

**MINUTES**  
**REGULAR MEETING**  
**CITY COUNCIL & WPC AUTHORITY**  
**December 17, 2012**

**Vol. 26, Page 160**

A **REGULAR MEETING** was held by the City Council & WPC Authority in the City Hall Auditorium on Monday, December 17, 2012.

Present were Mayor Ryan Bingham, Corporation Counsel Raymond Rigat, City Councilors Gregg Cogswell, Elinor Carbone, Marie Soliani and Drake Waldron. City Councilors Paul Samele and Gerald Zordan were absent. Atty. Charles F. Brower was also present.

Mayor Bingham called the meeting to order at 6:58 p.m.

**MOMENT OF SILENCE**

Mayor Bingham asked for a moment of silence to remember the victims in Newtown, CT.

**MINUTES**

On a motion by Councilor Waldron, seconded by Councilor Carbone, the Council voted unanimously to accept the minutes of the Regular Meeting held December 3, 2012.

**OPEN TO THE PUBLIC**

On a motion by Councilor Waldron, seconded by Councilor Cogswell, the Council voted unanimously to open the meeting to the public. There was no one present who wished to speak.

**RIVERSIDE SCHOOL COOPERATIVE MORTGAGE SUBORDINATION**

On a motion by Councilor Waldron, seconded by Councilor Soliani, the Council considered authorizing the subordination of the \$395,700 Riverside School Cooperative, Inc. Small Cities loan, to be second to a refinancing of a first mortgage to CHFA in the amount of \$135,000, tabled on November 19<sup>th</sup> and December 3, 2012.

Councilor Waldron asked if the back taxes are being taken care of. Atty. Brower said the taxes have to be paid as part of the closing, they've been paid for the last five months, and the new co-op administration and new accountant are trying to get organized and will pay the taxes.

Councilor Waldron pointed out that the amount the City has at stake is a non-cash situation, and we're just holding equity to ensure that the property stays as a low income housing unit. He said that although the City will never get that money back, it serves our best interest to get this new mortgage to maintain the property.

A vote was taken and the subordination was unanimously approved.

**HORTICULTURAL SERVICES CONTRACT: COE MEMORIAL PARK**

On a motion by Councilor Carbone, seconded by Councilor Waldron, the Council voted unanimously to accept the Purchasing Agent's and the Parks & Recreation Superintendent's recommendation to extend the Still River Gardens, LLC care contract for Coe Memorial Park Gardens for the 2013 season, enter into contract negotiations with Still River Gardens, LLC for Horticultural Services in the amount of \$65,000 and to authorize the Mayor to act on behalf of the City regarding execution of these contracts.

**RESOLUTION: Custodial Ownership of Regional Assets**

On a motion by Councilor Waldron, seconded by Councilor Carbone, the Council voted unanimously to adopt the following resolution regarding a Memorandum of Agreement for use of Federal Fiscal Year 2011 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 5:

***RESOLVED, that the Board of Councilmen & WPC Authority may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and***

***FURTHER RESOLVED, that Ryan J. Bingham as Mayor of the City of Torrington, is authorized and directed to execute and deliver any and all documents on behalf of the City of Torrington and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.***

**RESOLUTION: Cooperative Purchase of Mobile Materials Screeners**

On a motion by Councilor Waldron, seconded by Councilor Cogswell, the Council voted unanimously to adopt a resolution *endorsing the Regional Performance Incentive Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth)*. Such proposal is attached to and made a part of this record. (Addendum 1)

**SMALL CITIES PAYMENT**

On a motion by Councilor Waldron, seconded by Councilor Soliani, the Council voted unanimously to authorize a payment of \$375.00 from Small Cities Fund #250 to the National Community Devel. Assn. for Annual Membership Dues for the time period July 1, 2012 through June 30, 2013.

**MUNICIPAL RENOVATIONS**

On a motion by Councilor Waldron, seconded by Councilor Cogswell, the Council voted unanimously to approve the following payments from Municipal Renovations Fund #316:

VENDOR	INV#	AMOUNT	DESCRIPTION
Global Equipment Co.	105283646	1,648.28	shelving
MB Handyman	100312	800.00	install shelving
MB Handyman	101712	3,835.25	purch. & install acoustic panels
Secretary of State	120612	150.00	release of liens

**OPEN TO THE PUBLIC, AGENDA ITEMS ONLY**

On a motion by Councilor Waldron, seconded by Councilor Carbone, the Council voted unanimously to open the meeting to the public on "agenda items" only. There was no one who wished to speak.

