

RECEIVED

By Darlene Brady at 10:46 am, Feb 07, 2023



NOTICE OF REGULAR MONTHLY MEETING

DATE: Thursday, February 9th, 2023
TIME: 10:00 AM – 12:00 PM
LOCATION: **HYBRID** In-Person and Remote at NHCOC, 59 Torrington Road, Suite A-1, Goshen, CT

OPTION – Zoom: <https://us02web.zoom.us/j/86982003120?pwd=dU1MNkx6N09iRFdYM1k1MG5ndHJtdz09>
Meeting ID: 869 8200 3120
Passcode: 105859
Call In Option - 1-305-224-1968

AGENDA

(Chairman Henry Todd; Vice Chairman Mike Criss; Secretary Charlie Perotti; Treasurer Tom Weik)

- 10:00 AM Call to Order and Opportunity for Public Comment. **Henry Todd, Chairman.**
- 10:05 AM Report of the Executive Director, **Rob Phillips**
- 10:10 AM Update from the Litchfield County Center for Housing Opportunity, **Jocelyn Ayer, Director**
- 10:25 AM Annual Report of the Rural Health Resource Coordinator, **Leo Ghio, Consultant**
(Attachment A)
- 10:45 AM Community and Economic Development Update, **Emily Hultquist, Assistant Director**
- CEDs Update/EDC Executive Committee Meeting of February 7th.
- 10:50 AM Transportation Planning Update, **Kathryn Faraci, Senior Regional Planner**
- List of Proposed Amendments/Projects for the 2025-2028 STIP *(Attachment B)*
- 10:55 AM DEMHS Update, **John Field, DEMHS Region 5 Coordinator**
- 11:05 AM Report of the NHCOC Legislative Committee, **Mike Criss, Chairman**
- 11:15 AM **Municipal Forum:** Information Sharing Round Table
- 11:55 AM Administrative Items:

- a) **ACTION** – To Authorize the Executive Director to Establish an OPIOID Response Fund Consisting of Participating Municipal Settlement Awards for the Purpose of OPIOID Prevention within the NHTCOG Region (*Attachment to be provided*)
- b) **ACTION** – To Authorize the Executive Director to Enter into a Memorandum of Agreement (MOA) for Household Hazardous Waste (HHW) Collection Services with the Selected Vendor for the Period Covering 2023 and 2024 (*Attachment to be provided*)
- c) **ACTION** - Recommendation for NHTCOG Local Dues for FY 23-24 (*Attachment C*)
- d) **ACTION** - Approval of Meeting Minutes for January 12, 2022 (*Attachment D*)
- e) **ACTION** - Approval of Financial Statement for December, **Sarah Better, Financial/Office Manager** (*Attachment E*)
- f) **ACTION** – To Authorize the Executive Director to Enter into a Memorandum of Understanding (MOU) with the Greater New Haven Transit District (GNHTD) as an Option for Procurement of Vehicles being Purchased by the GNHTD through the Statewide Small Vehicle Joint Procurement Program. (*Attachment F*)

12:00 PM Other Business as Raised by Members and Adjournment



ATTACHMENT A

Annual Report: Rural Health Resource Coordinator

January, 2022 - December, 2022
Leonardo S. Ghio, MBA



Scope of Services

- **Build out cross-sectoral partnerships** across the NHCOC region to align public health, healthcare, and non-health interventions that decrease the risk for COVID-19 (e.g. housing, transportation, social services).
- **Improve coordination** among NHCOC leadership and partner towns to match higher risk and underserved racial and ethnic minority and rural residents with available health and human services. Additional service areas may include maternal and child health, nutrition and food security, housing and homelessness prevention, and behavioral health and substance use disorder services.
- **Liaise with appropriate health and human service providers**, state and local agency officials, and community stakeholder representatives to advance health equity and address social determinants of health as they relate to COVID-19 health disparities.
- **Recruit and mobilize appropriate partners** and stakeholders to seek out and apply for government and philanthropic grant funding opportunities that enrich community.
- **Facilitate communications and information-sharing among town social service agents**, local/regional/state health and human service providers, and community stakeholders to increase awareness and utilization of services, encourage community engagement and share best practices to advance health equity and address social determinants of health related to COVID-19.



Services provided by the Rural Health Resource Coordinator in 2022

- Hosted 11 training opportunities with a total of 80+ participants
- Established 54 new professional partnerships in the region
- Expanded 69 existing professional partnerships in the region
- Partnered with United Way to distribute 800 one-time Food Vouchers throughout the region
- Developed a weekly newsletter that is sent to 100+ professionals in the region
- Provided approximately 250 hours of one-on-one training or assistance to municipal Social and Senior Service Departments





Funding Pursued by the Rural Health Resource Coordinator in 2022

- **Secured \$15,000 in funding from the Foundation for Community Health to:**
 - Increase in NHCOC's grant administration capacity via skill building courses or grant management software.
 - Produce a [Regional Health and Human Services Map](#) located on the NHCOC website.
 - Hire a professional grant writer to assist in pursuing the Federal Rural Health Network Development Grant.
- **Secured \$46,400 from Northwest Community Foundation's Building Healthier Communities Fund** to continue the Produce Rx program with Community Health and Wellness Center (CHWC) and Charlotte Hungerford Hospital (CHH) as partners.
- **Pursued a \$1.2 Million Rural Health Network Development grant** in partnership with Greenwoods Referrals & Counseling Inc., McCall Behavioral Health Network and CHWC to increase access to behavioral healthcare for adolescents (**pending**).
- The Rural Health Resource Coordinator (RHRC) also shared numerous local, State and Federal grant opportunities with appropriate agencies in the region, and in some cases provided technical assistance to pursue those funds.



