

**RECEIVED**

By Darlene Brady at 1:40 pm, Sep 07, 2021



## NOTICE OF REGULAR MONTHLY MEETING

DATE: Thursday, September 9, 2021  
TIME: 10:00 a.m.  
LOCATION: **See Zoom info below**

### AGENDA

*(Don Stein, Chairman; Bob Valentine, Vice Chairman; Charlie Perotti, Secretary; Mike Criss, Treasurer)*

- 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. **Robert Phillips, NHCOC**
- 10:10 AM Overview of COVID-19 Assistance for Community Health (COACH) Program. **Manny Barreto, McCall Center.**
- 10:20 AM Regional Transportation Planning – Update on Status of LOTCIP, STIP Actions and RCP Projects in the Region (Attachment A). **Robert Phillips, NHCOC**
- **Action** on STIP Amendment (Project # 0073-0194 – Replace Bridge over Still Brook – Add new project)
- 10:25 AM **Action** on Support for OSWA Grant Applications. List Municipal Representatives (Attachments B, C and D). **Salisbury, Sharon and Winchester.**
- 10:30 AM DEMHS Update. **John Field, Region 5 Coordinator**
- 10:45 AM Status of Household Hazardous Waste Collection Day for October 9<sup>th</sup>. **Curtis Rand, Chairman, Recycling Advisory Committee.**
- 10:50 AM Regional Animal Facility Update. **Mayor Elinor Carbone.**
- 10:55 AM **Action** on Applications Received for Funding under CTDOT’s 5310 Program. (Attachment E)
- 11:00 AM Update on Comprehensive Economic Development Strategy Implementation and support for new EDA grant application. **Jocelyn Ayer, NHCOC**
- **Action** to Approve Consultant Selection - Broadband Outreach Initiative. (Attachment F)
- 11:15 PM NHCOC Direction regarding assistance (via consultant) with ARPA funding.
- 11:25 AM **Action** on Administrative Items:

- a) Approval of Minutes for the July 8<sup>th</sup> Regular and August 12<sup>th</sup> Special Meetings (Attachment G and H)
- b) Approval of Financial Statement for June & July, 2021 (Attachment I and J).
- c) Approval of Amendment to the COG Policies and Procedures Manual, Revised to February 14, 2019, to add the following to **Employee Benefits, Section B – Vacation with Pay, Section 3** – The Executive Committee may grant additional Days/Year of vacation to new Senior level hires at their sole discretion with recommendation to the Council for final action.
- d) Approval of Memorandum of Understanding for COG Collaboration on 2021 Homeland Security Grant Program (Attachment K)
- e) Approval of Regional Service Grant Resolution (Attachment L)

11:35 PM Town by Town Issues and Updates by COG Members.

11:45 PM Other Business as Raised by Members and Adjournment.

Join Zoom Meeting

---

Meeting ID: 875 4810 3790

Passcode: 978467

Dial by your location

+1 646 558 8656

LOTICIP and Rural Collector Program Update  
September 2021

**LOTICIP Status**

Only urbanized areas, as defined by the Census, qualify for this funding program. Within the Northwest Hills Region, only portions of Burlington, Harwinton, Litchfield, New Hartford, Torrington and Winchester qualify. The program provides 100% construction funding, with the town responsible for design. The NHCOC is allocated about \$1 million each year for this program.

Projects previously approved by the COG with a funding commitment from ConnDOT include:

- 1) Jerome Avenue Roadway Reconstruction, Burlington - \$1.34 million (FY 2016 funds). *Under construction*
- 2) Moosehorn Road, Litchfield - \$1.5 million (FY 2018 funds)
- 3) Prospect Street Roadway Reconstruction, Torrington – \$1.2 million (FY 2017 funds)
- 4) George Washington Turnpike/Case Rd, Burlington - \$2.3 million (FY 2019 and FY 2020 funds)
- 5) Holabird Avenue, Winchester - \$1.2 million (FY 2021 funds)

Additional projects endorsed by NHCOC and now under design include the following:

- 6) Torrington West Street, Torrington - \$1 million (FY 2022 funds)

**Rural Collector Program Status**

Only local roads classified as collectors and located in rural areas, as defined by the Census, are eligible for funding under this program. All towns in the Northwest Hills have at least some areas classified as rural. The program provides 90% construction funding (80% federal, 10% state, 10% local), with the town responsible for design. The COG is allocated \$1 million of federal funding each year for this program.

Recent projects previously endorsed by the COG include:

- 1) Sawmill Hill Road, Torrington - \$0.5 million (FY 2018 funds)
- 2) Alain White Road, Morris - \$0.5 million (partial project funding) (FY 2019 funds)
- 3) Bulls Bridge Road, Kent - \$0.5 million (FY 2019 funds)
- 4) Fern Avenue, Litchfield - \$0.5 million (FY 2020 funds)
- 5) Wykeham Road, Washington - \$0.5 million (FY 2021 funds)
- 6) West Chippens Hill Road, Burlington - \$0.5 million (FY 2021 funds)
- 7) Campville Road, Litchfield - \$0.5 million (FY 2022 funds)

**TIP/STIP~Action and Amendment Details**

Project No	Region	Route	Town	Description	Project Manager
0073-0194	03	US 202	LITCHFIELD	REPLACE BR 02231 o/ STILL BROOK	Reed, Bryan (860) 594-3418

Phase Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
RW	2022 STPR	50,000	40,000	10,000	0		0	40,000	0	0	0

Revision Code 05-New project

amendment Add new project. This project was previously in the 2018 STIP, but never made it into the current STIP.

0073-0194 RW Phase Total: 50,000 Federal Share: 40,000 State Share: 10,000 Local Share: 0

Phase Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
FD	2022 STPR	300,000	240,000	60,000	0		0	240,000	0	0	0

Revision Code 05-New project

amendment Add new project. This project was previously in the 2018 STIP, but never made it into the current STIP.

0073-0194 FD Phase Total: 300,000 Federal Share: 240,000 State Share: 60,000 Local Share: 0

Phase Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
CN	2023 STPR	1,800,000	1,440,000	360,000	0		0	0	1,440,000	0	0

Revision Code 05-New project

amendment Add new project. This project was previously in the 2018 STIP, but never made it into the current STIP.

0073-0194 CN Phase Total: 1,800,000 Federal Share: 1,440,000 State Share: 360,000 Local Share: 0



**REQUESTED CHANGES**  
**(ACTION)**

**2021 STIP**  
**REQUESTED CHANGES**

<u>Region</u>	<u>FACode</u>	<u>Proj#</u>	<u>TempP#</u>	<u>AQCd</u>	<u>Rte/Sys</u>	<u>Town</u>	<u>Description</u>	<u>Phase</u>	<u>Year</u>	<u>Tot\$(000)</u>	<u>Fed\$(000)</u>	<u>Sta\$(000)</u>	<u>Loc\$(000)</u>	<u>Comments</u>	<u>code for change</u>
03	STPR	0097-0095		X6	US 44	NORFOLK	REPLACEMENT OF RETAINING WALLS ON US 44	ROW	2022	100	80	20	0	MOVE FROM FY21 TO FY22	01
03	STPR	0097-0095		X6	US 44	NORFOLK	REPLACEMENT OF RETAINING WALLS ON US 44	FD	2022	935	748	187	0	MOVE FROM FY21 TO FY22	01
03	STPR	0149-0088		X6	CT 45	WARREN	REPAIR EMBANKMENT ON LAKE WARAMAUG BRK	ROW	2022	50	40	10	0	MOVE FROM FY21 TO FY22	01
03	STPR	0149-0088		X6	CT 45	WARREN	REPAIR EMBANKMENT ON LAKE WARAMAUG BRK	FD	2022	250	200	50	0	MOVE FROM FY21 TO FY22	01

CONCUR WITH ACTION: NAME \_\_\_\_\_ DATE \_\_\_\_\_

**CODE KEY**

- 01 Move projects from one year in the STIP to another year in the STIP
- 02 Fiscal constraint issues
- 03 Adjust existing projects for design schedule changes
- 04 Adjust existing projects for revised cost estimates
- 05 New Project
- 06 New Phase
- 07 Administrative Requirement
- 08 Delete phase
- 09 Delete project
- 10 Correction

Project No	Region	Route	Town	Description	Project Manager
0067-0123	03	VARIOUS	KENT	PEDESTRIAN IMPROVEMENTS AT VARIOUS LOCATIONS	Roberts, Scott (860) 594-3232

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
PD	2021	TAP-FLEX	160,000	128,000	0	32,000		0	0	0	0	0

Revision Code 11-Financing/Funding revision

action Change FA Code from TAPR. No change to final cost. This is needed due to funding availability. TAPR is over-programmed in FY21.

0067-0123 PD Phase Total: 160,000 Federal Share: 128,000 State Share: 0 Local Share: 32,000

- 01-Move project to another year
  - a - Funding limitations
  - b - Outstanding ROW issue
  - c - Outstanding Permit
  - d - Other (Specify)
 Comments:

---

- 02-Fiscal constraint
  - a - Funding fully programmed
  - b - State match not available
  - c - Local match not available
  - d - Other
 Comments:

---

- 03-Design schedule change
  - a - Permit issue
  - b - CTDOT staffing issue
  - c - Local staffing issue
  - d - ROW issue
  - e - Other
 Comments:

---

- 04-Revised cost estimate
  - a - Increase due to inflation
  - b - Increase due to (specify)
  - c - Decrease due to (specify)
  - d - Other
 Comments:

---

- 05-New project
  - a - Project requested by (specify)
  - b - Copy of RPM attached
 Comments:

---

- 06-New phase
  - a - PE phase required
  - b - ROW phase required
  - c - CON phase required
 Comments:

---

- 07-Administrative requirement
  - a - Add AC entry
  - b - Other
 Comments:

---

- 08-Delete phase
  - a - Phase not required
  - b - Phase changed to State funds
  - c - Phase changed to Local funds
  - d - Other
 Comments:

---

- 09-Delete project
  - a - Not supported by State
  - b - Not supported by Region
  - c - Not supported by Town
  - d - Change to State funded
  - e - Change to Local funded
  - d - Other
 Comments:

---

- 10-Correction
  - a - Due to project schedule
  - b - Due to funding availability
  - c - Other
 Comments:

Project No	Region	Route	Town	Description	Project Manager
0097-0095	03	US 44	NORFOLK	REPLACEMENT OF RETAINING WALLS ON US 44	Aresco, Salvatore

Phase Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
RW	2022 STPR	100,000	80,000	20,000	0		-80,000	80,000	0	0	0

Revision Code 01-Move project to another year

action Move from FY21 to FY22. No change to total cost.

