816	446,328	24%	-	-	0%	1,840,816	446,328	24%
Total Expenses	6,125,836	2,344,843	38%	3,908,543	1,739,361	45%	2,217,293	605,482	27%
Fund Balance Increase (Decrease)	-	157,124		-	157,124		-	-	

NVCOG
Profit & Loss | Schedule 1 G&A
For July 1, 2023 –December 31, 2023

Expenses	Total			Indirect			Direct		
	FY 2024 Adopted Budget June 6, 2023	Actual	Variance	FY 2024 Adopted Budget June 6, 2023	Actual	Variance	FY 2024 Adopted Budget June 6, 2023	Actual	Variance
Advertisement	18,000	2,842	16%	12,000	836	7%	6,000	2,006	33%
Capital Equipment									
IT Equipment	20,000	8,508	43%	16,000	8,255	52%	4,000	253	6%
Office Equipment	16,000	-	0%	16,000	-	0%	-	-	0%
Computer Software & Maintenance									
Software & Service	124,800	36,301	29%	100,000	11,141	11%	24,800	25,160	101%
IT Maintenance Contracts	55,800	17,424	31%	46,800	17,424	37%	9,000	-	0%
Contractors / Subcontractors	-	-	0%	-	-	0%	-	-	0%
Professional Dues & Subscriptions	4,000	1,245	31%	4,000	1,245	31%	-	-	0%
Insurance									
Business / Office [1]	14,000	12,430	89%	14,000	10,989	78%	-	1,441	100%
Workers Comp	4,000	1,284	32%	4,000	1,284	32%	-	-	0%
Lease Expense	1,000	186	19%	1,000	186	19%	-	-	0%
Professional Services									
Accounting	26,000	24,700	95%	26,000	24,700	95%	-	-	0%
Legal	340,000	104,311	31%	50,000	8,177	16%	290,000	96,134	33%
Printing	8,000	5,171	65%	6,000	4,545	76%	2,000	626	31%
Office Supplies	29,000	16,013	55%	26,000	13,535	52%	3,000	2,478	83%
Rent	94,315	42,158	45%	94,315	42,158	45%	-	-	0%
Repairs / Renovations	26,000	-	0%	26,000	-	0%	-	-	0%
Telephone/Internet Service	16,600	9,187	55%	16,000	9,187	57%	600	-	0%
Training / Professional Development	18,000	8,362	46%	16,000	5,431	34%	2,000	2,931	147%
Travel / Meetings / Conferences	43,077	29,385	68%	16,000	7,032	44%	27,077	22,353	83%
Utilities									
Leavenworth	15,000	10,266	68%	15,000	10,266	68%	-	-	0%
Derby Train Station	10,000	4,405	44%	4,000	881	22%	6,000	3,524	59%
Website	16,000	797	5%	16,000	797	5%	-	-	0%
Bank Fees [2]	-	2,262	0%	-	12	100%	-	2,250	100%
Miscellaneous	1,000	99	10%	-	99	100%	1,000	-	0%
Contingency	1,000	-	0%	-	-	0%	1,000	-	0%
Total	901,592	337,334	37%	525,115	178,180	34%	376,477	159,154	42%
Direct Expenses <Contractors/Subs>	1,840,816	446,328	24%	-	-	0%	1,840,816	446,328	24%
Total Expenses	2,742,408	783,662	29%	525,115	178,180	34%	2,217,293	605,482	27%

Finance Report

NVCOG is 6 months through Fiscal Year 2024 – 50%

∞ Bottom Line: \$157,124

Revenue:

- Municipal Dues & Brownfield Dues are collected in July, reflecting a higher bottom line.
- No unexpected funding cuts.

Expenses:

Insurance – Quarterly Premium
Bank Fees – Minimal as we switch banks.

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

[0] EPA RLF 2022 – Included RLF 2020 Direct Pass-Throughs.

[1] RSG – Yearly Payment Received in September 2023, balance in Deferred Revenue.

[2] US Forest Service – Combined Tree Canopy Study & Open Space Inventory Grants.

[3] DECD – Addition of new grants awarded during current fiscal year.

Schedule 1 – G&A

[1] Office/Business Insurance – Additional Pass-Through.

[2] Bank Fees – Incurring minimal fees as we transition to a new bank.



Anti-Virus and Malware Policy

Operations Security

		INFORMATION SECURITY		
POLICY	Anti-Virus and Malware Policy			
Approved by:		Reviewed (No changes made)	<input type="checkbox"/>	Date
Approved by:		Revised (Changes made)	<input type="checkbox"/>	Date
Additional Information:				

Revision #	Approved By	Date	Note

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1 Introduction

All servers, host-based systems, laptops, and workstations on NVCOG networks, whether managed by employees or by third parties, must adhere to this policy.

2 Policy

All applicable systems must be configured with Technology Administration Team approved anti-virus software. The software must be configured to scan for viruses in real-time and end users must not be able to configure or disable the software. An operational process to push anti-virus updates must be documented, tested and approved by the Technology Administration Team.

3 Standard

3.1 Signature Updates and Scanning

3.1.1 Virus signatures must be checked for updates daily.

3.1.1.1 The updates must be analyzed against the threats facing the systems and applications at NVCOG and a determination with supporting evidence must be provided to both install or not install anti-virus updates.

3.1.1.2 When deemed necessary, updates will be tested prior to implementation to prevent operational outages or issues with production systems.

3.1.2 All systems with anti-virus software must be configured to update virus signatures daily.

3.1.3 Anti-malware software must be configured to scan files on download as well as on access.

3.1.4 End user systems must be configured for a weekly full scan.

3.2 Software Logging

3.2.1 Alerts and Response

Managed Service Provider must alert the Technology Administration Team in real-time to the detection of a virus. The Technology Administration Team and MSP will determine what steps to take based on the Incident Response Policy.

