



MINUTES

Council of Governments of the Central Naugatuck Valley

COGCNV Conference Room

49 Leavenworth Street, Suite 303

Waterbury, CT 06702

12:00 Noon, Friday, December 12, 2014

COGCNV Members: Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Ed St. John, First Selectman, Middlebury; Bob Mezzo, Mayor, Naugatuck; Joanne Pelton (by phone), Alternate, Oxford; Tom Galvin, Alternate, Prospect; Ed Edelson, First Selectman, John Monteleone, Alternate, Southbury; Ed Mone, First Selectman, Thomaston; Joe McGrath, Alternate, Waterbury; Tom Dunn, Mayor, Wolcott; Bill Butterly, First Selectman, Woodbury.

Speakers and Guests: Mark Massaro, Northeast Utilities; Attorney Steve Mednick; Peter Burns, NVCOG-TEC Interim Management Consultant; Sean Kelleher, Policy Coordinator, Valley COG; Kurt Miller, First Selectman, Seymour; Ken Cockayne, Mayor, Bristol; Mark Lauretti, Mayor, Shelton; Attorney Tom Welch.

Staff: Samuel Gold, AICP, Executive Director; Pat Gallagher, Senior Planner; Joanna Rogalski, Regional Planner; Aaron Budris, Regional Planner/GIS Specialist; Glenda Prentiss, GIS Coordinator; Virginia Mason, Consulting Assistant Director; Lauren Rizzo, Administrative Assistant.

1. Pledge of Allegiance, Roll Call, Public Comment

Chairman Ed Edelson called the meeting to order at 12:00 noon. Those in attendance recited the Pledge of Allegiance and the roll was called. For public comment, Mark Massaro of Northeast Utilities spoke about anticipated rate increases, the reasons behind it, how the utility is addressing challenges, and how it is helping its customers to prepare. He said he would be available for questions once the meeting adjourned.

2. Consent Agenda

- a. Minutes of the November 14, 2014 meeting
- b. Financial Report
- c. Correspondence

On a motion by Chris Bielik, seconded by Tom Dunn, it was unanimously

VOTED: To approve the consent agenda.

3. COGCNV Employees Pension Trustee Amendments

Samuel Gold explained that as trustees, Patricia Bauer, Joseph Perrelli and he internally oversee the current COGCNV retirement plan. As Mr. Perrelli has resigned and Mr. Gold will be resigning at the end of the month, they will need to be removed as trustees. He recommended that Glenda Prentiss and Lauren Rizzo be added as new trustees. The plan itself is managed by a pension service, but three trustees should be available to sign off on pension requests and roll-over distributions. Trustees must be participants in the

plan. Having viable trustees in place is necessary in order to insure a smooth transition to whatever is determined to be the new plan going forward for the Naugatuck Valley Council of Governments' staff.

On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To add Glenda Prentiss and Lauren Rizzo as trustees to the COGCNV Pension Plan and to accept the resignation of Samuel S. Gold and Joseph Perrelli as active trustees.

4. Authorization to Transfer COGCNV Contracts and Assets to NVCOG

Attorney Steve Mednick said the Omnibus Resolution is designed to authorize the chair to transfer assets and contracts from COGCNV to NVCOG effective January 1, 2015. He believed Valley COG had approved their resolution on December 10. He will have the document itself prepared prior to year's end. Another action will be taken to authorize the NVCOG TEC co-chairs to receive the documents effective January 1. There will be a ratification by the new entity in January that will be signed by the new NVCOG chairman, Mayor O'Leary. He noted that Schedule B items are not really affected by this action, as they are Valley COG items that will be subject to an MOU for some foreseeable period of time until they are actually transferred over to the new entity, due to assignments from CTDOT and FTA. The action today simply authorizes Chairman Edelson to sign the asset and contractual transfer documents before the end of the year.

On a motion by Bill Butterly, seconded by Tom Dunn, it was unanimously

VOTED: To authorize Chairman Ed Edelson to sign asset and contractual transfer documents from COGCNV to NVCOG with an effective date of January 1, 2015.

5. Other

Virginia Mason said the emergency planning committee had met and discussed what would happen going forward, being cognizant of the fact that Valley COG has never been actively involved in emergency management. The group felt there was a strong benefit to having had an emergency planning committee and would like to remain active. They are seeking continued staff support from the new agency, both in administration and as a conduit for information to the REPT for Region 5. She said a letter would be sent to the new executive director.

Executive Director Gold then presented Chairman Edelson with a plaque thanking him and acknowledging his service to COGCNV. He also acknowledged COGCNV's officers – Len Assard, Ed Mone, and Tom Dunn, and thanked them for serving. Chairman Edelson thanked everyone for their support.

