



## NOTICE OF REGULAR MONTHLY MEETING (REMOTE ONLY)

### LEAVE TODAY'S MEETING WITH:

- *A New CEDS Plan for the region*
- *An Understanding of the Safe Routes to School Grant Program*
  - *Cybersecurity Training and Security in the Region*
  - *Tools for Transportation Infrastructure Planning*
- *How the Region is LEADING THE WAY in the use of Opioid Settlement Funds*

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**DATE:** Thursday, March 14, 2024 | **TIME:** 10:00 AM – 12:00 PM

**ZOOM LINK:** <https://us02web.zoom.us/j/85256863002?pwd=aGNEaXRrK3ErbE1YRnVsbThSK3pPdZ09>

**Meeting ID:** 852 5686 3002 | **Passcode:** 084206 | **Call-in Option:** 1-301-715-8592

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### AGENDA

*(Chairman Dan Jerram; Vice Chairman Mike Criss; Secretary Patrick Roy; Treasurer Tom Weik)*

1. Call to Order and Opportunity for Public Comment, **Dan Jerram, Chair - 5 minutes**
2. Report of the Executive Director, **Rob Phillips - 5 minutes**
  - ED Activity Log – December (*Attachment A*)
  - MSW Update
  - Interest level in an HR Circuit Rider in the Region
  - Recap of Road Supervisors Meeting – February 13<sup>th</sup>
  - FY23 Year End Audit Completion Update
3. Safe Routes to School Program, **Kristen Levesque, CTDOT Transportation Engineer - 10 minutes**
4. Cybersecurity Training as a Regional Service Program, **Weston Meehan, EBM - 20 minutes**
5. Website Domain Conversion (.gov) Within the Region (*Attachment B*), **Jean Speck - 5 minutes**
6. Transportation Planning - **20 minutes**
  - a) Roadway Asset Management System (RoadSoft) **Raz Alexe, Litchfield DPW Director/Town Engineer**

- b) **ACTION** - STIP Amendments - Project 0174-0467 Repair of steel beam ends on various NHS and non-NHS bridges in District 4, **Kathryn Faraci** (*Attachment C*)
- 7. Regional Comprehensive Economic Development Strategy (CEDS) Review and Approval, **Rista Malanca - 15 minutes**
- 8. RORF Quarterly Review (*Attachment D*), **Leo Ghio - 10 minutes**
- 9. DEMHS Update, **John Field, DEMHS R5 - 5 minutes**
- 10. Administrative Items - **5 minutes**
  - a) **ACTION** - Approval of the Regular Meeting Minutes for the February 7, 2024 (*Attachment E*)
  - b) **ACTION** - Approval of Monthly Financial Statement for January (*Attachment F*)
  - c) Correspondence – Letter of Support for Steep Rock Association (Washington) to Recreational Trails Grant Program – Construction of Bridge and Trail over Bee Brook in Hidden Valley Preserve (*Attachment G*)
  - d) Correspondence – Letter of Support for Burlington application to Recreational Trails Grant Program – Maintenance and Construction on the Farmington River Trail and Farmington Canal Heritage Trail (*Attachment H*)
  - e) Correspondence – Letter of Support for Northwest CT Land Conservancy (NCLC) for application to Recreational Trails Grant Program for the creation of a Master Plan of its trail systems (*Attachment I*).
- 11. **EXECUTIVE SESSION** – For the Purpose of Potential Regional Contract Agreements
- 12. Meeting Adjournment.

**----- Next NHCOC Regular Monthly Meeting – Thursday, April 4<sup>th</sup>, 2024 at 10AM -----**



## **ATTACHMENT A**

### **MEMORANDUM**

**To: NHCOCG Board**  
**From: Robert A Phillips, Executive Director**  
**Date: March 14<sup>th</sup>, 2024**  
**Re: Meeting Activity Log of the Executive Director**

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Please find the Executive Director's general activity log for meetings and discussions relating to the noted topics **since the February 7<sup>th</sup> Board Meeting of FY23-24**. If you have any questions, concerns, or suggestions, please contact me at [rphillips@northwesthillscog.org](mailto:rphillips@northwesthillscog.org) or via phone at 860-491-9884.