4 References to Regulatory and Industry Standards

References to Regulatory and Industry Standards are listed in the table below.

ISO 27001:2013	NIST SP 800-53	HIPAA
A.12.2.1 Controls Against Malware	AC-19, AT-2, AT-3, CM-11, IR-2, IR-8, MA-3, MP-7, SC-7, SC-42, SI-1, SI-3, SI-5, SI-7	Protection from Malicious Software §164.308(a)(5)(ii)(B)

5 References to Other Documents

References to other Policies, Standards, Procedures, Forms, or other Document Types in this document are listed in the table below.

Document Name	Document ID
Incident Response Policy	
Data Retention and Disposal Policy	

6 External References

References used or cited in the creation of this document are listed in the table below.

Reference	Reference Title	Reference ID	Reference Year



Data Retention and Disposal Policy

Asset Management

		INFORMATION SECURITY		
POLICY	Data Retention and Disposal Policy			
Approved by:		Reviewed (No changes made)	<input type="checkbox"/>	Date
Approved by:		Revised (Changes made)	<input type="checkbox"/>	
Additional Information:				

<u>Revision #</u>	<u>Approved By</u>	<u>Date</u>	<u>Note</u>

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2.2	Disposal Requirements	3

1 Introduction

Records are created every workday in the form of correspondence, personnel materials, e-mail messages, business plans, contracts, expense reports, timecards, billing invoices, memoranda, etc. Proper retention, maintenance, and disposal of Records facilitate the preparation of reliable and efficient responses to internal and external inquiries, ensure contractual and regulatory compliance, position NVCOG to assert, and respond to, legal claims, and help preserve NVCOG's institutional knowledge.

2 Policy

All data deemed sensitive or confidential by the information owner, the Technology Administration Team, and stored on NVCOG systems, must follow this policy.

2.1 Retention Requirements

2.1.1 Legal and Regulatory

All sensitive and confidential data, regardless of storage location, will be retained only as long as required for legal, regulatory, and business requirements. The specific retention length will be established by the data creator or the Technology Administration Team.

2.1.2 Network Audit Logs

All system and network audit logs must be retained for one year, with 90 days kept available for online use.

2.2 Disposal Requirements

Asset disposal is a special case since all sensitive data must be removed during or prior to disposal. The manager of the user of the asset should determine the level of sensitivity of the data stored on the device. The data erasure requirements for the device are based upon the sensitivity of the data as determined during the data assessment process:

2.2.1 None (Unclassified) - No requirement to erase data. However, in the interest of prudence normally erase the data using any available means such as software-based sanitization, physical destruction, or degaussing.

2.2.2 Low (Sensitive) - Erase the data using any available means such as sanitization, physical destruction, or degaussing.

2.2.3 Medium (Confidential) - The data must be erased using an approved technology to ensure that data is not recoverable using advanced forensic techniques.

2.2.4 High (Secret) - The data must be erased using an approved technology to ensure that the data is not recoverable using advanced forensics.

Asset types include:

- Memory stick
- CD/DVD disk
- Storage tape
- Hard drive
- SSD drive
- USB Storage Devices

3. References to Regulatory and Industry Standards

References to Regulatory and Industry Standards are listed in the table below.

ISO 27001:2013	NIST SP 800-53	HIPAA
A.18.1.3 Protection of records	AC-3, AU-9, AU-11, CP-9, MP-4, SA-5, SI-12	Maintenance Records §164.310(a)(2)(iv)
		Time Limit §164.316(b)(2)(i)

4. References to Other Documents

References to other Policies, Standards, Procedures, Forms, or other Document Types in this document are listed in the table below.

Document Name	Document ID
Asset Management Policy	

5. External References

References used or cited in the creation of this document are listed in the table below.

Reference	Reference Title	Reference ID	Reference Year



GIS Data Management Plan

		INFORMATION SECURITY		
POLICY	GIS Data Management Plan			
Approved by:		Reviewed (No changes made)	<input type="checkbox"/>	Date
Approved by:		Revised (Changes made)	<input type="checkbox"/>	
Additional Information:				

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1 Introduction

The importance and prevalence of geographic information science (GIS) data, also known as geospatial data, has increased significantly in the last few years. Geospatial data and mapping have become pivotal tools for both internal decision-making and external communication and outreach. Increased accessibility to technologies for creating and accessing these data raises the challenge of involving different levels of geospatial knowledge in our work. NVCOG's GIS Data Management Plan will set standards for how GIS data and tools are involved within the GIS department workflows and within the organization.

2 Policy

To provide a consistent and reliable network of geospatial resources and data for use by the NVCOG GIS department, other GIS users within NVCOG, GIS users within municipalities members of NVCOG, and the public.

The GIS department maintains a centralized geospatial database, an online mapping platform for web-based geospatial applications. The mapping programs are ArcMap and ArcGIS Pro, unless a different program is needed for the project. Online mapping resources and products are accessed through ArcGIS Online.

2.1 Data Acquisition

Data acquisition can involve either existing or new data collection activities.

2.1.1 Metadata

Proper metadata is critical to the appropriate use of both existing and any new data acquisitions. Metadata contains information such as: who created the data, data accuracy, what the data are useful for, and how to read the data.

2.1.2 File Naming

Describe a standard digital file naming protocol and a version numbering system for datasets to assist in identifying the various data files during the project and at completion.

2.2 Data Products

Geospatial data may be developed in various formats, including some intermediate products that may warrant delivery with other final products.

