



NOTICE OF REGULAR MONTHLY MEETING

DATE: Thursday, January 13, 2022
TIME: 10:00 AM – 12:00 PM
LOCATION: ZOOM - 1 646 558 8656
Meeting ID: 811 9807 8815
Passcode: 733977

AGENDA

(Chairman Don Stein; Vice Chairman Henry Todd; Secretary Charlie Perotti; Treasurer Mike Criss)

- 10:00 AM Determination of Quorum, Call to Order, and Opportunity for Public Comment. **Don Stein, Chairman.**
- 10:05 AM Report of the Executive Director, **Rob Phillips, NHCOC**
- Strategic Plan - NHCOC Staff Support for Region
 - Misc. Updates
- 10:10 AM **Municipal Forum:** Information Sharing Round Table
- 10:25 AM Outlook for the Upcoming Legislative Session and Emerging Priorities of the Council of Small Towns. **Betsy Gara, COST Executive Director.**
- 10:40 AM Update on Activities of the Northwest Regional Workforce Investment Board (NRWIB), **Catherine Awwad, NRWIB**
- 10:50 PM Presentation on Potential Services of UR Community Cares to the Region. **Michelle Puzzo and M.D. Birmingham, UR Community Cares.**
- 11:10 AM DEMHS Update, **John Field, DEMHS Region 5 Coordinator.**
- 11:25 AM Overview of municipal responsibility in state-funded public works, **Alvin Bingham, Commission on Human Rights & Opportunities (CHRO).**
- 11:45 AM **ACTION** - Request by CTDOT for Amendments to Statewide Transportation Improvement Program (STIP) for Replacement/Installation of Traffic Control Signals at Various Locations (*Attachment A*)

November 2021 Revised LOTCIP Guidelines Can be Found Here -

<https://portal.ct.gov/-/media/DOT/documents/dhighwaydesign/LOTCIP-Guidelines-November-2021-Final-Web.pdf>

- 11:50 PM Administrative Items
- a) **ACTION** - Nomination and Election of At Large Executive Committee Member for Unexpired Term in FY 2021-2022. **Don Stein.**
 - b) **ACTION** - Approval of Minutes for December 9th, 2021 (*Attachment B*).
 - c) **ACTION** - Approval of Financial Statements for November (*Attachment C*).
- 11:55 PM Other Business as Raised by Members and Adjournment

ATTACHMENT A

Requested Changes to CTDOT FY 2018 Statewide Transportation Improvement Program (STIP) In the Northwest Hills Region

Project Title: Installation of Traffic Control Signals in District 4

Project Number: 0174-0442

General Project Description: Project No. 0174-0442 will install new traffic control signal equipment, which may include span poles, mast arms, pedestals, signal heads, span wires, conduits, vehicle detectors, signing and pavement markings and/or will upgrade the pedestrian control features, which may include pedestrian countdown heads, sidewalk ramps and sidewalk extensions, to meet current department standards and will remove existing equipment, as needed, at each intersection. Installation of traffic control signal equipment will require excavation of existing equipment as well as excavation for new foundations (span pole, mast arm, pedestal, controller cabinet, etc.) and trenching (i.e. conduit) as required. In addition to excavation for traffic signal equipment, excavation will be required for sidewalk ramps that will be installed or reconstructed to meet current ADA standards. In areas of an intersection where there is existing signal equipment, excavation will take place in areas that have undergone extensive ground disturbance in the past. In areas of an intersection where there is no existing signal equipment, excavation may be in areas where there may not have been extensive ground disturbance in the past. There is significantly less than one acre of disturbance for each location.

