

**dSPECIAL MEETING OF THE EXECUTIVE COMMITTEE**

**MINUTES – June 7th, 2022**

**Members or Representatives in Attendance:**

Barkhamsted, Don Stein, Chair

Canaan (Falls Village), Henry Todd, Vice Chair

North Canaan, Charlie Perotti, Secretary

Harwinton, Mike Criss, Treasurer

Norfolk, Matt Riiska, At-Large

**Members Absent:**

New Hartford, Dan Jerram, At-Large

**Others Present:**

Robert Phillips, Executive Director - NHCOG

**Determination of Quorum and Call to Order:**

Chairman Don Stein called the meeting to order at 2:01PM.

**Consideration of Annual Salary Adjustments to Executive Director and Financial/Office Manager Positions and Recommendation to Submit the Proposed Budget for FY 2022-2023 for Approval to the NHCOG Board Membership.**

The Executive Director reviewed the proposed budget line by line. Of note, EDA CARES act funding is sunsetting resulting in a $200,000 difference in the annual operating budget.

*A Motion was Made (Todd) and Seconded (Perotti), and passed unanimously, to approve the recommended salary adjustments as presented by the Executive Director and submit the proposed budget to the full council with two modifications; Increase Regional Housing Council Dues and Department of Housing to $1 placeholders for possible future collaboration.*

**Recommendation to Submit the FY 2022-2023 “Work Plan Summary and Budget”, as Required by the Regional Service Grant (RSG) Request, to the NHCOG Board Membership for Endorsement.**

The Executive Director went over the RSG Work Plan. It remains largely unchanged from last year’s plan and budget.

*A Motion was Made (Todd) and Seconded (Perotti), and passed unanimously, to approve the RSG Work Plan Summary and Budget as presented with a modification to the format, aka “Statement of Work”, as requested by CTDOT.*

**NHCOG Office Expansion Status and Discussion.**

Discussion was held on the status of the available real estate market that could house NHCOG within the greater Torrington/Litchfield area. Consideration was given to whether grant funding could be obtained for a new build within the region. The Executive Director would explore this further, however consensus was that we should move forward with the original expansion plan from 2021.

*No motions or formal decisions were made.*

**Approval of Minutes of the Special Meeting of the Executive Committee – April 21, 2022.**

*A Motion was Made (Todd) and Seconded (Perotti), and passed unanimously, to approve the minutes as presented.*

**Adjournment:**

*A Motion was Made (Todd) and seconded (Perotti) to adjourn the meeting at 2:56PM.*