2.2.1 Spatial Data

Spatial data should be stored in a spatial data file format (e.g., shapefile or geodatabase) or as coordinates in a relational database. The accuracy of the collected data will be reported in the metadata. A graded approach for metadata requirements can be used, based on the scope, complexity, and importance of the data being described. If spatial datasets include related tables (e.g., Access .mdb with associated .tbl tables), document all table relationships between tables and spatial data.

2.2.2 Tabular Data

Tabular data should be stored in electronic format in a relational database or spreadsheet. Use of a database is preferred and allows for data validation as data is entered into the database and for exploratory data analysis. If multiple related tabular datasets are delivered, provide key fields and describe all linkages of fields in relational tables in the data dictionary and metadata files. Do not deliver tabular datasets with embedded password protection.

2.2.3 Templates and Expressions

The development and maintenance of a set of map templates is considered a best practice to standardize the content, sourcing, and NVCOG brand appearance of map products. Templates, also known as projects, and expressions should be stored in the appropriate corresponding storage location.

2.2.4 StoryMaps, Applications, and Dashboards

NVCOG has made a strategic decision to incorporate internet-based mapping applications into its deliverables for many programs and projects. The GIS Department maintains the NVCOG ArcGIS Online accounts and is responsible for the creation and maintenance of these web tools. Non-GIS staff will be granted access on a case-by-case basis.

2.3 Access

2.3.1 Internal Access

As data stewards and aggregators of geospatial data, the GIS Department must remain vigilant in its handling of key aspects of data management, to include but not limited to: curating a data inventory; making data accessible (who can access, for what purpose(s), how to access); and helping the organization understand who is responsible for maintaining what data. The GIS Department will focus on making sure correct data/datasets are used for appropriate purposes, are accessible, and are as centralized and organized as possible. The server is the primary internal repository for geospatial data, metadata, and other GIS-related items. All online applications and maps are accessed through NVCOG ArcGIS Online accounts. Time will be spent focusing on data quality, ensuring data editing is standardized and documented, and data are as complete as necessary.

2.3.2 External Access

GIS data is public information, unless otherwise noted and the GIS Department is committed to excellence in customer service of GIS services, technology, and geospatial data. All public GIS applications, and cartographic products can be accessed on the “Maps & Data” section of the NVCOG website. External sharing of GIS data from the database is often requested and copies of the requested data are sent in compressed files or potentially involve the use of web services. Appropriate tags and standard metadata are generally required for sharing.

2.4 Retention Requirements

2.4.1 Legal and Regulatory

All sensitive and confidential data, regardless of storage location, will be retained only as long as required for legal, regulatory, and business requirements. The specific retention length will be established by the data creator or the GIS Coordinator.

2.4.2 Archive

Out-of-date GIS data that may be used for time comparisons, but are no longer current, should be moved to the Archived storage location.

2.5 Disposal Requirements

Data disposal is a special case since all data must be removed with acknowledgement of the GIS Coordinator. Verification that all relevant data has been copied to the main GIS database is required before physical copies of GIS data are disposed.

3. References to Regulatory and Industry Standards

References to Regulatory and Industry Standards are listed in the table below.

H.R. 302	M-19-18	
Geospatial Data Act of 2018	Federal Data Strategy	



Security Incident Response Policy

Information Security Incident Management

		INFORMATION SECURITY		
POLICY	Security Incident Response Policy			
Approved by:		Reviewed (No changes made)	<input type="checkbox"/>	Date
Approved by:		Revised (Changes made)	<input type="checkbox"/>	Date
Additional Information:				

Revision #	Approved By	Date	Note

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1 Introduction

Incident Management is the method for responding to critical system problems from a security incident that impacts Naugatuck Valley Council of Governments' customers, vendors, or data.

The objectives of this process include:

1. Minimize the impact of problems, while restoring services as rapidly as possible in an organized and regimented process.
2. Prevent and/or reduce the risk and impact of unauthorized access.
3. Prevent the recurrence of system problems from security incidents.

The standard and procedures defined in this document will allow for the efficient and effective management and escalation of security incidents.

1.1 Policy Applicability

All security incident detections and responses must follow this policy. This policy is applicable to all parties, both internal and external, that have a responsibility to manage and respond to security incidents and to security incidents with a potential for a breach situation.

2 Policy

Naugatuck Valley Council of Governments must establish and maintain a security incident management response process for information technology systems impacting Naugatuck Valley Council of Governments' customers, vendors, or confidential data.

3 Standard

3.1 Security Incident Reporting

The Technology Administration Team must be notified immediately of any suspected or real security incident involving:

- PHI (Protected Health Information) and PII (Protected Individual Information)
- Confidential Data
- Level 3 - Severe Alerts (see section, Incident Severity Identification)
- Possible violations of Federal or state law
- Misuse of Naugatuck Valley Council of Governments computing assets

3.2 Breach Determination

The Technology Administration Team in conjunction with the Incident Response Team will determine if a breach affecting the security of PHI/PII has occurred.

3.2.1 Term Usage

The term breach is normally associated with an unauthorized disclosure of unprotected PHI/PII. Until a breach condition has been declared, the appropriate term to use in the escalation process is, security incident.

3.3 Incident Response Team

The Incident Response Team, which will be comprised of various Naugatuck Valley Council of Governments staff, will be responsible for reacting to security incidents. The Incident Response Team will decide on the best ways to proceed upon the detection of a security incident.

3.3.1 Incident Response Team Composition

- Committees and Departments – as needed:
 - Technology Administration Team
 - Finance
 - Legal
 - Human Resources

Members of the Incident Response Team will maintain relationships with local and national law enforcement agencies and Internet Service Providers.

