



NOTICE OF REGULAR MONTHLY MEETING

LEAVE TODAY'S MEETING WITH:

- **An update on Broadband Progress in the Region**
- **Updates on MSW, Transportation, DEMHS and more**

DATE: THURSDAY, NOVEMBER 14, 2024

TIME: 10:00 AM – 11:00 AM

LOCATION: <https://us02web.zoom.us/j/86089808884?pwd=eqQ7TGkMORa8yV4cFPh75KN6Mta16a.1>

Meeting ID 860 8980 8884 | Password 532561 | Dial-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 – 10 mins**
 - a. ED activity log – October (*Attachment A*)
 - b. Oct 19th HHW event recap
 - c. Centralized finance/grants management staffing need
 - d. Upcoming meetings:
 - Public Works Equipment Collaborative (PWEC) – Dec 4th at Noon
 - Annual Legislative Breakfast – Date in Dec/Jan TBD
3. Fiber build-out, municipal partnership opportunities and regional progress, **Frontier Communications – 15 mins**
4. Transportation Update, **Kathryn Faraci – 5 mins**
 - a. **ACTION** – STIP Amendments (*Attachment B*):
 - i. Project 0170-CFI22-23 Install EV Chargers at Various Locations (NHCOCG-Barkhamsted)
 - ii. Project 0170-WCPP22-23 Wildlife Crossings Pilot Program Grant
 - b. **ACTION** – Motion to authorize Executive Director to enter into contract with AECOM Technical Services, Inc. to conduct NHCOCG Transit Analysis Study.
5. DEMHS update:
 - a. Update on all active open grants: balances/performance period/other and Crisis Track registrations, **Sarah Better – 5 mins**
 - b. General update from the state level, **John Field, DEMHS R5 – 5 mins**

6. **Administrative Items - 10 mins**
 - a. **ACTION** - Approval of Financial Auditing Services for NHCOC for 3-year term with option of two additional annual extensions – Motion to Authorize Executive Director to enter into contract with recommended selection by the Executive Committee at their November 12, 2024 meeting (*Attachment to be provided*)
 - b. **ACTION** – Approval of NHCOC Revised Bylaws as recommended by the Executive Committee at their November 12, 2024 meeting (*Attachment to be provided*)
 - c. **ACTION** - Approval of Meeting Minutes for October 10, 2024 (*Attachment C*)
 - d. **ACTION** - Approval of Monthly Financial Statement for September (*Attachment D*)
 - e. **ACTION** – Approval of the 2025 NHCOC Meeting Schedule (*Attachment E*)
 - f. Correspondence – Letter of support for State OSWA Grant Application for the Town of Salisbury for the Preservation of 221 acres on Miles Mountain (*Attachment F*).
7. **Potential Executive Session to discuss MSW/RWA contract negotiations with Legal Counsel.**
8. Meeting adjournment

**Next NHCOC Regular Monthly Meeting – Thursday, December 12th, 2024 at 10AM
LOCATION/FORMAT –Planning for In-Person at The Abner Hotel in Litchfield**



ATTACHMENT A

MEMORANDUM

To: NHCOCG Board
From: Robert A Phillips, Executive Director
Date: November 14, 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 October 10th Board Meeting**. If you have any questions, concerns, or suggestions, please contact me at rphillips@northwesthillscog.org or via phone at 860-491-9884.

ECONOMIC DEVELOPMENT

- Participated in NWCT Chamber of Commerce monthly meeting.

LAND USE PLANNING/PRESERVATION/CONSERVATION

- Conducted several land use referrals for communities within and adjacent to the region.

EMERGENCY MANAGEMENT

- Participated in a RESF 7 Management Meeting. Topics Discussed: Election Communications/protocols, Update Blocked Roads Exercise, Recent Maintenance Requests: Warren units, Need for a Flood R5 After Action Report.
- Attended monthly regional fiduciary agent meeting held by DEMHS.
- Met with WestCOG staff to discuss the 2024 HSG grant MOU framework and cost structure.



- Held R5 Steering Committee and full R5 REPT meetings to primarily discuss current spending concerns and plan for the upcoming 2024 HSG allocations in the region working with the ESF leads and the framework for reallocations as needed throughout the period of performance of the grant.
- Met weekly with NHCOCG staff and Special Projects Coordinator for coordination of activities.

TRANSPORTATION/PUBLIC WORKS

- Attended COG monthly/quarterly meeting series hosted by CT DOT.
- Met with CT DOT LOTCIP team and Kathryn from NHCOCG to discuss annual LOTCIP progress and financial status.
- Listened in on DOT EcoInteractive External Reviewer Training.
- Listened in on COG ICE Policy discussion.

