

**Meeting of the
Western Connecticut Council of Governments
November 19, 2015 – 12:30 p.m.**

Danbury City Hall, Conf. Room 3C, 155 Deer Hill Ave., Danbury, CT 06810

Agenda-Revised (11-17-15)

1. **MEETING CALL TO ORDER and ROLL CALL:** Hon. Matthew Knickerbocker, Chairman
2. **FEATURED GUEST**
 - CT Green Bank – Presentation by Emily Basham, Bill Colonis, Isabelle Hazlewood
3. **PUBLIC PARTICIPATION**
4. **ACTION ITEMS**
 - a) Approval of October 22, 2015 Minutes Attachment 4.a, pp. 1-3
 - b) Treasurer’s Report – Quarterly Report thru 9/30/15 Attachment 4.b, pp. 4-11
 - c) Appointment of Nominating Committee for Election of Officers
 - d) COG and MPO Meeting Dates in 2016 Attachment 4.c, pp. 12
5. **INFORMATION / DISCUSSION ITEMS**
 - a) Office Consolidation
 - b) Legislative Committee / Legislative Briefing
 - e) ~~Consideration of Unelected COG Voting Representatives~~ (Canceled until Jan COG Mtg)
6. **STAFF PRESENTATION**
 - Road Safety in the Region
7. **NEXT MEETING:** December 17, 2015 Weston
8. **ADJOURNMENT**

For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at help@westernctcog.org. Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con Western Connecticut Consejo de Gobiernos por lo menos cinco días hábiles antes de la reunión al help@westernctcog.org.



DRAFT

**10/22/2015 MINUTES OF THE
WESTERN CONNECTICUT
COUNCIL OF GOVERNMENTS**

Meeting at the Stamford Government Center
888 Washington Boulevard, Stamford, CT 06901

Chairman Matthew Knickerbocker / Vice Chairman Jayme Stevenson
Secretary Susan Chapman / Treasurer Gayle Weinstein

MEMBERS ATTENDING

Bethel	First Selectman Matthew Knickerbocker
Bridgewater	Absent
Brookfield	Absent
Danbury	Absent
Darien	First Selectman Jayme Stevenson
Greenwich	Absent
New Canaan	First Selectman Robert Mallozzi
New Fairfield	First Selectman Susan Chapman
New Milford	Absent
Newtown	First Selectman Patricia Llodra
Norwalk	Development Director Elizabeth Stocker (non-voting)
Redding	Absent
Ridgefield	First Selectman Rudy Marconi
Sherman	Absent
Stamford	Mayor David Martin
Weston	First Selectman Gayle Weinstein
Westport	First Selectman James Marpe
Wilton	First Selectman William Brennan

OTHERS ATTENDING

State Representative Gail Lavielle, Stamford Chief of Staff Michael Pollard, Dean Esposito of Danbury Consumer Protection, Holly Drinkuth of The Nature Conservancy, Norwalk Transit District Director Kimberly Morton and Westport Transit District Director Jennifer Johnson.

Also Stamford Transportation Bureau Chief Joshua Benson, Stamford Traffic Engineer Mani Poola, Roxane Fromson of CTDOT, Richard Schreiner of HARTransit, Kip Koons of Darien, Tracy Alston of Eversource, Margaret Wirtenberg of Weston, WestCOG Director Francis Pickering and WestCOG staff.

CALL TO ORDER

The meeting was called to order at 12:35 P.M. by Chairman Matthew Knickerbocker.

David Martin welcomed the Council to Stamford and presented each member with a souvenir cap with the Stamford logo.

**REMARKS BY HOLLY DRINKUTH
OF THE NATURE CONSERVANCY**

Matt Knickerbocker introduced Holly Drinkuth, Director of Outreach and Watershed Programs for The Nature Conservancy, who made a presentation on the “Nitrogen Load Model for the Saugatuck River Watershed”, its relationship to clean water and the health of Long Island Sound.

Her PowerPoint portrayed the Saugatuck Watershed as present within the corporate limits of nine out of the eighteen WestCOG member municipalities: Bethel, Danbury, Newtown, Norwalk, Redding, Ridgefield, Weston, Westport and Wilton.