0097-0095 RW Phase Total: 100,000 Federal Share: 80,000 State Share: 20,000 Local Share: 0

Phase Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
FD	2022 STPR	935,000	748,000	187,000	0		-748,000	748,000	0	0	0

Revision Code 01-Move project to another year

action Move from FY21 to FY22. No change to total cost.

0097-0095 FD Phase Total: 935,000 Federal Share: 748,000 State Share: 187,000 Local Share: 0

- 01-Move project to another year
  - a - Funding limitations
  - b - Outstanding ROW issue
  - c - Outstanding Permit
  - d - Other (Specify)
 Comments:
- 02-Fiscal constraint
  - a - Funding fully programmed
  - b - State match not available
  - c - Local match not available
  - d - Other
 Comments:
- 03-Design schedule change
  - a - Permit issue
  - b - CTDOT staffing issue
  - c - Local staffing issue
  - d - ROW issue
  - e - Other
 Comments:
- 04-Revised cost estimate
  - a - Increase due to inflation
  - b - Increase due to (specify)
  - c - Decrease due to (specify)
  - d - Other
 Comments:
- 05-New project
  - a - Project requested by (specify)
  - b - Copy of RPM attached
 Comments:
- 06-New phase
  - a - PE phase required
  - b - ROW phase required
  - c - CON phase required
 Comments:
- 07-Administrative requirement
  - a - Add AC entry
  - b - Other
 Comments:
- 08-Delete phase
  - a - Phase not required
  - b - Phase changed to State funds
  - c - Phase changed to Local funds
  - d - Other
 Comments:
- 09-Delete project
  - a - Not supported by State
  - b - Not supported by Region
  - c - Not supported by Town
  - d - Change to State funded
  - e - Change to Local funded
  - d - Other
 Comments:
- 10-Correction
  -
 Comments:
- 11-Financing/Funding revision
  - a - Due to project schedule
  - b - Due to funding availability
  - c - Other
 Comments:



TIP/STIP~Action and Amendment Details

Project No	Region	Route	Town	Description	Project Manager
0149-0088	03	CT 45	WARREN	REPAIR EMBANKMENT ON LAKE WARAMAUG BRK	Aresco, Salvatore

Phase Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
RW	2022 STPR	50,000	40,000	10,000	0		-40,000	40,000	0	0	0

Revision Code 01-Move project to another year

action Move from FY21 to FY22. No change to total cost.

0149-0088 RW Phase Total: 50,000 Federal Share: 40,000 State Share: 10,000 Local Share: 0

Phase Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2021	2022	2023	2024	FYI
FD	2022 STPR	250,000	200,000	50,000	0		-200,000	200,000	0	0	0

Revision Code 01-Move project to another year

action Move from FY21 to FY22. No change to total cost.

0149-0088 FD Phase Total: 250,000 Federal Share: 200,000 State Share: 50,000 Local Share: 0

- 01-Move project to another year
  - a - Funding limitations
  - b - Outstanding ROW issue
  - c - Outstanding Permit
  - d - Other (Specify)
 Comments:
- 02-Fiscal constraint
  - a - Funding fully programmed
  - b - State match not available
  - c - Local match not available
  - d - Other
 Comments:
- 03-Design schedule change
  - a - Permit issue
  - b - CTDOT staffing issue
  - c - Local staffing issue
  - d - ROW issue
  - e - Other
 Comments:
- 04-Revised cost estimate
  - a - Increase due to inflation
  - b - Increase due to (specify)
  - c - Decrease due to (specify)
  - d - Other
 Comments:
- 05-New project
  - a - Project requested by (specify)
  - b - Copy of RPM attached
 Comments:
- 06-New phase
  - a - PE phase required
  - b - ROW phase required
  - c - CON phase required
 Comments:
- 07-Administrative requirement
  - a - Add AC entry
  - b - Other
 Comments:
- 08-Delete phase
  - a - Phase not required
  - b - Phase changed to State funds
  - c - Phase changed to Local funds
  - d - Other
 Comments:
- 09-Delete project
  - a - Not supported by State
  - b - Not supported by Region
  - c - Not supported by Town
  - d - Change to State funded
  - e - Change to Local funded
  - d - Other
 Comments:
- 10-Correction
  -
 Comments:
- 11-Financing/Funding revision
  - a - Due to project schedule
  - b - Due to funding availability
  - c - Other
 Comments:

**SALISBURY ASSOCIATION LAND TRUST  
P.O. BOX 553  
SALISBURY, CONNECTICUT 06068**

August 3, 2021

**Re: Request for Letter of Support for the Preservation of 50 Acres adjoining Wack Forest on Route 112 in Salisbury through an Open Space Grant from CT DEEP**

Dear Friend,

The Salisbury Association (SA) is applying to the Connecticut Department of Energy and Environmental Protection (DEEP) for an Open Space Grant to help us preserve 50 acres of land on Route 112 adjacent to the Town of Salisbury's Wack Forest preserve. If we obtain state funding, we will purchase the property and preserve this large scenic block of forest.

Applications are weighed by a point system in which municipal and community backing rank high. Accordingly, we are asking you to help our efforts by writing a letter supporting SA by stating why you think this is a project worthy of state funding.

To give you some background on the proposal, I have prepared a few facts and observations on the project. We invite you to use this information however you like in preparing your own letter.

The letter need not be long. If possible, it should be on your organization's letterhead. The letter should be **returned to me**, not to DEEP, but should be addressed as follows:

Department of Energy and Environmental Protection  
Open Space and Watershed Land Acquisition Grant Program  
Constituent Affairs/Land Management Division  
79 Elm Street, 6<sup>th</sup> Floor  
Hartford, CT 06106-5127

The grant deadline is September 30 but we would like to have your letters in hand by not later than September 1, 2021. Please call the Salisbury Association at (860) 435-0566 if you have questions or need more information.

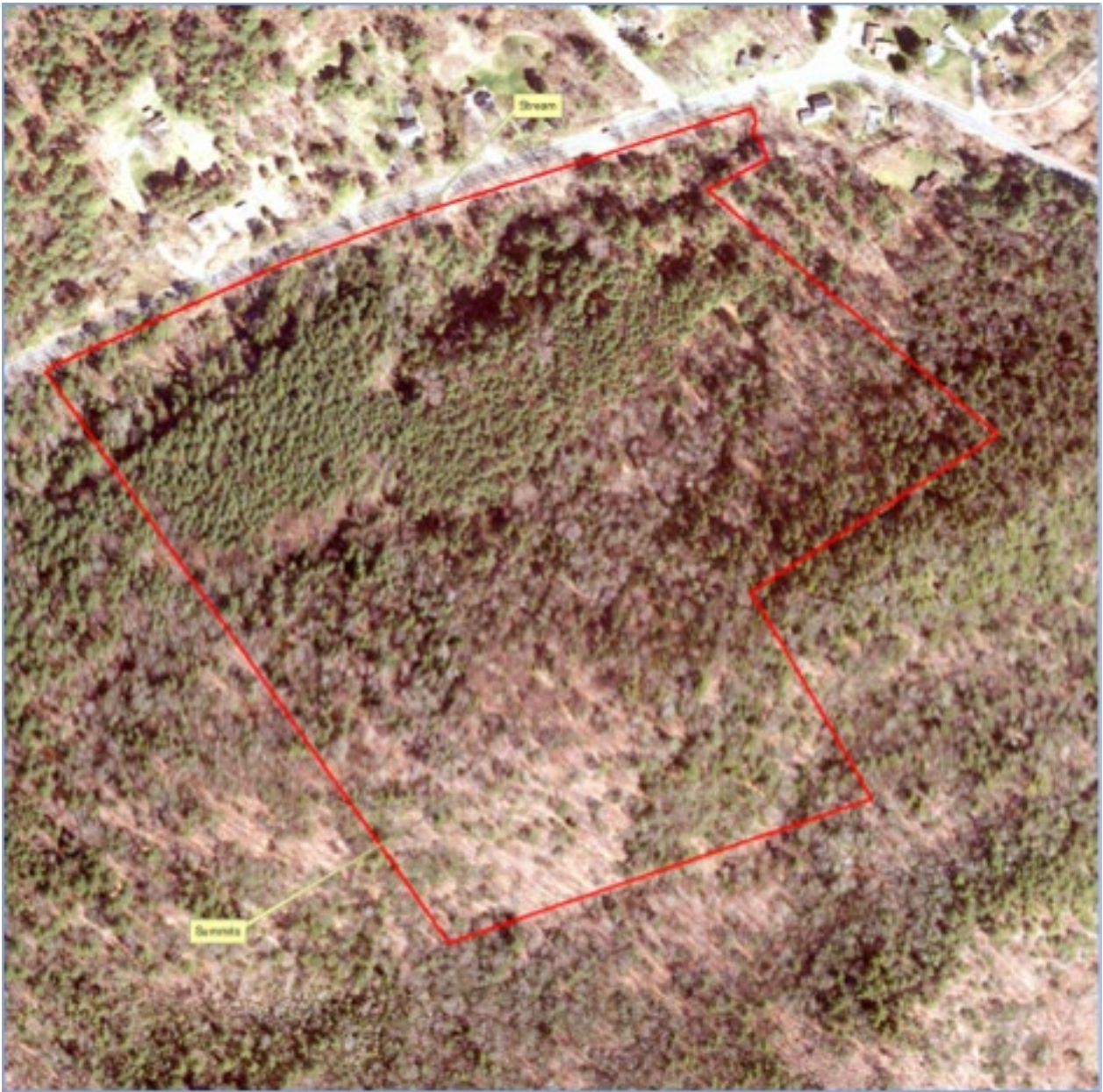
Thank you very much for your support. This is a lovely and valuable piece of forest that will be a privilege to help preserve.