SUSTAINABILITY/MSW

- Attended MIRA-DA Finance Committee meeting in-person at HFD facility.
- Held our fall HHW event at Torrington Water Pollution Control facility.
- Coordinated and met with our MSW legal team to formulate an action plan.
- Met with Mark Daley to check on progress with MIRA-DA close-down planning.
- Met with staff at Edadvance to discuss the prospects of applying for an RPIP grant for EV infrastructure in the region as part of an electrifying initiative for their fleet.
- Listened in on a waste and recycling primer from CT Greenbank.

OTHER NHCOCG TOPICS

- Attended SNEAPA in Springfield MA – a 2-day planning conference for Southern New England planners.



- Met with prospective developers of a memory care facility looking to locate in the region.
- Attended Annual COST Fall Conference along with Rista and Kathryn from COG staff.
- Attended CCM Legislative Committee meeting.
- Meet with representatives from INK, inc and consulting bookkeeper Cynthia Rines. INK bought out Cynthia's business and accounts as she moves closer to full retirement.
- Met with Foundation for Community Health representatives to assist in their strategic planning efforts in the region.
- Attended two CT COG meetings. Topics included: Municipal Redevelopment Authority, Fair Share Housing Update, Discussion on Individual COG Legislative Priorities, DEMHS MOU Process, CTDOT Update, Reports from CCM, COST, and Others.
- Continued staff meetings and coordination involving the website, regional salary survey planning, HHW event planning, UPWP coordination.
- Met with vendors as needed.
- 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 #16 (11-14-24) – This amendment is for the installation of electric vehicle chargers at various locations within Connecticut. Funding for this initiative is from the US Department of Transportation Charging and Fueling Infrastructure (CFI) Grant Program. As shared by DEEP the location within the NHCOC region is located in Barkhamsted. The text in red is a change from the original application.

City/Town	Site Name (Alternate)	Site Address (Alternate)	Number of Dual- Port Level 2 Chargers	Number of DCFCs	COG in which project will be located
Barkhamsted	Barkhamsted Town Hall	67 Ripley Hill Road Barkhamsted, CT 06063	2		Northwest Hills
Bridgeport	Brewport Brewing Co.	225 South Frontage Road Bridgeport, CT 06604		12	Greater Bridgeport/Metropolitan
	Boca Oyster Bar/Steelpointe Harbor	10 East Main Street Bridgeport, CT 06608		12	Greater Bridgeport/Metropolitan
East Hartford	Silver Lane Plaza	818-850 Silver Lane East Hartford, CT 06118	2		Capitol Region
Groton	Groton Public Library	52 Newtown Road Groton, CT 06340	2		Southeastern CT
	Library Parking Lot	166 Sheldon Street Hartford, CT 06106	2		Capitol Region
Hartford	MAT Garage	55 Chapel Street S Hartford, CT 06103		12	Capitol Region
	Sheldon Lot	141 Sheldon Street Hartford, CT 06106		12	Capitol Region

ATTACHMENT B

	Wilber Cross Athletic Fields Parking Lot	31 Mitchell Drive New Haven, CT 06511	12	South Central
New Haven	Wooster Square (original location) OR City Health Department (proposed alternate location)	Along Chapel Street (original location) OR 424 Chapel Street New Haven, CT 06511 (proposed alternate location)	12	South Central
	Bedford Street Parking Garage	17 Forest Street Stamford, CT 06901	12	Western CT
Stamford	Summer Street Parking Garage	25 Summer Place Stamford, CT 06901	12	Western CT
TOTAL		8	96	

<u>Region</u>	<u>FACode</u>	<u>Proi#</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>
1,3,7,8,10, 13	CFI (FHWA)	0170- CFI22- 23	VARIOUS	INSTALL EV CHARGERS AT VARIOUS LOCATIONS	ALL	2025	18,316	14,653	0	3,663	NEW PROJECT

ATTACHMENT B

STIP Amendments #17 (11-14-24) – This amendment is for the approval of a joint project that CTDOT submitted to FHWA under the Wildlife Crossings Pilot Program grant. This project proposes to reduce wildlife-vehicle collisions and improve habitat connectivity in the state of Connecticut by conducting a spatial analysis that identifies critical habitat blocks, wildlife corridors, and priority road-segments where wildlife are most vulnerable to collisions or in need of movement between habitats. The results of the spatial analysis will be included in a mapping toolset that will be housed within CTDOT’s existing Open Data platform and be available for public and practitioner use. Additionally, as the project is compiling data and information, CTDOT will evaluate opportunities to enhance its current public facing roadkill reporting tool to better understand if it can be adjusted to allow for the collection of more species level information, which can provide more specific and comprehensive data to the mapping platform during this process and in the future.