3.4 Incident Response Team Security Incident Handling Responsibilities

- 3.4.1** It is the responsibility of the Incident Response Team to follow up on the reported incidents in an efficient manner.
- 3.4.2** Evidence must be gathered and preserved for any incidents detected. These may be useful in bringing the perpetrators to justice.
- 3.4.3** Evidence should be gathered, and integrity maintained for attacks that have originated externally. Appropriate law enforcement agencies should then be notified, and appropriate actions taken.
- 3.4.4** A record of all incidents identified shall be confidentially maintained for future reference in the Incident Response Log.
- 3.4.5** Efforts must be made to ensure all relevant parties are informed of these intrusions and incident escalation procedures and know when and how to act on them.

3.5 Incident Severity Identification

Different types of alerts will be categorized by the Technology Administration Team and / or the Incident Response Team. Based upon the information presented during the security incident, these messages will be grouped into Severe, Moderate, and Low alert types.

The following descriptions should be used to determine what response the Technology Administration Team will take.

3.5.1 Level 1 - Low Alert

This alert type is not deemed a serious threat and could be responded to in the future depending on the incident.

3.5.2 Level 2 - Moderate Alert

This alert type potentially indicates a threat that should be monitored but is not of immediate concern.

3.5.3 Level 3 - Severe Alert

This alert type potentially indicates an immediate threat to client systems and requires immediate inspection and escalation. Severe alerts are categorized by a serious attempt to breach security (multi-pronged attack, denial of service attempt, virus outbreak, etc.) or a second Level 2 attack.

3.6 Incident Response Team Notification, Activation and Reporting

Incident Response Team will first attempt to determine if the security incident justifies a response. In cases where a security incident does not require an incident response, the situation will be forwarded to the appropriate area of IT to ensure that all technology support services required are rendered.

The Incident Response Team will process each incident as required. The incident will be posted in the Incident Response Log.

The Incident Response Team will update the Incident Response Log after each serious incident.

3.7 Immediate User Actions

With the exception of the steps outlined below, it is imperative that any investigative or corrective action be taken only by Technology Administration Team personnel. When faced with a potential situation, Naugatuck Valley Council of Governments employees should do the following:

- If the incident involves PHI/PII or other confidential information
 - Do not alter the state of the suspected compromise.
- If the incident involves a compromised computer system
 - Immediately disconnect the computer from the network by removing the network patch cable from the computer.
 - Do not alter the state of the computer system.
 - Do not shut down the computer or restart the computer. The computer system should remain on and all currently running computer programs left as is.
- Document any information you know while waiting for the Technology Administration Team to respond to the incident. Important information includes:
 - Date and time the issue started.
 - Description of the issue.
 - Any sequence of events leading up to the issue.
 - The nature of the incident, if known.
 - Applications in use.
 - Any dialog boxes and their content that may have popped up.

3.8 Incident Response

3.8.1 Typical Response

The following actions should be taken by the Technology Administration Team once an incident has been reported and categorized.

3.8.2 Level 1 - Low Alert

1. If possible, record the user, IP address, and domain of intruder.
2. Maintain vigilance for future break-in attempts from this user or IP address.
3. Evaluate the potential data breach for criticality.

3.8.3 Level 2 - Moderate Alert

1. Collect and protect information associated with the intrusion.
2. Research the origin of the connection.
3. Contact ISP and ask for more information regarding the attempt and intruder.
4. Research potential risks related to intrusion method attempted.
5. Upon identification of intruder, inform intruder of our knowledge of his actions and warn against future recriminations if attempt is repeated.

3.8.4 Level 3 - Severe Alert

1. Contain the intrusion and decide what action to take.
2. Collect and protect information associated with the intrusion.
3. The Incident Response Team Leader will notify management of the situation to determine course of action and maintain notification of progress at each step.
4. Eliminate the intruder's means of access and any related vulnerabilities.
5. Research the origin of the connection.
6. Contact ISP and ask for more information regarding the attempt and intruder, reminding them of their responsibility to assist in this regard.
7. Research potential risks related to damage caused by intrusion method used.
8. Immediately report to the Incident Response Team if the incident involved PHI/PII.
9. Determine if any legal action needs to be taken or notifications need to be made.

3.8.5 Special Response – PHI/PII or Patient Privacy Compromise

For any incidents involving potential compromises of Patient Privacy, the Technology Administration Team and the Incident Response Team will use the following guidelines.

1. Log all actions taken.
2. Contain and limit the exposure. Conduct a thorough investigation of the suspected or confirmed privacy breach within 24 hours of the suspected breach. To facilitate the investigation:
 - 2.1 Do not access or alter compromised systems (e.g., do not log on or change passwords; do not log in as administrator).
 - 2.2 Do not turn off the compromised machine. Instead, isolate compromised systems from the network (e.g., unplug the cable).
 - 2.3 Preserve logs and electronic evidence.
 - 2.4 If using a wireless network, change SSID on the AP and other machines that may be using this connection (except for any systems believed to be compromised).
 - 2.5 Be on high alert and monitor all systems.
3. Consult with management to determine notification process to alert all necessary parties.

3.8.6 Follow Up

Not more than one week following the security incident, members of the Technology Administration Team and all affected parties will meet to determine the effectiveness of the incident response. Any areas will be identified in which the plan can be more effective or efficient and the plan/policy will be updated accordingly.

3.9 Plan Testing and Training

At least once a year, a mock incident will be initiated to facilitate testing of the current plan. The exact incident to be tested will be at the discretion of the Incident Response Team. Once complete, a follow-up session, as detailed above, will be held.

All Naugatuck Valley Council of Government employees that could have an active role within incident response will be part of the test process.

References to Regulatory and Industry Standards

References to Regulatory and Industry Standards are listed in the table below.

