



NHCOG SPECIAL MEETING MINUTES August 23, 2023

Members or Representatives in Attendance (IN BOLD):

Barkhamsted, Donald Stein
Burlington, Douglas Thompson
Canaan, Henry Todd
Colebrook, Christopher Johnstone
Cornwall, Gordon Ridgway
Goshen, Todd Carusillo
Hartland, Magi Winslow
Harwinton, Michael Criss
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
Torrington, Elinor Carbone
Warren, Greg LaCava
Washington, Jim Brinton
Winchester, Josh Kelly

Others in Attendance: NONE

NHCOG Staff:

Robert Phillips, Executive Director
Emily Hultquist, Deputy Director/Community and Economic Development

Call to Order - Chairman Todd called the meeting to order at 8:32AM.

Public Comment - NONE

Authorization for the Secretary to Endorse 2023-24 Regional Service Grant (RSG) Resolution

The Executive Director explained the requirement for accepting the FY23-24 RSG funding.

MOTION TO APPROVE (RAAP) AND 2ND (STEIN) AND PASSED UNANIMOUSLY TO AUTHORIZE THE NHCOG SECRETARY TO SIGN THE RSG CERTIFICATION AS PRESENTED.

Authorization to Formally Replace the Northwest CT Economic Development Corporation (NWCT EDC) with NHCOG as the Fiduciary and Administrator of the Region's Economic Development District (EDD) to Comply with the US EDA Requirement for Grant Applications

The Executive Director began the discussion with a little history of how the NWCT EDC was originally the formal entity managing the region's EDD. However, over the last decade or so NHCOG became the grant applicant and administrator and the EDA is requiring us to bring this in line with their records in order to receive our 2nd year funding amount in the \$180,000 3-year Partnership for Planning grant award. Essentially, this is a formality and the NWCT EDC will continue to be the steering committee for all things

Economic Development in the region including formulating the budget for NHCOG approval. Emily Hultquist also offered more background and instruction on what needs to be done.

MOTION TO APPROVE (STEIN) AND 2ND (BRINTON) AND PASSED UNANIMOUSLY TO APPROVE NHCOG AS THE FORMAL ENTITIY TO APPLY AND MANAGE EDA GRANTS AS REQUESTED FROM EDA.

Authorization for the Executive Director to Enter into Contracts with 1.11 Group for NHCOG Social Media Services in the amount of \$4,930 and \$4,850 for NHCOG Website Overhaul. Total Contracted Amount to 1.11 Group - \$9,780

Emily Hultquist discussed the background need for updating the architecture and usability of the NHCOG website as well as the need for an active social media presence.

There was discussion about the real need for a consultant to manage a social media platform. It was decided that the board will continue to take that into consideration and discuss at the next meeting.

MOTION (BRINTON) AND 2ND (RAAP) AND PASSED UNANIMOUSLY TO MOVE THE SOCIAL MEDIA CONTRACT ITEM TO THE NEXT MEETING OF THE BOARD.

MOTION (STEIN) AND 2ND (JERRAM) AND PASSED (NAY – WEIK) TO APPROVE THE WEBSITE OVERHAUL CONTRACT WITH 1.11 GROUP, LLC AS PRESENTED IN THE AMOUNT NOT TO EXCEED \$4,850.

Proposed Revisions for Review:

- a. NHCOG Bylaws (Attachment D)
- b. NHCOG Policies and Procedures Manual

The Executive Director provided an overview of suggested Bylaw modifications for additional board consideration. The Policies and Procedures draft was not ready for review.

Don Stein suggested the Executive Committee review and suggested revisions to the board at a later date.

NO MOTIONS OR DECISIONS WERE MADE

Finance Officer Recruitment

The Executive Director updated the board with the status of the recruitment as well as discussed, the potential option for a consultant recruiter to try and find a match if necessary.

NO MOTIONS OR DECISIONS WERE MADE

Adjournment

MOTION (STEIN) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:11AM.