#### **ECONOMIC DEVELOPMENT**

- Coordinated with Rista and SHI, the consultant on our CEDS.
- Met with the NWCT ED Collaborative on the CEDS Development Process.
- Held required Public Meeting for the Draft CEDS plan.
- Attended monthly NW CT Chamber of Commerce meeting.

#### **LAND USE PLANNING/PRESERVATION/CONSERVATION**

- Coordinated with staff, member and adjacent towns on land use regulation referrals.
- Attended Housatonic River Association (HRC) meeting.
- Met with Claire Abate of Live Green CT along with Rista.
- Held a "5<sup>th</sup> Thursday" Land Use Training with UConn CLEAR.



- Discussed and offered support for several Recreational Trails Grant Application Projects in the region with Rista and applicants.

## **EMERGENCY MANAGEMENT**

- Lead R5 REPT Meeting.
- Met with ESF 7 Management team.
- Attended quarterly CT DEMHS Coordination Meeting

## **TRANSPORTATION/PUBLIC WORKS**

- Met with DOT to discuss the RITS program funding Issues.
- Held a PWEC Road Supervisor Meeting.
- Attended, with Kathryn, the monthly/quarterly COG/MPO DOT meeting at DOT HQ.

## **MSW**

- Toured the Torrington Transfer Station with Rista and Kathryn.
- Met with Jennifer Heaton-Jones (HARRA) and Rista to discuss MSW in the region and the creation and management/process of HARRA.
- Met with Mark Daley of MIRA DA multiple times to discuss MSW transitional matters.

## **OTHER NHCOCG TOPICS**

- Met with Representative Horn and CT COG Executive Directors to discuss the need for access to grant matching funds for greater ability to compete at the federal level for competitive funding opportunities.
- Met with prospective HR regional circuit rider for potential needs in the region.
- Attended the annual COST Town Meeting.



- Attended the annual CCM Legislative Committee Breakfast with Legislators at the Capitol Armory along with another CCM leg meeting as needed.
- Participated in quarterly CT COG Financial best practice meeting.
- Met with staff of MY OFFICE, LLC for bookkeeping and grants mngt architecture purposes.
- Participated in multiple phone conversations with the state, towns, residents, and other stakeholders in the region on demand.

**ATTACHMENT B**  
**NHCOG member town Domain Name analysis**

<b>town/COG</b>	<b>current domain name</b>	<b>suggested .gov domain name</b>
<b>NHCOG</b>	<b>northwesthillscog.org</b>	<b>nhcogct.gov</b>
Barkhamsted	<b>barkhamsted.us</b>	barkhamstedct.gov
Burlington	<b>burlingtonct.us</b>	burlingtonct.gov
Canaan	<b>canaanfallsvillage.org</b>	canaanfallsvillagect.gov
Colebrook	<b>townofcolebrook.org</b>	colebrookct.gov
Cornwall	<b>cornwallct.gov</b>	
Goshen	<b>goshenct.gov</b>	
Hartland	<b>hartlandct.gov</b>	
Harwinton	<b>harwinton.us</b>	harwintonct.gov
Kent	<b>townofkentct.org</b>	kentct.gov
Litchfield	<b>townoflitchfieldct.org</b>	litchfieldct.gov
Morris	<b>townofmorrisct.com</b>	morrisct.gov
New Hartford	<b>newhartfordct.gov</b>	
Norfolk	<b>norfolkct.org</b>	norfolkct.gov
North Canaan	<b>northcanaan.org</b>	northcanaanct.gov
Roxbury	<b>roxburyct.com</b>	roxburyct.gov
Salisbury	<b>salisburyct.us</b>	salisburyct.gov
Sharon	<b>sharonct.org</b>	sharonct.gov
Torrington	<b>torringtonct.org</b>	torringtonct.gov
Warren	<b>warrenct.gov</b>	
Washington	<b>washingtonct.org</b>	washingtonct.gov
Winchester	<b>townofwinchester.org</b>	winchesterct.gov

