



# NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

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## MINUTES

### Naugatuck Valley Council of Governments

Waterbury Regional Chamber

83 Bank Street, 4<sup>th</sup> Floor

Waterbury, CT 06702

10 a.m., Friday, November 13, 2015

**NVCOG Representatives, Alternates & Proxies:** Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Bob Flanagan, Alternate, Bristol; Jerry Sitko, Alternate, Cheshire; Ed St. John, First Selectman, Middlebury; Bob Mezzo, Mayor, Naugatuck; Tom Galvin, Alternate, Prospect; Mark Lauretti, Mayor, Shelton; John Monteleone, Alternate, Southbury; Ed Mone, First Selectman, Thomaston; Neil O'Leary, Mayor, Waterbury; Ray Primini, Town Council Member, Watertown; Tom Dunn, Mayor, Wolcott; Bill Butterly, First Selectman, Woodbury.

**Speakers & Guests:** Pete Hess, Mayor Elect, Naugatuck; Jeff Manville, First Selectman Elect, Southbury; Ellen Graham, Senator Richard Blumenthal's Office; Judy Mancini, Waterbury Mayor's Office; David Krechevsky, Greater Waterbury Regional Chamber; Kristin Gorski, Bristol Development Authority; Edgar Wynkoop, CTDOT; Lou Mancini, Congresswoman Rosa DeLauro's Office.

**Staff:** Rick Dunne, Mark Nielsen, Aaron Budris, Glenda Prentiss, Arthur Bogen, Trish Bauer, Clare Falcha, Sean Kelleher, Lauren Rizzo, Christian Meyer, Max Tanguay-Colucci.

Prior to the start of the meeting, there was a presentation by Cathy Awwad, Executive Director, Northwest Regional Workforce Investment Board.

1. **Commencement of Meeting (Roll Call, Pledge of Allegiance, Public Comment)**

Chairman O'Leary called the meeting to order at 10:15 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called. There was no public comment.

2. **CNVMPPO Activities** (Voting members for these items are limited to the 15 CEOs in the CNVMPO area)

- a. *TIP Amendment: Purchase Replacement Buses for CT Transit (Resolution MPO 2016-01)* – Mark Nielsen reviewed amendments to the 2015-2018 Transportation Improvement Program (TIP) as outlined in Memorandum 11132015TIP(1) to add funding for the purchase of replacement buses. On a motion by Bill Butterly, seconded by Jerry Sitko, it was unanimously

VOTED: To approve the proposed amendment to the FFY 2015-2018 Transportation Improvement Program as shown in the table in Memorandum 11132015TIP(1).

- b. *TIP Amendment: Intersection Improvements at Route 72 & Route 69 (Resolution MPO 2016-02)* – Mark Nielsen reviewed amendments to the FFY 2015-2018 Transportation Improvement Program to add funding for the reconstruction and realignment of the intersection of Route 72 and Route 69 in the City of Bristol, as outlined in Memorandum 11132015TIP(2). On a motion by Bob Flanagan, seconded by Chris Bielik, it was unanimously

VOTED: To approve the proposed amendment to the FFY 2015-2018 Transportation Improvement Program as shown in the table in Memorandum 11132015TIP(2).

### 3. NVCOG Administrative Items

- a. *Approval of the Minutes of the October 9, 2015 NVCOG Meeting* – On a motion by Tom Dunn, seconded by Len Assard, it was unanimously

VOTED: To approve the minutes of the October 9, 2015 NVCOG meeting.

- b. *Financial Report* – Clare Falcha reviewed the financial report as outlined in Memorandum 11122015F-Financial Update. On a motion by Mark Lauretti, seconded by Tom Dunn, it was unanimously

VOTED: To approve the financial report as presented.

- c. *Proposed 2016 Meeting Schedule* – Rick Dunne said the schedule keeps the same recommended meeting dates, with the exception of holidays or other scheduling issues that need to be avoided. It was noted that the schedule reflected an incorrect 12 noon meeting date, and that this typo would be corrected to show the meeting time as 10 a.m. On a motion by Bill Butterly, seconded by Ed St. John, it was unanimously

VOTED: To adopt the 2016 meeting schedule with a corrected meeting time of 10 a.m.