ISO 27001:2013	NIST SP 800-53	HIPAA
A.16.1.1 Responsibilities and procedures	IR-1, IR-4	Protection from Malicious Software §164.308(a)(5)(ii)(B)
A.16.1.2 Reporting information security events	AU-6, IR-1, IR-6	Response and Reporting §164.308(a)(6)(ii)
A.16.1.3 Reporting information security weaknesses	CA-2, CA-7, PL-4, SA-5, SA-11, SI-2, SI-5	
A.16.1.4 Assessment of and decision on information security events		
A.16.1.5 Response to information security incidents		
A.16.1.6 Learning from information security incidents	IR-4, IR-10	
A.16.1.7 Collection of evidence	AU-7, AU-8, AU-9, AU-11, IR-4	

4 References to Other Documents

References to other Policies, Standards, Procedures, Forms, or other Document Types in this document are listed in the table below.

Document Name	Document ID

5 External References

References used or cited in the creation of this document are listed in the table below.

Reference	Reference Title	Reference ID	Reference Year



Service Provider Security Policy

Supplier Relationships

		INFORMATION SECURITY		
POLICY	Service Provider Security Policy			
Approved by:		Reviewed (No changes made)	<input type="checkbox"/>	Date
Approved by:		Revised (Changes made)	<input type="checkbox"/>	Date
Additional Information:				

Revision #	Approved By	Date	Note

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1 Introduction

In cases of outsourcing, NVCOG is responsible for planning the transition of information assets, systems, and any associated contracts. Required security controls must be maintained during the transition period and is the responsibility of the information owner(s) and business process owner(s) to ensure the security controls are implemented as required.

2 Policy

It is the responsibility of NVCOG business process owner(s), and or, information owner to ensure that the service provider security controls are sufficient prior to and during the terms of the service delivery contract period. Standards, procedures, and surveys should be developed to help determine the level of risk associated with a contractual agreement with a service provider.

3 Standard

3.1 Monitoring and review of third-party services

A third-party service provider is a person, company or organization that is recognized as independent of NVCOG and the multiple lines of business of NVCOG. The ultimate responsibility for information assets rests within NVCOG, even in the case of outsourcing. The appropriate vehicle to ensure the information assets are adequately protected is to perform business unit monitoring. The activities to perform the monitoring and review may be delegated.

3.1.1 Monitoring - Responsible Party

NVCOG information owner(s) and business process owner(s) are responsible for the monitoring and review of third-party services. Monitoring is largely considered to be the activity performed to ensure that adherence to any contractual, or regulatory items are reviewed, and can be reported on to maintain or improve the intended outcome of the service provider relationship.

3.1.2 Delegation of Monitoring

- Should be duly documented and include empowerment of the delegate to act on behalf of the information owner(s) and business process owner(s) in making appropriate security decisions.
- Decisions may be made independently by the delegate or in counsel with the information owner(s) and business process owner(s).

3.1.3 Auditing - Service Provider Agreement

If contractually allowed and at the discretion of the Technology Admin Team, audits of service providers may be performed using a risk or incident-based approach and be specific to the Company relationship.

- Audits may be performed onsite or remotely.
- Audit findings in the form of a remediation plan should be managed and reported on through completion.

3.2 Managing changes to service providers services

The information owner(s) and business process owner(s) are responsible for managing changes to the provision of services by service providers.

3.2.1 Changes must:

- Involve the necessary individuals at NVCOG for the approval of changes.
- Consider the criticality and sensitivity of information assets.
- Re-assess risks.

3.2.2 Applicable Company changes may include:

- Enhancements to the service offering.
- Development of new applications or information systems.
- Modifications to Policies and Standards.
- New security controls

3.2.3 Applicable third-party changes may include:

- Changes and enhancements to network infrastructure.
- The introduction of new technologies.
- New applications, application upgrades, or patches.
- New development tools or environments.
- Changes to the physical location of information processing facilities.
- Change of vendors (or subcontractors).

4 References to Regulatory and Industry Standards

References to Regulatory and Industry Standards are listed in the table below.

ISO 27001:2013	NIST SP 800-53	HIPAA
A.15.1.2 Addressing security within supplier agreements	CA-3, PL-4, PS-6, PS-7, SA-9	
A.15.2.2 Managing changes to supplier services	CA-3, PL-4, PS-6, PS-7, SA-9	

5 References to Other Documents

References to other Policies, Standards, Procedures, Forms, or other Document Types in this document are listed in the table below.

Document Name	Document ID

6 External References

References used or cited in the creation of this document are listed in the table below.

Reference	Reference Title	Reference ID	Reference Year



Technology Acceptable Use Policy

Asset Management

		INFORMATION SECURITY		
POLICY	Acceptable Use Policy			
Approved by:		Reviewed (No changes made)	<input type="checkbox"/>	Date
Approved by:		Revised (Changes made)	<input type="checkbox"/>	Date
Additional Information:				

Revision #	Approved By	Date	Note

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1 Introduction

Naugatuck Valley Council of Governments provides its employees with access to the Organization's information technology resources in conducting Naugatuck Valley Council of Governments business. It is important that these resources be used in an acceptable, productive, and prudent manner, and that guidelines be in place so that both Naugatuck Valley Council of Governments and its employees, clients and customers are protected from improper usage, including anything of an illegal or unethical nature.

Effective security is a team effort involving the participation and support of every Naugatuck Valley Council of Governments employee and workforce member who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2 Definitions

2.1.1 Short Message Service (SMS)

Is a text messaging service component of phone, web, or mobile communication systems, using standardized communication protocols that allow the exchange of short text messages between fixed line or mobile phones.

