



## RECORD OF MEETING

### NVCOG Executive Committee Meeting

NVCOG Conference Room

45 Leavenworth Street

Waterbury, CT, 06702

3 p.m., Wednesday, April 10, 2019

**Executive Committee Members Present:** Neil O’Leary, Waterbury; Mark Lauretti, Shelton; Pete Hess, Naugatuck; Ed Mone, Thomaston; Chris Bielik, Beacon Falls; Tom Dunn, Wolcott; Kurt Miller, Seymour.

**Staff:** Rick Dunne, Mark Nielsen, Michael Szpryngel, Lauren Rizzo, John DiCarlo.

#### 1. Pledge of Allegiance and Roll Call

Chairman Neil O’Leary called the meeting to order at 3:10 p.m. Those in attendance recited the Pledge of Allegiance. There were sufficient members for a quorum.

#### 2. Approval of the February 8, 2019 Record of Meeting

On a motion by Ed Mone, seconded by Kurt Miller, it was unanimously

VOTED: To accept the February 8, 2019 Record of Meeting as presented.

#### 3. Recommendation of Appointment of Auditor FYE 2019 and 2020 – that Chair & Executive Director Sign 2019-20 Engagement Letter with MAWC for FYE 2019 and 2020, and Notify OPM by end of May

Michael Szpryngel explained that this was an initial three year contract with MAWC that ended with the FY 2018 audit. There is an option for two additional years, FYE 2019 and FYE 2020, the audit cost being in line with the initial cost proposal from the auditor RFP awarded in 2015. He noted that OPM must be advised of auditor selection by the end of May. On a motion by Tom Dunn, seconded by Ed Mone, it was unanimously

VOTED: To appoint MAWC as NVCOG’s auditor for FYE 2019 and FYE 2020 and to notify OPM of NVCOG’s auditor choice by the end of May.

#### 4. Update of Agency Budget Projection 2020 and Staffing Plan Discussion

Mr. Szpryngel reviewed the updated NVCOG income statement. He noted spreadsheet figures pertaining to the preliminary budget adopted in January 2019, which assumed a 7.6% state match to the PL, full funding for the RSG from OPM, and the preliminary dues. He pointed out other portions of the spreadsheet that reflect the preliminary FY 2020 budget based on current state negotiations which assume an 8% match from CTDOT and a cut to the RSG formula. He attributed the main difference in the two budgets to direct pass-through FTA funding, as the Valley Transit District renovation is substantially complete.

Mr. Dunne said there is a policy issue involving OPM, the MPOs, and CTDOT. He noted there is a concern about shifting some cost-sharing from CTDOT to the towns. The three involved entities will meet soon to discuss the issue in depth.

Mr. Dunne said the preliminary adopted budget assumed dues based on CTDOT maintaining their current level of funding. The MPOs oppose zero percent funding on carry-overs. Ed Mone had questions concerning the impacts of funding on municipal dues, to which Mr. Dunne replied that the dues could be adjusted based on the actual budget that will be adopted in June.

Mr. Mone had questions about the allocation of funds to the Derby Train Station. Mr. Dunne explained that that this building formerly housed VCOG. It is leased from CTDOT to the City of Derby for \$1 and then to VCOG, thereby NVCOG, currently. Permanent leases have long expired and these are month to month agreements. The building had been kept until now because it was able to house the Valley Transit District when VTD's new facility was being constructed. There are currently no tenants in the building, and there is no grant at the moment to take on the facility assessment. Hence, NVCOG is budgeting funds. Mr. Dunne noted a recent letter from the Derby Fire Commissioner asking to lease the space from NVCOG. Although this has not yet been discussed with the Mayor of Derby, the potential is there for a tenant. Mr. Dunne said the major expenses of the building are borne by the City of Derby and NVCOG does not maintain the liability or the property. NVCOG does pay for electrical and security. Mr. Mone questioned NVCOG's obligation; Mr. Dunne said NVCOG is still using some parts of the facility.

**5. Discussion and Recommendation – MOU between NVCOG and Connecticut Brownfield Land Bank, Inc.**

Rick Dunne explained that this MOU would be executed so that EPA sees the relationship between the organizations and understands the cooperation between the two. There is no exchange of funds, but rather an exchange of in-kind services on an ongoing basis. It will be useful to both organizations in obtaining funding. On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To recommend to the full NVCOG board the execution of this MOU between NVCOG and Connecticut Brownfield Land Bank.

**6. Legislative Update Discussion**

Rick Dunne and John DiCarlo reviewed the list of proposed 2019 CGA bills that NVCOG is tracking, noting in particular bills that are relevant to regions and/or COGs.

**7. Agency Insurance Policies Premium Review FY 2020**

Michael Szpryngel and Rick Dunne reviewed insurance premiums for business related and health insurance. Costs were compared to those of previous years. Trish Bauer was brought briefly into the meeting to provide information on NVCOG's insurance brokers and carriers.

**8. Executive Session**

The Chairman determined that an executive session was not necessary, and the meeting continued in open session where the following items were discussed.

- a. *Employee Health Insurance Premium Discussion* – Rick Dunne noted that due to the size of NVCOG, if the agency is not part of a larger group, such as the Connecticut Partnership, it must be individually rated in many plans. Attention is paid to the level of benefit and the cost of the premium. Mr. Dunne said staying as part of the Connecticut Partnership makes the most sense at this point.
- b. *Discussion of Current Lease Agreement and Options, 49 Leavenworth Street* – Mr. Dunne had scheduled two meetings with NVCOG's landlords. However, at both meetings, only one of the partners (the same one) was able to attend. NVCOG's intention is to exercise the early termination

clause of the lease prior to its deadline. Mr. Dunne's next meeting request with the partners will be done in writing.

- c. *Contractor Litigation Notification* – Mr. Dunne noted that at the last regular CNVMPO/NVCOG meeting a third party review for a LOTCIP project had been tabled due to concerns of possible active litigation with one of NVCOG's members. This raised the issue of whether NVCOG should have a policy as to whether we should do business or award contracts to any firm that is in litigation or potential litigation with one of the members. Mark Nielsen said RFQs for transportation currently do not ask such a question, but does ask if they are prequalified on the state's list. Mr. Dunne said staff would strengthen NVCOG's policies.
- d. *Executive Director Review and Compensation, per Employment Agreement* – This item was not taken up.

9. **Other**

There was no other business.

10. **Adjournment**

At 4:07 p.m., on a motion by Tom Dunn, seconded by Chris Bielik, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Lauren Rizzo  
Administrative Services Coordinator  
for  
Ed Mone  
Secretary