- d. *Director's Report* – Rick Dunne reported that the lease has been executed for the new office space and a contractor has been selected by the landlord. Capital systems costs for the new space have been mostly resolved. The architect will be issuing an order to proceed to the landlord's contractor and will also be inspecting for approval of payments of the work for which NVCOG is responsible.

On the hiring front, the Transportation Planner I position has been filled. Candidates for the Engineer and Project Manager positions have been selected and offers have been made or will be made soon.

The Brownfields Revolving Loan Fund Committee (RLF) currently consists of the chief elected officials (CEOs) of the four lower Valley municipalities. Per last month's NVCOG meeting, letters of interest to be a part of the committee should be addressed to the chairman in care of Mr. Dunne. The committee will consist of five members.

In order to streamline meetings, Mr. Dunne said a consent agenda might be adopted. He is interested in input and comments on the type of items to include. The consent agenda could possibly be next month.

In February a draft budget may be presented for the 2016-2017 fiscal year. Included will be projections for dues, which are anticipated to remain flat. Notices to the CEOs will go out in January.

The Corridor Conference, a conference to "brand" the region and promote economic development and make a case for infrastructure investments throughout the corridor, will take place at the Palace Theater on January 28, with a snow date of January 29. Save the date notices will be sent.

- e. *Health Insurance Subcommittee Recommendation* – Mr. Dunne reviewed the Health Insurance Subcommittee’s recommendation as outlined in Memorandum 11132015-Health Insurance Plan Recommendation. The subcommittee, led by Ed Mone of Thomaston, had done due diligence in researching health insurance plan options as offered by NVCOG’s agent. It was determined that the New CT Partnership 2.0 plan being rolled out by the State Comptroller’s office is the best plan for reasons including out-of-pocket costs, potential cost savings, and the fact that State Plan 2.0 is a group plan and not individually rated. The subcommittee’s recommendation is to enroll NVCOG employees in the State Plan 2.0 and re-examine options prior to re-enrolling at the end of the three year commitment required for enrollment in the plan. On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To adopt the recommendation of the insurance subcommittee and direct the Executive Director to file the paperwork.

- f. *Letter of Concern to the Attorney General (Road Salt)* – Sean Kelleher said that at October’s NVCOG meeting, staff was directed to draft a letter of concern to the Attorney General (AG), requesting their staff look into possible collusion occurring in the road salt marketplace. NVCOG staff had several conversations with the anti-trust division of the AG’s office, and they are very receptive to any information or evidence of noncompetitive practices that anyone may be able to provide. NVCOG staff drafted a letter summarizing concerns and identifying past suspect behavior in the road salt industry. On a motion by Ed St. John, seconded by Ed Mone, it was unanimously

VOTED: To authorize the Chairman to sign and transmit the letter of concern, as presented, to the Attorney General.

- g. *Proposed Bylaws Amendments – Regional Planning Commission* – Sean Kelleher said that as discussed at the last meeting, the NVCOG Bylaws contain a provision for an appeals process of the Regional Planning Commission (RPC), which, as written, leads appeals of RPC findings on zoning issues to eventually reach the NVCOG board. The inclusion of NVCOG’s executives in this process is an artifact and counter to the Council’s desire to remain separate from regional zoning issues. Staff has developed amendments to NVCOG’s bylaws that maintain that the RPC is a body of NVCOG while also affording it greater autonomy and eliminating the need for any NVCOG board action in an appeals process. The amendments permit the RPC to draft their own operating policies, subject to Council approval. The autonomy granted the RPC by these amendments will allow the RPC greater flexibility in how it organizes itself based upon the needs of its membership. As the NVCOG bylaws require a two month process for amendments, it is recommended that NVCOG accept the proposed bylaw amendments for consideration at its December meeting. On a motion by Ed Mone, seconded by Bob Flanagan, it was unanimously

VOTED: To accept the amendments to the NVCOG bylaws, as proposed, for consideration at the December regular meeting of the Council.