2.1.2 User, System User, or End User

Any individual authorized to use Naugatuck Valley Council of Governments' Information Technology resources.

2.1.3 Workforce Member

Workforce Members include employees, volunteers, trainers, and other persons whose conduct, in the performance of work for Naugatuck Valley Council of Governments is under the direct control of Naugatuck Valley Council of Governments, regardless of whether or not they are paid by Naugatuck Valley Council of Governments.

3 Policy

The Acceptable Use of Information Technology Resources Policy establishes the minimum standards for the acceptable use of Naugatuck Valley Council of Governments' Information Technology resources.

3.1 Risk Prevention

This policy is subject to change based on the risks that technology and its use present to Naugatuck Valley Council of Governments. Naugatuck Valley Council of Governments, in its absolute discretion, may implement technology solutions or processes that prevent areas of personal use of Naugatuck Valley Council of Governments' Information Technology resources without notification.

3.2 Naugatuck Valley Council of Governments Information Technology Resources

The Naugatuck Valley Council of Governments' systems are to be used for business purposes in serving the interests of the company, and of our clients and customers during normal operations.

Naugatuck Valley Council of Governments' Information Technology resources, referred to hereafter as IT resources, include, but are not limited to:

- 3.2.1** Desktop and portable computer systems
- 3.2.2** Server systems
- 3.2.3** Fax machines and scanners
- 3.2.4** Internet, Intranet and Extranet access (including WWW browsing and FTP)
- 3.2.5** E-mail and Instant messenger
- 3.2.6** Telephones and voice mail
- 3.2.7** Smart phones, tablets, cellular telephones, and other similar mobile devices
- 3.2.8** Document management systems
- 3.2.9** Operating systems and software
- 3.2.10** Storage media

3.3 Scope

3.3.1 Resources

This policy applies to all Naugatuck Valley Council of Governments IT resources that are:

- Owned or leased by Naugatuck Valley Council of Governments
- Used to access Naugatuck Valley Council of Governments networks or cloud-based technology services.

3.3.2 Accounts and Subscriptions

This policy applies to all activities using any Company-paid accounts, subscriptions, or other IT services, such as Internet access, voice mail and e-mail, whether or not the activities are conducted on Naugatuck Valley Council of Governments' premises.

3.4 Resource Monitoring

All IT resources and all data, communications, and images stored on IT resources are Naugatuck Valley Council of Governments' property.

- 3.4.1** Naugatuck Valley Council of Governments will, in its absolute discretion, access and review all content and transactional data resulting from the use of Company-provided IT resources or services. Workforce members should not have any expectations of privacy when using Naugatuck Valley Council of Governments' IT resources or associated services.
- 3.4.2** Although workforce members may have individual passwords to access computer, voice mail and e-mail systems, Naugatuck Valley Council of Governments may override any applicable passwords or codes to inspect, investigate or search a user's files and messages.
- 3.4.3** For security and network maintenance purposes, authorized individuals within Naugatuck Valley Council of Governments may monitor equipment, systems, and network traffic at any time.
- 3.4.4** Naugatuck Valley Council of Governments will, in its absolute discretion, periodically audit networks and systems to ensure compliance with this policy.
- 3.4.5** All information stored, accessed, or transmitted on Naugatuck Valley Council of Governments' IT resources, including text and images, may be disclosed to law enforcement or to other third parties without prior consent.
- 3.4.6** Naugatuck Valley Council of Governments decision not to exercise its rights with respect to certain communications or files in no way modifies or waives its right to access, view, or audit other electronic communications or files.

3.5 Document and File Storage

The Naugatuck Valley Council of Governments is not responsible for recovering documents lost or damaged on a user's local drive; therefore, system users should save documents or files to the appropriate Naugatuck Valley Council of Governments server file storage or Microsoft 365 (Teams, SharePoint, OneDrive, etc.).

3.6 Personal Use of IT Resources

System users are permitted to use IT resources for occasional, non-work-related purposes and as long as it does not:

- Conflict with Naugatuck Valley Council of Governments business and interests
- Interfere with the workforce member's responsibilities
- Interfere with the productivity of any other user
- Interfere with the operation of Naugatuck Valley Council of Governments IT resources
- Violate any local, state, or federal law, rule or regulation
- Personal use of IT resources is subject to all of Naugatuck Valley Council of Governments policies, including this one. Consequently, workforce members who want to engage in private communications should not use the Company's IT resources.

3.7 Personal Use of IT Resources to Access the Internet

3.7.1 Internet Access on Personal Time at Work

System Users are permitted to use IT resources to access the Internet at work so long as it is conducted in a reasonable manner and does not:

- 3.7.1.1 Conflict with Naugatuck Valley Council of Governments business and interests.
- 3.7.1.2 Interfere with the workforce member's responsibilities.
- 3.7.1.3 Interfere with the productivity of any other user.
- 3.7.1.4 Interfere with the operation of Naugatuck Valley Council of Governments IT resources.
- 3.7.1.5 Violate any local, state, or federal law, rule, or regulation.

3.7.2 Accessing Personal E-mail

- 3.7.2.1 Workforce members' access to personal e-mail accounts using IT resources is subject to this policy in its entirety.
- 3.7.2.2 Workforce members should note that such access could result in personal e-mail being stored in IT resources. Such personal e-mail will be subject to this policy in its entirety.