**% of members with a .gov DN:**

**23%**

# ATTACHMENT C

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

**STIP Amendments #2 (3-14-24) – New Projects to provide funding for** This project will repair steel beam ends on various NHS and Non-NHS bridges in District 4 using UHPC as opposed to traditional steel welding techniques. Beam ends located under leaky expansion joints become corroded over time and require repair. UHPC beam end repairs help pass the live load from the superstructure to the substructure, increasing the strength rating of the beam end, as well as encasing the beam end in concrete to protect from the elements and further corrosion. The PE phase includes a PD/FD split.

This project is being initiated under the "Ultra High Performance Concrete Beam End Repair Program". These bridges have been identified in this Statewide program as a priority, to address the Department's Structures within our bridge inventory and maintain their major components in a "State of Good Repair". This rehabilitation project is being programmed using additional reauthorization funding from the Infrastructure Investment and Jobs Act (IIJA). PPI # PP174-0024. Bridges are located in Danbury, North Canaan, Waterbury, and Watertown. Design and RW funded with 100% State funds.

<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>
BRFP	0174-0467	VARIOUS	DISTRICT 4	UHCP BEAM END REPAIRS ON VARIOUS BRIDGES	CON	2024	9,000	7,200	1,800	0	NEW PROJECT

## ATTACHMENT D

Participating Towns	Total as of 2/19/2024
Barkhamsted	\$5,131.08
Canaan	\$2,838.60
Colebrook	\$2,454.38
Hartland	\$2,974.52
Kent	\$6,910.84
Litchfield*	\$28,787.45
Morris	\$824.98
Norfolk	\$3,661.03
North Canaan*	\$7,549.49
Warren	\$4,049.09
Washington	\$12,843.79
<b>Total:</b>	<b>\$78,025.25</b>

**W/O North Canaan and Litchfield:** \$41,688.31

\*These are projected payments that will begin being processed after 3/11/2024

\*The "totals" include: Walmart Initial Payment #1, Walmart Second Payment #1, Walgreens Payment

Non-Participating Towns:	Total as of 2/19/2024
Burlington	<b>\$19,418.51</b>
Cornwall	<b>\$4,018.25</b>
Goshen	<b>\$251.85</b>
Harwinton	<b>\$1,044.71</b>
New Hartford	<b>\$10,941.94</b>
Roxbury	<b>\$313.54</b>
Salisbury	<b>\$8,699.59</b>
Sharon	<b>\$6,294.04</b>
Torrington	<b>\$112,872.38</b>
Winsted	<b>\$31,088.51</b>







# MINUTES OF THE NHCOC MEETING

02.07.2024

## ATTACHMENT E

remote

### Member/Representative Attendance:

✓	<b>Barkhamsted</b> , Nick Lukiwsky		<b>Harwinton</b> , Michael Criss	✓	<b>Roxbury</b> , Patrick Roy
✓	<b>Burlington</b> , Doug Thompson	✓	<b>Kent</b> , Marty Lindenmayer	✓	<b>Salisbury</b> , Curtis Rand
✓	<b>Canaan</b> , David Barger	✓	<b>Litchfield</b> , Denise Raap	✓	<b>Sharon</b> , Casey Flanagan
✓	<b>Colebrook</b> , Bradley Bremer	✓	<b>Morris</b> , Tom Weik	✓	<b>Torrington</b> , Elinor Carbone
✓	<b>Cornwall</b> , Gordon Ridgway	✓	<b>New Hartford</b> , Dan Jerram	✓	<b>Warren</b> , Greg LaCava
✓	<b>Goshen</b> , Todd Carusillo	✓	<b>Norfolk</b> , Matt Riiska		<b>Washington</b> , Jim Brinton
✓	<b>Hartland</b> , Magi Winslow	✓	<b>North Canaan</b> , Brian Ohler	✓	<b>Winchester</b> , Todd Arcelaschi

