



REVISED

NOTICE OF REGULAR MONTHLY MEETING

NHCOCG ANNUAL MEETING

DATE: Thursday, June 8th, 2023
TIME: 10:00 AM – 11:00 AM
LOCATION: NHCOCG Office, 59 Torrington Road, Suite A-1, Goshen, CT

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 Introduction of Featured Speaker – **Steve Sullivan, President of CT Electric Operations, Eversource**
- 10:25 AM Regional Benefits of Participation in the Capitol Region Purchasing Council (CRPC), **Kim Bona, Program Manager, CRCOG**
- 10:35 AM Community and Economic Development Update, **Emily Hultquist, Assistant Director**
- 10:40 AM Transportation Planning Update, **Kathryn Faraci, Senior Regional Planner**
- State Matching Grant Program (MGP) – Dial-a-Ride Services
- 10:45 AM DEMHS Update, **John Field, DEMHS Region 5 Coordinator**
- 10:50 AM Administrative Items:
- a) **ACTION** – Approval of “Statement of Work” for the FY 2023-2024 Regional Service Grant (RSG) and NHCOCG Annual Operating Budget (*Attachments to be provided*)
 - b) **ACTION** - Election of NHCOCG Officers and Executive Committee for FY 2023-2024, **Henry Todd, Nominating Committee Chair**
 - c) **ACTION** - Approval of Meeting Minutes for May 11, 2023 (*Attachment A*)

- d) **ACTION** - Approval of Financial Statement for April, **Sarah Better, Financial/Office Manager** (*Attachment B*)
- e) Introduction of SustainableCT Summer Intern – Ryan Ziemnicki
- f) REMINDER - HHW Day, June 10th at Canaan (Falls Village) Transfer Station

11:00 AM Other Business as Raised by Members and Adjournment.

11AM - CCM Legislative Wrap-Up Via Zoom for those in-person at NHCOG

ATTACHMENT A



MINUTES OF THE NHCOCG MEETING May 11, 2023

Members or Representatives in Attendance:

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

Others in Attendance: Leo Ghio, Rural Resource Coordinator, John Field, DEMHS Region 5 Coordinator, Tim Waldron and Daniel Davis, Eversource

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

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

Public Comment - none

Report by the Executive Director - Robert Phillips discussed the potential office space move details and floor plan and lease agreement. Received legal counsel on this topic. Motion to approve the revised lease agreement was made by Selectman Stein and seconded by Selectman Winslow. Motion passed unanimously. A second motion was made by Selectman Jerram to authorize the Executive Director to give notification to terminate the existing lease and to approve the renovations at Ed Advance and moving expenses to be paid with unencumbered funds less than \$50,000 and was seconded by Selectman Roy. Motion passed unanimously. Discussed the services of an auditor and help with proposed budget for next fiscal year in which NHCOCG will be seeking approval next month. Review of bylaws and personnel rules will also be conducted by a subcommittee within the next few months.

Regional Performance Incentive Program (RPIP) Grant Overview - Rebecca Auger, Policy Development Coordinator, OPM provided an overview the competitive RPRP grant program and Amanda Kennedy, from the Southeastern CT Council of Governments (SCCOG) provided information on SCCOG's Municipal

ATTACHMENT A

Personnel Service Sharing Program.

Community and Economic Development Update – Emily Hultquist shared that the Northwest CT EDC would meet on May 16th in preparation for a public charrette process beginning in June. She also shared that the EDC Executive Committee had met on May 4th and selected four different consultants to continue CEDS implementation work as well as help prepare for the CEDS update. As a part of this work, the CT Data Collaborative will be working on a data refresh of economic and demographic data in the region – those datasets will be presented on a town, regional and state basis and may be of interest to each municipality.

