



NOTICE OF REGULAR MONTHLY MEETING (REMOTE ONLY)

LEAVE TODAY'S MEETING WITH

- ***What the UConn T2 Center's Safety Circuit Rider Program can do for you.***
 - ***ADA Compliance Assessment for the Region***
 - ***An understanding of Transit Services in the Region***
 - ***Status of Municipal Solid Waste Planning***

DATE: THURSDAY, APRIL 4, 2024

TIME: 10:00 AM – 12:00 PM

LOCATION: <https://us02web.zoom.us/j/81524918188?pwd=WUVnQTdFdWNmWmlpWWphbFdmM2RmUT09>

Meeting ID: 815 2491 8188 | Passcode: 995032 | Call-in Option: 1-309-205-3325

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 mins**
2. Report of the Executive Director, **Rob Phillips - 5 mins**
 - ED Activity Log – December (*Attachment A*)
 - Federal Congressionally Directed Spending
 - FY23 Year End Audit Completion Update
 - 2024 CAMA Data and GIS Parcel Layer Submissions to NHCOCG before May 1st Deadline
3. UConn Safety Circuit Rider Program, **Jason Hughes - UConn Training and Technical Assistance (T2) Center - 15 mins**
4. Municipal ADA Compliance – Review of the 2022 Assessment, **Katherine Hedberg - CTDOT - 15 mins**
5. Municipal Grant Services Overview, **Richard Nakatsuka – Transit Services, CTDOT – 15 mins**
6. Report of the NHCOCG Legislative Committee, **Mike Criss, Chairman – 10 mins**
7. MSW Update, **NHCOCG Staff – 10 mins**

8. DEMHS Update, John Field, DEMHS R5 - 5 mins

9. ACTION - STIP Amendments – Project #0162-0159) - New Projects to provide funding for the replacement of bridge 01571 over east branch Naugatuck River. The preliminary engineering and ROW phases are being moved to a 2024 obligation with construction in 2026 due to \$2.7 million increase in federal funding, **Kathryn Faraci** (*Attachment B*)

10. Administrative Items

- a) **ACTION** - Approval of the Regular Meeting Minutes - March 14, 2024 (*Attachment C*)
- b) **ACTION** - Approval of Monthly Financial Statement for February (*Attachment D*)
- c) **ACTION** – Approval of Regional List of Engineering Service Providers (*to be provided*)
- d) Appointment of Board Representatives to the Litchfield County Dispatch (LCD) Board - 3 Seats
- e) Appointment of Nominating Committee for NHCOC Officers and Executive Committee for FY 2024-2025

11. EXECUTIVE SESSION – For the Purpose of Potential Regional Contract Agreements

12. Meeting Adjournment

----- Next NHCOC Regular Monthly Meeting - Thursday, May 9, 2024 at 10AM -----



ATTACHMENT A

MEMORANDUM

To: NHCOCG Board
From: Robert A Phillips, Executive Director
Date: April 4th, 2024
Re: Meeting Activity Log of the Executive Director

Please find the Executive Director's general activity log for meetings and discussions relating to the noted topics **since the March 14th Board Meeting of FY23-24**. If you have any questions, concerns, or suggestions, please contact me at rphillips@northwesthillscog.org or via phone at 860-491-9884.

ECONOMIC DEVELOPMENT

- Met with representatives of Venture Capital group looking to invest in expanding businesses in the region.
- 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.

EMERGENCY MANAGEMENT

- Attended quarterly CT DEMHS Coordination Meeting



TRANSPORTATION/PUBLIC WORKS

- Discussed Regional Engineer Bid Submissions with Road Supervisor Chair Raz Alexe and scheduled Interviews with 4 candidates.
- Attended DOT/COG Monthly/Quarterly Meeting Series

MSW

- Met with Mark Daley of MIRA DA to discuss MSW transitional matters.
- Met with potential legal counsel for creation of RWA.

OTHER NHCOCG TOPICS

- Discussed HR needs with Warren
- Participated in SustainableCT Summer Fellow internship interview process.
- Attended DEI event as board member of CCAPA
- Met with staff of MY OFFICE, LLC for bookkeeping and Audit purposes.
- Communicated with the press on affordable housing and related topics.
- Participated in multiple phone conversations with the state, towns, residents, and other stakeholders in the region on demand.

ATTACHMENT B

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

STIP Amendments #3 (4-4-24) – New Projects to provide funding for the replacement of bridge 01571 over east branch Naugatuck River. The preliminary engineering and ROW phases are being moved to a 2024 obligation with construction in 2026 due to \$2.7 million increase in federal funding.

