

RECEIVED

By Darlene Brady at 10:10 am, Apr 19, 2022



NOTICE OF SPECIAL MONTHLY MEETING

DATE: Thursday, April 21, 2022
TIME: 10:00 AM – 11:45 AM
LOCATION: **In-Person at NHCOC OFFICE – 59 Torrington Road, Suite A-1, Goshen CT**
Remote Call-In Option - 1 646 558 8656
Meeting ID: 860 5177 8964
Passcode: 593531

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**
- Staffing Update
- 10:10 AM **Municipal Forum:** Information Sharing Round Table
- 10:40 AM Update on Activities of the Northwest Regional Workforce Investment Board (NRWIB), **Catherine Awwad, NRWIB**
- 10:55AM Discussion on Funding to Benefit Children’s Behavioral Health in the Region, **Brian Mattiello, Hartford Healthcare - Charlotte Hungerford Hospital.**
- 11:15AM DEMHS Update, **John Field, DEMHS Region 5 Coordinator**
- 11:25AM Committee Activity:
- a) Discussion of Potential High Speed Internet Initiative Partnership/Committee, **Don Stein**
 - b) Update - Legislative Committee, **Michael Criss, Chairman, COG Legislative Committee**
 - c) Appointment of Nominating Committee for NHCOC Officers and Executive Committee for FY 2022-2023, **Don Stein**
- 11:40AM Administrative Items:
- a) **ACTION** – Amendments to the 2021 STIP (*Attachment A*):
 - Four Amendments - 3-31-22 – New Projects for Traffic Control Replacement to Meet Current Standards in Various Locations; Barkhamsted, Litchfield and Winchester
 - Five Amendments – 4-8-22 - Move Section 5311 Program and NWCT Projects Forward to Next Fiscal Year and Revise Amounts.
 - b) **ACTION** - Approval of Minutes for March 10, 2022 (*Attachment B*)
 - c) **ACTION** - Approval of Financial Statement for February (*Attachment C*)
 - d) **ACTION** - PWEC 2022 Rates (*Attachment D*)
 - e) **ACTION** – Authorization to Bid (Full Depth Reclamation, Chip Seal)
- 11:45AM Other Business as Raised by Members and Adjournment.

ATTACHMENT A

Requested Changes to CTDOT FY 2021 Statewide Transportation Improvement Program (STIP) In the Northwest Hills Region

STIP Amendments #1-#4 (3-31-22)

Region	FACode	Proj#	TempP#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments
2, 3, 6, 10	STPA	0174-0459		X7	VARIOUS	DISTRICT 4	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	PD	2022	470	470	0	0	NEW PROJECT
2, 3, 6, 10	STPA	0174-0459		X7	VARIOUS	DISTRICT 4	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	RW	2024	120	120	0	0	NEW PROJECT
2, 3, 6, 10	STPA	0174-0459		X7	VARIOUS	DISTRICT 4	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	FD	2024	443	443	0	0	NEW PROJECT
2, 3, 6, 10	STPA	0174-0459		X7	VARIOUS	DISTRICT 4	REPLACE TRAFFIC CONTROL SIGNALS AT VARIOUS LOCATIONS	CN	FYI	6,433	6,433	0	0	NEW PROJECT

STIP Amendments - #5-#9 (4-8-22)

Req#	FACode	Proj#	TempP#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments
70	5311P	0170-XXXX		X6	SECTION 5311	VARIOUS	SECTION 5311 PROG ADJUST TO ACTUAL APPR, ADMIN & RTAP PROG FFY	OTH	2022	937	937	0	0	MOVE TO FY22 CARRYOVER, INCREASE ESTIMATE FROM FED \$ 500
Region	FACode	Proj#	TempP#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments
03	5311P	0472-XXXX		X6	NWCT TD	TORRINGTON	NWCT TD - SECTION 5311 CAPITAL FY 2021	OTH	2022	320	256	64	0	MOVE TO FY22 CARRYOVER, INCREASE ESTIMATE FROM FED \$ 40
03	5311P	0472-XXXX		X6	NWCT TD	TORRINGTON	NWCT TD - SECTION 5311 OPERATING (DEVIATED FIXED ROUTE)- FY 2021	OTH	2022	1,620	810	535	275	MOVE TO FY22 CARRYOVER, INCREASE ESTIMATE FROM FED \$ 181
03	5311P	0472-XXXX		X6	NWCT TD	TORRINGTON	NWCT TD - SECTION 5311 OPERATING (DIAL-A-RIDE) - FY 2021	OTH	2022	1,074	537	354	183	MOVE TO FY22 CARRYOVER, INCREASE ESTIMATE FROM FED \$ 345
03	5311P	0472-XXXX		X6	NWCT TD	TORRINGTON	NWCT TD - SECTION 5311 OPERATING (JOB ACCESS) - FY 2021	OTH	2022	38	19	19	0	MOVE TO FY22 CARRYOVER, DECREASE ESTIMATE FROM FED \$ 116