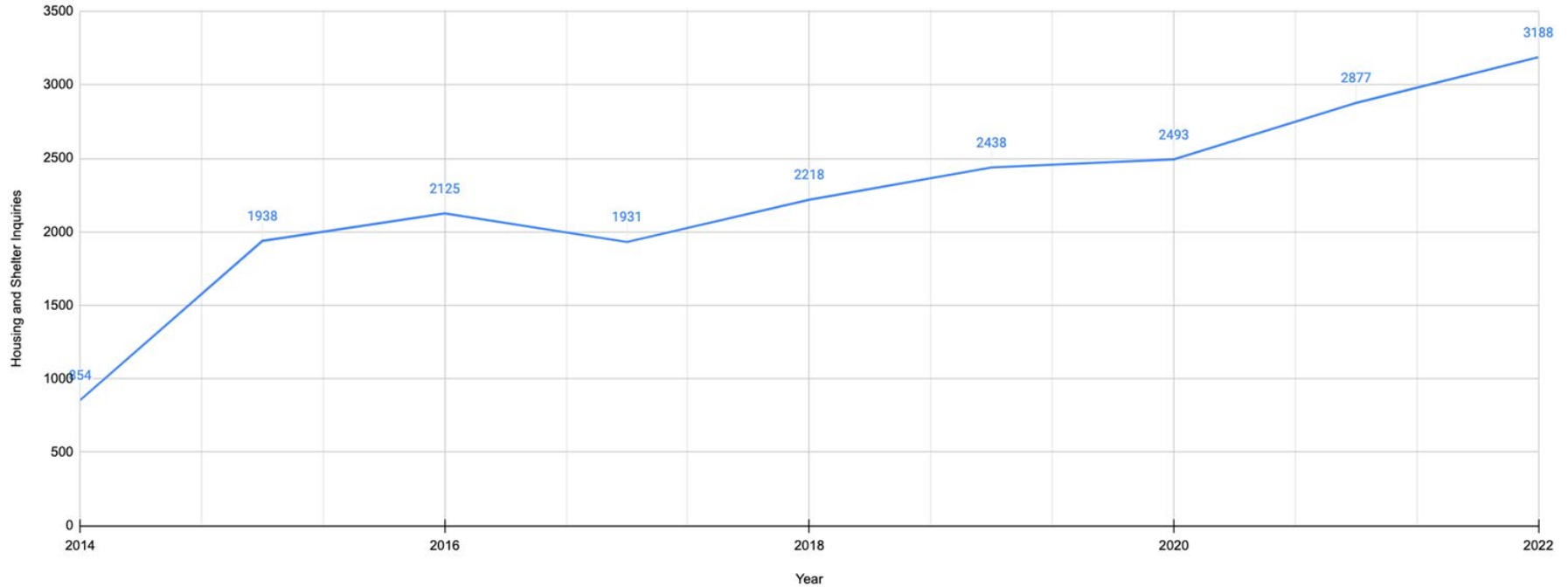
Supporting Our Municipal Human Service Providers and Regional Services

- **January - March of 2022** - The RHRC made contact with 18 of the 21 Town's municipal human service providers.
- **February** - Initiated an email chain between the 21 Town's municipal providers to facilitate increased communication and resource sharing and found an immediate positive response.
 - *Example:* The Town of Winsted entered into an agreement with the Town of North Canaan to provide interim Social Service support to North Canaan residents while the position was open from *April through June*.
- **April** - Reconvened the Rural Independent Transportation Service (RITS) providers to review the program and identify opportunities for operational improvement.
- **May** - Began assisting Nuvance and DPH to designate 11 towns as a Health Provider Shortage Area (pending).
- **July** - Facilitated the amicable removal of EdAdvance as a provider from the RITS program and \$20,000 was reallocated equally to the remaining three providers to increase driver salaries, recognizing that capacity constraints were mainly staff related.
- **September** - Sent a satisfaction survey to the 21 Town's municipal human service providers and received 13 responses, all of which were positive.
- **November** - Elected as Co-Chair for the Northwest CT Coordinated Access Network (Homeless Response System).
- **December** - Convened a meeting with new CT DOT Staff, NHCOC Staff and RITS providers to build working relationships and address operational concerns moving forward.



Attention Areas: Housing & Homelessness

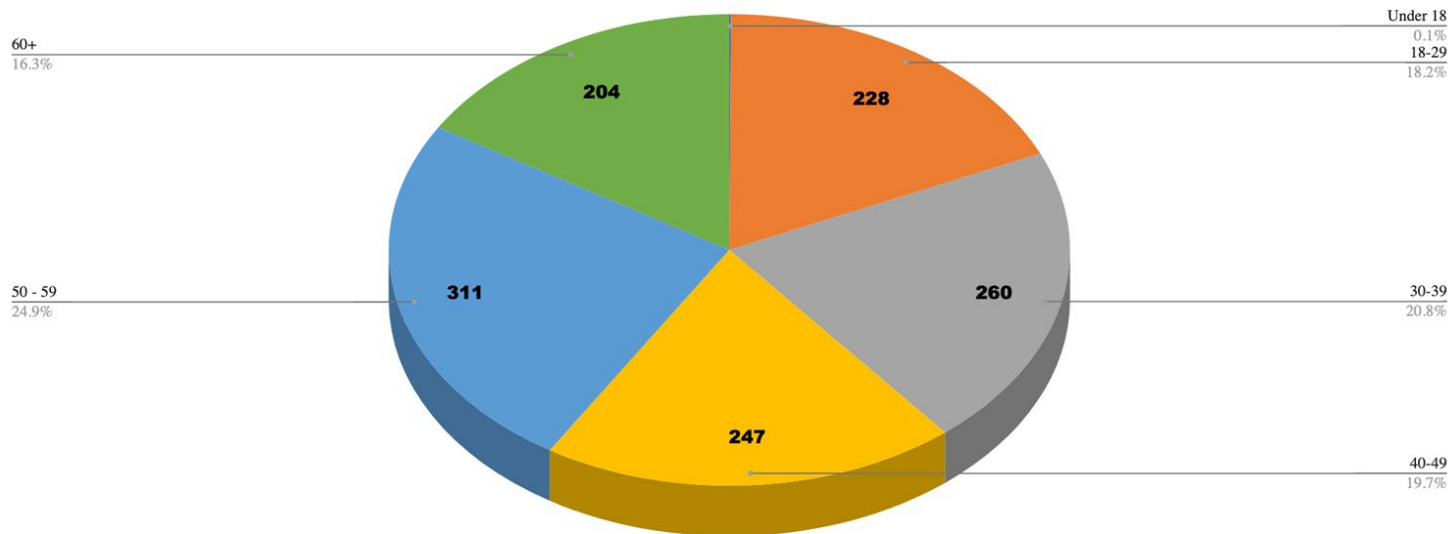
Total Annual Litchfield County 211 Housing and Shelter Inquiries 2014 - 2022