### Others in Attendance:

**NHCOC Staff:** Sarah Better, Kathryn Faraci, Leo Ghio, Rista Malanca, Rob Phillips, Jean Speck.

**Guests:** Craig Babowicz, Bill Champagne, Kevin Tedesco - CONNDOT; Craig Whiting, North Canaan BoS; Emily Armstrong - Rep. Hayes' office; John Field, DEMHS; John Wardzala, Meg Haffner - The Kennedy Collective; Cathy Awwad – Northwest Regional Workforce Investment Board.

**Call to Order:** called the meeting to order at 1001.

### Public Comment:

### Report of Executive Director:

- ED Activity Log – December
- Legislative Breakfast Recap – we had an excellent turnout with
- 5th Thursday Land Use Training Zoom – February 29<sup>th</sup>
- Road Supervisors Meeting – February 13<sup>th</sup>
- R5 REPT Full Board Meeting – February 26<sup>th</sup>
- Last Full Remote NHCOC Meeting – March 14<sup>th</sup>
- FY23 Year End Audit Completion
- CEDS Timeline

### Connect your Municipality to the CEN Network Through a Free Fiber Build Which Utilizes ARPA

**Funds:** Paul and Wendy from Connecticut Education Network (CEN) presented an overview on the services provided by CEN. Also provided information about their upcoming [CEN Member Conference](#)

**RESOURCE REFERENCES:** [click to open slide deck presented at meeting.](#)

**MSW Subcommittee Update:** Dan Jerram gave an update on the first meeting of the new subcommittee; discussion about next steps and the future beyond 2027 when MIRA dissolves. Rob Phillips reported that he investigated and confirmed with OPM that funding through the RSG.

**MOTION by Todd/Matt to authorize the executive director to send a non-binding letter of intent expressing interest in the Torrington Transfer Station and requesting any existing environmental**

**data associated with the site**, passed unanimously.

**MOTION by Todd/Matt to authorize the executive director retain counsel to investigate drafting an ordinance, based on CGS 7-273, to create a regional resource recovery authority**, passed unanimously.

**DEMHS Update:** John Field provided an update on LEOPs, Operation Migrant, reported that CERT grants are in the process of being increased.

**Update from the Northwest Regional Workforce Investment Board (NRWIB):** Catherine Awwad presented an overview of their organization and services they provide.

**RESOURCE REFERENCES:** [click to open slide deck presented at meeting.](#)

**Transportation Planning:**

**MOTION by Denise Raap/Curtis Rand to approve STIP Amendments** - New Projects to provide funding for Replacement of the Route 47 retaining wall between Moody Bridge Road E and School Street in Washington, and construction of additional retaining walls to facilitate widening of Route 47 to standard, replacing guiderail and minor roadway realignment. Approved unanimously

**Administrative Items:**

- a) **MOTION by Todd Carusillo/Patrick Roy to approve the amended 2024 NHCOG Regional Legislative Priorities**, approved unanimously.
- b) **MOTION by Tom/Patrick to approve NHCOG Local Dues for FY 24-25**,
- c) **MOTION by Todd Carusillo /Dave Barger to approve the Regular Meeting Minutes for the January 11, 2024**, unanimously approved, 1 abstention.
- d) **MOTION by Curtis Rand/Todd Carusillo to approve the Financial Statements for December**, approved unanimously.