<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>
STPR	0162-0159	CT 263	WINCHESTER	REPLACE BR 01571 o/ EAST BRANCH NAUGATUCK RIVER	ROW	FYI	50	40	10	0	MOVE FROM FY24 TO FYI
STPR	0162-0159	CT 263	WINCHESTER	REPLACE BR 01571 o/ EAST BRANCH NAUGATUCK RIVER	FD	FYI	286	229	57	0	MOVE FROM FY24 TO FYI
STPR	0162-0159	CT 263	WINCHESTER	REPLACE BR 01571 o/ EAST BRANCH NAUGATUCK RIVER	CON	FYI	5,000	4,000	1,000	0	INCREASE EST. FROM FED \$2.72M



MINUTES OF THE NHCOG MEETING

03.14.2024

ATTACHMENT C

remote

Member/Representative Attendance:

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

Others in Attendance:

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

Guests: Weston Meehan, David French - EBM; Olivia Rizzuto - CONNDOT; Tim Waldron - Eversource; John Wardzala, Meg Hafner - The Kennedy Collective; Ellen Graham - Senator Blumenthal's office; Joyce Kearns, Raz Alexe - Litchfield DPW; Riley Klein; Sarah Allyn - Foundation for Community Health; Lynn Kearcher - Sharon BoS; Dan Davis; Mike Muszynski - CCM.

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

Public Comment: none.

Report of the Executive Director: Rob Phillips gave an update on a number of initiatives and capacity-building efforts in the last month:

- ED Activity Log - December
- MSW Update - Rob and some staff toured the Torrington Transfer Station with the manager; Letter Of Intent regarding the Torrington Transfer Station the board authorized has been sent to MDA.
- Interest level in an HR Circuit Rider in the Region
- Recap of Road Supervisors Meeting - February 13th - Rob gave an update of the recent meeting including a review of regional assets, discussion of software tool used by Litchfield for improving roads and possible regional shared service, updated rental form.
- FY23 Year End Audit Completion Update - working through final audit work and should be ready for review and action at April meeting.
- Rob also reported on a recent award of \$92,000 through the Congressionally Directed Spending to fill a funding gap in the Regional Independent Transportation Service Program.
- Ask to the members - please let NHCOG staff know any speakers and/or topics the membership would like to hear at future meetings.

Safe Routes to School Program: Kristen Levesque, CTDOT Transportation Engineer, presented information on the program, which focuses on encouraging students to walk, bike, and roll to school. Efforts include evaluation, education, encouragement through public education events by local schools. This year, the event is scheduled for May 8th and they are encouraging all schools to participate in an event in their schools. CT DOT Active Transportation Microgrants of up to \$5,000 to support programs, events and equipment (bike helmets, bike locks, etc) are available.

REFERENCE RESOURCES: [CTDOT Safe Routes to School Program](#) | [Apply for an Active Transportation Microgrant](#) | [Register for Walk, Bike, Roll to School Day on May 8th](#)

Cybersecurity Training as a Regional Service Program: Presentation was provided by Executive Business Machines (EBM) for a regional shared service for a phishing training suite by KnowBe4. The service would include a baseline security awareness proficiency assessment, and set of training content, including fake phishing campaigns based on risk levels. Mayor Carbone shared her experience with Torrington's cyber-attack in 2020 encouraging all towns to take protection of their towns, as well as employee education, seriously.

REFERENCE RESOURCES: [click here for presentation slide deck.](#)

Website Domain Name Conversion (.gov) Within the Region: Jean Speck provided information on the recommendation by DEMHS, and the Cybersecurity & Infrastructure Agency that municipalities move their top-level domain names (for websites, email addresses, etc) to a .gov domain name. Currently, only 23% of the 21 towns are using a .gov domain name offered to assist towns in walking through the registration process. [Jean Speck](#) is the point of contact for this service.

Roadway Asset Management System (RoadSoft): Raz Alexe, Litchfield DPW Director/Town Engineer presented on roadway asset management software tool that utilizes GIS road data to project planning needs based on a standard road quality rating system that is used to schedule and plan future maintenance projects. [Kathryn Faraci](#) is the point of contact for this potential regional shared service.

REFERENCE RESOURCES: [Roadsoft website](#) | [click here for presentation slide deck.](#)

ACTION ITEM - STIP Amendments:

MOTION: - Doug Thompson/Dave Barger: To make STIP Amendments to Project 0174-0467 Repair of steel beam ends on various NHS and non-NHS bridges in District 4. Passed unanimously.

Regional Comprehensive Economic Development Strategy (CEDS) Review and Approval

MOTION: Patrick Roy/Todd Carusillo - Adopt the comprehensive Economic Development Strategy as submitted. Passed unanimously.

REFERENCE RESOURCES: [click here for CEDS](#)

RORF Quarterly Review:

Leo Ghio gave an update on the program and shared with the membership that NHCOG and the RORF were recently recognized in CT Examiner, CT Mirror, on a WSHU podcast, and have received kudos from DMHAS Commissioner for their regional collaboration and has been named as a model system by DMHAS for other area of the state to use.

Projects pursued to date:

- Leave-Behind kits for EMS when they respond to a suspected overdose to provide to families and loved ones. They include printed assistance/recovery resources, and naloxone with instructions.
- 12 months of harm reduction funding to the Litchfield Opioid Task Force they were unable to get funding for from DPH.
- Currently there is \$26,896 in the fund and there is discussion for spending in FY 25.

REFERENCE RESOURCES: [click here to view the settlement allocations by town.](#)

DEMHS Update: John Field was unable to attend but submitted a written report.