Homelessness By Age Group

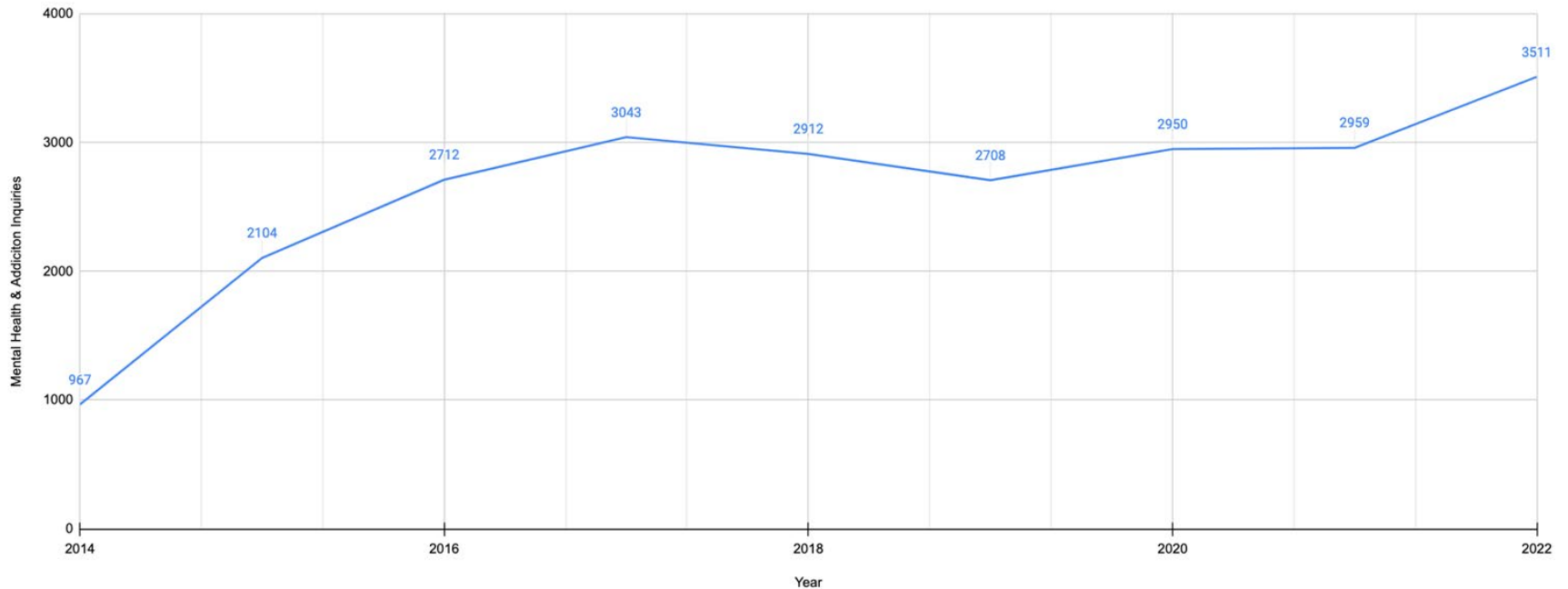
211 Shelter Calls from Litchfield County by Age for 2022





Attention Areas: Mental Health & Addiction

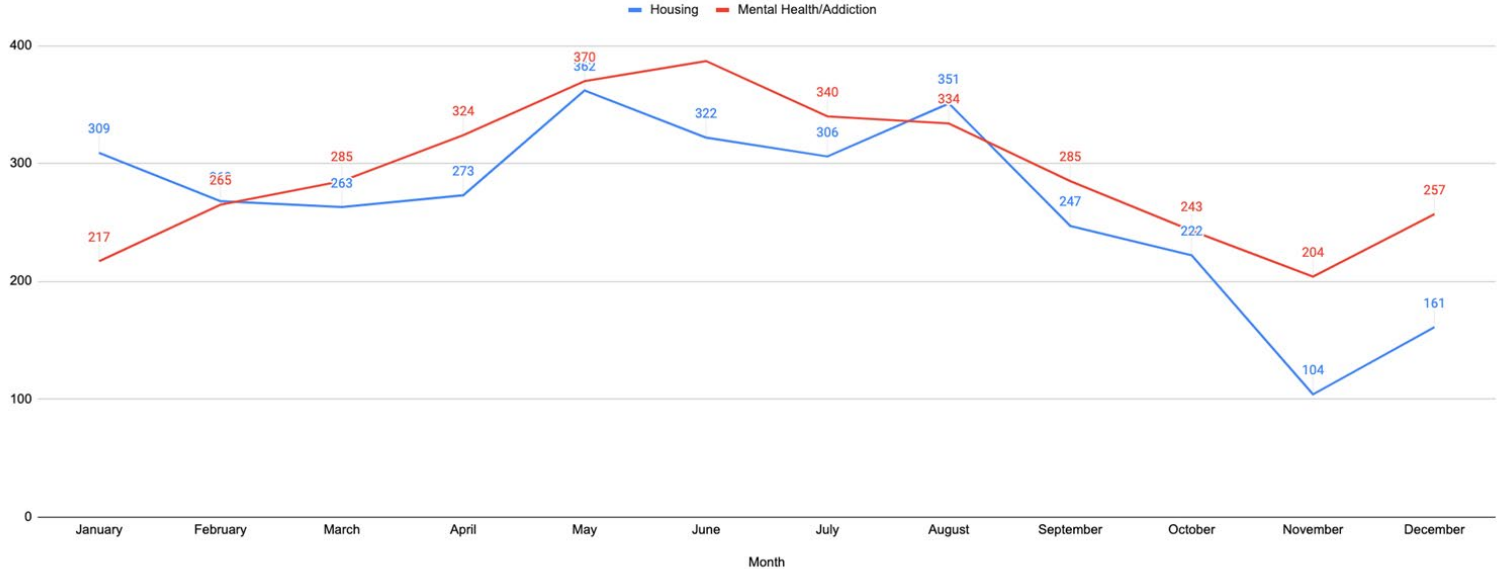
Total Annual Litchfield County 211 Inquiries for Mental Health and Addiction Services 2014 - 2022