**Open Discussion and Advisement for the Benefit of the NHCOG Membership:**

**Meeting adjourned** at Doug/Denise @ 1136

Respectfully submitted,

*NHCOG staff*

# ATTACHMENT F

## NHCOG FINANCIAL REPORT

### JANUARY 2024 YEAR TO DATE - ACCRUAL BASIS

	Month JANUARY	YTD	NHCOG BUDGET FY 2023-2024	% Budget used
<b>OPERATING INCOME</b>				
Regional Service Grant		488,098	\$ 488,098	100%
ConnDOT SPR and Federal Transit		134,983	\$ 322,128	42%
RITS			\$ 10,000	0%
LOTICIP			\$ 7,500	0%
DEMHS	-	34,007	\$ 56,000	61%
HRSA Grant	11,728	91,900	\$ 145,758	63%
HRC Grant		3,500	\$ 1,470	238%
EDA Partnership		30,000	\$ 10,000	300%
Housatonic River Wild and Scenic NPS Fiduciary			\$ 13,500	0%
Found for Com Health-Rx Assist			\$ 3,000	0%
Bershire Taconic N2N			\$ 1,500	0%
Building Healthier Communities Produce Rx Pro		1,756	\$ 1,756	100%
Local Dues		54,026	\$ 54,026	100%
Pass through Revenue	7,840	199,601	\$ 928,350	22%
National Opioid	-	32,344	\$ -	
	<b>\$ 19,569</b>	<b>\$ 1,070,215</b>	<b>\$ 2,043,086</b>	
<b>STAFFING</b>				
Salaries - Direct	48,716	300,409	\$ 671,596	45%
Employee Benefits (Fringe & PTO) and Payroll Expenses	17,975	100,390	\$ 329,357	30%
<b>Staffing Subtotal</b>	<b>\$ 66,691</b>	<b>\$ 400,798</b>	<b>\$ 1,000,953</b>	40%
<b>OVERHEAD COSTS</b>				
Audit (Fiscal Services)	-	8,275	\$ 19,000	44%
Bonds/Property Insurance		16,826	\$ 19,000	89%
Dues, Subscriptions, Publications	-	1,693	\$ 3,000	56%
Equipment Maintenance	77	1,185	\$ 5,000	24%
Office Supplies	926	10,156	\$ 3,000	339%
Postage	-	309	\$ 250	124%
Printing Services, Reproduction			\$ 1,000	0%
Rent	2,640	15,584	\$ 25,692	61%
Utilities	-	1,319	\$ 6,000	22%
Telephone, Computers & Internet	724	4,281	\$ 7,000	61%
Cleaning Service/MSW Disposal	-	225	\$ 2,000	11%
Travel & Conferences	646	3,468	\$ 8,000	43%
Miscellaneous	-	1,678	\$ 3,500	48%
Contingency (Moving net with interest income)	(19)	30,698	\$ 5,000	614%
<b>Overhead Subtotal</b>	<b>\$ 4,995</b>	<b>\$ 95,696</b>	<b>\$ 107,442</b>	89%
Passthrough Expenditures (Contractual)	\$ 20,336	\$ 424,276	\$ 928,350	46%
<b>CAPITAL AND NON-RECURRING</b>				
Equipment (computers, furniture, hardware, etc)		-	\$ 6,341	0%
<b>Capital and Non-reoccurring Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,341</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 92,022</b>	<b>\$ 920,771</b>	<b>\$ 2,043,086</b>	
<b>NET</b>	<b>\$ (72,453)</b>	<b>\$ 149,444</b>	<b>\$ -</b>	
<b>Bank Accounts-Balance 01/31/2024</b>				
Certificate of Deposit #1-6996		48,173		
Certificate of Deposit #2-2036		48,495		
Certificate of Deposit #3-0783		61,093		
Certificate of Deposit NWCB		220,456		
STIF - NHCOG General Fund		381,308		
TSB Checking		174,876		
<b>Total Bank Accounts</b>		<b>934,401</b>		
<b>Statement of Cash Flows</b>				
		<b>Total</b>		
<b>OPERATING ACTIVITIES</b>				
Net Income		149,444		
Adjustments to reconcile Net Income to Net Cash provided by operations:				
Net change in accounts receivable		160,022		
Net change in accounts payable		(340,517)		
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>		<b>(180,495)</b>		
<b>Net cash provided by operating activities</b>		<b>(31,051)</b>		
<b>Net cash increase for period</b>		<b>(31,051)</b>		
<b>Cash at beginning of period</b>		<b>965,452</b>		
<b>Cash at end of period</b>		<b>934,401</b>		

