



## NOTICE OF REGULAR MONTHLY MEETING

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**DATE:** Thursday, March 9<sup>th</sup>, 2023  
**TIME:** 10:00 AM – 12:00 PM  
**LOCATION:** **HYBRID** In-Person and Remote at NHCOC, 59 Torrington Road, Suite A-1, Goshen, CT

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OPTION – Zoom: <https://us02web.zoom.us/j/85495811778?pwd=aVpmQ095Q0lRNnNqc2VpcHo4b0Qwdz09>  
Meeting ID: 854 9581 1778  
Passcode: 039366  
Call In Option: 1-301-715-8592

### AGENDA

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

- 10:00 AM Call to Order and Opportunity for Public Comment. **Henry Todd, Chairman.**
- 10:05 AM Report of the Executive Director, **Rob Phillips**
- 10:10 AM Presentation - How municipalities can use state and federal funding to meet their POCD open space goals by pairing CT DEEP's Open Space and Watershed Land Acquisition program (OSWA) and federal Highlands Act funding, **Connie Manes and Paul Singer, Litchfield Hills Greenprint Collaborative, Housatonic Valley Association**
- 10:25 AM Presentation - 30x30: Conservation in Northwest Connecticut, **Amanda Branson, Northwest CT Land Conservancy and Carrie Gotwals, Shayne Geiger and Sarah Torresen, Conway School of Design Students**
- 10:40 AM **Municipal Forum:** Information Sharing Round Table (**45 MINUTES DEDICATED**)
- 11:25 AM Report of the NHCOC Legislative Committee, **Mike Criss, Chairman**
- 11:35 AM Community and Economic Development Update, **Emily Hultquist, Assistant Director**
- 11:40 AM Transportation Planning Update, **Kathryn Faraci, Senior Regional Planner**
- **ACTION** – Public Works Equipment Collaborative (PWEC) 2023 Rates (*Attachment A*)
  - **ACTION** - Endorsement of Torrington Sue Grossman Greenway Extension under CTDOT TA Program

- **ACTION** - TIP amendments – National Electric Vehicle Infrastructure (NEVI) Program Administration and Assessment and Transportation Demand Management (TDM) Program aka CTRides; both statewide. (*Attachment B*)
- TRIP update – applications due March 31, 2023

11:45 AM DEMHS Update, **John Field, DEMHS Region 5 Coordinator**

11:55 AM Administrative Items:

- a) **ACTION** - Approval of Meeting Minutes for February 9, 2023 (*Attachment C*)
- b) **ACTION** - Approval of Financial Statement for January, **Sarah Better, Financial/Office Manager** (*Attachment D*)

12:00 PM Other Business as Raised by Members and Adjournment.

# ATTACHMENT A



## PUBLIC WORKS EQUIPMENT COOPERATIVE (PWEC) 2023 - EQUIPMENT LIST AND RENTAL RATES

**1) Traffic Counters (2).** Rental Rate: **\$25** per road count by town staff; **\$150** per road count by regional staff (includes email of traffic count results)

- |  |   |
|--|---|
| a) 2001 Jamar Traffic Counter, Serial # 06154. Cost New: \$895 | e) 2020 Jamar Radar Counter, SN#LE1078. Cost New: \$3,890 |
| b) 2001 Jamar Traffic Counter, Serial # 06155. Cost New: \$895 | f) 2020 Jamar Radar Counter, SN#LE1079. Cost New: \$3,395 |
| c) 2001 Jamar Traffic Counter, Serial # 06156. Cost New: \$895 |   |
| d) 2001 Jamar Traffic Counter, Serial # 06157. Cost New: \$895 |   |

**2) Street Sweepers (3).** Rental Rate: **\$795** per day (**\$570** for host towns)

- a) 2009 Elgin Broom Bear, VIN # 1HTMMAANA7H530802, Serial #H2101D, Based in Harwinton. Cost New: \$195,606.
- b) 2019 EG Whirlwind, VIN#1HTMMMMN4KH286137, Serial #MV-41685, Based in Litchfield. Cost New: \$278,030.
- c) 2015 Elgin Broom Bear, VIN#1FVACXCY8GHHJ8856, Based in Warren, Cost New: \$273,324.

**3) Catch Basin Cleaner (2).** Rental Rate: **\$795** per day (**\$570** for host town)

- a) 2008 Aqua Tech CB10 Catch Basin Cleaner, VIN#1HTWYAHT89J172505. Based in Goshen. Cost New: \$252,141.
- b) 2019 Elgin Megawind Catch Basin Cleaner. Based in Sharon. Purchase Price in 2019: \$259,918.