Sincerely,

John Landon, Chair  
George Massey, Acquisition Committee Chair  
Salisbury Association Land Trust

## Points re Wack Forest Project

1. 50 acres next to the Town of Salisbury's 55-acre Wack Forest – will nearly double this forest preserve. SA will create a hiking trail connected to the existing trail on the Town property.
2. 55-acre Wack Forest was given to the town in 1950 (50 acres from Henry Wellington Wack) and in 1970 (5 acres from Charlotte Miner).
3. The Town's Wack Forest preserve has a public hiking trail and is used by the Boy Scouts and Girl Scouts for hiking and camping.
4. The property is forested with a mix of hemlock, hardwoods, pine. With Wack Forest, the property forms an important area of contiguous forest habitat.
5. 1,750 linear feet of stream – a branch of the Salmon Kill – traverses the property. The stream supports Slimy Sculpin, a rare fish that is a State Species of Special Concern. The stream is a significant riparian corridor that contains plunge pool and upland gradients.
6. The property ranges in elevation from 590' by the stream to 880' at the summit.
7. Five rare state-listed plants have been documented recently in the area, including the Endangered White Adder's Mouth and Schweinitz's Sedge.
8. Three additional rare state-listed plant species have been documented historically in the area.
9. Two state critical habitats are known to occur near the site – Circumneutral Spring Fen and Circumneutral Basin Swamp.
10. Property has 1600 feet of road frontage on Lime Rock Road/Route 112, designated a scenic road by the Town's Natural Resource Inventory.
11. Property is in the center of an area of significant conservation. Part of a climate-resilient landscape in Connecticut's northwest corner identified by The Nature Conservancy. One of a series of uplands including Sharon Mountain, Forge Mountain, Falls Mountain, Mt. Prospect, and Tom's Hill connecting to the Berkshires.
12. Consistent with Town Plan of Conservation and Development. The 2012 Plan of Conservation and Development places high value on conservation of Salisbury's natural resources. The Plan identifies protection of ridgelines, steep slopes, large forest blocks, wetlands, and wildlife corridors as important goals.



**SHARON LAND TRUST  
PO Box 1027  
67 MAIN STREET  
SHARON, CONNECTICUT 06068**

August 11, 2021

**Re: Request for Letter of Support for the Preservation of 81 Acres on Millerton Road through an Open Space Grant from the Connecticut Department of Energy & Environmental Protection.**

Dear Friend,

The Sharon Land Trust (SLT) is applying to the Connecticut Department of Energy and Environmental Protection (DEEP) for an Open Space Grant to help us preserve 81 acres of land on Indian Mountain with frontage on Millerton Road. If we obtain state funding, we will purchase the property from Lionel Goldfrank and preserve this large scenic forested block while providing public access to its trails.

Applications are weighed by a point system in which municipal and community backing rank high. Accordingly, we are asking you to help our efforts by writing a letter supporting SLT by stating why you think this is a project worthy of state funding.

To give you some background on the proposal, I have prepared a few facts and observations on the project. We invite you to use this information however you like in preparing your own letter.

The letter need not be long. If possible, it should be on your organization's letterhead. The letter should be **returned to me**, not to DEEP, but should be addressed as follows:

Department of Energy and Environmental Protection  
Open Space and Watershed Land Acquisition Grant Program  
Constituent Affairs/Land Management Division  
79 Elm Street, 6<sup>th</sup> Floor  
Hartford, CT 06106-5127

There is no need to mail an original – a scanned, emailed copy would be fine.

The grant deadline is September 30 but we would like to have your letters in hand by not later than September 15, 2021. Please call the Sharon Land Trust at (860) 364-5137 if you have questions or need more information.

Thank you very much for your support. This is a lovely and valuable piece of forest that will be a privilege to help preserve.

Sincerely,

Maria Grace, Executive Director  
Sharon Land Trust  
[maria@sharonlandtrust.org](mailto:maria@sharonlandtrust.org)

The Goldfrank property is 81.2 acres on Millerton Road on Indian Mountain between Indian Lake and Mudge Pond. It adjoins SLT's popular Goodbody Preserve and the 168-acre Von Ahn property that SLT is in the process of acquiring. It has an old field along the roadside and a densely wooded mountainside with a ridgeline that offers spectacular views.

#### Consistent with Town Plan

The Sharon Town Plan and Natural Resources Inventory place high value on conservation of Sharon's natural resources. Protecting water quality, forests, fragile area resources, and rural character are identified as important goals.

#### Proximity to other protected land and Watershed protection

The Goldfrank property is directly adjacent to SLT's Goodbody Preserve and the future Von Ahn Preserve and all three together will form a protected block of over 400 acres. Along with additional conservation easements held by SLT, this protected block extends to the shores of Mudge Pond. On the Millerton Road side, the property drains to Indian Lake; thus, its preservation helps to buffer and protect both important water bodies.

#### Passive Recreational Value

The parcel is a beautiful mountainside with varied terrain, views and interesting geological features. SLT will create a trail linked to its Goodbody Preserve trail, to provide the public with access to observe and experience natural resources, plants and animals.

#### Variety of Terrain

The property's slopes, ridgelines, outcrops, glade, aspects and elevations provide an interesting diversity of habitats, timber stands, and terrain.

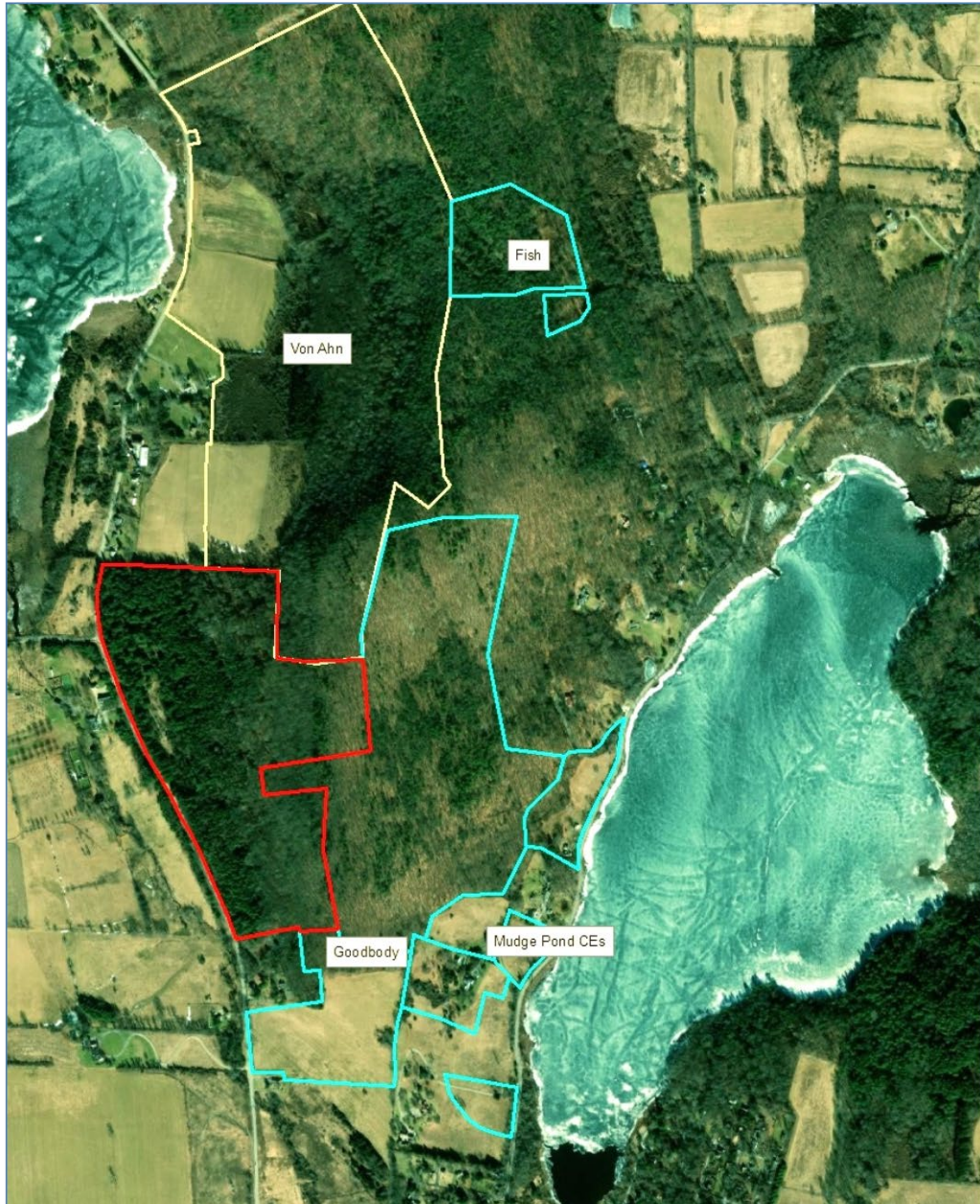
#### Scenic and Aesthetic Value

The Goldfrank property has ½ mile of frontage on Millerton Road, and is part of the scenic northwest gateway to Sharon. From the property's ridgeline, it offers spectacular scenic views.

#### Habitat/Wildlife Value

The parcel's diversity of elevation, forest cover, and wetlands provides excellent and varied habitat for many plants and animals. Habitats include core forest, bedrock outcrops, seeps, old field, glade, and dry summits. A healthy mix of wildlife has been observed at the property, including top predators bobcat and coyote, neotropical migrants scarlet tanager and wood thrush, and resident birds barred owl and pileated woodpecker. The State's Natural Diversity Database has documented that the property occurs in a watershed that supports the Eastern Pondmussel, a state-listed species of special concern. The parcel's connectivity with other protected land is crucial in preserving Indian Mountain as an important corridor for wildlife migration.