The intersections below consist of new signal equipment being installed at existing signalized locations within the NHCOC region:

- Torrington – Route 4 (Migeon Ave. & North Elm St.) at Migeon Ave. – Int. #143-242

The intersection below consists of new signal equipment being installed at an existing unsignalized locations within the NHCOC region:

- Harwinton – Route 4 (Burlington Rd.) at Route 72 (Terryville Rd.) and Woodchuck Lane – Int. #065-209

STIP Amendment - #1

<u>Region</u>	<u>FA Code</u>	<u>Project #</u>	<u>Temp#</u>	<u>Rte/Sys</u>	<u>City/Town</u>	<u>Description</u>
3,5,7,10	STPA	0174-0442		Various	District 4	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS
<u>Phase</u>	<u>Year</u>	<u>Total \$ (000)</u>	<u>Fed \$(000)</u>	<u>St. \$(000)</u>	<u>Local \$(000)</u>	<u>Comments</u>
FD	2022	517	517	0	0	MOVE FROM FY1 TO FY22. NO CHANGE TO TOTAL COST

STIP Amendment - #2

<u>Region</u>	<u>FA Code</u>	<u>Project #</u>	<u>Temp#</u>	<u>Rte/Sys</u>	<u>City/Town</u>	<u>Description</u>
3,5,7,10	STPA	0174-0442		Various	District 4	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS
<u>Phase</u>	<u>Year</u>	<u>Total \$ (000)</u>	<u>Fed \$(000)</u>	<u>St. \$(000)</u>	<u>Local \$(000)</u>	<u>Comments</u>
RW	2022	140	140	0	0	MOVE FROM FY1 TO FY22. NO CHANGE TO TOTAL COST

ATTACHMENT B

MINUTES OF THE NHCOG MEETING December 9, 2021 held via Zoom

Members or Representatives in Attendance:

Barkhamsted, Don Stein	Burlington, Douglas Thompson
Canaan, Henry Todd	Colebrook, Christopher Johnstone
Cornwall, Gordon Ridgway	Goshen, Todd Carusillo
Harwinton, Michael Criss	Kent, Jean Speck
Litchfield, Denise Raap	Morris, Tom Weik
New Hartford, Dan Jerram	Norfolk, Matt Riiska
North Canaan, Charlie Perotti	Salisbury, Curtis Rand
Sharon, Brent Colley	Washington, Jim Brinton
Warren, Greg LaCava	Winchester, Josh Kelly

Others in Attendance:

Hedy Ayers, Eversource; John Field, DEMHS Region 5; Mike Muszynski, CCM; Brian Mattiello, Charlotte Hungerford Hospital; John Simoncelli, Greenwoods Counseling; Betsey Paynter, media representatives.

NHCOG Staff: Rob Phillips, Jocelyn Ayer, Janell Mullen, Darlene Krukar and Sarah Better

Call to Order and Opportunity for Public Comment. The meeting was called to order by Chairman, Don Stein at 10:04 am. John Simoncelli began by reporting a “spike alert” now more ever in the last few months in Litchfield County; Hedy Ayers of Eversource highlighted single point of contact forms need to be updated for the member-towns; Craig Nelson welcomed the new leaders to their positions. As the director of NWCTD, he noted that the transit district had received check for \$10,000.00 in American Rescue Plan Act (ARPA) funds.

Toast of Appreciation and Welcome to new Selectmen Don began with a thank you to all who have served; Dan Jerram wished the outgoing leaders the best of luck; Don Stein gave a welcome to new members- Todd Carusillo (Goshen), Douglas Thompson (Burlington), Patrick Roy (Roxbury), Chris Johnstone (Colebrook), Greg LaCava Warren).

Report of the Executive Director. Rob Phillips, NHCOG Executive Director, thanked Darlene & Jocelyn for their service, Jocelyn will be moving on from 14 years of service at the NHCOG to work for the Litchfield County Center for Housing Opportunity. Darlene is retiring after 23 years of services as the Financial/Office Manager. Rob also extended a welcome to Betsey Paynter keeping the momentum of the economic development initiatives.

Municipal Forum. Chairman Stein prompted any Chief Elected Official to ask any questions they may have at this time. Provided there were none, he moved on to the ARPA update.

ARPA Update. Mike Muszynski of CCM began his presentation by discussing eligibility for ARPA funding. There are resources available via the [Connecticut Conference of Municipalities' website](#). He emphasized using the funds for economic recovery items rather than development. He mentioned that the funds can be used for loss revenue as well.

Todd Carusillo, Goshen, added they had used funds to update the Town’s emergency management director’s laptop as an eligible expense.