**BUSINESS BY DEPT. HEADS**

On a motion by Councilor Waldron, seconded by Councilor Carbone, the Council voted unanimously to consider business presented by Department Heads. No business was presented.

**BUSINESS BY MAYOR AND COUNCIL**

On a motion by Councilor Waldron, seconded by Councilor Cogswell, the Council voted unanimously to consider business presented by the Mayor and members of the City Council.

Members thanked the Mayor for the Moment of Silence and the Prayer Vigil held for the victims of the Newtown tragedy, and wished a Merry Christmas and Happy New Year to everyone.

**ADJOURNMENT**

On a motion by Councilor Cogswell, seconded by Councilor Waldron, the Council voted unanimously to adjourn at 7:06 p.m.

ATTEST: JOSEPH L. QUARTIERO, CMC  
CITY CLERK

Respectfully Submitted,  
Carol L. Anderson, CCTC  
Asst. City Clerk

Addendum 1



**Regional Performance Incentive Program**  
*Pursuant to Public Act 11-61, Section 5*

Form RPI-2  
 Rev.08/2012

***Proposal for Joint Provision of Service(s) or Study to be filed with the Secretary of the Office of Policy and Management***

Submit to: Office of Policy and Management,  
 450 Capitol Ave. MS #54 SLP  
 Hartford, CT 06108-1379,  
 Att: RPI Program

Attach additional pages if necessary; identify project and related proposal element at the top of page.

<b>Applicant Entity</b> (RPOs, Two or more Municipalities, and/or Economic Development Districts):	
Name	Litchfield Hills Council of Elected Officials / Northwestern CT Council of Governments
Address	42D North Street
City/State/Zip	Goshen, CT 06756
<b>Contact Person(s):</b>	
Name	Richard Lynn/Dan McGuinness
Title	Planning Director/Executive Director
Telephone	860-491-9884/860-868-7341
Fax	860-491-3729/860-868-7342
E-mail	Lhceo1@snet.net/nwccog1@snet.net
<b>Amount of Regional Performance Incentive Funding Requested: \$ 275,000</b>	
<b>Short Descriptive Title of Project: Cooperative Purchase of Mobile Material Screeners</b>	
<b>REQUIRED PROPOSAL ELEMENTS Items (1) through (15):</b>	
<p><b>(1.) Proposed Shared Service(s) or related Study:</b> Describe at least one service currently provided by a participating municipality or municipalities or study of the provision of such service, which is not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):</p> <p>All towns within the two regions currently generate various earth materials that require processing, storage, disposal, or re-use. These materials are the result of road maintenance scrapings, street sweeping, ditching work, sand and gravel processing, millings, and roadside shoulder work. Towns currently must rent a portable materials screener in order to process these earth materials for recycling and re-use. The recycled materials are typically used for roadway patching and filling, shoulder repair, and landscaping. Through the regional acquisition and sharing of two materials screeners, earth materials collected by municipal public works departments can be more cost-effectively processed and utilized. By recycling this material, there will be</p>	

less waste, avoided storage or disposal costs, and towns can reduce their need to purchase new material such as sand or topsoil.

**(2.) Describe the need for such service (attach additional pages as necessary):**

None of the towns in the LHCEO and NWCCOG currently own a materials screener that can be used to separate earth materials for recycling and re-use. As a result, towns incur a significant expense in renting the equipment or contracting for such services. While individual towns do not have the resources to purchase a materials screener for their own use, considerable cost efficiencies can be achieved through the regional acquisition of two materials screeners to share in the regional area. In addition to the added convenience of having a materials screener readily available, material costs will be reduced and more effective recycling can be achieved.

**(3.) Describe the method of delivering such service on a regional basis and the organization responsible for delivering such regional service or study:**

The LHCEO and NWCCOG have established a "Litchfield Hills Public Works Equipment Cooperative" to oversee the sharing of a catch basin cleaner and two street sweepers acquired with a previous Regional Performance Incentive Grant. This program has been in operation for over four years now, and is enjoying considerable success. The Cooperative consists of the Road Supervisors from the participating towns, which meets periodically and operates under the aegis of the LHCEO and NWCCOG.

It is proposed that the acquisition and implementation of the materials screener program be coordinated and operated through the existing Regional Public Works Equipment Cooperative with general program administration provided through the LHCEO and NWCCOG.