**Map 6. Protected Areas Mosaic.**  
Goldfrank in red; Von Ahn in yellow; and SLT Preserves in blue.  
Goodbody+Mudge Pond Easements+Von Ahn+Goldfrank = >400-acre block

**WINCHESTER LAND TRUST  
P.O. BOX 10  
WINCHESTER CENTER, CONNECTICUT 06094**

August 10, 2021

**Re: Request for Letter of Support for the Preservation of 60 Acres Linking WLT Preserves with Winchester Water Company Lands on Old Waterbury Turnpike in Winchester through an Open Space Grant from CT DEEP**

Dear Friend,

The Winchester Land Trust (WLT) is applying to the Connecticut Department of Energy and Environmental Protection (DEEP) for an Open Space Grant to help us preserve 60 acres of land on the Old Waterbury Turnpike and Rugg Brook Road adjacent to the Town's water lands and WLT's Ehrich Woods preserve. If we obtain state funding, we will purchase the property and preserve this large scenic block of forest.

Applications are weighed by a point system in which municipal and community backing rank high. Accordingly, we are asking you to help our efforts by writing a letter supporting WLT by stating why you think this is a project worthy of state funding.

To give you some background on the proposal, I have prepared a few facts and observations on the project. We invite you to use this information however you like in preparing your own letter.

The letter need not be long. If possible, it should be on your organization's letterhead. The letter should be **returned to me**, not to DEEP, but should be addressed as follows:

Department of Energy and Environmental Protection  
Open Space and Watershed Land Acquisition Grant Program  
Constituent Affairs/Land Management Division  
79 Elm Street, 6<sup>th</sup> Floor  
Hartford, CT 06106-5127

The grant deadline is September 30 but we would like to have your letters in hand by not later than September 1, 2021. It isn't necessary to send the original letter – scanning & emailing is fine. Please call me at (860) 379-9622 if you have questions or need more information. My email is [jen\\_perga@yahoo.com](mailto:jen_perga@yahoo.com).

Thank you very much for your support. This is a lovely and valuable piece of forest that will be a privilege to help preserve.

Sincerely,

Jen Perga, President  
Winchester Land Trust



Points re Rosgen Property:

1. 59.22 acres with frontage on both Old Waterbury Turnpike and Rugg Brook Road.
2. An important buffer and protector for Winsted's drinking water supply: Rugg Brook flows through the northwest corner of the property and it borders more than 1,000 acres of Town water company lands.
3. Supports an amazing variety of wildlife and plants. The State's Natural Diversity Database documents four rare, State-listed species of animal on or very near the property: one bird (broad-winged hawk), three species of bat (little brown bat, tri-colored bat, and northern long-eared bat), and a mussel (eastern pondmussel). Owned by a wildlife biologist who has created a comprehensive list of species observed at the property over the years.
4. Important connectivity for a very large wilderness corridor. To the west and south it adjoins WLT's largest area of protected land totaling 297 acres, encompassing Ehrich Woods, Ruez, and Hurlbut Field that extends to the shores of Lake Winchester. To the north and east it adjoins over 1,000 acres of Winsted water company land that in turn adjoins the Algonquin State Forest. Not far to the north and west are Silas Hall Pond and large Norfolk Land Trust preserves.
5. The parcel is nearly all core forest. It has not been logged for more than 50 years. Very large white pine and hemlock trees can be seen. The understory is dominated by mountain laurel.
6. Has two "summits," with oak-hickory vegetation.
7. WLT will create a public hiking trail to the summits so people can enjoy the new preserve via hiking, birdwatching, cross-country skiing, snowshoeing.
8. Consistent with Town Plan of Conservation and Development. This project furthers the goals of both the existing and the planned Plans of Conservation and Development. The 2011 Plan of Conservation and Development states a primary goal of protecting the town's natural resources, in particular its water bodies and drinking water. The 2021 draft Plan of Conservation and Development emphasizes the importance of preserving more open space to protect Winchester's community character and quality of life. It places high value on connecting existing open spaces to form a system of greenways and on preserved open space that is available for the public to enjoy.





September 9, 2021

Ms. Lisa Rivers, Transit Manager  
CT Dept. of Transportation  
Bureau of Public Transportation  
2800 Berlin Turnpike, P.O. Box 317546  
Newington, CT 06131-7546

Dear Ms. Rivers:

The Northwest Hills Council of Governments (NHCOCG) has reviewed four applications submitted in this region for federal Section 5310 funds to enhance mobility for seniors and individuals with disabilities. The applications are as follows:

Traditional

1. Winsted Senior Center – New Vehicle
2. Kennedy Center – Replacement Vehicle

Nontraditional

1. Kennedy Center Operating – Operating Assistance to Expand Program Services
2. Winchester Operating – Operating Assistance to Expand Program Services

At the September 9, 2021 meeting of the NHCOCG, the Council voted unanimously to support the funding of all projects listed above. A review of the applications by NHCOCG staff, based on ConnDOT's established selection criteria for the FFY 2021 grant cycle, found all applicants presenting a strong case for approving their applications. The traditional applications for new and replacement vehicles, and the nontraditional applications in support of the RITS program, all received equal priority for funding by the COG membership.

The NHCOCG looks forward to ConnDOT's action on the Section 5310 applications submitted by the Northwest Hills Region this year so that the important transportation needs of the elderly and disabled in our area can be met.

Thank you for your consideration.

Sincerely,

Robert A Phillips, AICP  
Executive Director

cc: Council Members, 5310 Program Applicants





To: NHCOC Board

From: Jocelyn Ayer, Community & Economic Development Director

Re: ***Request for COG approval of consultant selection for Broadband Outreach Consultant***

Date: August 25, 2021

---

**In July 2021, NHCOC received an award of \$60,000 in Year 3 Partnership Planning funding from U.S. EDA.** The purpose of these funds is to continue to implement the region's Comprehensive Economic Development Strategy (CEDS) as we have in Year 1 and Year 2 of receiving this funding. The NWCT Economic Development Corp. board has approved the following uses of this funding:

- \$20,000 for small business support through DiscoverLitchfieldHills.com and its virtual Jobs Hub
- \$10,000 for social media marketing of our 10 Day Trips around the region designed to support local businesses
- \$20,000 to continue to build the capacity for the NWCT Regional Food Hub and support farm businesses
- \$10,000 for a broadband outreach coordination

For work under the first three bullets above we plan to utilize consultants approved by the NHCOC board last year and to have them continue their work. For the broadband outreach work we advertised a new Request for Qualifications. The NWCT EDC Board has approved the consultant selection at its meeting on August 25<sup>th</sup>. **We are now seeking authorization from the COG Board to enter into the following contract:**

\$10,000 for a Broadband Outreach Consultant- selected: Katherine Kiefer

The consultant will work on the following tasks:

1. Meet with chief elected officials in the region to share information about fiber-optic broadband deployment options.
2. Support and coordinate local FTTH broadband task teams in the region by attending local task team meetings as needed, and providing these local teams with information and resources.
3. Plan and host webinars or Zoom meetings as needed to continue the ongoing dialog with local task teams and/or chief elected officials.
4. Create tools (handouts, social media posts, etc.) for local fiber-optic task teams to help them communicate broadband needs and possible solutions in their communities.

Under this contract the consultant will bill at \$30/hr for work performed.

## MINUTES OF THE NHCOG MEETING OF July 7, 2021

### Members or Representatives in Attendance:

Barkhamsted, Don Stein	Burlington, Ted Shafer
Canaan, Henry Todd	Colebrook, Tom McKeon
Cornwall, Gordon Ridgway	Harwinton, Michael Criss
Kent, Jean Speck	Litchfield, Denise Raap
Morris, Tom Weik (virtually)	Norfolk, Matt Riiska
Roxbury, Barbara Henry (virtually)	Sharon, Brent Colley (virtually)
Torrington, Elinor Carbone	Warren, Tim Angevine

### Others in Attendance:

April Chaplin, Kennedy Center; John Field; DEMHS Region 5 Coordinator; Gertrude O'Sullivan; Craig Nelson, Executive Director of Northwest CT Transit District; Julie Scharnberg, NW CT Foundation of Community Health, John Piscopo, State Rep 76<sup>th</sup> District; John Simoncelli, Greenwoods Counseling & Referrals

Call to Order and Opportunity for Public Comment. Upon determining a quorum, Chairman Stein called the meeting to order at 10:07 am. Barbara Henry, Tom Weik, Brent Colley and Rob Phillips attended virtually via Webex.

Dave Beers of DEEP Forestry Division used the public comment opportunity to speak about America the Beautiful (ATB) Grants. He mentioned that he is open to visiting member-towns' forests to prepare a forest report. Gordon Ridgway asked him about the gypsy moth situation that has hit Sharon and Cornwall very hard. There is a lot of concern around tree mortality where the trees are stressed. Dave reassured him that the trees will re-leaf this year. The problem would be a second defoliation next year. A big reason why this happened is due to a fungus that kills the moth larvae. Due to the dry weather, the fungus level was below normal.

State Rep. John Piscopo of the 76<sup>th</sup> District encouraged the town leaders to go after the federal grants that have been made available.

Natural Hazard Mitigation Plans Update. David Murphy, SLR Consulting provided an update on the progress of the Natural Hazard Mitigation Plans that are close to completion for all 21 towns within the NHCOG district. The document has two parts-the regional piece and the annex for each individual town. The NHCOG plans will be submitted to the state (FEMA) in July. David highlighted that the state has [Hazard Mitigation Grant Program](#) (HMGP) money and that the application period is currently taking place. David mentioned that energy reliability and resilience is a top priority for our region based on public input. The action tasks related to the state include FEMA map updates. David emphasized the importance of towns reviewing their updated FEMA maps closely since once those maps are finalized it is very hard to make changes. He also suggested that towns coordinate with SHPO regarding historic properties. He also spoke of towns with repetitive loss properties and how it is important for them to work with DEEP to get the properties off the list if they have been improved or mitigated. He also stated that towns' Flood Regulations tend to be out of date. It is important for towns to update their regulations to reflect Building Code updates. David also mentioned [SustainableCT](#) and how to use the NHMP to further advance a town's standing with the program.