**4) Asphalt Recyclers (2).** Rental Rate: **\$115** per day (**\$95** for host towns)

- a) 2013 KM International T-2 Asphalt Recycler. Based in Litchfield. Cost New: \$66,765
- b) 2013 KM International T-2 Asphalt Recycler. Based in Goshen. Cost New: \$66,765

**5) Asphalt Hotbox (3).** Rental Rate: **\$60** per day (**\$50** for host towns)

- a) 2013 KM International 4-ton asphalt hot box. Based in Litchfield. Cost New: \$27,397
- b) 2013 KM International 4-ton asphalt hot box. Based in Goshen. Cost New: \$27,397
- c) 2013 KM International 4-ton asphalt hot box. Based in Kent. Cost New: \$27,397

**6) Straw Blowers (2).** Rental Rate: **\$60** per day (**\$50** for host towns)

- a) 2013 Bowie MG30 Straw Blower. Based in Goshen. Cost New: \$9,200
- b) 2013 Bowie MG30 Straw Blower. Based in Harwinton. Cost New: \$9,200

**7) Material Screeners (2).** Rental Rate: **\$455** per day (**\$340** for host towns)

- a) 2015 Rawson Model 3824 Screening Plant. Based in Cornwall. Cost New: \$95,500
- b) 2015 Rawson Model 3824 Screening Plant. Based in Washington. Cost New: \$95,500

*Note: Half day rental rates are available based on the above as rounded up to the nearest dollar amount, and invoices will reflect any weather delays or equipment breakdowns reported by the rental town.*

# ATTACHMENT B

## Requested Changes to CTDOT FY 2021 Statewide Transportation Improvement Program (STIP) In the Northwest Hills Region

**STIP Amendments #12 (3-9-23)** – The Bipartisan Infrastructure Law authorized the National Electric Vehicle Infrastructure (NEVI) Program with the intent of creating a national electric vehicle charging network. A CTDOT hired consultant will oversee implementation of the first phase of this program for the installation of electric vehicle fast chargers along Alternative Fuel Corridors at up to 11 sites. Activities will include but are not limited to developing and deploying a solicitation process; evaluating and awarding grants; developing contract materials; and stakeholder outreach. It is anticipated that this project will lead to up to 11 future projects with individual PE/CN phases. Due to the ongoing evolution of the NEVI Program, CTDOT will be working closely with FHWA regarding the specific activities to be funded under this project, and the project term and budget may be modified in the future based on additional NEVI Program guidance and coordination with FHWA. Term project with anticipated completion date of 12/31/24 (*Currently listed facilities in Salisbury, Norfolk, Colebrook and Torrington*)

<u>Proj#</u>	<u>Rte/Sys</u>	<u>Town</u>	<u>Description</u>	<u>Phase</u>	<u>Year</u>	<u>Tot\$(000)</u>	<u>Fed\$(000)</u>	<u>Sta\$(000)</u>	<u>Loc\$(000)</u>	<u>Comments</u>
0170-3682		STATEWIDE	NEVI PROGRAM PHASE 1 ADMINISTRATION	PL	2023	1,000	800	200	0	NEW PROJECT
0170-3684		STATEWIDE	RESILIENCE IMPROVEMENT PLAN & VULNERABILITY ASSESSMENT	PL	2023	750	600	150	0	NEW PROJECT

**STIP Amendments #13 (3-9-23)** – Using selected contractors, CTDOT will market, educate, and provide outreach to employers and individuals in support of CTDOT’s statewide Transportation Demand Management (TDM) program in the Greater Hartford and New London areas of the state under the brand name CTrides. This program assists in the formation and long-term viability of carpools and vanpools and includes affinity products which support the creation and long-term viability of carpools and vanpools. This program also provides comprehensive resources to help employers design, implement and maintain teleworking programs. This program will reduce the number of employee work trips, decreasing traffic congestion, energy consumption and air pollution. RPM SM Project ID: Provide funds for the Statewide Transportation Demand Management (TDM) project (Greater CT moderate portion) for the period 07/01/2023-06/30/2024.