Overview of recently Conducted Health Needs Assessment. Brian Mattiello, Senior System Director for Social Impact, Strategy and Integration of Charlotte Hungerford Hospital began by discussing the community needs assessment. He mentioned that in a year a more in-depth assessment will also take place with the NHCOG member-towns.

DEMHS Update. John Field, DEMHS Region 5 Supervisor, began by mentioning the rise in COVID cases. CT is currently at an 8% positivity rate. Testing is inadequate in the region. Vaccination/booster sites continue to see activity.

Next steps on regionally coordinated Fiber-to-Home Broadband initiative/ARPA Funds Don Stein presented an option to use ARPA funds for FTTH for consideration by towns in the region.

Update on CCM's Special Committee on Opioids Settlement.

Chairman Stein encouraged towns who have not registered to be a party to the settlement, to do so prior to the early January deadline date. If the state does not reach a 95% participation rate overall, the settlement payout would be substantially reduced to participating municipalities.

Administrative Items

a) Update on Natural Hazard Mitigation Plan (NHMP) Progress. Janell Mullen, NHCOG. Janell began by introducing herself as Regional Planner to those she hasn't met yet. She mentioned that all 21 towns were included in the Natural Hazard Mitigation Plan (NHMP) update and will all be on the same cycle moving forward. This work is funded by Federal Emergency Management Agency pre-disaster mitigation funding and led by SLR Corporation (formerly Milone & MacBroom). FEMA requires NHMP as a condition for receiving certain types of non-disaster assistance. Plans must be updated every five (5) years. At this point in the process, the multijurisdictional plan has been submitted to FEMA and approval is anticipated in the very near term. The next step will be for local governments to approve and adopt the plan.

b) ACTION - Resolution to support EMPG Regional Hazardous Materials Teams Grant for 2021-2022 Period in the Amount of \$65,000 (Attachment B). This item was moved by Henry Todd and seconded by Tom Weik. The motion passed unanimously with 16 members voting.

c) ACTION - Kent Land Trust/Warren Land Trust: Application for State Recreational Trails Grant Funding (Attachment C). Henry Todd moved and Jean Speck seconded this item. The motion passed unanimously.

d) ACTION - Acceptance of Audit for FY 2020-21 (Previously Distributed). Dan Jerram moved to accept the audit for FY 2020-2021. Henry Todd seconded the motion. Dan Jerram, New Hartford, inquired about what accounts are federally insured and what are not? The COG staff will be reviewing this. The motion passed unanimously.

e) ACTION - Nomination and Election of NHCOG Vice Chairman for Unexpired Term in FY 2021-2022. Don Stein nominated Henry Todd to serve in the position. There were no other nominations. Dan Jerram moved to elect Henry Todd as NHCOG Vice Chairman. Curtis Rand seconded the motion. The motion passed unanimously.

f) ACTION - Approval of Minutes for October 14, 2021 (Attachment D). Jean Speck moved to approve the minutes for the meeting of October 2021. Henry Todd seconded the motion. The motion passed unanimously.

g) ACTION - Approval of Financial Statements for September & October (Attachments E & F). Jim Brinton moved to approve the financial statements. Todd Carusillo seconded the motion to approve. The motion passed unanimously.

h) ACTION - Approval of 2022 and Jan 2023 Meeting Schedule (See Attachment G). NHCOC Chairman Don Stein mentioned looking forward to returning to in-person meetings when it is safe to do so. Mike Criss moved to approve the NHCOC Meeting Schedule. Denise Raap seconded the motion. The motion passed unanimously.

i) ACTION - Appointment of NHCOC Representatives to the Northwest CT Economic Development Corporation Executive Committee (NWCT EDC). The proposed slate included Don Stein, Josh Kelly, Denise Raap, and Henry Todd. Tom Weik moved to approve. Curtis Rand seconded. The motion passed unanimously.

j) ACTION - Appointment of NHCOC Members to the 2022 Legislative Committee. Don Stein asked who would be interested in serving on the Legislative Committee for the upcoming year. Jean Speck, Gordan Ridgway, Denise Raap, Don Stein, and Dan Jerram volunteered to be involved. Michael Criss offered to Chair the legislative committee. Henry Todd moved to approve the proposed appointment. Tom Weik seconded it. The motion passed unanimously.

k) ACTION – Re-Approval of FY 2022 Regional Service Grant (RSG) Resolution. Denise Raap moved to approve. Todd Carusillo seconded the motion. The motion passed unanimously.