East Main Corridor Study. Michael Kluchman, BSC Group gave an overview of the finalized study, which has been recently adopted by the City of Torrington's Planning and Zoning Commission. Michael provided a

brief background of the regional corridor and how it has grown and changed over time. The overall goals of the project were to improve traffic flow, improve safety and connectivity for pedestrians, and encourage development. For the purposes of the study, the corridor was broken into 4 segments: downtown gateway, neighborhood commercial, transitional, and big box commercial. Michael highlighted the GIS functionality of the project and how that tool was used for public input during the study. Michael reviewed the overall recommendations were categorized into the following themes for possible implementation: placemaking, access management, congestion, pedestrian safety, connectivity, and transit.

Northwest CT Transit District Update. Craig Nelson, Executive Director of NWCTD began his presentation by mentioning a new program called Dial-a-Ride. Craig mentioned that 17 of the 21 member-towns are covered by the transit district. Rural Independent Transportation Services (RITS) program is funded through the NHCOCG which assists the elderly and handicapped with transportation to medical appointments for a reduced rate or by donation. The program has been very full, and they are looking into getting additional vehicles to support it. CTDOT has set aside funding for an additional bus.

Craig mentioned that the operating expenses go through CTDOT. Craig also mentioned the importance of submitting the Municipal Grant Program (MGP) forms to the NHCOCG for filing with CTDOT. Craig ended his presentation by commenting on the American Rescue Plan funding point that towns can utilize funds for senior transportation “transit”. Chairman Stein asked if Craig could send an email to the member-towns regarding these funding points.

Denise Raap asked if NWCTD is still having trouble finding drivers as was the case in past months. Craig said that it has gotten a bit better. By August, he anticipates more drivers than there are buses. Denise added that she would prefer not to charge at all for the Candy Striper service. Craig noted that the majority of the funding comes through CTDOT and federal funding. Craig emphasized the need for these services in the region.

Mayor Carbone mentioned that the need for senior transportation is growing especially along with transportation to jobs in the region. Discussion with CTDOT has been conducted regarding a transportation facility. She added that a commitment from all municipalities is really very helpful.

DEMHS Update. John Field, Region 5 Coordinator. John Field commented that it was nice to see everyone in person. He began his presentation about the COVID-19 pandemic and mentioned that testing and vaccination efforts have been largely demobilized. Regional coordination meetings are still occurring, but now take place monthly. A survey will be going out to towns and their emergency management directors (EMDs) regarding the pandemic and the response to the public health emergency.

John added that the long-term recovery efforts continue. The DEMHS Region 5 committee continues to meet and currently the discussion has centered around getting people to return to work. PPE supplies are being distributed to various departments in case it is needed again. A large portion is going to correctional facilities. FEMA is looking at a \$77M cost to the state regarding COVID response. That estimate is on the low side and doesn't not include the federal rescue act funds.

He also noted that Emergency Management Performance Grant applications are open with a July deadline. The Homeland Security grant funding for 2021 is also open. A considerable amount of money for projects has been requested.

John mentioned that the state has identified Microsoft Teams as a valuable system for meeting virtually. Each DEMHS Region is being given a license. State of CT has also bought licensing for cyber security training. School systems need to submit their drill logs to the state by July 15<sup>th</sup> in order to get state funding

for projects.

John Field ended his presentation by mentioned that Storm Elsa is coming and that we are bound to get a lot of rain in the upcoming days. 6-8 inches have been predicted. There will potentially be flash foods in the region. Due to the fact that the grounds are saturated, trees may come down with a little bit of wind.

Legislative Update and Municipal Implications for Member-towns. Michael Criss, Legislative Committee Chairman mentioned that the legislation session ended and there have been a lot of wrap-ups given by various organization including COST, CCM, and CCAPA. He mentioned that a lot of the affordable housing bills were watered down and then passed. There are opt-outs for municipalities regarding some elements of bills that passed. He also mentioned that there is a lack of public infrastructure that is an impediment to the development of affordable housing. Mike also mentioned the Implementer Bill. He added that the FOIA guidelines regarding meetings (remote, hybrid, or in person) have been detailed.

John Piscopo added that the Special Session next week will convene to possibly extend Executive Orders for 60-90 days.

Mike Criss added that statutory towns pass resolutions at Town Meetings regarding spending. The state is not providing additional guidance to the communities on this one. Mike added that in his opinion these matters should not be discussed at Town Meetings, but amongst the Board of Selectmen. He added that it will be helpful for member-towns to share information regarding how they proceed.

Don Stein added that in the Implementer Bill there was mention of solid waste management. He added that there is nothing in there to prevent MIRA from its imminent shut-down.

Gordon Ridgway added that it is great to be in the Northeast because a lot of work has been done in region by the state surrounding the COVID-19 pandemic.

Municipal Response to Cannabis Legislation. Mayor Elinor Carbone brought up SB-1201 to discuss a potential municipal response to this bill regarding the legality of recreational cannabis in the state. She mentioned that the police department must respond to these legislative update as well as various departments within municipalities. She mentioned that other towns are enacting short-term moratoriums on cannabis related facilities and retail outlets. Planning and Zoning Commissions will need to make decisions around these changes. Mayor Carbone's approach is baby steps for the City of Torrington.

Mike Criss added that the Town of Prospect adopted a resolution that prohibits the recreational use of cannabis in the municipality. Mayor Carbone mentioned that the public can overturn the town ordinance by referendum. Mike Criss asked about the difficulty of collecting taxes from cannabis retailers and then depositing the tax revenue into FDIC backed bank accounts provided that the federal government hasn't legalized recreational cannabis.

Proposal for Regional Housing and Social Services Coordinator. Julie Scharnberg began her presentation by reading a letter that was address to the NHCOC regarding the funding for a staff person in the Northwest Hills region. During the COVID-19 pandemic, it grew apparent that social service organizations and emergency management communications needs to be enhanced within the region. This letter stated that a consultant would be funded through a CDC grant for a pilot program for a two (2) year period. Julie noted that it is a difficult region to serve and thinks that there is real value to having a central coordinator. This position was identified as being best suited within the NHCOC office. She mentioned that during COVID-19 so many needs were at play at the same time-food, housing, health services.

Don Stein asked who the consultant would be reporting to. The thought would be to have a cross-sector advisory group that monitors the position. The CT Office of Rural Health would play a role provided its involvement with the pilot funding.

Henry Todd spoke up saying that it is a great idea.

Jean Speck also felt that we are just now seeing the tip of the iceberg of what will come out of the global pandemic. Jean mentioned that her social services director would find this position helpful to supplement and support the local work that they are currently doing.

Gordon Ridgway mentioned that Cornwall has a group that is working together regarding social services, mental health services, and emergency services. He added that this is great news since there is such a need in the area and that there are so many compounding issues.

Julie added that the grant amount is \$240,000.00.

Mike Criss asked what the elected officials could expect as far as deliverables resulting from this position. He asked what the true function of the position entails. He also asked about what would happen after the two (2) years of funding expires.

Julie stated that the NHCOC would not be growing their staff yet offering up office space for this individual. Access to municipal leaders would be an important component of this position. The City of New London created such a position for their city. The amount of prevention that has resulted from this position is staggering. The Norfolk ambulance is getting a lot of mental health calls from teenagers in the region. If these issues are taken out of the hands of emergency response, it would be very helpful for the municipalities in the region. A clinical background would be extremely helpful.

Gordon Ridgway moved to support this position. Jean Speck seconded the motion which authorized the process to proceed.

A discussion ensued. Don Stein clarified that a board would need to be convened to assist with the hiring process. The NHCOC would have to be revisited once the scope of work was developed.

Denise Raap asked about the towns that do not have the social services staff. Julie added that the point would be to coordinate the services within the region. For example, in towns that don't have a social services director there is a person that addresses these issues. The idea is for the towns to have better guidance regarding the myriad of needs that are being seen.

A roll call was conducted for the vote. There were two abstentions from the Town of Harwinton, Mike Criss and Morris, Tom Weik. All others present were in favor.

a) Approval of Minutes for February May 13, 2021. Henry Todd moved the approval of the minutes and Matt Riiska seconded. Motion passed unanimously.

b) Approval of Financial Statement for April 2021. Mike Criss approved. Henry Todd seconded. The motion passed unanimously.

c) Expansion of the NHCOC Office

Chairman Stein reviewed the \$120,000 expansion of the office space and the conference room of the NHCOC office.



Denise Raap questions the discrepancy between the cost per square footage between the two options. Mike Criss explained that it is based on the build-out.

Henry Todd moved to support Option B. Mayor Carbone seconded the motion. The motion passed unanimously.

Town by Town Issues and Updates by COG Members.

Tim Angevine, Warren, mentioned recent storms efforts and applauded DPW. Mayor Carbone stated that the regional animal control facility did move forward in the process. Jean Speck mentioned having discussions with Nuvance around rural primary care provided a health facility recently closed. She also asked about having a focused conversation around American Recovery Plan Act in the upcoming month since there is no scheduled NHCOC meeting in August.

Jocelyn Ayer updated the group about the upcoming July 29<sup>th</sup> Fifth Thursday at 7 pm at South Farms in Morris. She also mentioned they are in Year 2 of implementing the CEDS strategies within the region. Consultant, Betsy Paynter is available in the region to assist towns where they need support in economic recovery post COVID-19 pandemic.

The meeting adjourned at 12:13 pm.