**(4.) Describe the population that will be served (we are not looking for population numbers, but rather whether a project serves an entire region(s), applicant towns, or any particular segment of the population such as "disabled residents dependent upon public transportation" or "residents in need of 'affordable housing'", etc.):**

All twenty towns in the LHCEO and NWCCOG region will be eligible to participate in the proposed program. Currently, fourteen of the towns actively participate in the existing Public Works Equipment Cooperative.

**(5) Describe the manner in which regional service delivery will achieve economies of scale:**

Most of the towns in the LHCEO and NWCCOG are small, rural communities and do not have the resources to individually purchase and cost-effectively utilize the proposed equipment. By sharing the equipment on a regional basis, however, participating towns will have access to the equipment for a period of time each year and will realize cost savings by reduced rental fees and manpower costs. In addition, by having easy and reliable access to the equipment within the region, towns can be expected to

recycle more material and therefore reduce the amount of material requiring storage or disposal.

**(6.) Provide the amount by which participating municipalities will reduce their mill rate as a result of the savings realized (*Exclude grant funds from calculations.*):**

Municipality	Savings	Mill Rate Reduction
Barkhamsted	\$1000	A modest reduction in the mill rate may be achieved by all participating towns through the projected cost savings.
Canaan (Falls Village)	\$200	
Colebrook	\$0	
Cornwall	\$0	
Goshen	\$1000	
Hartland	\$400	
Harwinton	\$200	
Kent	\$1000	
Litchfield	\$1000	
Morris	\$0	
New Hartford	\$0	
Norfolk	\$	
North Canaan		
Roxbury	\$100	
Salisbury		
Sharon	\$3800	
Torrington	\$2200	
Warren	\$0	
Washington	\$0	
Winchester	\$0	
<b>TOTAL</b>	<b>\$10,900</b>	

**(7.) Provide a cost benefit analysis for the provision of the service by each participating municipality and by the entity submitting the proposal:**

Attachment A identifies the projected annual equipment use and municipal savings for the proposed equipment based on information provided by area road supervisors.

Most of the participating towns rent a materials screener for a week or two each year at an average cost of \$400 per day. Through cooperative purchase of the materials screeners, a sustainable program can be offered in the region for an estimated municipal rental cost of \$300 a day. This results in a 25% cost savings for the participating towns. In addition to this immediate municipal cost savings, it is anticipated that more material will be recycled at the local level with easier access to a materials screener and more affordable rental rates. Several towns, including Cornwall, New Hartford, and Winchester have indicated that they will likely make use of the materials screener even though they do not now routinely screen materials for re-use. This could generate additional savings in that top soil for landscaping and road shoulders could be generated from material screenings and towns could avoid or reduce the need to purchase virgin topsoil material.

The regional savings to be achieved is estimated to be over \$10,000 per year under the proposed program. In addition to this direct cost savings, regional acquisition of

the proposed equipment will also enhance intermunicipal cooperation and coordination that will facilitate other cooperative ventures. Making the proposed regional equipment available at an affordable price will also serve to protect the natural environment and reduce the carbon footprint by facilitating the recycling of earth materials with regionally owned equipment that is located "close to home" for easy access and use .

**(8.) Describe a plan of implementation for the delivery of the service on a regional basis (NOTE: *The estimated time line and length of time to implement the proposal*):** Once the RPI Grant is awarded, the LHCEO and NWCCOG will jointly develop a Request for Proposals to select the equipment. A vendor demonstration of the most promising equipment will be scheduled in the region. The equipment will subsequently be purchased, and the administrative process put in place for the participating towns to rent the equipment. The City of Torrington has offered to store and maintain one of the material screeners at their public works garage for use in the eastern portion of the region. The Town of Salisbury has offered to store the other materials screener for use in the western portion of the region. It is estimated that the program will be operational within six months of the notice of grant award.

**(9.) Provide a list of potential legal obstacles to the regional provision of the service and how these obstacles will be resolved:**

The LHCEO and NWCCOG have already established the administrative framework for the program through the existing Regional Public Works Equipment Cooperative. It is anticipated that an updated Memorandum of Agreement will be signed by each participating town with the LHCEO and NWCCOG, similar to what was done for the shared use of the regional catch basin cleaner and street sweepers.

**(10.) Describe how the proposed service will be sustained once it is established and all grant funding has been expended:**

The program will be established to be self sustaining. An hourly rental fee will be charged to the participating towns for the use of the equipment. A percentage of this rental fee will be used to pay for equipment maintenance, program administration, and capital replacement. The rental fee can be adjusted each year as necessary to stay on target. Since there is no profit motive, the equipment should always be able to be rented at below market prices.