Other Business as Raised by Members and Adjournment. The meeting adjourned at 12:08 pm.

Respectfully submitted,
Janell M Mullen
NHCOC Regional Planner

ATTACHMENT C

NORTHWEST HILLS COUNCIL OF GOVERNMENTS						
Nov-21						
	ORIGINAL	BUDGET	AMENDED	EXPENDED	EXPENDED	
OVERHEAD COSTS	BUDGET	AMENDMENTS	BUDGET	THIS MONTH	TO DATE	UNEXPENDED
Audit (Fiscal Services)	10,800			3,315.00	7,315.00	3,485.00
Cleaning Service/MSW Disposal	2,000			75.00	675.00	1,325.00
Dues, Subscript., Publications	3,000				225.00	2,775.00
Insurance (Bonds/Office/Property)	16,800				14,353.00	2,447.00
Miscellaneous	6,700			231.97	2,132.56	4,567.44
Office Supplies	3,500			223.48	928.12	2,571.88
Postage	700			84.58	161.46	538.54
Printing Services/Repro.	1,600				0.00	1,600.00
Rent	25,188			2,058.00	10,290.00	14,898.00
Equip. Maintenance, Repairs	2,500			180.50	2,205.23	294.77
Telephone, Computer, Fax & Internet	5,440			350.58	1,736.87	3,703.13
Travel & conference	6,000			326.05	796.83	5,203.17
Utilities	7,000			252.99	1,210.79	5,789.21
Contingency	5,000				0.00	5,000.00
STAFFING						
Salaries	330,000			27,500.00	150,672.15	179,327.85
Employee Benefits	103,447			6,109.06	44,278.38	59,168.62
Payroll Expenses	27,993			2,231.19	12,346.17	15,646.83
CONSULTANTS & OTHER SERVICES						
Transit Planning - NWCTD **	10,000				2,137.50	7,862.50
Regional Engineer (LOTICIP)*	12,500				0.00	12,500.00
Regional Transportation Planning**	10,000				0.00	10,000.00
Housatonic River Commission	1,030	300.00	1,330.00		1,330.00	-
EDA Planning Partnership	60,000			2,210.00	19,019.26	40,980.74
EDA CARES	189,000.00			5,911.52	39,839.52	149,160.48
Pop Up Hub*		2,131.11	2,131.11		1,400.00	731.11
Hazard Mitigation Plan*		12,399.92	12,399.92	7,501.50	7,501.50	4,898.42
NHMP Local Match		13,062.75	13,062.75	4,691.50	4,691.50	8,371.25
Wheels of Opportunity**		1,250.00	1,250.00		0.00	1,250.00
Regional Animal Facility Bid		3,900.00	3,900.00		1,444.17	3,900.00
Consultant Contingency **/ Other	40,441				0.00	-
CAPITAL AND NON-REOCCURRING						
Medical Deductible Contingency	2,000				0.00	-
Equipment	1				0.00	1.00
OPERATING BUDGET SUB TOTAL	882,640	33,043.78	915,683.78	63,252.92	326,690.01	588,993.77
Passthrough***				64,597.30	335,374.48	
TOTAL				127,850.22	662,064.49	
Revenue Received This Month	74,083.65					
Revenue Received To Date**	838,071.95			Revenue Received to Date	838,071.95	
Balance of Awarded Revenue	664,630.98			Expended to Date	662,064.49	
Total Revenue	1,502,702.93			Operating Account Balance	176,007.46	
Note: There are separate checking/savings accounts for: NW Hills Fuel Bank, Prescription Assistance Program, Public Works, N2N *Carryover from FY 20-21 for defined purposes. **Includes FY 20-21 carryover ***Passthrough includes: DEMHS, CERT, Geer, HHW, HRC						