ATTACHMENT B

MINUTES OF THE NHCOG MEETING

March 10, 2022 held via Zoom

Members or Representatives in Attendance:

Barkhamsted, Donald Stein	Burlington, Douglas Thompson
Canaan, Henry Todd	Colebrook, Christopher Johnstone
Cornwall, Gordon Ridgway	Goshen, Todd Carusillo
Hartland, Magi Winslow	Harwinton, Michael Criss
Kent, Jean Speck	Litchfield, Denise Rapp
Morris, Thomas Weik	Norfolk, Matthew Riiska
North Canaan, Charles Perotti	Roxbury, Patrick Roy
Salisbury, Curtis Rand	Sharon, Brent Colley
Torrington, Elinor Carbone	Warren, Greg LaCava
Washington, Jim Brinton	Winchester, Joshua Kelly

Others in Attendance:

Betsy Paynter; Catherine Awwad, NRWIB; John Field, DEMHS Region 5; Jocelyn Ayer, Director Litchfield County Center for Housing Opportunity; Leonardo Ghio, Rural Healthcare Resource Coordinator

NHCOG Staff: Rob Phillips and Sarah Better

Call to Order and Opportunity for Public Comment - Brian Mattiello from Charlotte Hungerford had a meeting on Children and Adolescent Behavioral Needs in Northwest CT. Items that require local response 1. Rapid expansion of social and recreational activities 2. To bring support to the local collaborative 3. Network lead navigator – all the providers time this together. There isn't a state funding stream. Proposal for three-year funding. This does involve towns contributing funds. Jean Speck suggested that we should have a discussion so all towns can understand the funding. Greg LaCava agreed. John Simoncelli is also working on this and willing to answer any questions anyone may have.

Report of the Executive Director –

- Rob presented the survey results and discussed the Staffing plan for the COG. 16 of the 21 municipalities responded. Don Stein suggested the Executive Committee have a discussion and report back to the group in the April Meeting. Jean Speck commented on the grant writing and grant management needs to be a priority for a new NHCOG employee. Denise Raap also mentioned that Regional Recycling coordinator would be helpful as well. Rob will get the executive committee together to discuss further
- Future of the NHCOG Meetings- conflict with the April meeting date. Do we move toward a hybrid meeting moving forward or meet in person in the new NHCOG boardroom which is hopefully completed soon. Do we continue with zoom or move to in person? Rob will send out an email to poll everyone about the April meeting being in person and date change.
- NHMP – please get in your certificate as soon as possible
- Betsy Paynter – Marketing and social media is going well. Keeping an eye on the Berkshires and Millerton. Spring campaign for shop local buy local. Job Fair through the Chamber of Commerce. Things are moving forward!

Municipal Forum – Towns are busy right now with budget season upon us. Some concerns about mill rates, over budget for the highway departments for fuel and salt/sand. ARPA funds discussion and MIRA still a concern.

Updates on Activities of the Northwest Regional Workforce Investment Board (NRWIB) - Catherine Awwad from NRWIB – moved to April meeting due to conflict with another meeting.

Litchfield County Center for Housing Opportunity – Jocelyn Ayer, Director – Gave an overview of LCCHO. Jocelyn also requested approval for the LCCHO and NHCOC to partner so that the Affordable Housing Plans can still be done through the NHCOC. Henry Todd moved for approval with Jim Brinton seconded. The motion passed unanimously.

DEMHS Update - John Field, DEMHS Region 5 Supervisor – Covid is winding down. Housing has become a huge issue that needs to be addressed as well as childcare. FEMA is going to try to assist with this issue. DEMHS update – vacant positions are trying to be filled. Some have already been filled. Meeting on March 31, 2022 at Litchfield Inn.

Committee Updates – Michael Criss – Short legislative session proving to be challenging. The draft includes remote meetings, housing needs assessment, mill rate cap on motor vehicle tax, and trash bill. Michale thanked COST and CCM for their communication and support. Henry Todd moved to approve the Legislative Priority List. Charles Perotti second the motion. The motion passed unanimously.