<b>(11.) Provide a list of other public or private funding potentially leveraged by the project proposed herein.</b>		
<b>Grantor</b>	<b>Amount of Funding</b>	<b>Purpose</b>
No additional funds are anticipated for equipment acquisition. However, participating towns will be providing funding for on-going program operation through rental fees.		
<b>(12.) Percent of municipalities in the applicant organization participating in the proposed regional service project: 100% (20/20).</b>		
<b>(13.) Attach hereto a resolution by the legislative body of each municipality affected by the proposal, endorsing such proposal.</b>		
<b>(14.) Attach the following material:</b>		
1. A site location map of the <u>project location</u> , (not the region or EDD), if applicable. Not applicable		
2. A proposed Project Schedule (Outline the Proposed Project timeline) See Attachment B		
3. Project cost estimates supporting the request for funding. See Attachment C.		
4. A list of all necessary local/state/federal permits and approvals required for the project. None required.		
<b>(15.) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		
If YES, please attach copies of cover letters.		
<b>(16a.) Certification by the CEO of the Applicant Organization(s):</b>		
<i>I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.</i>		
<b>Signature:</b>		
<b>Name:</b> Richard Lynn		
<b>Title:</b> Planning Director		
<b>Date:</b> December 29, 2011		
(Please use following certification if more than one RPO is participating.)		
<b>(16b.) Certification by the CEO of the Applicant Organization(s):</b>		
<i>I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.</i>		
<b>Signature:</b>		
<b>Name:</b> Dan McGuinness		
<b>Title:</b> Executive Director		

**Date:** December 29, 2011

Litchfield Hills Council of Elected Officials and Northwestern CT Council of Governments					
Cooperative Purchase of Mobile Materials Screeners					
Attachment A - Projected Municipal Savings					
Participating Towns	Annual C.Y. of Material Processed	Current Annual Cost to Process	Number of Days Needed Per Town	Projected Annual Cost Through PWEC	Total Annual Savings
Barkhamsted	1,500	4,000.00	10	3,000.00	1,000.00
Canann (Falls Village)	100	500.00	1	300.00	200.00
Colebrook	0	0.00	0	0.00	0.00
Cornwall	0	0.00	0	0.00	0.00
Goshen	1,000	2,500.00	5	1,500.00	1,000.00
Hartland	200	1,000.00	2	600.00	400.00
Harwinton	300	1,400.00	4	1,200.00	200.00
Kent	500	2,500.00	5	1,500.00	1,000.00
Litchfield	500	4,000.00	10	3,000.00	1,000.00
Morris	0	0.00	0	0.00	0.00
New Hartford	0	0.00	0	0.00	0.00
Norfolk					
North Canaan					
Roxbury	200	1,000.00	3	900.00	100.00
Salisbury					
Sharon	1,000	5,000.00	4	1,200.00	3,800.00
Torrington	1,500	5,200.00	10	3,000.00	2,200.00
Warren	150	0.00	5	1,500.00	0.00
Washington	500	1,250.00	5	1,500.00	0.00
Winchester	0	0.00	5	0.00	
<b>TOTAL</b>	<b>7,450</b>	<b>28,350.00</b>	<b>69</b>	<b>19,200.00</b>	<b>10,900.00</b>

Note: Source of projected equipment use and municipal savings based on LHCEO and NWCCOG survey of Road Supervisors and vendor estimates.



Attachment B - Project Schedule  
 Cooperative Purchase of Mobile Materials Screeners  
 DECEMBER 2012

TASK	MONTHS									
	1	2	3	4	5	6	7	8	9	10
1 PREPARATION OF REQUEST FOR PROPOSALS	X									
2 REVIEW OF VENDOR SUBMISSIONS		X								
3 EQUIPMENT DEMONSTRATIONS			X							
4 SELECTION AND PURCHASE OF EQUIPMENT				X						
5 UPDATE OF MUNICIPAL MOA'S FOR EQUIPMENT USE				X						
6 MUNICIPAL TRAINING ON EQUIPMENT					X					
7 PROGRAM IMPLEMENTATION									X	

Attachment C – Project Budget

Cooperative Purchase of Mobile Material Screeners

December 2012

Material Screeners(2)	\$260,000
RPO Administrative Costs	\$10,000
Contingency	\$5,000
<b>TOTAL</b>	<b>\$275,000</b>