The goal is to enhance the health of the Watershed, coastline and Long Island Sound by working collaboratively to link, maintain and restore habitats which support healthy populations and biological diversity. Various water polluting factors are to be modeled, she said.

The presentation was followed by a discussion, after which Ms. Drinkuth was thanked for her visit.

PUBLIC PARTICIPATION

Margaret Wirtenberg cited the advantage of the recent merger of planning regions for such tasks as planning for the Saugatuck Watershed, which previously had been segmented into north and south by a regional planning boundary.

INFORMATION ITEMS

Approval of 9/17/2015 Minutes

After review and then on a motion made by Gail Weinstein and seconded by Bill Brennan, the minutes of the meeting of 9/17/2015 were unanimously approved.

Treasurer’s Report

Gayle Weinstein reviewed agenda attachments entitled Operating Statement, Balance Sheet and Statement of Cash Flow.

Voting by Unelected Alternates

Matt Knickerbocker circulated a draft bylaw amendment on this matter. Members were requested to provide comment to Executive Committee members. There was discussion of possible impacts upon attendance by regular members.

Office Consolidation

Matt Knickerbocker gave a report, noting that two finalist locations in Newtown were under negotiation with owners. There was discussion. A recommendation will be made soon by the Executive Committee.

Regional Election Monitors

Francis Pickering gave a report on this topic, noting that \$11,000 in state funds will be made available for this task and that the arrangement is for the staff person hired to report to the state and not to WestCOG.

There was discussion, some members stating that this new regional mandate was duplicative of existing arrangements with the Secretary of State's office and in other ways of limited value.

Organization of Drug Task Force

In response to direction received at the September Council meeting, Associate Planner Elizabeth Esposito presented a second draft of a proposed "Organization of WestCOG Drug Task Force." The draft text was discussed by members. The consensus was it is now ready to proceed.

Legislative Committee

It was noted that five volunteers are needed, to receive and review legislative proposals and recommend WestCOG action.

Funding for Hazard Resilience

Rob Sachnin reviewed an agenda attachment on this topic. There was discussion, including questions to be researched.

STAFF PRESENTATIONS

New Web Site

Carl Zimmerman and Liz Esposito updated members on the new Council web site, soon to replace the temporary site currently operating. There was discussion, with members pleased with the draft.

Congestion Management Process (CMP) Report

Senior Planner Alex Karman made a PowerPoint presentation on this topic and distributed a draft excerpt related to I-95.

The broad factors causing traffic congestion must first be documented before specific remedial improvement projects can be proposed, and the CMP Report serves this purpose, he said. There was discussion of the process and its relationship to air quality planning.

NEXT MEETING

Matt Knickerbocker reminded members that the next WestCOG meeting will be hosted by Danbury on Thursday, November 19, 2015.

Members were wished good luck in the upcoming municipal election. Retiring member Bill Brennan was thanked for his ten years of service.

ADJOURNMENT

There being no further business, on a motion made by Pat Llodra and seconded by Jayme Stevenson the meeting was adjourned at 2:00 PM.

Western Connecticut

COUNCIL OF GOVERNMENTS



November 10, 2015

TO: Gayle Weinstein, Treasurer
 FROM: Patty Payne, Senior Financial Manager
 RE: September 2015 Financial Reports

Attached is the first quarterly fiscal year for WestCOG, September 30, 2015. These reports will be provided in the COG packet for November 19th in Danbury, and [there is a Quarterly Treasurer's Report scheduled for this meeting.](#)

Operating Statement Comments:

- Revenue Section
 - Our first quarterly payment for FY15-16 OPM State-Grant-in-aid funding was just made, totaling \$136,141.89; the total will equal \$544,567.50. We have not yet expended our full FY14-15 grant to date and have asked for an extension due to the yet-to-occur merger costs of moving, etc. There is ample money for these expenses.
- Expense Section
 - We are currently showing a \$66,283 surplus at the conclusion of our first quarter. We are accruing this surplus due to the increased funding from OPM. We are able to use the SGIA from OPM for matching funds on some of our projects which would otherwise have to be matched with local funding. This allows us to bank this money for future Council-determined projects or decisions.