Respectfully submitted,

Janell M. Mullen  
NHCOC, Regional Planner

DRAFT



**MINUTES OF SPECIAL MEETING OF AUGUST 12, 2021  
HELD ELECTRONICALLY VIA ZOOM**

Deleted: E 21

Members or Representatives in Attendance:

Barkhamsted, Don Stein  
Burlington, Ted Shafer  
Canaan, David Barger  
Cornwall, Gordon Ridgway  
Kent, Jean Speck  
Litchfield, Denise Raap  
Morris, Tom Weik  
North Canaan, Charlie Perotti  
Roxbury, Barbara Henry  
Torrington, Elinor Carbone  
Warren, Tim Angevine  
Washington, Jim Brinton  
Winchester, Josh Kelly

Others present:

Jocelyn Ayer, NHCOC  
Robert Phillips, NHCOC  
Mike Muszynski, CCM

Call to Order. Chairman Don Stein called the meeting to order at 9:05AM. The Chairman explained that this was a forum for information sharing between NHCOC region municipalities. No votes or actions would be taken.

Information sharing on municipal ARPA funding. Members in attendance were polled on the following issues to begin the information sharing:

1. What entity or group in your town is tasked with assessing ARPA proposals, needs, or making decisions on how ARPA funding will be spent?
2. What uses are you currently considering using ARPA funding for?
3. Would it be useful for NHCOC to put together a "menu of ARPA eligible options" with specific proposals and cost estimates to include entities or projects that serve multiple towns such as possible broadband uses, Northwest Transit District, NWCT Arts Council, Recovery Navigators, etc.

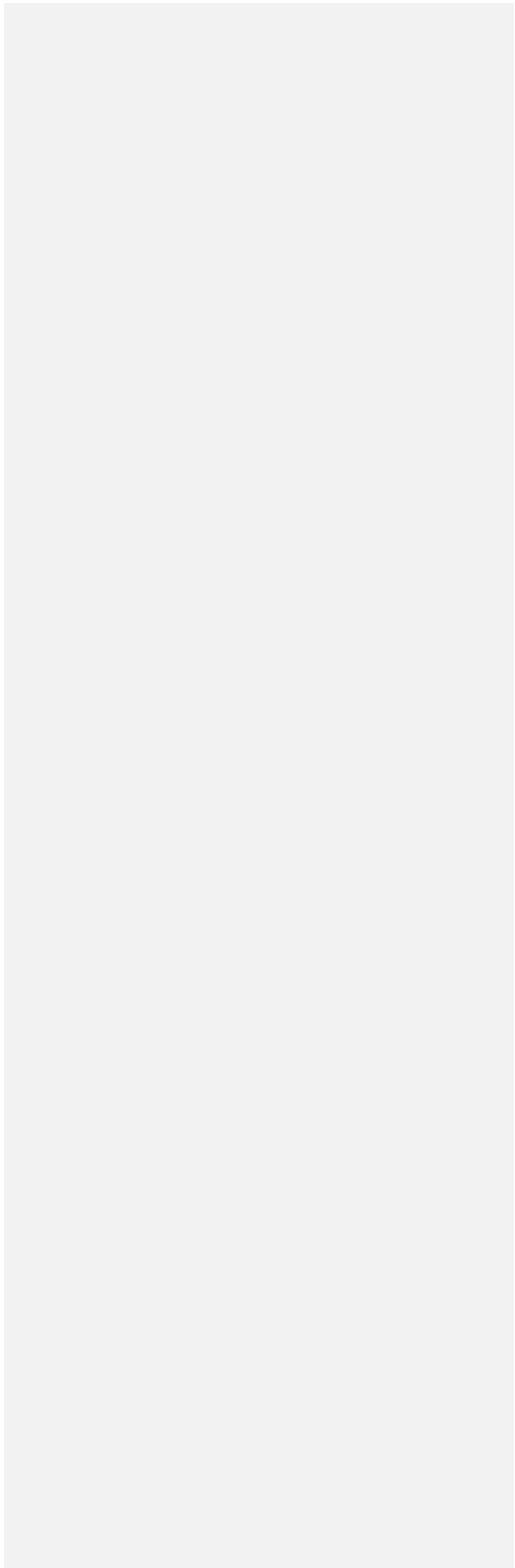
Members then discussed the results of the polling questions. Mike Muszynski of CCM answered many questions around what types of activities might be eligible uses of ARPA funding. For more information, members can reference the CCM American Rescue Plan Toolkit available on CCM's website.

Information sharing on municipal COVID masking responsibilities. Members then shared their current thoughts on municipal masking responsibilities.

Adjournment. The meeting was adjourned at 10:00AM

Respectfully submitted,

Jocelyn Ayer  
Community & Economic Development Director



**NORTHWEST HILLS COUNCIL OF GOVERNMENTS**

**Jun-21**

	ORIGINAL	BUDGET	AMENDED	EXPENDED	EXPENDED	
	BUDGET	AMENDMENTS	BUDGET	THIS MONTH	TO DATE	UNEXPENDED
<b>OVERHEAD COSTS</b>						
Audit (Fiscal Services)	10,800	(2,610.00)	8,190.00		8,190.00	-
Cleaning Service/MSW Disposal	2,000			175.00	1,450.00	550.00
Dues, Subscript., Publications	3,000	908.97	3,908.97	247.00	4,155.97	(247.00)
Insurance (Bonds/Office/Property)	11,800				11,214.00	586.00
Miscellaneous	6,700			6.76	4,145.30	2,554.70
Office Supplies	3,500			167.26	1,524.31	1,975.69
Postage	700			110.00	722.45	(22.45)
Printing Services/Repro.	1,600				330.90	1,269.10
Rent	24,216			2,058.00	24,256.00	(40.00)
Equip. Maintenance, Repairs	2,500			517.50	4,707.66	(2,207.66)
Telephone, Computer & Internet	4,600			1,033.12	4,917.47	(317.47)
Travel & conference	6,000	(4,000.00)	2,000.00	72.35	449.08	1,550.92
Utilities	7,000			431.10	4,315.77	2,684.23
Contingency	5,000	-908.97	4,091.03		0.00	4,091.03
<b>STAFFING</b>						
Salaries	314,725			31,903.36	320,401.29	(5,676.29)
Employee Benefits	101,356	(296.12)	101,059.88	5,794.05	78,406.27	22,653.61
Payroll Expenses	26,565			2,699.93	27,350.54	(785.54)
<b>CONSULTANTS &amp; OTHER SERVICES</b>						
Transit Planning - NWCTD **	10,000	(1,802.39)	8,197.61	3,756.00	8,024.61	173.00
Regional Election Monitor	5,000	(4,147.80)	852.20		852.20	-
Regional Engineer (LOTICIP)*	12,500				668.00	11,832.00
Regional Transportation Planning**	10,000	10,000.00	20,000.00		7,317.00	12,683.00
RPIG - Animal Control Facility*	15,000	(10,300.00)	4,700.00		4,700.00	-
Housatonic River Commission	1,030	(50.00)	980.00		980.00	-
CEDS Implementation	1	60,000.00	60,000.00	17,035.37	58,573.62	1,426.38
EDA CARES		372,967.75	372,967.75	15,166.26	174,018.31	198,949.44
Workforce Investment Board		10,000.00	10,000.00	7,000.00	10,000.00	-
Pop Up Hub*		4,453.64	4,453.64	972.00	4,334.56	119.08
East Main Street Corridor Study*		250,000.00	250,000.00		158,502.72	91,497.28
Hazard Mitigation Plan*		65,879.67	65,879.67		53,479.75	12,399.92
NHMP Local Match		53,975.00	53,975.00		40,912.25	13,062.75
Wheels of Opportunity**		1,250.00	1,250.00		0.00	1,250.00
Consultant Contingency **/ Other	8,127	(2,928.20)	5,198.80		2,400.00	2,798.80
PWEC Sweeper Replacement (partial)		63,711.00	63,711.00		63,711.00	-
Regional Animal Facility Bid		16,000.00	16,000.00	1,815.00	12,100.00	3,900.00
Affordable Housing Plans		4,400.00	4,400.00	225.00	4,400.00	-
<b>CAPITAL AND NON-REOCCURRING</b>						
Medical Deductible Contingency	5,000	296.12	5,296.12		5,296.12	-
Equipment	1				0.00	1.00
<b>OPERATING BUDGET SUB TOTAL</b>	<b>598,721</b>	<b>886,798.67</b>	<b>1,485,519.67</b>	<b>91,185.06</b>	<b>1,106,807.15</b>	<b>378,712.52</b>
Passthrough***				110,268.37	650,311.68	
<b>TOTAL</b>				<b>201,453.43</b>	<b>1,757,118.83</b>	
Revenue Received This Month	127,450.26					
Revenue Received To Date**	2,044,459.20			Revenue Received to Date		2,044,459.20
Balance of Awarded Revenue	107,309.32				Expended to Date	1,757,118.83
Total Revenue	2,151,768.52				Operating Account Balance	287,340.37
Note: There are separate checking/savings accounts for: NW Hills Fuel Bank, Prescription Assistance Program, Public Works, N2N						
*Carryover from FY 19-20 for defined purposes.						
**Includes FY 19-20 carryover (used RTP funds to purchase traffic counters)						
***Passthrough includes: DEMHS, CERT, Geer, HHW, HRC						