Administrative Items

a) ACTION – Approval of Minutes from February 10, 2022 (Attachment D) Charles Perotti moved to approve the minutes Todd Carusillo second the motion. The motion passed unanimously.

b) ACTION – Approval of Financial Statement for January 2022 (Attachment E) Henry Todd moved to approve the Financial Statement. Charles Perotti seconded the motion. The motion passed unanimously.

c) ACTION – PWEC 2022 Rates (Attachment to be provided) – rates to be determined

The meeting adjourned at 11:45 am.

Respectfully submitted,

Sarah B. Better
NHCOC Financial/Office Manager

ATTACHMENT C

NORTHWEST HILLS COUNCIL OF GOVERNMENTS						
Feb-22						
	ORIGINAL	BUDGET	AMENDED	EXPENDED	EXPENDED	
OVERHEAD COSTS	<u>BUDGET</u>	<u>AMENDMENTS</u>	<u>BUDGET</u>	<u>THIS MONTH</u>	<u>TO DATE</u>	<u>UNEXPENDED</u>
Audit (Fiscal Services)	10,800				10,435.00	365.00
Cleaning Service/MSW Disposal	2,000			75.00	1,050.00	950.00
Dues, Subscript., Publications	3,000			932.00	1,657.00	1,343.00
Insurance (Bonds/Office/Property)	16,800			200.00	14,553.00	2,247.00
Miscellaneous	6,700			25.51	2,314.85	4,385.15
Office Supplies	3,500				1,043.18	2,456.82
Postage	700			69.64	231.10	468.90
Printing Services/Repro.	1,600			179.95	179.95	1,420.05
Rent	25,188			2,058.00	16,464.00	8,724.00
Equip. Maintenance, Repairs	2,500			133.19	2,577.82	(77.82)
Telephone, Computer, Fax & Internet	5,440			561.71	2,938.65	2,501.35
Travel & conference	6,000			25.86	966.50	5,033.50
Utilities	7,000			586.40	3,153.47	3,846.53
Contingency	5,000			1,438.00	1,438.00	3,562.00
STAFFING						
Salaries	330,000			20,435.90	233,925.59	96,074.41
Employee Benefits	103,447			4,228.81	59,311.68	44,135.32
Payroll Expenses	27,993			2,026.22	20,301.48	7,691.52
CONSULTANTS & OTHER SERVICES						
Transit Planning - NWCTD **	10,000				2,137.50	7,862.50
Regional Engineer (LOTICIP)*	12,500				1,002.00	11,498.00
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			5,320.00	39,939.26	20,060.74
EDA CARES	189,000.00			4,900.00	71,382.96	117,617.04
Pop Up Hub*		2,131.11	2,131.11		1,400.00	731.11
Hazard Mitigation Plan*		12,399.92	12,399.92		12,399.92	-
NHMP Local Match		13,062.75	13,062.75		12,408.10	654.65
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
Affordable Housing		2,100.00	2,100.00		2,100.00	-
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	35,143.78	917,783.78	43,196.19	518,085.18	399,698.60
Passthrough***					413,603.56	
TOTAL				43,196.19	931,688.74	
Revenue Received This Month	213,978.84					
Revenue Received To Date**	1,346,672.89			Revenue Received to Date	1,346,672.89	
Balance of Awarded Revenue	182,695.80			Expended to Date	931,688.74	
Total Revenue	1,529,368.69			Operating Account Balance	414,984.15	
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						

