



## **NOTICE OF SPECIAL MEETING OF THE EXECUTIVE COMMITTEE**

**DATE:** Thursday, September 8<sup>th</sup>, 2022  
**TIME:** 9:00 AM – 9:45 AM  
**LOCATION:** NHCOC Conference Room – 59 Torrington Road, Suite A-1, Goshen CT

### **AGENDA**

*(Henry Todd, Chairman; Mike Criss, Vice Chairman; Charlie Perotti, Secretary; Tom Weik, Treasurer)*

1. Call to Order. **Henry Todd, Chairman**
2. Discussion and Suggested Actions to Consider for Referral to the NHCOC Policy Board:
  - a. To Authorize the Executive Director to Execute an Agreement with the PAC Group for a Design and Build under a Revised Budget for the Previously Approved New Conference Room and Conversion of Existing Conference Space into Additional Staff Offices (*attachments to be provided*), or
  - b. To Authorize the Executive Director to Enter into a Non-Binding Letter of Intent for the NHCOC Office Relocation to a Larger Space at 59 Field Street, Torrington, Subject to a Final Authorization to Proceed and Budget Approval by the NHCOC Policy Board to Follow (*attachments to be provided*).
3. Administrative Items:
  - a) Approval of Minutes of the Special Meeting of the Executive Committee – June 7, 2022 (*attached*)
4. Adjournment



## SPECIAL 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 - NHCOC

### **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 NHCOC 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 NHCOC 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.*

DRAFT