<u>Region</u>	<u>FACode</u>	<u>Proi#</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>
70	WCPP (FHWA)	0170- WCPP22-23	VARIOUS	WILDLIFE CROSSINGS PILOT PROGRAM GRANT	ALL	2025	460	363	10	87	NEW PROJECT

ATTACHMENT C



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 , Paul Harrington, Todd Arcelaschi

Others in Attendance.

NHCOG Staff: Kathryn Faraci, Leo Ghio, Rista Malanca, Rob Phillips.

Guests: Alfredo Herrera, Ashley Benitez from OPM; other unidentified attendees.

1. Chair Dan Jerram called the meeting to order at 1007.
2. **Introduction of John and Randy Auclair from Norbrook Farm Brewery.** The chair introduced John and Randy Auclair from Norbrook Farm Brewery who provided a background of the property and their journey to where they are today, and a tour of the facility.
3. **Report of the Executive Director.** Rob Phillips presented highlights of his Executive Director's report including:
 - a. Recent CT Trail Symposium
 - b. Upcoming HHW dropoff event on October 19th
 - c. Inaugural edition of quarterly newsletter, NHCOG Compass
4. **Parcel and CAMA Improvement Grants from the State GIS Office.** Alfredo Hererra and Ashley Benitez from OPM GIS Office presented information on Parcel and CAMA Improvement Grants from the State GIS Office.

MOTION by Paul Harrington/Todd Carusillo: That the Northwest Hills Council Of Governments execute and deliver to the State of Connecticut a Notice of Grant Award (the "Agreement") in the amount of \$231,000 for the Parcel and CAMA Improvement Grants.

Approved unanimously.

MOTION by Tom Weik/Todd Carusillo: That Robert Phillips, as Executive Director of the Northwest Hills Council Of Governments, is directed to execute and deliver the Agreement on behalf of the Organization and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement. Approved unanimously.
5. **2024 Annual salary survey collaboration between NHCOG and CCM.** Rob Phillips briefed the Board on a collaboration between NHCOG and CCM to utilize their robust survey tool and sunset the Excel spreadsheet the NHCOG has asked towns to complete in previous years.

6. **Northwest CT EDC Collaborative update.** Rista Malanca provided information on a grant opportunity from EPA, Technical Grant: Recreation Economy for Rural Communities (RERC) <https://www.epa.gov/smartgrowth/recreation-economy-rural-communities>
MOTION by Todd Carusillo/Gordon Ridgway to authorize NHCOCG staff to submit a grant application to the RERC Program and demonstrate support from local community.
Approved unanimously.
MOTION by Denise Raap/Greg Lacava to submit a letter from the 21 towns in support of the NHCOCG's Recreation Economy for Rural Communities Grant application. Approved unanimously.
7. **Transportation Update.** Kathryn Faraci provided an update on Transportation planning,
 - a. STIP Amendment.
MOTION by Doug Thompson/Curtis Rand to approve project #0170-PROTECT22-23 funding of \$1.2 million for a Non-Coastal CT Resilience Improvement Plan.
Approved unanimously.
 - b. Transit Analysis Study Update - an update on the selection process for a consultant to conduct a transit study was provided and vendor Aecom was recommended.
MOTION by Tom Weik/Denise Raap for NHCOCG staff to enter into negotiations with Aecom for a transit study. Approved unanimously.
8. **DEMHS update.** John Field, DEMHS R5 Coordinator provided an update on FEMA public assistance activity in the region as a result of the flooding event last month, realtime use of Crisis track during the event and how it assisted in capturing damage assessment information, and an update on fiduciary responsibility of the Incident Management Team (IMT) moving from regions 1, 2 and 5 to all regions state-wide.
9. **Administrative Items.**
 - a. **MOTION by Dave Barger/Curtis Rand to approve the membership of the 2024 Legislative Committee of Mike Criss, Patrick Roy, Denise Raap, Todd Carusillo, Paul Harrington, and Bradley Bremer.** Approved unanimously.
 - b. **MOTION by Doug Thompson/Todd Carusillo to approve meeting minutes for September 12, 2024.** Approved unanimously.
 - c. **MOTION by Paul Harrington/Greg Lacava to approve the monthly financial statement for August.** Approved unanimously.
 - d. **MOTION by Curtis Rand/Denise Raap to endorse a letter of support for the City of Torrington's application to the USDOT Reconnecting Communities Pilot (RCP) Program for a redesign of the Route 202 Columbus Square area.** Approved unanimously.