NORTHWEST HILLS COUNCIL OF GOVERNMENTS

Feb-22

	ORIGINAL BUDGET	BUDGET AMENDMENTS	AMENDED BUDGET	RECEIVED THIS MONTH	RECEIVED TO DATE	NOT RECEIVED
INCOME						
Regional Service Grant (OPM-SGIA)	263,868.00			197,900.97	197,900.97	65,967.03
ConnDOT Transportation (HPR)	135,000.00				42,916.37	92,083.63
ConnDOT Transit	23,625.00				6,561.62	17,063.38
ConnDOT LOTCIP	12,500.00				0.00	12,500.00
ConnDOT RITS	10,000.00				0.00	10,000.00
Municipal (Local) Dues	88,082.00				88,081.20	0.80
Town Fee for Service	10,000.00			8,563.58	9,238.58	761.42
Regional Housing Council Dues	675.00				675.00	0.00
Housatonic River Commission Dues	2,800.00				2,800.00	0.00
Foundation For Community Health	7,290.00				2,761.33	4,528.67
N2N (Berkshire Taconic)	1,500.00				450.69	1,049.31
DEMHS Region 5 Coordination by COG	12,000.00				3,200.00	8,800.00
DEMHS Region 5 Fiduciary	23,000.00				6,000.00	17,000.00
Natural Hazard Mitigation Plan - DEMHS		19,554.75	19,554.75	7,501.50	19,554.75	0.00
Department of Housing	20,000.00				33,971.38	-13,971.38
EDA-Partnership Planning	60,000.00				30,000.00	30,000.00
EDA-CARE	200,000.00	11,575.88			62,268.52	-62,268.52
Miscellaneous	200.00	573.14			815.44	-815.44
Bank Interest	100.00			12.79	103.10	-3.10
Previous Year Accounts Receivable		68,148.48	68,148.48		68,148.48	0.00
Carryover funds FY 20/21	12,000.00				0.00	
OPERATING BUDGET SUB TOTAL	882,640.00	99,852.25	982,492.25	213,978.84	575,447.43	182,695.80
Passthrough****					473,385.09	
TOTAL				213,978.84	1,048,832.52	
					47,960.82	
					48,195.61	
					60,536.05	
					218,490.65	
					359,527.35	
****Passthrough includes: DEMHS, CERT, Geer, HHW, HRC					734,710.48	

ATTACHMENT D



PUBLIC WORKS EQUIPMENT COOPERATIVE (PWEC) 2022 - EQUIPMENT LIST AND RENTAL RATES

1) **Traffic Counters (2)**. Rental Rate: **\$25** per road count by town staff; **\$150** per road count by regional staff (includes email of traffic count results)

- a) 2001 Jamar Traffic Counter, Serial # 06154. Cost New: \$895
- b) 2001 Jamar Traffic Counter, Serial # 06155. Cost New: \$895
- c) 2001 Jamar Traffic Counter, Serial # 06156. Cost New: \$895
- d) 2001 Jamar Traffic Counter, Serial # 06157. Cost New: \$895
- e) 2020 Jamar Radar Counter, SN#LE1078. Cost New: \$3,890
- f) 2020 Jamar Radar Counter, SN#LE1079. Cost New: \$3,395

2) **Street Sweepers (3)**. Rental Rate: **\$721** per day (**\$515** for host towns)

- a) 2009 Elgin Broom Bear, VIN # 1HTMMAANA7H530802, Serial #H2101D, Based in Harwinton. Cost New: \$195,606.
- b) 2019 EG Whirlwind, VIN#1HTMMMMN4KH286137, Serial #MV-41685, Based in Litchfield. Cost New: \$278,030.
- c) 2015 Elgin Broom Bear, VIN#1FVACXCY8GHHJ8856, Based in Warren, Cost New: \$273,324.

3) **Catch Basin Cleaner (2)**. Rental Rate: **\$721** per day (**\$515** for host town)

- a) 2008 Aqua Tech CB10 Catch Basin Cleaner, VIN#1HTWYAHT89J172505. Based in Goshen. Cost New: \$252,141.
- b) 2019 Elgin Megawind Catch Basin Cleaner. Based in Sharon. Purchase Price in 2019: \$259,918.

4) **Asphalt Recyclers (2)**. Rental Rate: **\$103** per day (**\$83** for host towns)

- a) 2013 KM International T-2 Asphalt Recycler. Based in Litchfield. Cost New: \$66,765
- b) 2013 KM International T-2 Asphalt Recycler. Based in Goshen. Cost New: \$66,765

5) **Asphalt Hotbox (3)**. Rental Rate: **\$52** per day (**\$42** for host towns)

- a) 2013 KM International 4-ton asphalt hot box. Based in Litchfield. Cost New: \$27,397
- b) 2013 KM International 4-ton asphalt hot box. Based in Goshen. Cost New: \$27,397
- c) 2013 KM International 4-ton asphalt hot box. Based in Kent. Cost New: \$27,397

6) **Straw Blowers (2)**. Rental Rate: **\$52** per day (**\$42** for host towns)

- a) 2013 Bowie MG30 Straw Blower. Based in Goshen. Cost New: \$9,200
- b) 2013 Bowie MG30 Straw Blower. Based in Harwinton. Cost New: \$9,200

7) **Material Screeners (2)**. Rental Rate: **\$412** per day (**\$309** for host towns)

- a) 2015 Rawson Model 3824 Screening Plant. Based in Cornwall. Cost New: \$95,500
- b) 2015 Rawson Model 3824 Screening Plant. Based in Washington. Cost New: \$95,500

Note: Half day rental rates are available based on the above as rounded up to the nearest dollar amount, and invoices will reflect any weather delays or equipment breakdowns reported by the rental town.