4. **Regional Brownfields Partnership (RBP)**

- a. *Resolution to Accept the RBP as a Functioning Committee of NVCOG* – Mr. Kelleher said that as had also been discussed at a previous NVCOG meeting, the RBP has contemplated amending its bylaws. The issue had been raised whether the RBP, as an unincorporated voluntary association of chief elected officials, lacking tax identification and hosted by NVCOG, has the authority to adopt its own bylaws. Counsel found that the RBP operates as a committee of NVCOG and it may adopt its own operating policies at the direction of NVCOG, its host. However, these operating policies are not bylaws in the strict sense of the word, and the host agency may require the RBP to draft its own operating rules in accordance with conditions the host sets forth. Adopting a resolution that explicitly establishes the relationship between NVCOG and the RBP would permit the RBP to adopt operating policies of its own design, subject to approval by NVCOG. Arthur Bogen spoke in favor of supporting the suggested motion. On a motion by Chris Bielick, seconded by Bob Mezzo, it was unanimously

VOTED: To adopt a resolution establishing the RBP as a committee of NVCOG, enabling NVCOG to delegate to the RBP the power and authority to make decisions over brownfields program, and authorizing the RBP to develop its operating rules within certain principles.

- b. *Motions to Approve Applications to State and Federal Sources of Brownfields Funding* – Arthur Bogen said these applications would allow the brownfields program to obtain state and federal grants, with NVCOG serving as fiduciary, and would help manage the projects and bring efficiency and expertise to them.
- i. DECD Brownfield Area-Wide Revitalization Grant – Mr. Bogen said this grant is intended to take advantage of a new state program and he outlined some of its intended uses. On a motion by Bob Mezzo, seconded by Tom Dunn, it was unanimously

VOTED: That NVCOG adopt Resolution #2016-04 endorsing the application to the DECD Brownfield Area-Wide Revitalization Grant for the Regional Brownfields Partnership Comprehensive Plan Project, and further authorize the NVCOG Secretary and Executive Director, as appropriate, to execute all related documents.

- ii. DECD Municipal Assessment Grant on Behalf of the Town of Southbury – Mr. Bogen said NVCOG, as fiduciary, would manage this grant on behalf of Southbury. The grant would deal with soil and groundwater assessment on 40 acres of town owned land and determine impacts that might need to be considered for possible redevelopment. On a motion by Tom Dunn, seconded by Jerry Sitko, it was unanimously

VOTED: To adopt NVCOG Resolution #2016-05 endorsing the application to the DECD Municipal Assessment Grant on behalf of the Town of Southbury for the Stevenson Site Project, and further authorize the Council Secretary and Executive Director, as appropriate, to execute all related documents.

- iii. DECD Municipal Assessment Grant on Behalf of the Town of Beacon Falls – Mr. Bogen said this grant is to assess soil, water, and hazardous building materials to develop a clean-up cost for the 100 Railroad Avenue Project. On a motion by Bob Mezzo, seconded by Tom Dunn, it was unanimously

VOTED: To adopt Resolution #2016-06 endorsing the application to the DECD Municipal Assessment Grant on behalf of the Town of Beacon Falls for the 100 Railroad Avenue Project, and further authorize the Council Secretary and Executive Director, as appropriate, to execute all related documents.

- iv. EPA FY2016 Assessment Grant – Mr. Bogen said this grant would provide assessment funds to look at municipal sites. On a motion by Mark Lauretti, seconded by Chris Bielik, it was unanimously

VOTED: To direct the Executive Director to make application to the EPA FY2016 Assessment Grant for Community-Wide Assessments, and further authorize the Executive Director to execute all related documents.

#### 5. **Municipal Shared Services/Economic Development**

Rick Dunne said that an opt-in model has been adopted for municipal shared services. Any idea can go forward as long as at least two municipalities are interested. Anyone who does not want to participate in any particular program does not have to.

Mr. Dunne said that John DiCarlo has received municipal shared services surveys back from all municipalities except for two. There are nine volunteers to serve on the municipal shared services committee.

Next month a Regional Performance Incentive Program (RPIP) grant proposal will be presented. The proposal will include both regional municipal parcel and regional revaluation services. If funded, input would be solicited from municipal assessors for the regional revaluation concept, and all towns would have the ability to opt-in over a five year period and benefit from potential cost savings and efficiencies.

Mr. Dunne said a new RFP for a household hazardous waste contract is being created. The contract for the 10 town region that COGCNV and later NVCOG managed expired with the October event. The RFP will be designed to serve those communities, with an opt-in capability for the other NVCOG municipalities to participate as well.