**NORTHWEST HILLS COUNCIL OF GOVERNMENTS**

**Jul-21**

	ORIGINAL	BUDGET	AMENDED	EXPENDED	EXPENDED	
OVERHEAD COSTS	BUDGET	AMENDMENTS	BUDGET	THIS MONTH	TO DATE	UNEXPENDED
Audit (Fiscal Services)	10,800				0.00	10,800.00
Cleaning Service/MSW Disposal	2,000			75.00	75.00	1,925.00
Dues, Subscript., Publications	3,000			225.00	225.00	2,775.00
Insurance (Bonds/Office/Property)	16,800			14,353.00	14,353.00	2,447.00
Miscellaneous	6,700			246.00	246.00	6,454.00
Office Supplies	3,500			16.67	16.67	3,483.33
Postage	700				0.00	700.00
Printing Services/Repro.	1,600				0.00	1,600.00
Rent	25,188			2,018.00	2,018.00	23,170.00
Equip. Maintenance, Repairs	2,500				0.00	2,500.00
Telephone, Computer, Fax & Internet	5,440			250.82	250.82	5,189.18
Travel & conference	6,000			43.79	43.79	5,956.21
Utilities	7,000			251.88	251.88	6,748.12
Contingency	5,000				0.00	5,000.00
<b>STAFFING</b>						
Salaries	330,000			38,271.70	38,271.70	291,728.30
Employee Benefits	103,447			13,032.43	13,032.43	90,414.57
Payroll Expenses	27,993			3,250.96	3,250.96	24,742.04
<b>CONSULTANTS &amp; OTHER SERVICES</b>						
Transit Planning - NWCTD **	10,000				0.00	10,000.00
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				0.00	1,030.00
EDA Planning Partnership	60,000				0.00	60,000.00
EDA CARES	189,000.00			4,432.88	4,432.88	184,567.12
Pop Up Hub*		2,131.11	2,131.11		0.00	2,131.11
Hazard Mitigation Plan*		12,399.92	12,399.92		0.00	12,399.92
NHMP Local Match		13,062.75	13,062.75		0.00	13,062.75
Wheels of Opportunity**		1,250.00	1,250.00		0.00	1,250.00
Consultant Contingency **/ Other	40,441				0.00	-
<b>CAPITAL AND NON-REOCCURRING</b>						
Medical Deductible Contingency	2,000				0.00	-
Equipment	1				0.00	1.00
<b>OPERATING BUDGET SUB TOTAL</b>	<b>882,640</b>	<b>28,843.78</b>	<b>911,483.78</b>	<b>76,468.13</b>	<b>76,468.13</b>	<b>835,015.65</b>
Passthrough***				95,029.61	95,029.61	
<b>TOTAL</b>				<b>171,497.74</b>	<b>171,497.74</b>	
Revenue Received This Month	92,462.95					
Revenue Received To Date**	390,303.32			Revenue Received to Date	390,303.32	
Balance of Awarded Revenue	830,179.17			Expended to Date	171,497.74	
Total Revenue	1,220,482.49			Operating Account Balance	218,805.58	
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						



## **MEMORANDUM OF UNDERSTANDING**

### **AMONG**

Naugatuck Valley Council of Governments (NVCOG)

AND

Western CT Council of Governments (WestCOG)

AND

Northwest Hills Council of Governments (NHCOG)

### **REGARDING: FUNCTIONS AND RESPONSIBILITIES FOR DEMHS REGION 5 UNDER FFY 2021 HOMELAND SECURITY REPT GRANT PROGRAM**

This Memorandum of Understanding (MOU) is made by and among the coordinating Councils of Government (COGs) for Region 5 which includes the Northwest Hills Council of Governments (NHCOG) and its partner COGs: the Naugatuck Valley Council of Governments (NVCOG) and the Western CT Council of Governments (WestCOG). The purpose of this MOU is to delineate the roles of the parties to facilitate and accomplish the goal of enhanced regional emergency planning within Region 5 of the Connecticut Department of Emergency Management and Homeland Security (DEMHS), through coordinated support of the activities of the Regional Emergency Planning Team (REPT).

**WHEREAS**, Connecticut is using a regional funding approach with the FFY 2021 Homeland Security Grant Funds to reinforce the regional collaborative priority contained in the National Response Plan, and to further the Connecticut Homeland Security Strategic Goal to improve critical incident management and response through the implementation and use of the National Incident Management System (NIMS) and a regional planning process; and

**WHEREAS**, DEMHS has facilitated the creation of a Regional Emergency Planning Team (REPT) within each DEMHS region, together with Regional Emergency Support Functions (RESFs) representing emergency support disciplines within the region; and

**WHEREAS**, the REPT and its RESFs will convene and gather the necessary information and data to determine the emergency management needs within the Region, to assist in the construction and updating of a Regional Emergency Support Plan, and to yield concrete recommendations for improvements to strengthen mutual aid systems as they relate to prevention, mitigation, preparedness, response, and recovery; and

**WHEREAS**, the Northwest Hills Council of Governments has accepted the role of the Coordinating COG, or principal agent, responsible, in concert with DEMHS, the REPT and the constituent municipal Chief Executive Officers, to support emergency preparedness planning throughout DEMHS Region 5 under the FFY 2021 grant; and

**WHEREAS**, the NVCOG and WestCOG have agreed to act as partner COGs to assist the NHCOG in performing the activities necessary to support the DEMHS Region 5 emergency preparedness planning process under the FFY 2021 grant;

**NOW THEREFORE**, the parties agree as follows:

1. **TERM:** This MOU shall be effective upon signature by the parties hereto and shall remain in effect until the end of the FFY 2021 Homeland Security Grant period (10/1/21 through 4/30/24). This is an open-ended agreement between NHCOG/NVCOG/WestCOG and extensions shall automatically mirror the extensions granted by DEMHS/FEMA.
2. **AUTHORITY:** This MOU is entered into by the parties under the authority granted to them under the Connecticut General Statutes.
3. **SCOPE:** This MOU defines the roles and responsibilities of the Coordinating COG with regard to specific tasks and deliverables set under the DEMHS Regional Collaboration Grant Guidance for the FFY2021 Homeland Security Grant Funds, as well as its subcontracting relationships with the partner COGs within Region 5, and their roles and responsibilities.
4. **FUNDING:** It is understood by the parties that the Coordinating RPO will receive **\$59,000** in FFY 2021 Homeland Security Grant Funds to act as fiscal fiduciary agent for the Region 5 FFY 2021 Homeland Security Grant Funds, and to perform the duties enumerated within this MOU and in the DEMHS FY2021 Regional Collaboration Grant Application Kit. From the **\$59,000** the Coordinating COG will allocate **\$ 24,000** in exchange for the performance of the partner COGs responsibilities listed below, and in the DEMHS FY 2021 Grant Application Kit.
5. **RESPONSIBILITIES OF COORDINATING COG:** The Coordinating COG shall be responsible for executing activities and deliverables required by the FY 2021 Regional Collaboration Program grant during the October 1, 2021 – April 30, 2024 performance period (or until grant is complete). These are summarized below:

**GRANT PROGRAM PERIOD: OCTOBER 1, 2021 – APRIL 30, 2024**

**PROGRAM OVERSIGHT AGENT BUDGET**

**(PURCHASE ORDER)**

<b>2021 REPT Deliverable</b>				
<b>#</b>	<b>Deliverable</b>	<b>Description</b>	<b>Due Date</b>	<b>Amount</b>
1	<b>2021 Fiduciary Agent/REPT Application</b>	The application is due on or before <b>September 9, 2021</b>	<b>September 9, 2021</b>	\$3,500.00
2	<b>2021 Application/Project review meeting</b>	The Fiduciary or a REPT member will provide a review of FY2021 projects at the October, 2021 Regional Collaboration Subcommittee Meeting.	<b>Friday, October 22, 2021</b>	\$1,000.00
3	<b>Collection and Submission of 2021 Municipal MOAs</b>	The MOAs/Resolutions can be scanned and emailed. The resolution seal must be visible (seal can be shaded with a pencil). Submit reviewed MOAs/Resolutions <b>quarterly to DEMHS</b> by email	<b>Quarterly</b> submit on a quarterly basis to <a href="mailto:DEMHS.HSGP@ct.gov">DEMHS.HSGP@ct.gov</a>	\$1,000.00
4	<b>Cyber: Reporting and Tracking: 2021 Nationwide Cybersecurity Review (NCSR)</b>	This is a DHS/FEMA Grant annual requirement for all grant recipients. Annual submissions enable agencies to benchmark and measure progress of improving their cyber security posture. Deliverable includes submitting confirmation to DEMHS that the annual survey was completed.	The 2021 NCSR will be open from <b>October – December 2021</b> . <a href="https://www.cisecurity.com/services/ncsr/">https://www.cisecurity.com/services/ncsr/</a>	\$1,500.00
5	<b>Year 1: Quarterly Financial and Progress Reports</b>	Quarterly Financial and Program Reports can be scanned/emailed.	Due: January 2022, April 2022, July 2022 and October 2022	\$0.00
6	<b>Year 1: CEO &amp; EMG Communications /REPT Minutes</b>	Fiduciary Agent shall prepare and provide status updates on FY 2021 projects and budgets at REPT/Steering Committee meetings.	Quarterly or based on REPT schedule	\$11,500.00
7	<b>Regional Cyber Security Taskforce/ESF</b>	Maintain membership of the Taskforce/ESF. Members of taskforce/ESF should attend Cyber Security Training conducted/sponsored by DEMHS during the FFY 2021 performance period. This deliverable includes assistance with the implementation of the on-line cyber training for municipalities/tribal nations.	Wednesday, January 19, 2022	\$1,500.00
8	<b>Municipal Cyber POCs: Maintenance of a distribution list of municipal cyber IT points of contact</b>	Maintain a listing of municipal IT points of contact for each municipality in the region. Submit initial list to DEMHS by Wednesday, January 19, 2022, updates as needed.	Wednesday, January 19, 2022	\$1,000.00