6. Adjournment

At 12:20 p.m., on a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant
For
Tom Dunn
Secretary

MONTHLY FINANCIAL REPORT
Nov-14

EXPENDITURES

Budget Item	Budget Through June 30, 2015	Expended During Nov-14	Expended Year-to Date	Unexpended Balance 11/30/2014	Percent Expended Yr-to-Date
SALARIES:					
FY 2014 - 2015	\$445,332.00	\$32,036.00	\$172,825.04	\$272,506.96	38.8%
FRINGE BENEFITS					
FICA Match	\$34,100.00	\$2,450.75	\$13,221.13	\$20,878.87	38.8%
Medical & Dental Insurance	\$94,444.00	\$613.94	\$23,355.22	\$71,088.78	24.7%
Retirement	\$28,083.00	\$1,826.29	\$12,707.86	\$15,375.14	45.3%
Unemployment	\$2,629.00	\$0.00	\$305.64	\$2,323.36	11.6%
Disability Insurance	\$8,900.00	\$536.26	\$2,803.52	\$6,096.48	31.5%
OTHER EXPENSES					
Travel	\$10,000.00	\$946.64	\$12,250.04	(\$2,250.04)	122.5%
Reproduction & Printing	\$7,000.00	\$481.12	\$2,191.79	\$4,808.21	31.3%
Rent	\$40,000.00	\$3,291.67	\$16,458.35	\$23,541.65	41.1%
Insurance & Bond	\$8,500.00	\$0.00	\$9,022.00	(\$522.00)	106.1%
Utilities	\$14,000.00	\$727.82	\$4,198.37	\$9,801.63	30.0%
Miscellaneous Office	\$5,000.00	\$789.52	\$2,756.43	\$2,243.57	55.1%
Computer Maintenance	\$8,000.00	\$912.00	\$2,653.27	\$5,346.73	33.2%
Supplies	\$7,000.00	\$469.79	\$2,949.50	\$4,050.50	42.1%
Dues, Bks, Subscriptions	\$1,250.00	\$0.00	\$52.00	\$1,198.00	4.2%
Equipment	\$12,000.00	\$0.00	\$66.29	\$11,933.71	0.6%
Audit	\$11,000.00	\$2,500.00	\$12,000.00	(\$1,000.00)	109.1%
Professional Services	\$4,000.00	\$846.00	\$846.00	\$3,154.00	21.2%
NV Merger Costs	\$120,000.00	\$11,800.99	\$25,164.49	\$94,835.51	21.0%
CONSULTANT SERVICES					
Shared Regional Services	\$200,000.00	\$0.00	\$9,500.00	\$190,500.00	0.0%
Consultants	\$150,000.00	\$0.00	\$7,920.00	\$142,080.00	0.0%
LOTICIP Consultants	\$20,000.00	\$0.00	\$1,989.12	\$18,010.88	9.9%
Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Contingency	\$42,586.00	\$1,119.99	\$2,655.45	\$39,930.55	6.2%
SUBTOTAL - OPERATING	\$1,273,824.00	\$61,348.78	\$337,891.51	\$935,932.49	26.5%
PASS-THROUGH FUNDS					
CERT - Town Equip & Training	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0%
HHW Project	\$54,000.00	\$21,584.31	\$52,643.61	\$1,356.39	97.5%
CRCOG Cooperative Purchasing	\$5,000.00	\$0.00	\$5,500.00	(\$500.00)	0.0%
	\$0.00		\$0.00	\$0.00	0.0%
TOTAL	\$1,334,824.00	\$82,933.09	\$426,520.03	\$938,788.88	32.0%

Percent of Year Completed: 41.76%

3:14 PM

Council of Governments of the Central Naugatuck Valley

12/11/14

Balance Sheet

Accrual Basis

As of November 30, 2014

	<u>Nov 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1010-00 · Webster Checking	188,920
1020-00 · STIF # 566948	87,920
1040-00 · TD Bank/Americ- 1st Instance	1,951
1060-00 · Reich & Tang Account	0
1080-00 · STIF # 572240 - Reserve	341,694
Total Checking/Savings	<u>620,486</u>
Accounts Receivable	
1200 · Accounts Receivable	116,705
Total Accounts Receivable	<u>116,705</u>
Other Current Assets	
1250-00 · Ofc Emergency Mngmt. - Receivbl	0
1290-00 · Household Hazardous Waste	21,800
1800 · 1800 - Security Deposit	3,292
1900 · Fixed Assets	
1900-02 · Fixed Assets - Local	131,192
Total 1900 · Fixed Assets	<u>131,192</u>
Total Other Current Assets	<u>156,285</u>
Total Current Assets	<u>893,475</u>
TOTAL ASSETS	<u>893,475</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts payable	
2111-00 · 2111-00 Accrued Expenses	
2111-39 · 2111-39 DEMHS FY08 Accrued Exp.	-0
Total 2111-00 · 2111-00 Accrued Expenses	-0
2000-00 · Accounts payable - Other	-0
Total 2000-00 · Accounts payable	<u>-0</u>
Total Accounts Payable	-0
Other Current Liabilities	
2010-00 · 1st Instance fund/Conn DOT	26,472
Total Other Current Liabilities	<u>26,472</u>
Total Current Liabilities	<u>26,472</u>
Total Liabilities	26,472
Equity	
3000 · Opening Bal Equity	0
3010-00 · Fund balance - beginning	230,403
3020-00 · Investment in Fixed Assets	131,192
3900 · Retained Earnings	308,288
Net Income	197,120
Total Equity	<u>867,004</u>
TOTAL LIABILITIES & EQUITY	<u>893,475</u>