Balance Sheet Comments:

- We are in balance; however, we will establish the correct amounts for “Fund Balance Designated” and “Fund Balance Undesignated” after the June 30, 2015 audit is complete. The undesignated amount will become the amount that WestCOG can use to dedicate match money to new projects, capital expenditures, or by Council vote use as deemed necessary.
- Accounts Receivables are very high due to a delay in the AG’s office on our transportation contracts. I expect that this will be cleared up, perhaps even by the end of this week; all other contract reimbursements are being executed in a timely fashion.
- The accrued pension amount appears as a negative number. By way of explanation, this is because of an audit adjustment that will be further adjusted by the end of the audit. It appears as a negative balance as a liability, which really means it is an asset. When SWRPA closed out its defined benefit pension plan, and after disbursements, it was found to be overfunded. The amount of \$95,590 was returned to SWRPA (now WestCOG). In this first adjustment, it is credited to the pension expense. The amount will be further adjusted after

we know what the first employer contribution will be for the new WestCOG 401(a) pension plan in December after census information is compiled.

- The “Due to/from HVCEO and SWRPA” are amounts that are still in audit process; these will disappear through a final audit adjustment in December.

Audit Comments (January 1, 2015 to June 30, 2015):

- Our auditors (*Henry, Raymond & Thompson*) are still working on this audit. The final stub audits for the SWRPA and HVCEO period July 1 – December 31, 2014 have been completed and sent to the State. The combined fund balance from SWRPA and HVCEO that is transferred to WestCOG is **\$1,022,964 (net position @ 12/31/14)**.

Budget Comments:

- **FY15-16 Budget Adjustment Considerations:**
 - Due to a new Associate Planner position in September, the salary, payroll taxes, pension, and fringe benefit expense line items would need adjustment. This position was unknown at the time of the budget approval.
 - We have received our full SGIA funding; therefore, we could increase this revenue line item.
 - It is not necessary to adjust the budget (*we can show negative variances*), however, if the Council elects to, I can easily correctly adjust this mid-year, as of 12/31/15.
- **FY16-17 Draft Budget:**
 - We are preparing the draft budget. Although there are many unknowns, the municipal dues structure is the most urgent requirement so we can help the municipalities know what to place in their budgets.

Please do not hesitate to contact me with any questions.

Regards,

Patty Payne
Sr. Financial Manager

cc: Francis Pickering, Executive Director
Josephine Harvey, Financial Manager

Western CT Council of Governments
Operating Statement
For the Three Months Ending September 30, 2015