#### 6. **NVCOG Planning/Transportation Items**

- a. *LOTICIP: Preliminary Evaluation of Project Proposals* – Mark Nielsen said the Transportation Technical Advisory Committee met on Tuesday to develop evaluation criteria. All proposals received will be evaluated and a list of recommended projects prepared for endorsement by NVCOG.
- b. *Naugatuck River Greenway Projects* – Mr. Nielsen said there are two ongoing projects: a uniform signage design package, and an economic impact study that is being conducted

in conjunction with UConn. Also, NVCOG is serving as administrator/fiduciary for the Watertown and Thomaston recreational trails grant. The grant will allow for the design and building of a short section of trail in Thomaston and for the design of some critical elements in Watertown. An RFP was recently issued for these design elements, and a consultant should be selected soon.

c. *Grant Opportunities*

- i. Open Space and Watershed Land Acquisition – Aaron Budris said the CT Department of Energy and Environmental Protection (DEEP) is accepting applications from municipalities, non-profit land conservation organizations, and water companies for two competitive grant programs: the Open Space and Watershed Land Acquisition Grant Program, and the Urban Green and Community Garden Initiative Grant Program. The deadline for both is 2/2/16.
- ii. Public Fleet EV and Public Workplace EV Charging Station Incentive – Mr. Budris also reported that DEEP is offering a competitive funding opportunity for municipalities to purchase electric vehicles (EVs) and/or to purchase and install EV charging stations at municipal facilities. Proposals will be accepted until 5 p.m. on 12/5/15.

7. **Other**

- a. *Public Laws and Programs* – Sean Kelleher reported that as a result of legislation passed during the regular and special 2015 legislative sessions, COGs and municipalities have been presented with a range of mandatory and optional actions. Mr. Kelleher outlined a number of the actions that went into effect on 10/1/15, and referred NVCOG members to Memorandum 11032015-LGS and its attachment for further information. There was also a discussion on public safety issues.
- b. *Additional Items* – Chairman O’Leary recognized outgoing Naugatuck Mayor Bob Mezzo and thanked him for his service. Mr. Mezzo said a few words and introduced Naugatuck Mayor Elect Pete Hess. Mr. Hess said he looked forward to working with the board. Mr. Dunne said a briefing package from NVCOG would be sent to the new chief elected officials.

First Selectman Ed St. John asked that an update be sent that outlines where each municipality stands with regard to their greenway projects. He said this did not need to be an agenda item for next month, but could be handled as was most convenient.

First Selectman Len Assard said Bethlehem’s Christmas town festival would be held on December 4.

8. **Adjournment**

At 11:25 a.m., on a motion by Tom Galvin, seconded by Chris Bielik, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Lauren Rizzo  
Administrative Assistant  
for  
Ken Cockayne  
Secretary

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November 13, 2016

**MEMORANDUM: 11132015F-Financial Update**

To: NVCOG Board Members  
 From: Clare A Falcha, Finance Director  
 Subject: **Financial Update FYE 2016 through October 2015**

**Financial Update FYE 2016 through September 2015:**

- We are 4 months into the current fiscal year (33%).
- Profit & Loss Statement is showing a Net Increase in funds for the fiscal year (8,752.59), this is a reduction from the previous report (as anticipated).
- I will be reviewing the budget and may be proposing interim recommendations prior to January 2016 meeting.
- The overrun in the Prof Fees-Architectural Fees, is covered by the SGIA FY 2015 funding that we had deferred for costs related to the office expansion.
- Below is the balance sheet as of 10/31/15 (please see footnotes):

Assets:	
Cash	847,348.79
Accounts Receivable	510,019.34
Other Current Assets	243.27
Fixed Assets	36,221.02
<b>TOTAL ASSETS</b>	<u><u>1,393,832.42</u></u>
Liabilities:	
Accounts Payable	192,246.38
Accrued Expenses	33,794.80
* Deferred Revenue	393,266.11
<b>TOTAL LIABILITIES</b>	<u><u>619,307.29</u></u>
Equity:	
PPE Fund Balance	36,221.02
** Unrestricted Fund Balance	729,551.52
Current Year Net Position	8,752.59
<b>TOTAL EQUITY</b>	<u><u>774,525.13</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,393,832.42</u></u>



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Deferred Revenue 10/31/15	
EPA-10% Local Assessments	3,892.57
LOTICIP	100,620.26
TOD Route 8 Corridor	62,583.78
DECD Original Initiative	9,172.33
DEMHS	21,070.25
*** OPM/SGIA FY 2016	(123,926.10)
OPM/SGIA FY 2015	99,419.41
DEEP NRG	29,914.15
Municipal Dues	150,307.96
Local	4,265.00
HHW	7,896.74
State of CT COGCNV	<u>28,049.76</u>
	<u><u>393,266.11</u></u>

\*\* The estimated Fund Balance of the new agency is anticipated to be approximately \$730,000 (this figure will be confirmed once the audits of all 3 agencies are complete).