10. Meeting adjourned at 1159.

Respectfully submitted,

NHCOCG staff

Next meeting: Thursday November 14 at 10:00a, location TBA

ATTACHMENT D

**Northwest Hills Council of Governments
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L**

July - September, 2024

			Total		
	Actual	Budget	over Budget	% of Budget	
Income					
40000 Operating Income			\$	-	
40100 RSG - Regional Service Grant		\$ 488,098	\$ (488,098)	0.00%	
40200 ConnDOT-UPWP		\$ 413,189	\$ (413,189)	0.00%	
40300 HRSA	\$ 66,214	\$ 300,000	\$ (233,786)	22.07%	
40400 EDA-Partnership Planning		\$ 60,000	\$ (60,000)	0.00%	
40500 DEMHS Administrative Revenues	\$ -	\$ 90,500	\$ (90,500)	0.00%	
40600 Other Administrative Revenues	\$ 5,000	\$ 19,470	\$ (14,470)	25.68%	
40700 Municipal Dues	\$ 89,929	\$ 89,818	\$ 111	100.12%	
40000 Operating Income	\$ 161,143	\$ 1,461,075	\$ (1,299,932)	11.03%	
40900 Interest Income	\$ 4,274	\$ 7,000	\$ (2,726)	61.06%	
40950 Miscellaneous Income		\$ 34,181	\$ (34,181)	0.00%	
Income	\$ 165,417	\$ 1,502,256	\$ (1,336,839)	11.01%	
Gross Profit	\$ 165,417	\$ 1,502,256	\$ (1,336,839)	11.01%	
Expenses					
61000 Salaries	\$ 151,995	\$ 607,980	\$ (455,985)	25.00%	
61100 Employee Benefits	\$ 32,915	\$ 154,744	\$ (121,829)	21.27%	
61200 Payroll Expenses	\$ 11,628	\$ 49,579	\$ (37,951)	23.45%	
62100 Audit & Financial Services	\$ 4,668	\$ 39,350	\$ (34,683)	11.86%	
62110 Paychex Payroll	\$ 564	\$ 1,250	\$ (686)	45.13%	
62120 Dues, Subscriptions, Publicatio	\$ 2,685	\$ 21,305	\$ (18,620)	12.60%	
62130 Bank Service Charges	\$ 35	\$ 200	\$ (165)	17.50%	
62150 Human Resources		\$ 10,000	\$ (10,000)	0.00%	
62200 Insurance Expense	\$ 17,459	\$ 18,100	\$ (641)	96.46%	
62400 Equip Purchase/Repairs/Maint	\$ 154	\$ 1,000	\$ (846)	15.44%	
62500 Office Supplies	\$ 756	\$ 4,000	\$ (3,244)	18.89%	
62600 Postage and Delivery	\$ 182	\$ 500	\$ (318)	36.40%	
62700 Printing and Reproduction	\$ 133		\$ 133		
62800 Travel & Conference Expense	\$ 3,835	\$ 20,002	\$ (16,167)	19.17%	
62900 Miscellaneous Expense	\$ 214	\$ 4,510	\$ (4,296)	4.75%	
63000 Facilities	\$ 9,062	\$ 35,065	\$ (26,003)	25.84%	
64000 Contingency		\$ 15,000	\$ (15,000)	0.00%	
70000 Programs & Projects - Operating	\$ 37,642	\$ 519,671	\$ (482,029)	7.24%	
Expenses	\$ 273,926	\$ 1,502,256	\$ (1,228,330)	18.23%	
Net Operating Income	\$ (108,508)	\$ -	\$ (108,508)		
Other Income					
80000 Program Revenues					
80200 CONN DOT	\$ 36,211	\$ 1,472,836	\$ (1,436,625)	2.46%	
80500 DEHMS Grants	\$ 39,625	\$ 1,130,935	\$ (1,091,310)	3.50%	
80600 Other Grants	\$ 2,283	\$ 171,625	\$ (169,342)	1.33%	
80800 Other Services	\$ -	\$ 150,000	\$ (150,000)	0.00%	
80000 Program Revenues	\$ 78,119	\$ 2,925,396	\$ (2,847,277)	2.67%	
Other Expenses					
90000 Program Expenditures			\$	-	
90200 Conn DOT	\$ 36,211	\$ 1,472,836	\$ (1,436,625)	2.46%	
90500 DEMHS	\$ 39,625	\$ 1,130,935	\$ (1,091,310)	3.50%	
90600 Other Grant Expenditures	\$ 25,000	\$ 171,625	\$ (146,625)	14.57%	
90800 Other Expenditures	\$ -	\$ 150,000	\$ (150,000)	0.00%	
90000 Program Expenditures	\$ 100,835	\$ 2,925,396	\$ (2,824,561)	3.45%	
Net Other Income	\$ (22,717)	\$ -	\$ (22,717)		
Net Income	\$ (131,225)	\$ -	\$ (131,225)		