The Intersection of Housing, Mental Health & Addiction

Litchfield County 211 Calls for Housing Vs. Mental Health & Addiction Services

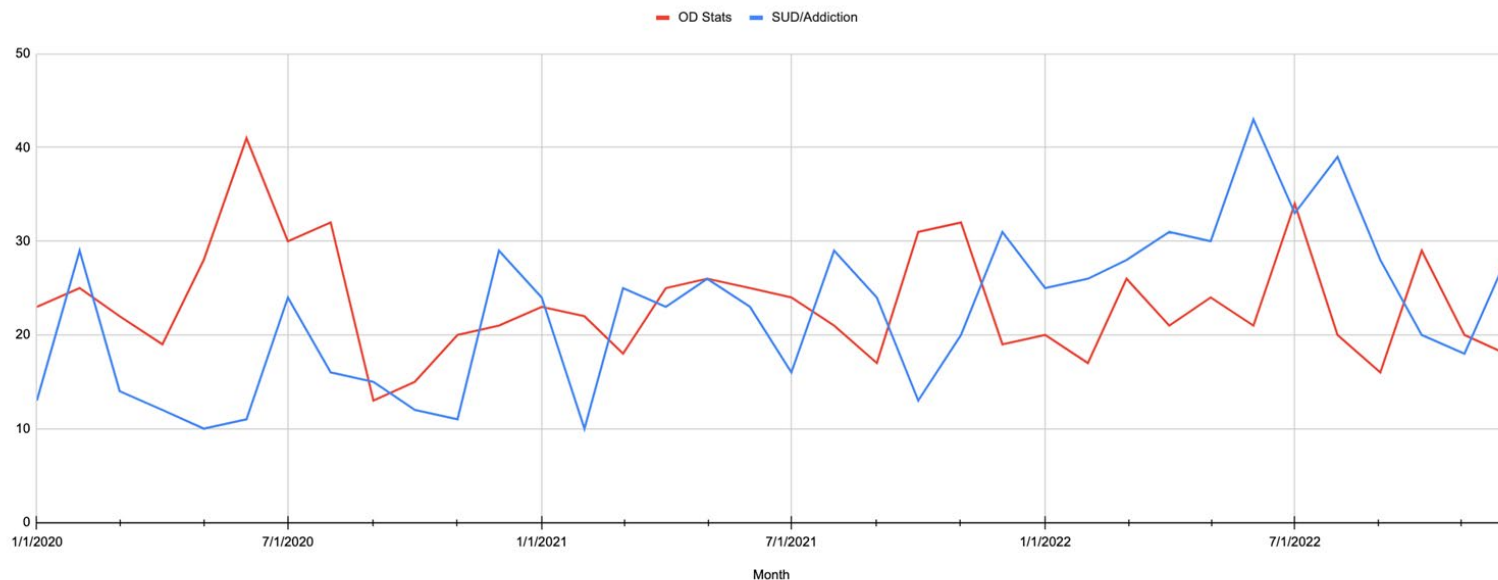


- Data for Litchfield county vividly demonstrates the well documented correlation between mental health and housing concerns.



Overdose Statistics and Addiction Services Inquiries

Monthly Litchfield County OD Stats Vs. SUD Inquiries to 211: 2020 - 2022



211 SUD and Addiction services inquiries compared to Overdoses in Litchfield County -

- June of 2020 exhibited the highest number of overdoses with a count of 41
- Overdoses dropped dramatically in September of 2020 to 13
- Unfortunately, overdoses were back on the rise the following month and continued to rise through July of 2022

Mental Health Inquiries by Age Group

2019 - 2022

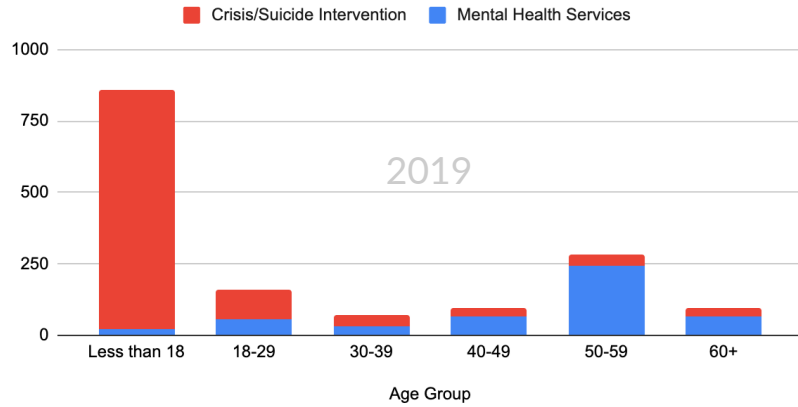
Findings -

*Individuals under the age of 18 were consistently most often seeking crisis and suicide intervention services pre- and post-COVID, while the number of **individuals 50+** seeking general mental health services increased during the pandemic.*

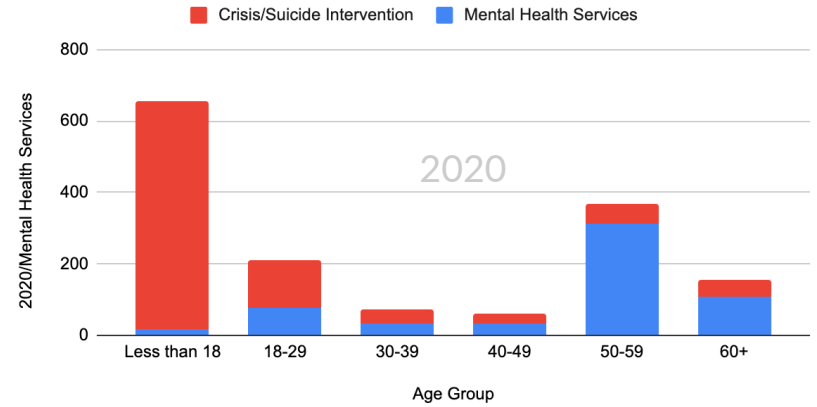
These findings underscore the exacerbation of mental health concerns relating to anxiety and depression as a result of the pandemic, and is seen in both the youth and aging populations.



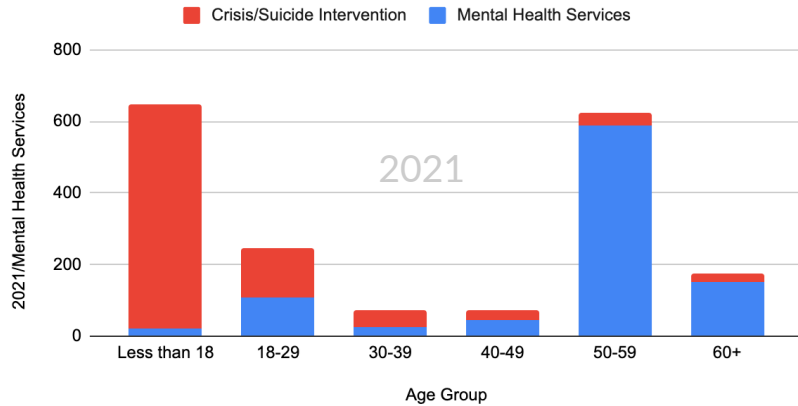
2019 Crisis/Suicide Intervention vs. Mental Health Services by Age Group