Transportation Planning Update – Kathryn Faraci shared that the Unified Planning Work Program for FY 2024 through 2025 has been reviewed by FHWA, FTA and CTDOT. Motioned was made by Selectman Stein and seconded by Selectman Speck. Motion passed unanimously. Information on proposed 2025-2028 STIP amendments was also shared for the statewide project 0170-3640 for service plaza mainline sign and sign support replacement. Motioned made to approve the STIP Selectman Todd and second by Selectman Roy. Motion passed unanimously.

DEHMS Update – John Field stated they have a new member to their office staff that will be conducting data collection and Emergency Management Performance Grant Program (EMPG) involvement. Also, he shared information regarding small business association loans for Litchfield County. A migrant plan is in place. DEMHS continues to work with the CTDOT regarding diversionary planning. Communication discussions were held with Troop B. They are continuing to work with school safety and security officers regarding security assessments. Flood workshop will be held at the Kent School on June 21st. Working with Massachusetts for cross border mutual aid.

Municipal Forum – Information Sharing Round Table –

Canaan – The town received an ENRZ grant from Eversource to place a solar farm on town property to electrify all the government buildings in town. The sale of the old firehouse will be finalized in September. Jointly working on compost facility with Salisbury and North Canaan.

Barkhamsted – The town has had several discussions with Frontier regarding fiber optic cable to specific developments. The town currently has two STEAP grants, one of which is with the Department of Public Health. The second grant will be for the repair to the riverbank on the Farmington River with DEEP and the Army Corp of Engineers. They are currently working on taking out the deteriorated pine trees near the town beach.

Hartland – The town is restructuring a building with ARPA for the local food bank and shelter and are working with Eversource with tree trimming.

Litchfield – The town is working on closing the hotel at the courthouse and resolving parking concerns. Also, the town is working on a WPCA water pollution solar project. Food waste diversion plan is effective in all three schools. Working on the town beach Bantam Lake watershed to remediate runoff and combat the blue algae concerns. Combined Park and Recreation with Human Services office.

Morris – The town is working on culvert replacement and in conjunction with this the town is working on a STEAP grant for pavement of East Shore Road near Bantam Lake. A meeting was held with CTDOT regarding town center improvements which will realign Route 109 and Route 61 which includes sidewalks and proposed roadway realignment.

North Canaan – The Colony movie theater has been sold. The Resident Trooper program was approved.

ATTACHMENT A

Norfolk – The town is still working on the gas spill. Major excavation continues to be conducted on Maple Avenue. Affordable housing at Haystack Woods is moving forward. Discussions are continuing with the Department of Housing. Town landfill is being cleared for a solar farm.

Goshen – The town is looking to fill the position of Library Director. Their payroll clerk is retiring. The town purchased 13 acres across from the Department of Public Works to house town equipment with construction to possibly begin next summer.

Burlington – The town will be using Cardinal Engineering as their grant administrator. The town has put together an ARPA schedule.

New Hartford – The town will be utilizing ARPA funds in two phases. Hearings were held with PURA regarding the sale of water and sewers. A new roof was constructed on the town hall through a STEAP grant. Discussions regarding Paramedic Intercept were held within seven towns. The town is looking to move forward on a trail grant.

Roxbury – The town is working with Cardinal Engineering for a culvert project on a minor bridge. Town is looking to construct new tennis courts.

Cornwall – The town is working on the compost grant with the state. There will be a kayak race on the Housatonic River on May 21st.

Salisbury – One hundred affordable housing units are being proposed. The town is looking to address their solid waste issue with a larger sphere of composting.

Kent – The town was awarded an SMN grant from DEEP for composting titled Save As You Grow. DEEP Commissioner agreed to be a guest at the Town's trash talk event. The town's streetscape phase II is in the design phase with construction targeted for 2024. Town is working with neighboring towns on improvements to Lake Warramaug.

Winchester – Two bridges in town will now be funded 100 percent with state funds. The town announced that they have received a planning grant from DEEP for trail development in the Mad River Recreation area. The sale of large portions of town owned land is currently taking place. The town is implementing a \$1.7 million communities challenge grant. The town is also working on a congressional directed spending grant for the purchase of 800 band radios and reconstruction of the town's Public Works garage.