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
Revenues					
SWRMPO FHWA/PL Trans	47,412	138,905	213,700	(74,795)	854,800
HVMPO FHWA/PL Transp	32,881	105,559	106,072	(513)	424,289
Local Municipal Dues (SW)	10,166	30,499	30,499	0	121,997
Local Municipal Dues (HV)	12,300	36,897	36,897	0	147,589
Haz Mit Plan Update (SW)	0	0	3,674	(3,674)	14,694
Haz Mit Plan Update (HV)	975	4,609	5,625	(1,016)	22,500
LOTICIP (SW)	0	0	37,290	(37,290)	149,160
LOTICIP (HV)	0	5,154	25,615	(20,461)	102,461
DEMHS CERT Grant	694	1,330	750	580	3,000
RPI GIS Grant	16,747	12,982	81,250	(68,268)	325,000
Stamford Bus & Shuttle Stud	77,627	77,627	42,188	35,439	168,750
Wspt Rail Parking Study	0	0	84,375	(84,375)	337,500
OPM SGIA Funding	47,370	105,412	31,250	74,162	125,000
Ridgefield TOD Contract	12,601	24,027	37,755	(13,728)	151,020
Ridgefield TOD Municipal	1,575	3,003	0	3,003	0
Rte 7 Impl-Phase 3	505	505	18,750	(18,245)	75,000
Interest Income	75	237	450	(213)	1,800
HRRR Rental Income	525	1,575	1,575	0	6,300
HV DEMHS Reg 5 PL	1,300	1,300	4,356	(3,056)	17,422
HV Public Health Planning	0	0	3,625	(3,625)	14,500
Total Revenues	262,753	549,621	765,696	(216,075)	3,062,782
Direct Contract Expense					
Project Consultants (SW)	85,374	85,374	299,985	(214,611)	1,199,940
Project Consultants (HV)	24,295	36,533	80,268	(43,735)	321,071
Health Dept-Consultant	240	1,040	3,000	(1,960)	12,000
HV Shelter Study	4,919	4,919	2,500	2,419	10,000
Reproduction Expense	0	0	625	(625)	2,500
Direct Ads/Legal Notic Expe	0	0	500	(500)	2,000
Maintenance Agmnt Expense	9,000	9,000	10,500	(1,500)	42,000
Direct Travel/Mtg. Expense	1,814	4,374	2,380	1,994	9,520
Personnel Expense					
Salaries-Regular	75,928	220,366	219,760	606	879,040
Pension 401(a) ER Contrib	5,775	17,325	17,325	0	69,300
Employer Payroll Taxes	6,344	17,455	17,792	(337)	71,167
Fringe Benefits	13,636	34,357	40,035	(5,678)	160,140
General Overhead Expense					
Payroll/Acct Services	194	587	625	(38)	2,500
Audit/Legal Expense	0	0	5,000	(5,000)	20,000
Other Contracted Services	0	0	750	(750)	3,000
Rent	4,914	14,806	15,113	(307)	60,453
Utilities	1,145	3,274	3,843	(569)	15,370
Service Agreements	3,718	11,306	6,285	5,021	25,140
Reproduction	0	221	125	96	500
Office Supplies	816	1,860	3,500	(1,640)	14,000
Travel/Conf/Mtg Expense	84	190	4,950	(4,760)	19,800
Membership dues/Subscripti	1,106	3,319	3,319	0	13,275
Postage	300	325	1,000	(675)	4,000
Liability Insurance/Bonding	1,292	4,674	3,086	1,588	12,345
Software Expense	65	65	0	65	0
Copier/Equipment Lease	1,639	5,205	4,859	346	19,434
Telephone/Internet	1,701	5,122	5,381	(259)	21,525
Ads/Legal Notices	0	0	250	(250)	1,000
Depreciation	333	1,000	1,000	0	4,000
Misc.	160	641	1,875	(1,234)	7,500

Western CT Council of Governments
Operating Statement
For the Three Months Ending September 30, 2015

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
Total Expenses	244,792	483,338	755,631	(272,293)	3,022,520
"SURPLUS/<DEFICIT>"	\$ 17,961	\$ 66,283	\$ 10,065	56,218	40,262

Western CT Council of Governments
Balance Sheet
September 30, 2015
ASSETS

Current Assets

Bank of America Checking	\$ 672,689.43	
Bank of America Money Market	800,222.26	
Union Savings Checking	208,586.30	
Petty Cash	401.85	
Accounts Receivable	371,529.27	
Prepaid Liability Ins Premiums	13,242.89	
Prepaid Rent	3,761.00	
Prepaid Service Agreements	7,836.22	
Prepaid Transit Benefit	1,382.78	
Prepaid Dues/Subscriptions	7,290.91	
Prepaid Medical Benefit	6,750.00	
Due from SWRPA Merger	61,295.40	
Due from HVCEO in Merger	(12,563.34)	
Total Current Assets		2,142,424.97

Property and Equipment

Fixed Assets	161,554.51	
Allowance for Depreciation	(144,071.71)	
Total Property and Equipment		17,482.80

Other Assets

Total Other Assets		0.00
Total Assets	\$	2,159,907.77

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$ 97,938.02	
Due to/from HVCEO	241.56	
Due to/from SWRPA	86,335.27	
Deferred Rev-RPI GIS Grant	26,660.88	
Deferred Rev-Wspt Rail Prk	8,268.40	
Deferred Rev-Local Dues SW	84,927.74	
Deferred Rev-Local Dues HV	110,690.73	
Deferred Rev-LOTICIP SW	72,462.50	
Deferred Rev-LOTICIP HV	61,109.88	
Deferred Rev-OPM SGIA	352,897.54	
Deferred Rev-Tick Illness Ed	(165.00)	
Deferred Rev-Health Depts	24,057.13	
Deferred Rev-Ridgef. TOD Match	23,191.50	
Accrued Audit Exp.	8,585.00	
Accrued Vacation	25,226.34	
Accrued Pension	(49,559.34)	
Accrued payroll taxes	38.67	
Accrued audit	12,000.00	
Total Current Liabilities		944,906.82