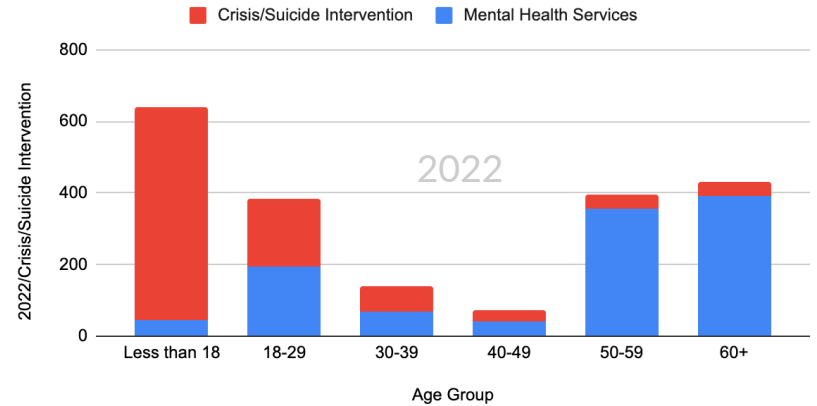
2020 Crisis/Suicide Intervention vs. Mental Health Services by Age Group



2021 Crisis/Suicide Intervention vs. Mental Health Services by Age Group



2022 Crisis/Suicide Intervention vs. Mental Health Services by Age Group





SAMHSA's 2021 Annual National Survey on Drug Use and Health

- Substance Use Disorder:

- In 2021, 94% of people aged **12 or older** with a substance use disorder did not receive any treatment.
- Young adults aged **18 to 25** represented the largest number of individuals classified as having a past year *substance use disorder*.

- Depression Among Adolescents:

- In 2021, **1 in 5** adolescents had a MDE in the past year. More than 50% of these adolescents did not receive treatment during that time.

- Mental Illness among Adults:

- **12.3 million** adults aged **18 or older** had *serious thoughts of suicide* in the past year. 3.5 million made suicide plans, and 1.7 million attempted suicide.

What can we do to improve in 2023?



Suggestions for NHCOG's Next steps



- Convene a Regional Human Services Coordinating Council as required by [State Statute 17a-760](#), “to encourage collaborations that will foster the development and maintenance of a client-focused structure for the health and human services system in the region”.
- Focus on identifying opportunities to further support and leverage existing partnerships with schools to implement evidence-based strategies to address adolescent mental and behavioral health concerns.
- Provide opportunities for local high-school aged students to participate in regional and local government discussions
 - i.e. consider developing an NHCOC Student Government to integrate younger generation’s voices into local and regional decisions affecting mental health and housing concerns.
- Work closely with Litchfield County Center for Housing Opportunity and non-profit affordable housing organizations to expand the availability of affordable rental units in the region, with a focus on work-force and elderly housing.
- Continue to offer support to Municipal Human Service providers via training opportunities and RHRC services so that they can effectively assist community members to access various resources and services.

ATTACHMENT B

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

STIP Amendments #11 (2-2-23) – This Job Ordering Contracting (JOC) program will be administered by CTDOT's Bureau of Highway Operations, which will contract through the CT Department of Administrative Services for the installation of pavement markings on various State roadways. Pavement marking types may include, but not limited to, Epoxy Resin, Polyurea, Permanent Tape, and High Build Waterborne. Pavement markings may include long lines, symbols, and legends, along with removal as needed, to maintain the delineation of existing travel lanes and shoulders. Under the JOC delivery method, CTDOT will obtain bids from contractors on an indefinite quantity of work for specific work items, with actual work locations defined by CTDOT during development of individual purchase orders. Four State project numbers are being established, one per District for administrative purposes, with all four State projects under one Federal project #000T(347) and one State "Summary" project DOT01703649SM. All construction and inspection costs (e.g., oversight by State Forces, police services, materials testing) are federally eligible. 100% Federal STPA funds to be budgeted for 2023 construction season with future AC conversions to budget funds for 2024 and 2025 construction seasons. This project replaces project 0170-3577, which was originally planned to run through 12/31/23, but was terminated on 12/31/22 due to cancellation of the existing contract with DAS and initiation of a new contract. *(NHCOC falls under Maintenance District 4 – Thomaston Office)*

<u>Proj#</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>
0170-3577	VARIOUS	STATEWIDE	LINE STRIPING/PAVEMENT MARKINGS (1 of 4) - AC CONVERSION	CON	2023	-2,000	-2,000	0	0	DELETE FY23
0170-3578	VARIOUS	STATEWIDE	LINE STRIPING/PAVEMENT MARKINGS (2 of 4) - AC CONVERSION	CON	2023	-2,000	-2,000	0	0	DELETE FY23
0170-3579	VARIOUS	STATEWIDE	LINE STRIPING/PAVEMENT MARKINGS (3 of 4) - AC CONVERSION	CON	2023	-2,000	-2,000	0	0	DELETE FY23
0170-3580	VARIOUS	STATEWIDE	LINE STRIPING/PAVEMENT MARKINGS (4 of 4) - AC CONVERSION	CON	2023	-2,000	-2,000	0	0	DELETE FY23
0170-3650	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (2 OF 4) - AC ENTRY	CON	2023	0	0	0	0	NEW PROJECT
0170-3650	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (2 OF 4) - AC CONVERSION	CON	2023	2,500	2,500	0	0	NEW PROJECT
0170-3650	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (2 OF 4) - AC CONVERSION	CON	2024	2,500	2,500	0	0	NEW PROJECT
0170-3650	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (2 OF 4) - AC CONVERSION	CON	FYI	2,500	2,500	0	0	NEW PROJECT
0170-3651	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (3 OF 4) - AC ENTRY	CON	2023	0	0	0	0	NEW PROJECT
0170-3651	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (3 OF 4) - AC CONVERSION	CON	2023	2,500	2,500	0	0	NEW PROJECT
0170-3651	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (3 OF 4) - AC CONVERSION	CON	2024	2,500	2,500	0	0	NEW PROJECT
0170-3651	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (3 OF 4) - AC CONVERSION	CON	FYI	2,500	2,500	0	0	NEW PROJECT
0170-3652	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (4 OF 4) - AC ENTRY	CON	2023	0	0	0	0	NEW PROJECT
0170-3652	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (4 OF 4) - AC CONVERSION	CON	2023	2,500	2,500	0	0	NEW PROJECT
0170-3652	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (4 OF 4) - AC CONVERSION	CON	2024	2,500	2,500	0	0	NEW PROJECT
0170-3652	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (4 OF 4) - AC CONVERSION	CON	FYI	2,500	2,500	0	0	NEW PROJECT
0170-3649	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (1 OF 4) - AC ENTRY	CON	2023	0	0	0	0	NEW PROJECT
0170-3649	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (1 OF 4) - AC CONVERSION	CON	2023	2,500	2,500	0	0	NEW PROJECT
0170-3649	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (1 OF 4) - AC CONVERSION	CON	2024	2,500	2,500	0	0	NEW PROJECT
0170-3649	VARIOUS	STATEWIDE	PAVEMENT MARKINGS (1 OF 4) - AC CONVERSION	CON	FYI	2,500	2,500	0	0	NEW PROJECT

ATTACHMENT C



Memo To: Council Members
From: Robert A Phillips, Executive Director
Date: January 19, 2023
Re: NHCOC Membership Dues for FY 2023-2024

Since COG dues are a component of your local budget preparation, each year at this time NHCOC's Executive Committee reviews anticipated sources of income, expenditures and service level planning to determine the recommended annual municipal membership contributions for COG Board consideration.