Administrative Items

- a) **ACTION** - Approval of Meeting Minutes for April 6, 2023, noting the correction of Selectman Thompson's attendance at this meeting. Selectman Weik made the motion to approve and seconded by Selectman Perotti. Motion passed unanimously.
- b) **ACTION** - Approval of Financial Statement for January, Selectman Stein made the motion to approve and seconded by Selectman Roy. Motion passed unanimously.
- c) Recommendations were made for NHCOC Officers and Executive Committee for FY 2023-2024. The slate of Officers shall be approved at the June annual meeting per NHCOC bylaws.

Other Business - none

The meeting adjourned at 12:02 pm

Respectfully submitted, NHCOC staff

ATTACHMENT B

NORTHWEST HILLS COUNCIL OF GOVERNMENTS						
Apr-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			900.00	10,800.00	-
Cleaning Service/MSW Disposal	2,000				1,515.00	485.00
Dues, Subscript., Publications	3,000				1,499.00	1,501.00
Insurance (Bonds/Office/Property)	15,000	3,028.00	18,028.00		18,228.00	(200.00)
Miscellaneous	3,500			290.51	3,818.30	(318.30)
Office Supplies	2,500			77.20	2,884.23	(384.23)
Postage	700				146.60	553.40
Printing Services/Repro.	1,000				0.00	1,000.00
Rent	34,028				20,990.00	13,038.00
Equip. Maintenance, Repairs	5,000				4,402.97	597.03
Telephone, Computer, Fax & Internet	5,500				5,278.14	221.86
Travel & conference	6,000			45.00	5,062.18	937.82
Utilities	7,500			299.65	5,164.97	2,335.03
Contingency	5,000			1,700.00	4,728.00	272.00
STAFFING						
Salaries	374,450			31,204.16	312,169.80	62,280.20
Employee Benefits	102,307			0.00	61,982.08	40,324.92
Payroll Expenses	30,477			2,551.18	26,903.47	3,573.53
CONSULTANTS & OTHER SERVICES						
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	8,834.00
CAPITAL AND NON-REOCCURRING						
Medical Deductible Contingency	-				0.00	-
Equipment	1				0.00	1.00
OPERATING BUDGET SUB TOTAL	654,930	3,028.00	657,958.00	37,067.70	482,544.74	175,413.26
Passthrough***				17,175.84	616,300.65	
TOTAL				54,243.54	1,098,845.39	
Revenue Received This Month	17,282.40					
Revenue Received To Date**	1,336,940.85			Revenue Received to Date	1,336,940.85	
Balance of Awarded Revenue	(91,331.12)			Expended to Date	1,098,845.39	
Total Revenue	1,245,609.73			Operating Account Balance	238,095.46	
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

Apr-23

	ORIGINAL BUDGET	BUDGET AMENDMENTS	AMENDED BUDGET	RECEIVED THIS MONTH	RECEIVED TO DATE	NOT RECEIVED
INCOME						
Regional Service Grant (OPM-SGIA)	262,002.00				262,002.04	-0.04
ConnDOT Transportation (HPR)	135,000.00				83,141.22	51,858.78
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				89,860.00	0.00
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			1,470.00	1,470.00	1,330.00
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				60,000.00	0.00
EDA-CARE**					149,307.36	-149,307.36
Miscellaneous	200.00				73,360.16	-73,160.16
Bank Interest	150.00			12.16	121.34	28.66
Previous Year Accounts Receivable					0.00	0.00
Carryover funds FY 21/22	15,000.00				0.00	15,000.00
OPERATING BUDGET SUB TOTAL	654,930.00	0.00	654,930.00	1,482.16	746,261.12	-91,331.12
Passthrough****				15,800.24	417,310.79	
TOTAL				17,282.40	1,163,571.91	
					48,082.52	
					48,351.16	
					60,843.12	
					220,029.29	
					359,325.19	
****Passthrough includes: DEMHS, CERT, Geer, HHW, HRC					736,631.28	