<u>FACode</u>	<u>Proj#</u>	<u>Rte/Sys</u>	<u>Town</u>	<u>Description</u>	<u>Phase</u>	<u>Year</u>	<u>Tot\$(000)</u>	<u>Fed\$(000)</u>	<u>Sta\$(000)</u>	<u>Loc\$(000)</u>	<u>Comments</u>
CMAQ	0170-3667	VARIOUS	STATEWIDE	STATEWIDE TDM: GREATER CT MODERATE	OTH	2023	1,623	1,298	325	0	NEW PROJECT

# ATTACHMENT C



## MINUTES OF THE NHCOCG MEETING February 9, 2023

### Members or Representatives in Attendance:

Barkhamsted, Donald Stein	Burlington, Douglas Thompson (remote)
Canaan, Henry Todd	Colebrook, Christopher Johnston
Cornwall, Gordon Ridgway (remote)	Goshen, Todd Carusillo
Hartland, Magi Winslow (remote)	Harwinton, Michael Criss (remote)
Kent, Jean Speck (remote)	Litchfield, Denise Raap
Morris, Tom Weik	New Hartford, Dan Jerram
Norfolk, Matt Riiska (remote)	North Canaan, Charles Perotti
Roxbury, Patrick Roy	Salisbury, Curtis Rand
Sharon, Brent Colley (remote)	Torrington, Elinor Carbone (absent)
Warren, Greg LaCava (remote)	Washington, Jim Brinton (remote)
Winchester, Josh Kelly (remote)	

Others in Attendance: Leo Ghio, Rural Resource Coordinator, Jocelyn Ayer, Director of Litchfield Housing Opportunity, and John Field, DEMHS Region 5 Coordinator.

NHCOCG Staff: Robert Phillips, Emily Hultquist, Kathryn Faraci, and Sarah Better

Call to Order - Chairman Todd called the meeting to order at 10:02 AM.

Public Comment - none

Report of the Executive Director - Robert Phillips stated that NHCOCG is currently working on a preliminary budget and are hopeful that we will be awarded the federal Health Resources and Services Administration (HRSA) grant. This will provide the COG with \$1.2 over 4-year period. NHCOCG is working with the other statewide COGs to increase Regional Services Grant (RSG) funding as well as increasing Unified Planning Work Program funding.

Update from the Litchfield County Center for Housing Opportunity - Jocelyn Ayers shared a PowerPoint on the Center for Housing Opportunity Litchfield County. Please click link for full presentation - <https://www.youtube.com/watch?v=XB3aLqs2u1g>

Annual Report of the Rural Health Resources Coordinator - Leo Ghio shared a PowerPoint on the 2022 Annual Report. Please see click for full presentation - <https://www.youtube.com/watch?v=XB3aLqs2u1g>

# ATTACHMENT C

Community and Economic Development Update – Emily Hultquist shared the NHCOG is currently working on the CEDS update. The EDC Executive Committee has met twice in the last month and is working toward a spring stakeholder meeting which will likely be conducted as a charrette. The group is looking to launch a data collection effort to inform the CEDS update and stakeholder meetings. A sub-group of the EDC will meet to discuss the creation of a business retention and expansion effort region-wide. NHCOG staff will also be working to revive attention on the Discover Litchfield Hills website and social media platforms.

Transportation Planning Update – Kathryn Faraci shared information on proposed 2025-2028 STIP amendments for line striping and pavement markings for all four maintenance districts (including NHCOG District 4) funded by the STPA program. Motioned made to approve the STIP Selectman Speck and second by Motion passed unanimously. A reminder was also mentioned that there are still several towns that need to complete their ADA assessment. Also, a Road Supervisors Meeting was held on February 3<sup>rd</sup>. Some of the topics discussed included the public works equipment collaborative, cooperative bidding, future crack seal bidding, and navigating through the latest grant opportunities. Selectman Criss shared additional information received by CTDOT regarding the local bridge program status and that temporary pause to the program has been lifted.

DEHMS Update – John Field stated the new local emergency operations plan is due January 1, 2024. Emergency Management Performance Grant Program (EMPG) funding is supporting this initiative. DHEMS is in the process of updating their grant management system. Currently working on a Region 5 Strategic Plan and training. DHEMS is looking to participate in the meetings that Eversource is having with municipalities. They will be working with school safety and security regarding security assessments in the near future.