	<b>FY 2021 REPT Deliverable</b>	<b>Description</b>	<b>Due Date</b>	<b>Amount</b>
9	<b>REPT Best Practices Presentation</b>	REPT/Fiduciary shall prepare and present a best practice. Deliverable includes the submission of a summary or powerpoint presentation that can be shared with Reg. Collaboration Committee	January 2022 / April 2022 Regional Collaboration meeting	\$2,000.00
10	<b>Tasks related to the 2022 EPPI (state-wide exercise)</b>	Outreach, Data Collection and reporting on municipal participation in the 2022 EPPI.	2022 (Date to be determined)	\$2,000.00
11	<b>Municipal Water Coordinators</b>	Identify and maintain a contact list of local Water Coordinators (serve as point of contact to OPM and DPH). Send initial list by June 30, 2022. Provide updates as needed	Thursday, June 30, 2022	\$1,000.00
12	<b>Regional &amp; Local Long Term Recovery</b>	Maintain a Regional Long Term Recovery Coordinator, maintain and provide a listing of Local Long Term Recovery Coordinators (initial submission June 30, 2022, update as needed).	Thursday, June 30, 2022	\$1,000.00
13	<b>Interoperable Communications Training in each quarter of calendar year 2022</b>	Interop Communications Training quarterly (or as needed to meet the goal) each Region's ESF-2 shall present the State Interoperable communications training program to 50% of the command level first responders (fire-police-ems) (can be done virtually)	Reporting Due Dates: April 2022, July 2022, October 2022 and January 2023 (Report includes sign in sheets or record of attendees)	\$1,000.00
14	<b>Review and update of Regional Assets/ Inventory Listing</b>	Coordinate with the DEMHS Regional Office to assist with the update of the Regional Inventory Listing (may include reach out to municipalities to confirm information, update of the master listing, etc.)	Thursday, July 14, 2022	\$1,000.00
15	<b>Soft Targets/ Crowded Places Presentation</b>	FY 2021 REPT subgrants include a Region-specific project(s) to address the National Priority of Protection of Soft Targets/ Crowded Places. Each Region will provide an overview their project and how it was deployed/conducted with partners in the region.	Regional Collaboration Meeting (October 2023 or January 2024)	\$2,000.00
16	<b>Year 2 &amp; 3: Quarterly Financial and Progress Reports</b>	Year 2 & Year 3 (until sub-grant is closed out)	Due: January 2023, April 2023, July 2023, October 2023 and 2024 quarters until sub-grant is closed.	\$2,500.00
17	<b>Year 2 &amp; 3: CEO &amp; EMD Communications/ REPT Minutes</b>	Fiduciary Agent shall prepare and provide status updates on FY 2021 projects and budgets at REPT meetings (until sub-grant is closed out)	<b>Qtrly</b> or based on REPT schedule	\$23,000.00

	<b>FY 2021 REPT Deliverable</b>	<b>Description</b>	<b>Due Date</b>	<b>Amount</b>
18	<b>Annual Update of Resource Typing</b>	Process includes sending out the inventory of FEMA Resource typed assets for municipalities to review and update. Updated spreadsheets can be emailed to DEMHS.	Thursday, June 14, 2023	\$500.00
19	<b>FY 2021 Inventory Report</b>	Inventory Report completed for all equipment items (\$5,000 and over) purchased with FY 2021 REPT funding.	Tuesday, April 30, 2024	\$1,000.00
20	<b>Custodial Inventory Form (MOA Att. A)</b>	Attachment to the MOA – list custodial owner for regional equipment (signatures required, form can be scanned/emailed)	Tuesday, April 30, 2024	\$,000.00
			<b>TOTAL AGENT PO:</b>	<b>\$59,000.00</b>

RESPONSIBILITIES OF PARTNER RPOs:

**DEMHS REGION 5 – 2021 HOMELAND SECURITY GRANT PROGRAM**  
**RESPONSIBILITIES OF FIDUCIARY AND PARTNER RPOs**

<b>FFY 2021 REPT / Regional Collaboration Agent Purchase Order Process</b>						
<b>Task #</b>	<b>Deliverables</b>	<b>Total Amount</b>	<b>WCOG</b>	<b>NVCOG</b>	<b>NHCOG</b>	<b>NHCOG Fiduciary</b>
1	2021 Fiduciary Agent/REPT Application	3500	500	500	500	2000
2	2021 Application/Project Review Meeting	1000	0	0	0	1000
3	Collection and Submission of Municipal MOAs	1000	200	200	200	400
4	Complete Cyber Reporting and Tracking	1500	0	0	0	1500
5	Quarterly Financial and Progress Reports – Year 1	0	0	0	0	0
6	CEO and EMD Communications and Status Updates at REPT meetings – Year 1	11,500	2500	2500	2500	4000
7	Regional Cyber Security Taskforce/ESF	1500	425	425	425	225
8	Municipal Cyber POCs	1000	300	300	300	100

9	REPT Best Practices Presentation and Summary	2,000	500	500	500	500
10	Outreach, data collection and reporting on participation in Statewide 2021 EPPI Exercise	2,000	500	500	500	500
11	Municipal Water Coordinators	1000	300	300	300	100
12	Regional & Local Long Term Recovery	1000	100	100	100	700
13a	Interoperable Communications Training April 2022	250	0	0	0	250
13b	Interoperable Communications Training July 2022	250	0	0	0	250
13c	Interoperable Communications Training October 2022	250	0	0	0	250
13d	Interoperable Communications Training January 2023	250	0	0	0	250
14	Review & update Regional Assets/Inventory Listings	1000	250	250	250	250
15	Soft Targets/Crowded Places Presentation	2000	500	500	500	500
16a	Quarterly Report for 1/30/23	400	100	100	100	100
16b	Quarterly Report for 4/30/23	400	100	100	100	100
16c	Quarterly Report for 7/31/23	400	100	100	100	100
16d	Quarterly Report for 10/31/23	400	100	100	100	100
16e	Quarterly Report for 1/30/24	400	100	100	100	100
16f	Quarterly Report for 4/30/24	500	125	125	125	125
17	CEO and EMD Communications and Status Updates at REPT meetings – Year 2 and 3	23,000	5000	5000	5000	8000
18	Annual Update of Resource Typing	500	100	100	100	200
19	Inventory Report of 2021 HSG equipment purchased	1000	0	0	0	1000
20	Custodial Ownership Forms	1000	200	200	200	400
	<b>Total - 2021 HSG</b>	<b>\$59,000</b>	12,000	12,000	12,000	23,000

\*Deliverable funded by 2020 HSG for Region 5

In the event the REPT or REPT SC desires to assign planning activities different than those outlined in this MOU, the parties will agree to perform such activities to the degree that funding and staffing is available.

**7. POINTS OF CONTACT:**

Naugatuck Valley Council of Governments  
49 Leavenworth Street – Suite 303  
Waterbury, CT 06702-1403  
203-757-0535  
[rdunne@nvcogct.org](mailto:rdunne@nvcogct.org)  
Rick Dunne, Executive Director

Western CT Council of Governments  
1 Riverside Road  
Sandy Hook, CT 06482  
203-316-5190  
[fpickering@westernctcog.org](mailto:fpickering@westernctcog.org)  
Francis Pickering, Executive Director

Northwest Hills Council of Governments  
59 Torrington Road, Suite A-1  
Goshen, CT 06756  
860-491-9884  
[rphillips@northwesthillscog.org](mailto:rphillips@northwesthillscog.org)  
Robert Phillips, Executive Director

**8. AMENDMENT OF THIS MOU:** The agreement may be modified only upon the mutual written consent of the parties and of DEMHS.

**9. COMMENCEMENT/EXPIRATION DATE:** This instrument is executed as of the date of last signature and is **effective through the completion of the FY 2021 DEMHS Regional Grant**, at which time it will expire unless extended. Termination of this agreement by any entity must be submitted in writing to the other two COGs 45 days prior to the termination date.

**10. DEFAULT AND TERMINATION OF CONTRACT:**

**a.** If, at any time during the term of the MOU, NVCOG or WestCOG, in the reasonable discretion of NHCOG: (a) has failed materially to provide services required in accordance with this MOU; (b) abandons the work; (c) subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under the MOU other than as provided herein; or (d) repeatedly or materially fails to comply with any other term or condition contained in the MOU, NHCOG shall have the right to terminate the MOU upon written notice to the subject RPO.

b. The above remedies are in addition to any other remedies NHCOC may have under applicable law.

c. In the event of termination by NHCOC, NHCOC's payment obligation shall cease as of the final date on which services in accordance with this MOU are last performed by the subject COG.

11. **ASSIGNMENT:** No part of this Agreement nor any rights or obligations hereunder, shall be assigned or subcontracted without the prior written approval of NHCOC. This is intended to be a restriction on both the right and the power to assign, and any purported assignment not consented to by NHCOC as herein required shall be void, shall confer no rights on the purported assignee and need not be recognized by NHCOC. This Agreement shall be binding upon and inure to the benefit of NVCOC, WestCOG and NHCOC and their respective permitted successors and assigns.

12. **SEVERABILITY:** The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision.

13. **APPLICABLE LAW:** This MOU shall be governed, construed and enforced in accordance with the laws of the State of Connecticut, without regard to its conflicts of laws principles.

14. **ENTIRE MOU:** This MOU and all Exhibits attached hereto contain the entire understanding of the parties and supersede and replace any and all previous understandings, written or oral, regarding the subject matter of this MOU. This MOU may not be changed, except in an amendment signed by all parties.

15. **CONSTRUCTION:** Section headings herein are for convenience only and shall not affect the construction thereof.

16. **COUNTERPARTS; FACSIMILE SIGNATURES:** This MOU may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same instrument. Facsimile signatures shall be treated as original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

Naugatuck Valley Council of Governments (NVCOC)  
Rick Dunne, Executive Director

---

Date:

Western CT Council of Governments (WestCOG)  
Francis Pickering, Executive Director

---

Date:

Northwest Hills Council of Governments (NHCOG)  
Robert Phillips Executive Director

---

Date:

**SECRETARY’S CERTIFICATE/RESOLUTION**

I, [Charles P. Perotti](#), Secretary of [Northwest Hills Council of Governments](#), an organization (the “Organization”) existing under the laws of the State of Connecticut, certify that the following are true and complete resolutions which were adopted at a duly called and held meeting of the governing body of [Northwest Hills Council of Governments](#) on [9/9/2021](#), and that such resolutions have not been amended or modified and continue to be in full force and effect:

**RESOLVED**, that the Organization execute and deliver to the State of Connecticut a Notice of Grant Award (the “Agreement”) in the amount of [\\$263,868](#) for the 2021 Regional Services Grant.

**RESOLVED**, that [Robert A. Phillips](#), as [Executive Director](#) of the Organization, is directed to execute and deliver the Agreement on behalf of the Organization and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement.

I further certify that [Robert A Phillips](#) now holds the office of [Executive Director](#) and that he/she has held that office since [7/12/2021](#).

I am signing this certificate on [9/9/2021](#).

\_\_\_\_\_, Secretary

Signature