Based upon this review, while using the latest population estimates from CT DPH, the Executive Committee has recommended extending the current assessment ratio of \$0.80 per capita for FY 2023-2024. Thus, proposed dues distribution are only impacted by the change in population year over year in any given municipality as reported by DPH.

MUNICIPALITY	POPULATION			CURRENT DUES	PROPOSED - No Increase (FY 22-23)
	2020	2021	DELTA		
BARKHAMSTED	3,650	3,647	-3	\$2,920.00	\$2,917.60
BURLINGTON	9,520	9,591	71	\$7,616.00	\$7,672.80
CANAAN (FV)	1,081	1,078	-3	\$864.80	\$862.40
COLEBROOK	1,360	1,357	-3	\$1,088.00	\$1,085.60
CORNWALL	1,566	1,571	5	\$1,252.80	\$1,256.80
GOSHEN	3,148	3,165	17	\$2,518.40	\$2,532.00
HARTLAND	1,900	1,891	-9	\$1,520.00	\$1,512.80
HARWINTON	5,470	5,508	38	\$4,376.00	\$4,406.40
KENT	3,014	2,984	-30	\$2,411.20	\$2,387.20
LITCHFIELD	8,165	8,170	5	\$6,532.00	\$6,536.00
MORRIS	2,250	2,259	9	\$1,800.00	\$1,807.20
NEW HARTFORD	6,652	6,668	16	\$5,321.60	\$5,334.40
NORFOLK	1,585	1,587	2	\$1,268.00	\$1,269.60
NORTH CANAAN	3,198	3,185	-13	\$2,558.40	\$2,548.00
ROXBURY	2,260	2,269	9	\$1,808.00	\$1,815.20
SALISBURY	4,191	4,112	-79	\$3,352.80	\$3,289.60
SHARON	2,675	2,675	0	\$2,140.00	\$2,140.00
TORRINGTON	35,422	35,357	-65	\$28,337.60	\$28,285.60
WARREN	1,348	1,349	1	\$1,078.40	\$1,079.20
WASHINGTON	3,644	3,633	-11	\$2,915.20	\$2,906.40
WINCHESTER	10,226	10,217	-9	\$8,180.80	\$8,173.60
TOTAL	112,325	112,273	-52	\$89,860.00	\$89,818.40

Data Source: CT Department of Public Health Estimates Ending 2021

Action on the Executive Committee's recommendation is scheduled for our February 9th NHCOC meeting. Adoption of the NHCOC budget for FY 2023-2024 will occur at the May Meeting per the By-Laws.

Thank you for your consideration.

ATTACHMENT D



MINUTES OF THE NHCOCG MEETING January 12, 2023

Members or Representatives in Attendance:

Barkhamsted, Donald Stein	Burlington, Douglas Thompson (remote)
Canaan, Henry Todd	Colebrook, Christopher Johnston
Cornwall, Gordon Ridgway (remote)	Goshen, Todd Carusillo
Hartland, Magi Winslow (remote)	Harwinton, Michael Criss
Kent, Jean Speck (remote)	Litchfield, Denise Raap
Morris, Tom Weik	New Hartford, Dan Jerram
Norfolk, Matt Riiska (absent)	North Canaan, Charles Perotti
Roxbury, Patrick Roy	Salisbury, Curtis Rand (remote)
Sharon, Brent Colley (remote)	Torrington, Elinor Carbone (remote)
Warren, Greg LaCava	Washington, Jim Brinton (remote)
Winchester, Josh Kelly (absent)	

Others in Attendance: Leo Ghio, Rural Resource Coordinator, John Daniel Davis and Tim Waldron, Eversource, and Kevin Tedesco CTDOT, John Simoncelli and Sarah Toomey from the Greenwoods Counseling and Referrals, Inc., David Lukens CTOPM, and John Wardzala, The Kennedy Collective.

NHCOCG Staff: Robert Phillips, Emily Hultquist, Kathryn Faraci, and Sarah Better

Call to Order - Chairman Todd called the meeting to order at 10:04 AM.

Public Comment – Daniel Davis from Eversource provided an update regarding storm Elliot and the availability for after-action storm meetings. There were over 200,000 outages statewide and categorized as a level 4 storm. Tim Waldron mentioned that Eversource is currently providing bill assistance webinars.

Narcan Exercise and Proposed Opioid Response Fund - Sarah Toomey, the Community Outreach and Recovery Navigator from Greenwoods Counseling and Referrals, Inc. provided a PowerPoint presentation on Opioid Overdose Recognize and Respond Naloxone (Narcan) Training. Leo Ghio will be sharing an opioid settlement mission statement for selectmen to present to their finance committees.

Report of the Executive Director – Robert Phillips provided an office situation update. Moving forward, NHCOCG will continue to monitor the market. He also provided a summary of NHCOCG staff duties. The COG will be looking to address future GIS needs and training on workplace diversity and harassment.

Community and Economic Development Update – Emily Hultquist shared the following information:

The 2022 State Broadband Report has been released by DEEP. Highlights of the report include a timeline for two funding opportunities, the CPF funded grants and the BEAD Program grants.

The Regional Housing Council still meets and is staffed by the Litchfield County Center for Housing Opportunity. The group will be making a presentation shortly at an upcoming NHCOC Board meeting to update the board on RHC activities. They will also participate in one of the upcoming 5th Thursday events in 2023 to help fulfil the affordable housing requirement of the newly required land use commissioner training.

The Executive Committee of the Northwest Connecticut Economic Development Commission will meet on January 16th to discuss the CEDs Update. The CEDS is due to be updated by December 2023.

Please direct all inquiries about letters of support for the DEEP Recreational Trails grant opportunity to Emily Hultquist. NHCOC is happy to provide letters – the due date for the grant applications is March 1, 2023.