3.7.3 Electronic Communication - Blogging, Community Sites and Social Networking

- 3.7.3.1 Limited and occasional use of Naugatuck Valley Council of Governments IT resources to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Naugatuck Valley Council of Governments policy, is not detrimental to Naugatuck Valley Council of Governments best interests, and does not interfere with regular work duties. The Communications Department is responsible for content on the organization's digital marketing assets. Suggested content for digital marketing should be sent to the Communications Department through the proper Teams channel.
- 3.7.3.2 System Users must not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Naugatuck Valley Council of Governments and/or any of its workforce members, products, services, or competitors.
- 3.7.3.3 Workforce members are prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging or otherwise engaging in any conduct prohibited by any Naugatuck Valley Council of Governments policy.
- 3.7.3.4 System Users must not attribute personal statements, opinions, or beliefs to Naugatuck Valley Council of Governments when engaged in blogging. If a workforce member is expressing his or her beliefs and/or opinions in blogs, the workforce member may not, expressly or implicitly, represent themselves as a workforce member or representative of Naugatuck Valley Council of Governments. Workforce members assume any and all risks associated with blogging.
- 3.7.3.5 The considerations and constraints associated with blogging apply to other social networks such as Facebook, LinkedIn, Instagram, and Twitter.

3.8 Prohibited Activities

The list of prohibited activities below is by no means exhaustive; additionally, it provides a framework for activities which fall into the category of prohibited activities.

3.8.1 Illegal Acts by Law

The following activities are prohibited:

- 3.8.1.1 Using IT resources to engage in any activity illegal under local, state, federal or international law.
- 3.8.1.2 Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Naugatuck Valley Council of Governments or the end user does not have an active license.
- 3.8.1.3 Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Naugatuck Valley Council of Governments.
- 3.8.1.4 Using a Naugatuck Valley Council of Governments IT resources to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws or which violates Naugatuck Valley Council of Governments sexual harassment policy.
- 3.8.1.5 Making fraudulent offers of products, items, or services originating from any Naugatuck Valley Council of Governments account.

3.8.2 Electronic Communication - Blogging, Community Sites

The following activities are prohibited:

- 3.8.2.1 Posting the same or similar non-business-related messages to large numbers of news groups (newsgroup spam).
- 3.8.2.2 Unauthorized use of Naugatuck Valley Council of Governments trademark, logos, and any other Naugatuck Valley Council of Governments intellectual property.

3.8.3 Electronic Communication – NVCOG Microsoft 365 Components

The following activities are prohibited:

- 3.8.3.1 Reading or accessing another workforce member's e-mail without his/her knowledge or proper approval.
- 3.8.3.2 Sending e-mail or other communications that either masks the user's identity or indicates that someone else sent the e-mail or communication.
- 3.8.3.3 Configuring e-mail systems to automatically forward e-mails to an external destination without approval from both the workforce member's manager and from Information Security.
- 3.8.3.4 Forwarding Confidential or Restricted data, via any means, unless that e-mail is critical to business and is encrypted.
- 3.8.3.5 Any form of harassment via e-mail, whether through language, frequency, or size of message.
- 3.8.3.6 Unauthorized use, or forging, of e-mail header information.
- 3.8.3.7 Creating or forwarding "chain letters," "Ponzi" or other "pyramid" schemes of any type.
- 3.8.3.8 Using e-mail to solicit for personal gain or to conduct non-Naugatuck Valley Council of Governments commercial business.
- 3.8.3.9 Using e-mail to solicit on behalf of religious or political causes.

3.8.4 Information Security

The following activities are prohibited:

- 3.8.4.1 Intentional introduction of malicious programs into the network, servers, or computer systems (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 3.8.4.2 Installing any software on any Naugatuck Valley Council of Governments IT resource without express prior documented permission from Information Security.
- 3.8.4.3 Accessing any IT resource by means of another System User's unique ID and/or password.
- 3.8.4.4 Revealing to anyone, any system password used as your unique identifier for system access.
- 3.8.4.5 Circumventing user authentication or security of any host, network, or account.
- 3.8.4.6 Unauthorized reviewing, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other Naugatuck Valley Council of Governments property, or improper use of Naugatuck Valley Council of Governments data obtained by any means.
- 3.8.4.7 Intentional acts that cause potential security issues or disruptions of network communications.
 - For purposes of this section, "security issues" include, but are not limited to, accessing data of which the workforce member is not an intended recipient or logging into a server or account that the workforce member is not authorized to access.
 - For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- 3.8.4.8 Connecting external media devices to Naugatuck Valley Council of Governments IT resources for the purpose of copying files or data unless otherwise properly encrypted and authorized for use by Information Security. This includes but is not limited to: USB thumb-drives, flash drives, external hard-drives, CD Burners, cellphones, and media players.

4 References to Regulatory and Industry Standards

References to Regulatory and Industry Standards are listed in the table below.

ISO 27001:2013	NIST SP 800-53	HIPAA
A.8.1.3 Acceptable Use of Assets	AC-20, PL-4, PS-6	Workstation Use §164.310(b)

5 References to Other Documents

References to other Policies, Standards, Procedures, Forms, or other Document Types in this document are listed in the table below.

Document Name	Document ID

6 External References

References used or cited in the creation of this document are listed in the table below.

Reference	Reference Title	Reference ID	Reference Year

Land Use Brief

Volume 1, Issue 3

November 2023

C.G.S SEC. 8-1c(B): EXPERT TECHNICAL SUPPORT

Authored by Molly Johnson and Emely Ricci, Community Planners



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Background

[CGS Sec. 8-1c](#) was amended via [Public Act No. 21-29](#) to include an opportunity for land use commissions to make use of expert fees in the review process for land use applications. [CGS Sec. 8-1c\(b\)](#) states that a municipality may require, by regulation, for the applicant to pay the cost of reasonable fees associated with the necessary review made by an expert consultant. The ability to utilize this new tool became effective on October 1, 2022.

This brief will summarize and outline [CGS Sec. 8-1c\(b\)](#) and provide examples of its use in the Naugatuck Valley Planning Region.