REFERENCE RESOURCES: [Register for CCM/DPH/ Emergency Management Symposium on April 23rd | 2024 EPPI is scheduled for June | Regional Gaps & Capabilities Survey](#)

Administrative Items:

MOTION: - Curtis Rand/Denise Raap - Approve the meeting minutes for the February 7, 2024 meeting. Passed unanimously.

MOTION: - Todd Arcelaschi/Dave Barger - Approve the Monthly Financial Statement for January

MOTION: Todd Carusillo/Greg LaCava - to endorse Letters of Support for Steep Rock Association (Washington) to Recreational Trails Grant Program - Construction of Bridge and Trail over Bee Brook in Hidden Valley Preserve; Burlington application to Recreational Trails Grant Program - Maintenance and Construction on the Farmington River Trail and Farmington Canal Heritage Trail; and Northwest CT Land Conservancy (NCLC) for application to Recreational Trails Grant Program for the creation of a Master Plan of its trail systems.

MOTION: Curtis rand/Todd Carusillo - to endorse Letters of Intent regarding coalition commitment for the CPRG implementation grant applications. Passed unanimously.

Executive Session:

MOTION: Todd Carusillo/Todd Arcelaschi - For the Purpose of Potential Regional Contract Agreements and invite in all NHCOC member CEOs, NHCOC staff. Passed unanimously.

MOTION: Doug Thompson/Todd Arcelaschi end executive session. Passed unanimously.

Meeting Adjournment.

MOTION: Todd Carusillo/Greg LaCava - to adjourn meeting at 1149. Passed unanimously.

Respectfully submitted,
NHCOC staff

Next NHCOC Regular Monthly Meeting - Thursday, April 4th, 2024 at 10AM

ATTACHMENT D

NHCOG FINANCIAL REPORT

February 2024 YEAR TO DATE - ACCRUAL BASIS

	Month February	YTD	NHCOG BUDGET FY 2023-2024	% Budget used
OPERATING INCOME				
Regional Service Grant		488,098	\$ 488,098	100%
ConnDOT SPR and Federal Transit	45,455	237,581	\$ 322,128	74%
RITS			\$ 10,000	0%
LOTICIP			\$ 7,500	0%
DEMHS	13,027	82,618	\$ 56,000	148%
HRSA Grant	11,728	103,629	\$ 145,758	71%
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	207,441	\$ 928,350	22%
National Opioid	-	32,344	\$ -	
	\$ 78,051	\$ 1,240,993	\$ 2,043,086	
STAFFING				
Salaries - Direct	48,716	349,125	\$ 671,596	52%
Employee Benefits (Fringe & PTO) and Payroll Expenses	18,883	119,273	\$ 329,357	36%
Staffing Subtotal	\$ 67,599	\$ 468,398	\$ 1,000,953	47%
OVERHEAD COSTS				
Audit (Fiscal Services)	4,875	13,150	\$ 19,000	69%
Bonds/Property Insurance	200	17,026	\$ 19,000	90%
Dues, Subscriptions, Publications	365	2,057	\$ 3,000	69%
Equipment Maintenance	241	1,427	\$ 5,000	29%
Office Supplies	221	3,523	\$ 3,000	117%
Postage	-	309	\$ 250	124%
Printing Services, Reproduction			\$ 1,000	0%
Rent	2,640	18,225	\$ 25,692	71%
Utilities	-	1,319	\$ 6,000	22%
Telephone, Computers & Internet	368	4,649	\$ 7,000	66%
Cleaning Service/MSW Disposal	-	225	\$ 2,000	11%
Travel & Conferences	704	4,171	\$ 8,000	52%
Miscellaneous	225	1,902	\$ 3,500	54%
Contingency (Moving net with interest income)	(63)	30,474	\$ 5,000	609%
Overhead Subtotal	\$ 9,775	\$ 98,457	\$ 107,442	92%
Passthrough Expenditures (Contractual)	\$ 54,329	\$ 484,243	\$ 928,350	52%
CAPITAL AND NON-RECURRING				
Equipment (computers, furniture, hardware, etc)	-	6,853	\$ 6,341	108%
Capital and Non-reoccurring Subtotal	\$ -	\$ 6,853	\$ 6,341	
TOTAL EXPENDITURES	\$ 131,704	\$ 1,057,951	\$ 2,043,086	
NET	\$ (53,652)	\$ 183,042	\$ -	
Bank Accounts-Balance 02/29/2024				
Certificate of Deposit #1-6996		48,212		
Certificate of Deposit #2-2036		48,559		
Certificate of Deposit #3-0783		61,200		
Certificate of Deposit NWCB		220,456		
STIF - NHCOG General Fund		381,308		
TSB Checking		322,192		
Total Bank Accounts		1,081,927		
Statement of Cash Flows				
		Total		
OPERATING ACTIVITIES				
Net Income		183,042		
Adjustments to reconcile Net Income to Net Cash provided by operations:				
Net change in accounts receivable		246,316		
Net change in accounts payable		(312,882)		
Total Adjustments to reconcile Net Income to Net Cash provided by operations:		(66,566)		
Net cash provided by operating activities		116,476		
Net cash increase for period		116,476		
Cash at beginning of period		965,452		
Cash at end of period		1,081,927		