Report of the NHCOG Legislation Committee – Selectman Criss stated that he is currently monitoring 118 different bills that would affect the NHCOG region. Bill 5003 for Education Funding as currently stated is temporary and does not appear to cover the cost for inflation. The Bill does not address the increase flexibility for schools applying for waivers in the NBR to better leverage ECS funding. Without this flexibility, in NBR, the ECS will further decrease. Bill 60553 regarding OSHA compliance for Fire Departments and making them responsible for reporting on maintenance and operations which would burden many towns that have volunteer Fire Departments with undo and unnecessary costs. Also H.B. 5251 and H.B. 5491 proposes designating dispatchers for PTSD coverage which would in turn increase the LCD costs. Since volunteer EMTs are not currently allowed to use blue lights H.B. 5256 will allow them to use these colored lights which will provide for quicker response time. S.B. 136 proposes to increase Medicare and Medicaid reimbursements back to the ambulance departments and EMT agencies. In the Governor's budget there was discussion regarding Town Aid Road (TAR) funding remaining flat however, costs of paving and repairing roads are increasing. This program needs to take inflation into account and is underfunded. No increases to STEEP funding in 2024 however, there is \$30 million budgeted for FY 2025. They are looking to maintain the car tax at 32.46 and budgeting \$150 million for school district infrastructure improvements. Raised Bill 910 is proposing of providing a pension plan for permanent and volunteer Fire Department staff and EMTs. Proposed Bill 122 covers the replanting of trees where Eversource had cut them down.

Selectman Rand, Chairman of the Recycling Advisory Committee, recommended to the Board to approve their recommendation of Clean Harbors for the 2023 HHW season. Formal approval was conducted under the Administrative Items.

## Administrative Items

- a) **ACTION** – To Authorize the Executive Director to Establish an OPIOID Response Fund Consisting of Participating Municipal Settlement Awards for the Purpose of OPIOID

# ATTACHMENT C

Prevention within the NHCOC Region. Selectman Stein made the motion to approve and seconded by Selectman Jerram. Motion passed unanimously.

- b) **ACTION** – To Authorize the Executive Director to Enter into a Memorandum of Agreement (MOA) for Household Hazardous Waste (HHW) Collection Services with the Selected Vendor for the Period Covering 2023 and 2024. Selectman Stein made the motion to approve and seconded by Selectman Raap. Motion passed unanimously.
- c) **ACTION** - Recommendation for NHCOC Local Dues for FY 23-24. Selectman Rand made the motion to approve and seconded by Selectman Weik. Motion passed unanimously.
- d) **ACTION** - Approval of Meeting Minutes for January 12, 2022. Selectman Todd made the motion to approve and seconded by Selectman Stein. Motion passed unanimously.
- e) **ACTION** - Approval of Financial Statement for December, Selectman Todd made the motion to approve and seconded by Selectman Stein. Motion passed unanimously.
- f) **ACTION** – To Authorize the Executive Director to Enter into a Memorandum of Understanding (MOU) with the Greater New Haven Transit District (GNHTD) as an Option for Procurement of Vehicles being Purchased by the GNHTD through the Statewide Small Vehicle Joint Procurement Program. Selectman Speck made the motion to approve and was seconded by Selectman Raap. Motion was passed unanimously.