The Naugatuck Valley Council of Governments' Land Use Brief is a resource for land use staff and commissioners to support local land use decision making.

The information provided within this brief is for informational purposes only.

NVCOG recommends reaching out to your municipal attorney prior to action.

Questions? Comments?
Suggestions for future
Land Use Briefs?

Contact SN Villalba,
AICP, AZT at
snvillalba@nvcogct.gov



Applicant Fees for Land Use Application Expert Reviews

Public Act No. 21-29 | Sec. 8-1c(b)

Effective Date: October 1, 2022

CGS 8-1c(b) permits a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or inland wetlands commission to require any person applying for approval of an application to pay the cost of reasonable fees associated with any necessary reviews by consultants with expertise in land use of any particular technical aspect for the benefit of the commission or board.

The fees shall:

- (1) Be accounted for separately from other funds of such commission or board,
- (2) Be used only for expenses associated with the technical review by consultants who are not salaried employees of the municipality or such commission or board, and;
- (3) If unused, be returned to the applicant not later than forty-five (45) days after the completion of the technical review. This shall include any amount of the fee remaining after payment of all expenses for such technical review, including any interest accrued.



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Examples of Municipal Expert Fee Regulations: City of Bristol

The City of Bristol is currently rewriting their zoning regulations. As of the November 03, 2023, draft version of the regulations, the City included expert fee language in Article IV of their Zoning regulations:

16.3.11 B. The Zoning Commission may engage the services of an outside consultant to assist in its review of a Site Plan application. If such services are engaged, the Commission will procure an estimate for those services and the applicant shall submit a deposit for the full amount of the estimated fee to the City prior to opening of a public hearing on the application. An application will be denied as incomplete if the deposit is not submitted.

“This tool can be effective in helping Bristol, other communities, and their commissions to access the assistance they need to make more informed decisions. It is also an opportunity for municipalities to consult experts without placing the burden on taxpayers in footing the bill. In a past application, we’ve consulted the expertise of a geological technical expert to analyze and collect data on slopes, helping the Zoning Commission to better understand the application.”

– **Robert Flanagan, AICP, City Planner, Bristol**



NVCOG– Photo Credit



Examples of Municipal Expert Fee Regulations: Borough of Naugatuck

Sec 33.3.13 Additional fees for technical services and consultants.

In addition to the standard fees for the processing of an application, the applicant may be required to pay an additional fee to cover the costs of technical services and consultants to analyze, review and report on areas requiring a detailed, technical review if one or more of the following are met in the opinion of the commission / agency:

- (1) The nature and intensity of the project may have a substantial impact on the site and its surrounding areas;*
- (2) The project is large, complex or otherwise a substantial project;*
- (3) Town staff will not be able to complete a technical review of the application in the time period prescribed by the General Statutes;*
- (4) The project poses environmental, traffic and/or other issues beyond the expertise of Town staff to evaluate and make appropriate recommendations; or*
- (5) Additional technical evaluations are determined by the commission/agency to be necessary to fulfill the Town requirements for processing the application and/or may be necessary to obtain a satisfactory evaluation of the application.*

“We have adopted these changes because they enable us to have a neutral third-party review of proposed project applications. A third-party review may identify and bring up something that we have not discussed already in our review process.”

- Ed Carter, Certified Zoning Enforcement Officer, Naugatuck



Examples of Municipal Expert Fee Regulations: Town of Killingworth

Article IV : Technical Assistance Sec. 275-6 Fees

- A. *If the Planning and Zoning Commission, Inland Wetlands and Watercourses Commission or Zoning Board of Appeals finds that the nature and intensity of any proposed activity, use or development may have a significant impact on the site and its surrounding areas or that an application to any such commission or board may substantially affect regulated areas, then the Town may require additional technical assistance, which term shall also include legal assistance, in reviewing, evaluating and processing an application in accordance with its regulations. The Town will estimate the expense of the additional technical assistance based on a preliminary estimate prepared by a qualified party or expert. The amount of this estimate plus 50% of such amount for contingency will be the applicable technical assistance fee to be deposited with the Town. The applicant will pay the technical assistance fee simultaneous with submission of any such application or prior to review of such application.*
- B. *Upon completion of the technical review, including any conditions of approval made in the final action by the commission or board on the application, the Town will determine the costs incurred, pay the invoice of the qualified expert, and refund any excess amount to the applicant. The applicant will not be responsible for costs incurred for technical assistance that exceed 150% of the Town's estimate.*

Next Steps:

Encourage your land use commissions to amend or adopt expert fee language in their regulations. Should you desire any support in adopting expert fee language, please feel free to contact NVCOG Community Planner Emely Ricci, at ericci@nvcogct.gov or (475) 233-2068.



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

Land Use Brief Fall 2023



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AQUIFER PROTECTION AREAS

MOVING TOWARDS COMPLIANCE

WORKSHOP SERIES

The Naugatuck Valley Council of Governments is hosting action-oriented monthly workshops on CGS Section 22a-354a et seq. Aquifer Protection Area compliance.

Location

Virtual

Time

9 am - 10 am

Cost

Free

**Includes
Monthly
Office
Hours!**

2024 DATES

January 17

APA Program Overview

February 21

APA Champion Shares Best Practices

March 20

How to Create your Aquifer Protection Area Website

April 17

Aquifer Protection Area Registration 101

May 15

Lower Valley APA Site Visit

June 17

Upper Valley APA Site Visit

July 17

Proactive Protection: How to Maintain Compliance with your APA

**Presented in
Partnership with**

Department of Energy
and Environmental
Protection



Register for Zoom:
<https://bit.ly/473GwAA>