9/30/2024 ACCOUNT BALANCES

Certificate of Deposit #1-6996	\$	48,570		
Certificate of Deposit #2-2036	\$	48,947		
Certificate of Deposit #3-0783	\$	61,378		
Certificate of Deposit NWCB	\$	220,456		
STIF - NHCOC General Fund	\$	298,550		
TSB Checking	\$	117,159		
Total Bank Accounts	\$	795,060		

Statement of Cash Flows**OPERATING ACTIVITIES**

Net Income	\$	(131,225)		
Adjustments to reconcile Net Income to Net Cash provided by operations:				
Net change in accounts receivable	\$	21		
Net change in accounts payable	\$	(325,808)		
Net cash provided (used) by operating activities	\$	(457,012)		
Cash at beginning of period	\$	1,102,263		
Cash at end of period	\$	788,569		

ATTACHMENT E



MEMORANDUM

To: NHCOC Members / Municipal Town Clerks / Office of the Sec of State
From: NHCOC Staff
Date: November 14, 2024
Re: **2024 Meeting Schedule**

The Northwest Hills Council of Governments (NHCOC) routinely conducts its meetings on the second Thursday of each month, unless otherwise noted. Notices for all meetings are posted on the NHCOC website and in municipal clerk offices. The public is welcome at all meetings. The office location is 355 Goshen Road (EdAdvance Building), Litchfield. The meeting schedule for 2025 is as follows:

<u>Date</u>	<u>Time (AM)</u>	<u>Location *</u>
January 9, 2025	10:00	REMOTE (link on agenda)
**February 6, 2025	10:00	REMOTE (link on agenda)
March 13, 2025	10:00	REMOTE (link on agenda)
April 10, 2025	10:00	NHCOC or Other
May 8, 2025	10:00	NHCOC or Other
June 12, 2025	10:00	NHCOC or Other
July 10, 2025	10:00	NHCOC or Other
...No August Regular Meeting...		
September 11, 2025	10:00	NHCOC or Other
October 9, 2025	10:00	NHCOC or Other
...No November Regular Meeting - Local Election Year...		
December 11, 2025	10:00	NHCOC or Other
January 8, 2026	10:00	NHCOC or Other

*Meetings Occasionally Held at Locations in Member Municipalities Throughout the Region.

** First Thursday to Account for Winter School Spring Break

Questions concerning NHCOC meetings, please contact the NHCOC office at (860) 491-9884.

ATTACHMENT F



October 28, 2024

Department of Energy and Environmental Protection
Open Space and Watershed Land Acquisition Grant Program
Constituent Affairs/Land Management Division
79 Elm Street, 6th Floor
Hartford, CT 06106-5127

To Whom it May Concern,

The Northwest Hills Council of Governments strongly supports Salisbury Association Land Trust's application for funding for the purchase of 221 acres at Miles Mountain.

This land is another effort, similar to last year's Tom's Hill Project, to preserve more than 1,000 acres of land formerly owned by Robert Boyett and further provide unfragmented forest and hiking trail development in the northwest corner of our state. Additional features of this key acquisition include:

- Highly visible and scenic from a number of directions;
- Includes the Miles Mountain summit (elev. 1,180 ft) and two less prominent summits;
- Part of a contiguous forest block of 1,444 acres;
- 21 acres of farm fields, including 16 acres of Prime or Statewide Important farmland soils;
- Glacial features, streams, stone walls, historic charcoal pits and a part of the headwaters of the Housatonic River; and
- Six documented rare species, including the Endangered Long-Eared Bat.

The Northwest Hills Council of Government's POCD contains a key goal of protecting the region's water quality and natural resources through supporting local land trusts in their efforts to protect sizeable areas of land that contain diverse wildlife habitats amongst other critical natural features. Therefore, we highly recommend the Salisbury Association Land Trust's application for funding under the Department of Energy and Environmental Protection's Open Space Watershed Land Acquisition Program.

Sincerely,

Robert Phillips, AICP
Executive Director
Northwest Hills Council of Governments