Other Business - none

The meeting adjourned at 12:07pm

Respectfully submitted,

NHCOC staff

# ATTACHMENT D

NORTHWEST HILLS COUNCIL OF GOVERNMENTS						
Jan-23						
	ORIGINAL	BUDGET	AMENDED	EXPENDED	EXPENDED	
OVERHEAD COSTS	<u>BUDGET</u>	<u>AMENDMENTS</u>	<u>BUDGET</u>	<u>THIS MONTH</u>	<u>TO DATE</u>	<u>UNEXPENDED</u>
Audit (Fiscal Services)	10,800				0.00	10,800.00
Cleaning Service/MSW Disposal	2,000			180.00	1,155.00	845.00
Dues, Subscript., Publications	3,000				474.00	2,526.00
Insurance (Bonds/Office/Property)	15,000	3,028.00	18,028.00		18,028.00	-
Miscellaneous	3,500			151.09	1,752.30	1,747.70
Office Supplies	2,500			300.24	2,183.29	316.71
Postage	700				83.60	616.40
Printing Services/Repro.	1,000				0.00	1,000.00
Rent	34,028			2,099.00	16,792.00	17,236.00
Equip. Maintenance, Repairs	5,000				4,402.97	597.03
Telephone, Computer, Fax & Internet	5,500			328.19	4,601.76	898.24
Travel & conference	6,000			805.74	4,580.76	1,419.24
Utilities	7,500			1,298.77	3,462.54	4,037.46
Contingency	5,000				3,028.00	1,972.00
<b>STAFFING</b>						
Salaries	374,450			31,204.16	218,557.32	155,892.68
Employee Benefits	102,307			6,638.20	47,252.20	55,054.80
Payroll Expenses	30,477			3,556.11	18,745.81	11,731.19
<b>CONSULTANTS &amp; OTHER SERVICES</b>						
Transit Planning - NWCTD **	15,000				0.00	15,000.00
Regional Engineer (LOTICIP)*	1,002				0.00	1,002.00
Regional Transportation Planning**	1				0.00	1.00
Housatonic River Commission	1,330				0.00	1,330.00
EDA Planning Partnership	20,000				0.00	20,000.00
Consultant Contingency **/ Other	8,834				0.00	-
<b>CAPITAL AND NON-REOCCURRING</b>						
Medical Deductible Contingency	-				0.00	-
Equipment	1				0.00	1.00
<b>OPERATING BUDGET SUB TOTAL</b>	<b>654,930</b>	<b>3,028.00</b>	<b>657,958.00</b>	<b>46,561.50</b>	<b>342,071.55</b>	<b>315,886.45</b>
Passthrough***				115,346.35	445,654.91	
<b>TOTAL</b>				<b>161,907.85</b>	<b>787,726.46</b>	
Revenue Received This Month	89,728.35					
Revenue Received To Date**	1,035,542.57			Revenue Received to Date	1,035,542.57	
Balance of Awarded Revenue	25,122.47			Expended to Date	787,726.46	
Total Revenue	1,060,665.04			Operating Account Balance	247,816.11	
Note: There are separate checking/savings accounts for: NW Hills Fuel Bank, Prescription Assistance Program, Public Works, N2N						
*Carryover from FY 21-22 for defined purposes.						
**Includes FY 21-22 carryover						
***Passthrough includes: DEMHS, CERT, Geer, HHW, HRC						



**NORTHWEST HILLS COUNCIL OF GOVERNMENTS**

**Jan-23**

	ORIGINAL BUDGET	BUDGET AMENDMENTS	AMENDED BUDGET	RECEIVED THIS MONTH	RECEIVED TO DATE	NOT RECEIVED
<b>INCOME</b>						
Regional Service Grant (OPM-SGIA)	262,002.00				262,002.04	-0.04
ConnDOT Transportation (HPR)	135,000.00				0.00	135,000.00
ConnDOT Transit	23,625.00				0.00	23,625.00
ConnDOT LOTCIP	12,500.00				0.00	12,500.00
ConnDOT RITS	10,000.00				24,999.00	-14,999.00
Municipal (Local) Dues	89,860.00			6,894.40	88,052.00	1,808.00
Town Fee for Service	1.00				0.00	1.00
Regional Housing Council Dues	1.00				0.00	1.00
Housatonic River Commission Dues	2,800.00				0.00	2,800.00
Foundation For Community Health	7,290.00				0.00	7,290.00
N2N (Berkshire Taconic)	1,500.00				0.00	1,500.00
DEMHS Region 5 Coordination by COG	12,000.00				2,000.00	10,000.00
DEMHS Region 5 Fiduciary	23,000.00				0.00	23,000.00
Natural Hazard Mitigation Plan - DEMHS					0.00	0.00
Department of Housing	1.00				0.00	1.00
EDA-Partnership Planing	60,000.00				30,000.00	30,000.00
EDA-CARE**					149,307.36	-149,307.36
Miscellaneous	200.00				73,360.16	-73,160.16
Bank Interest	150.00			15.41	86.97	63.03
Previous Year Accounts Receivable					0.00	0.00
Carryover funds FY 21/22	15,000.00				0.00	15,000.00
<b>OPERATING BUDGET SUB TOTAL</b>	<b>654,930.00</b>	<b>0.00</b>	<b>654,930.00</b>	<b>6,909.81</b>	<b>629,807.53</b>	<b>25,122.47</b>
Passthrough****				82,818.54	232,366.10	
<b>TOTAL</b>				<b>89,728.35</b>	<b>862,173.63</b>	
					48,082.52	
					48,351.16	
					60,843.12	
					220,029.29	
					359,325.19	
****Passthrough includes: DEMHS, CERT, Geer, HHW, HRC					<b>736,631.28</b>	