\*\*\* The funding for these expenses was received on 11/3/15. This is normal practice for this funding.

**Naugatuck Valley Council of Governments**  
**Profit & Loss Budget vs. Actual**  
July through October 2015

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>\$ (Under)/Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Federal Revenue	355,003.98	1,675,429.00	(1,320,425.02)	21.19%
4200 · State Revenue	363,546.04	999,227.00	(635,680.96)	36.38%
4400 · Local Revenue	110,189.83	218,292.00	(108,102.17)	50.48%
4600 · Interest Revenue	495.69			
<b>Total Income</b>	<u>829,235.54</u>	<u>2,892,948.00</u>	<u>(2,063,712.46)</u>	<u>28.66%</u>
<b>Expense</b>				
5000 · Salaries & Wages Expense	282,892.53	1,022,833.00	(739,940.47)	27.66%
5200 · Direct Fringe Benefits	123,223.13	491,706.00	(368,482.87)	25.06%
6050 · Accounting/Auditing	8,200.00	30,000.00	(21,800.00)	27.33%
6100 · Advertising/Publications/Notice	1,741.66	5,000.00	(3,258.34)	34.83%
6175 · Computer Capital Replacement	0.00	6,500.00	(6,500.00)	0.0%
6200 · Computer Service/Supplies/Lic.	1,950.00	15,930.00	(13,980.00)	12.24%
6300 · Contractors/Subcontractors	317,374.60	1,064,214.00	(746,839.40)	29.82%
6350 · Dues/Professional/Conferences	4,230.00	6,500.00	(2,270.00)	65.08%
6400 · Dues/Subscriptions	52.00	750.00	(698.00)	6.93%
6425 · IT Maintenance Agreement	4,052.00	20,190.00	(16,138.00)	20.07%
* 6430 · Insurance-Director & Officers	9,305.79	8,618.00	687.79	107.98%
6435 · Insurance-Office/Business	2,154.13	4,110.00	(1,955.87)	52.41%
6440 · Insurance-WC	1,813.94	3,947.00	(2,133.06)	45.96%
6450 · Lease Expense	897.38	2,500.00	(1,602.62)	35.9%
6550 · Maintenance	0.00	1,500.00	(1,500.00)	0.0%
6600 · Meetings Expense	868.71	10,000.00	(9,131.29)	8.69%
6650 · Miscellaneous Exp	312.37	3,000.00	(2,687.63)	10.41%
7100 · Office Cleaning	580.00	6,000.00	(5,420.00)	9.67%
7150 · Postage & Delivery	741.15	3,000.00	(2,258.85)	24.71%
7225 · Prof. Fees-Architectural Fees	10,000.00	0.00	10,000.00	100.0%
7240 · Prof. Fees-Legal	10,116.00	20,000.00	(9,884.00)	50.58%
7250 · Rent	13,726.68	76,650.00	(62,923.32)	17.91%
7275 · Repairs	7.83	5,000.00	(4,992.17)	0.16%
7300 · Supplies-Office	2,658.44	15,000.00	(12,341.56)	17.72%
7350 · Telephone/Internet Service	4,083.99	13,000.00	(8,916.01)	31.42%
7400 · Training/Professional Develop.	0.00	12,000.00	(12,000.00)	0.0%
7450 · Travel	14,923.16	25,000.00	(10,076.84)	59.69%
7500 · Utilities	4,377.46	15,000.00	(10,622.54)	29.18%
7550 · Website	200.00	5,000.00	(4,800.00)	4.0%
<b>Total Expense</b>	<u>820,482.95</u>	<u>2,892,948.00</u>	<u>(2,072,465.05)</u>	<u>28.36%</u>
<b>Total Net Position Increase/(Decrease)</b>	<u>8,752.59</u>	<u>0.00</u>	<u>8,752.59</u>	<u>100.0%</u>

\* Overrun as explained on prior reports.