Understanding the FCC and State Broadband Mapping and what it means for the NHCOC Region - David Lukens, Broadband Mapping Coordinator from CT DOT and Kevin Pisacish from CT DEEP provided a PowerPoint presentation on FCC and State broadband mapping and available resources. DEEPs 2022 Broadband report can be found on https://portal.ct.gov/-/media/DEEP/energy/Broadband/DEEP_CT-Broadband-Report_FINAL.pdf

Transportation Planning Update – Kathryn Faraci shared information regarding proposed projects received by CTDOT for inclusion into the 2023-2027 Draft Capital Plan. Also, a LOTCIP meeting will be held later this month for the five qualifying towns to establish project priorities and future programming. NHCOC is currently in the process of reestablishing the region’s Recycling Advisory Committee within the next month to review the current RFP for the 2023 Household Hazardous Waste contract. Also, a Roadway Supervisor’s Meeting is being held on January 25th to discuss Public Works equipment cooperative which will include updating the equipment list for our region as well as rental rates for the 2023 season.

Report of the NHCOC Legislation Committee – Selectman/ Chairman Mike Criss provided an overview on regional legislative priorities for the 2023 session and proposed recommendations. Discussions included legislation that would enable towns in a municipal school district to adopt a 3-5 year rolling average for municipal assessments to minimize the fiscal impacts in any one given year with the modification of allowing towns to opt-out. Motion was made to remove this legislation by Selectman Jerram and second by Selectman Carusillo. Topics also included ECS funding, middleclass tax cuts, affordable housing, and energy. Motion to adopt the legislative platform as revised was made by Selectman Jerram and second by Selectman Perotti and unanimously passed.

Administrative Items

- a) ACTION - Approval of Minutes from December 8th, 2022. Motion to approve the minutes was made by Selectman Criss and second by Selectman Roy. Motion passed. Selectman Thompson abstained.
- b) ACTION – Approval of Financial Statements for November was presented by Sarah Better. Motion was made by Selectman Stein and second by Selectman Criss. Motion passed unanimously.

Other Business and Public Comment – The Housatonic River Commission has requested that the COG be the fiduciary in efforts to receive additional federal funding. Selectmen Criss made the motion to approve and was second by Selectman Carusillo. Motion passed unanimously.

The meeting adjourned at 12:07pm

Respectfully submitted,

NHCOG staff

ATTACHMENT E

NORTHWEST HILLS COUNCIL OF GOVERNMENTS						
Dec-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				0.00	10,800.00
Cleaning Service/MSW Disposal	2,000			180.00	975.00	1,025.00
Dues, Subscript., Publications	3,000				474.00	2,526.00
Insurance (Bonds/Office/Property)	15,000	3,028.00	18,028.00		18,028.00	-
Miscellaneous	3,500			170.63	1,601.21	1,898.79
Office Supplies	2,500			185.92	1,883.05	616.95
Postage	700			72.00	83.60	616.40
Printing Services/Repro.	1,000				0.00	1,000.00
Rent	34,028			2,099.00	14,693.00	19,335.00
Equip. Maintenance, Repairs	5,000			293.99	4,402.97	597.03
Telephone, Computer, Fax & Internet	5,500			1,124.38	4,273.57	1,226.43
Travel & conference	6,000			418.13	3,775.02	2,224.98
Utilities	7,500			571.25	2,163.77	5,336.23
Contingency	5,000				3,028.00	1,972.00
STAFFING						
Salaries	374,450			31,204.16	187,353.16	187,096.84
Employee Benefits	102,307			6,923.00	40,614.00	61,693.00
Payroll Expenses	30,477			2,532.18	15,189.70	15,287.30
CONSULTANTS & OTHER SERVICES						
Transit Planning - NWCTD **	15,000				0.00	15,000.00
Regional Engineer (LOTICIP)*	1,002				0.00	1,002.00
Regional Transportation Planning**	1				0.00	1.00
Housatonic River Commission	1,330				0.00	1,330.00
EDA Planning Partnership	20,000				0.00	20,000.00
Consultant Contingency **/ Other	8,834				0.00	-
CAPITAL AND NON-REOCCURRING						
Medical Deductible Contingency	-				0.00	-
Equipment	1				0.00	1.00
OPERATING BUDGET SUB TOTAL	654,930	3,028.00	657,958.00	45,774.64	295,510.05	362,447.95
Passthrough***				39,284.12	330,308.56	
TOTAL				85,058.76	625,818.61	
Revenue Received This Month	72,753.17					
Revenue Received To Date**	945,814.22			Revenue Received to Date	945,814.22	
Balance of Awarded Revenue	32,032.28			Expended to Date	625,818.61	
Total Revenue	977,846.50			Operating Account Balance	319,995.61	
Note: There are separate checking/savings accounts for: NW Hills Fuel Bank, Prescription Assistance Program, Public Works, N2N						
*Carryover from FY 21-22 for defined purposes.						
**Includes FY 21-22 carryover						
***Passthrough includes: DEMHS, CERT, Geer, HHW, HRC						

NORTHWEST HILLS COUNCIL OF GOVERNMENTS

Dec-22

	ORIGINAL BUDGET	BUDGET AMENDMENTS	AMENDED BUDGET	RECEIVED THIS MONTH	RECEIVED TO DATE	NOT RECEIVED
INCOME						
Regional Service Grant (OPM-SGIA)	262,002.00				262,002.04	-0.04
ConnDOT Transportation (HPR)	135,000.00				0.00	135,000.00
ConnDOT Transit	23,625.00				0.00	23,625.00
ConnDOT LOTCIP	12,500.00				0.00	12,500.00
ConnDOT RITS	10,000.00				24,999.00	-14,999.00
Municipal (Local) Dues	89,860.00				81,157.60	8,702.40
Town Fee for Service	1.00				0.00	1.00
Regional Housing Council Dues	1.00				0.00	1.00
Housatonic River Commission Dues	2,800.00				0.00	2,800.00
Foundation For Community Health	7,290.00				0.00	7,290.00
N2N (Berkshire Taconic)	1,500.00				0.00	1,500.00
DEMHS Region 5 Coordination by COG	12,000.00				2,000.00	10,000.00
DEMHS Region 5 Fiduciary	23,000.00				0.00	23,000.00
Natural Hazard Mitigation Plan - DEMHS					0.00	0.00
Department of Housing	1.00				0.00	1.00
EDA-Partnership Planing	60,000.00				30,000.00	30,000.00
EDA-CARE**					149,307.36	-149,307.36
Miscellaneous	200.00			72,735.16	73,360.16	-73,160.16
Bank Interest	150.00			18.01	71.56	78.44
Previous Year Accounts Receivable					0.00	0.00
Carryover funds FY 21/22	15,000.00				0.00	15,000.00
OPERATING BUDGET SUB TOTAL	654,930.00	0.00	654,930.00	72,753.17	622,897.72	32,032.28
Passthrough****					149,547.56	
TOTAL				72,753.17	772,445.28	
					TSB Certificate of Deposit #1	48,082.52
					TSB Certificate of Deposit #2	48,351.16
					TSB Certificate of Deposit #3	60,843.12
					NCB Certificate of Deposit	220,029.29
					STIF NHCOC General Fund	359,325.19
					Total Rainy Day Funds	736,631.28
****Passthrough includes: DEMHS, CERT, Geer, HHW, HRC						
**from pervious FY payment						