ATTACHMENT G



March 6, 2024

Kimberly Bradley  
Trails & Greenways Program Coordinator  
Department of Energy and Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127

RE: Steep Rock Association – Bee Brook Bridge and Trail Installation --Grant Application

Dear Ms. Bradley:

Steep Rock Association in Washington, CT has proposed the construction of an ADA-accessible bridge over Bee Brook in Hidden Valley Preserve that will connect with the existing Thoreau Bridge and form an accessible loop trail.

The bridge and trail proposal are consistent with NHCOCG's Regional Trail Map and Connectivity Assessment that was published in 2017. In the report, we specifically address that very few land trust trails and only a limited number of state or municipal trails are ADA accessible in the area. While not constructed to guidelines, we also concluded that some of Steep Rock's low gradient trails may be suitable for use. We also highlighted the opportunity for the Shepaug Greenway to link with the Mattatuck Trail to create a long distance, low-gradient regional hiking trail within the NHCOCG service area.

NHCOCG's mission is to make Northwest Connecticut a better place to live, do business, and visit by providing a forum for local officials to discuss issues of intermunicipal concern, promote regional cooperation, and direct various regional initiatives to enhance government planning, efficiency and service delivery.

We believe Steep Rock's bridge and trail project will enhance Northwest Connecticut in keeping with our mission, and accordingly we support Steep Rock's grant application and hope you will fund this project.

Sincerely,

Robert A. Phillips, AICP  
Executive Director  
Northwest Hills Council of Governments

**ATTACHMENT H**



March 7, 2024

Ms. Kimberly Bradley  
Trails and Greenways Program Coordinator  
Department of Energy and Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127

RE: Letter of Support for the Town of Burlington's CT Recreational Trails Grant Application

Dear Ms. Bradley,

The Northwest Hills Council of Governments supports the Town of Burlington's application to the CT Recreational Trails Program to fund maintenance and construction activities that will help improve trail conditions and ADA access.

Developing and maintaining our outdoor recreational amenities, such as the Farmington River Trail and the Farmington Canal Heritage Trail is consistent with the Region's Plan of Conservation and Development and the Comprehensive Economic Development Strategy.

Outdoor Recreation contributes to the Region's economic growth and high quality of life that make NW CT an attractive place to visit, live, work and do business.

Northwest Hills Council of Governments encourage a favorable review of this application to improve public trail access for all who wish to connect to nature in Northwest Connecticut.

Sincerely,

Robert Phillips, AICP  
Executive Director

# ATTACHMENT I

Date March 1, 2024

Ms. Kimberly Bradley  
Trails and Greenways Program Coordinator  
Department of Energy and Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127

RE: Letter of Support for NCLC's CT Recreational Trails Grant Application

Dear Ms. Bradley,

The Northwest Hills Council of Governments (NHCOG) offers enthusiastic support of Northwest Connecticut Land Conservancy's (NCLC) application to the CT Recreational Trails Program to fund a master plan of its trail systems to assess and prioritize public trail development and connection on NCLC's public preserves.

NCLC is the largest land trust in Connecticut, conserving 13,300 acres (and growing) in its service region of Litchfield and northern Fairfield Counties. The organization currently manages 22 public preserves and is set to expand its number of public preserves. A master plan to develop a more comprehensive trail plan will help connect more people to the land and better serve the public in Litchfield and Fairfield counties.

The NHCOG strongly encourages master planning, and trail development on public preserves is consistent with both the Northwest CT Plan of Conservation and Development and the Comprehensive Economic Development Strategy.

NHCOG encourages a favorable review of this application to improve public trail access for all who wish to connect to nature in Northwest Connecticut.

Sincerely,



Robert Phillips, AICP  
Executive Director