ATTACHMENT F



Greater New Haven Transit District

840 Sherman Avenue, Hamden, CT 06514

Phone: 203.288.6282 Fax: 203.288.7471

PLEASE READ CAREFULLY. THIS DOCUMENT CONTAINS DISCLAIMER PROVISIONS CONCERNING THE PURCHASE OF VEHICLES BY ORGANIZATIONS PROCURING THEM THROUGH THE GREATER NEW HAVEN TRANSIT DISTRICT.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding dated January 30, 2023, sets forth the roles and responsibilities of the Greater New Haven Transit District (the “District”) and the Participating Agencies listed in Exhibit A, concerning the procurement of vehicles being purchased through the Statewide Small Vehicle Joint Procurement led by Greater New Haven Transit District.

Greater New Haven Transit District is purchasing vehicles for its own use through a Request for Proposals (RFP), a full and open procurement process in accordance with Federal Transit Administration regulatory requirements. The District has included a list of other qualified organizations in its procurement documents, allowing said organizations the opportunity to purchase specific vehicle types outlined in the bid document and resulting Agreement(s). Qualified organizations include FTA Section 5310 grant funding recipients, transit districts, municipalities, a State agency and/or a non-profit organization.

In providing the Participating Agency the opportunity to purchase vehicles under the District’s solicitation and bidding process, Greater New Haven Transit District hereby states the following:

Representations:

1. Greater New Haven Transit District is committed to comply with all applicable state and federal laws and regulations to which it is bound. However, the District does not guarantee, affirmatively state, or represent in any manner that it has met all regulatory requirements to which it is bound. Further, there may be additional requirements which the Participating Agency is required to meet within its own procurement processes. The District states that in providing the procurement service, it is unaware of, does not recognize or accept the responsibility for compliance with the additional obligations of the Participating Agency.
2. A Contract has been awarded to the responsive and responsible Bidder in each category determined by the procurement evaluation criterion. Nothing stated herein means that the Participating Agency cannot obtain the same vehicles at a lower price through means other than this Joint Procurement.
3. The District makes no representations, guarantees, warranties, accepts other responsibility or has benefitted from incentives of any nature with regard to purchase of vehicles, except to include language in its own bid documents allowing the other organizations to purchase vehicles of the same categories as that of the District at the same price as the District.
4. Once the purchase order is presented to the vendor, all liability and responsibility will be on the Participating Agency to follow-up, inspect, and accept delivery of the vehicle(s) and make payment directly to the successful vendor. The District affirmatively states that once the bid is awarded and the purchase order is tendered to the vendor, the District will have no further responsibility to Participating Agency and/or the successful vendor. All future communication of whatever nature will be between Participating Agency and the successful vendor.

5. It is clearly understood that the District has included vehicle specifications and options that were developed by a selected group of participating agency representatives who possess related technical knowledge. However, no representations are made that these vehicles will fully meet the needs of all participating agencies.
6. The District will not be involved in any financial aspects of the purchase of additional vehicles by the Participating Agency.
7. All responsibility for inspections, acceptances and registration of the vehicles will be with the individual organization receiving the vehicles.
8. The District shall be held harmless by the Participating Agency in any and all respects with regard to purchase, manufacturer, delivery and operational functionality of vehicles bought by the Participating Agency.
9. The District will make available, upon request by the Participating Agency, all documents related to the procurement and award process. The Participating Agency may also request further information regarding the procurement requirements.

The term of this Memorandum shall coincide with the awarded contracts to Matthews Bus Alliance, Inc. (DBA Matthews Buses Commercial) and Creative Bus Sales. The term of each Agreement and the minimum and maximum quantities available for each Participating Agency under each Agreement is identified in Exhibit A. The Participating Agency shall submit a copy of all PO's issued under either Agreement to the District. No agency shall exceed its maximum quantity for either Agreement without prior written approval from the District, and a participating agency willing and able to provide option quantities.

Participating Agency's Name: _____

Authorized Representative's Name: _____

Title: _____

Signature: _____

Date: _____

Witness: Print Name & Title

Signature

**Greater New Haven Transit District
Mario Marrero
Executive Director**

Signature: _____

Date: _____

Christine Hey / Manager of Grants & Procurement

Witness: Print Name & Title

Signature

Bethany / Branford / East Haven / Hamden / New Haven / North Branford / North Haven / Orange / West Haven / Woodbridge

GNHTD is a government agency established in 1973 under the provision of Connecticut Public Act 261, Chapter 103(a) for the purpose of operating and providing a variety of transportation programs and services.

Exhibit A

GNHTD RFP 05-2021 Joint Procurement for Vehicles						
	Bid Specifications		Matthews Bus		Creative Bus	
	Contract Term		1/30/2023 - 1/29/2028			
	N/A		Startrans Bus, Ford Transit – Candidate Startrans Bus, GM Chevrolet – Senator Startrans Bus, Ford E Series – Senator		Braun, Chrysler – Entervan Forest River, Ford Transit – Ford E Transit Mobility Trans, Ford Transit Gas – Ford T 350 X2C Mobility Trans, Ford Transit Gas – Ford T 350 U4X	
Agency Name & Address	Minimum Quantity	Maximum Quantity	Minimum Quantity	Maximum Quantity	Minimum Quantity	Maximum Quantity
Greater New Haven Transit District	36	60	27	45	9	15
Norwalk Transit District	35	50	15	20	20	30
North East Transportation/CTtransit –Waterbury	10	30	3	6	7	24
Estuary Transit District	2	25	2	25	0	0
Middletown Transit District	0	12	0	7	0	5
CT DOT Section 5310	136	152	104	116	32	36
Housatonic Area Regional Transit (HART)	9	21	9	21	0	0
Greater Hartford Transit District	10	35	0	0	10	35
Greater Bridgeport Transit	24	40	24	40	0	0
Milford Transit District	9	21	9	21	0	0
Northwest Hills Council of Governments	0	2	0	0	0	2
Southeast Area Transit	0	10	0	4	0	6
Valley Transit District	2	16	2	16	0	0
Totals:	273	474	195	321	78	153

**Merged
(Estuary &
Middletown)