Long-Term Liabilities

Total Long-Term Liabilities		0.00
Total Liabilities		944,906.82

Capital

**Western CT Council of Governments
Balance Sheet
September 30, 2015**

Fund Balance Designated	2,435.60	
Retained Earnings	1,147,296.55	
Net Income	<u>65,268.80</u>	
Total Capital		<u>1,215,000.95</u>
Total Liabilities & Capital		<u>\$ 2,159,907.77</u>

Western CT Council of Governments
Statement of Cash Flow
For the three Months Ended September 30, 2015

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 17,760.92	\$ 65,268.80
Adjustments to Reconcile Surplus/Deficit to Net Cash:		
<Increase> Decrease in Assets		
Allowance for Doubtful Account	0.00	0.00
Accounts Receivable	76,251.76	463,164.71
Prepaid Liability Ins Premiums	1,291.70	4,839.70
Prepaid Rent	0.00	0.00
Prepaid Service Agreements	2,095.00	6,285.00
Prepaid Transit Benefit	652.75	1,958.25
Prepaid Dues/Subscriptions	1,106.25	3,318.75
Prepaid Security Deposits	0.00	47.00
Prepaid Medical Benefit	750.00	2,250.00
Due from SWRPA Merger	0.00	0.00
Due from HVCEO in Merger	0.00	35,232.97
Increase <Decrease> in Liabilities		
Accounts Payable	82,329.06	(7,750.26)
Due to/from HVCEO	0.00	2,650.00
Due to/from SWRPA	(1,295.00)	93,214.67
Lease Payable	0.00	0.00
Deferred Rev-RPI GIS Grant	(16,746.90)	30,426.00
Deferred Rev-Wspt Rail Prk	0.00	0.00
Deferred Rev-Local Dues SW	(10,166.42)	91,497.74
Deferred Rev-Local Dues HV	(12,300.09)	110,690.73
Deferred Rev-LOTICIP SW	0.00	0.00
Deferred Rev-LOTICIP HV	0.00	(40,387.41)
Deferred Rev-OPM SGIA	(47,370.32)	(105,411.84)
Deferred Rev-Tick Illness Ed	0.00	0.00
Deferred Rev-Health Depts	0.00	0.00
Deferred Rev-Ridgef. TOD Match	24,189.54	23,191.50
Accrued Audit Exp.	(4,415.00)	(4,415.00)
Accrued Vacation	0.00	0.00
Accrued Pension	5,775.00	17,325.00
	<hr/>	<hr/>
Total Adjustments	102,147.33	728,127.51
	<hr/>	<hr/>
Net Cash Provided or <Used>	119,908.25	793,396.31
	<hr/>	<hr/>
Cash Flows from investing activities		
Used For		
Fixed Assets	0.00	(516.76)
	<hr/>	<hr/>
Net cash used in investing	0.00	(516.76)
	<hr/>	<hr/>
Cash Flows from financing activities		
Proceeds From		
Investment in Fixed Assets	0.00	0.00
Fund Balance Designated	0.00	0.00
Fund Balance Undesignated	0.00	0.00
Beginning Balance Equity	0.00	0.00
Unnamed account	0.00	0.00
Unnamed Account	0.00	0.00
Used For		
Investment in Fixed Assets	0.00	0.00
Fund Balance Designated	0.00	0.00

Western CT Council of Governments
Statement of Cash Flow
For the three Months Ended September 30, 2015

	Current Month	Year to Date
Fund Balance Undesignated	0.00	0.00
Beginning Balance Equity	0.00	0.00
Unnamed account	0.00	0.00
Unnamed Account	0.00	0.00
	<hr/>	<hr/>
Net cash used in financing	0.00	0.00
	<hr/>	<hr/>
Net increase <decrease> in cash	\$ 119,908.25	\$ 792,879.55
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Summary

Cash Balance at End of Period	\$ 1,681,899.84	\$ 1,681,899.84
Cash Balance at Beg of Period	<u>(1,735,806.53)</u>	<u>(1,555,182.16)</u>
Net Increase <Decrease> in Cash	\$ <u>(53,906.69)</u>	\$ <u>126,717.68</u>

Western Connecticut COUNCIL OF GOVERNMENTS



November 2015

The following monthly dates are proposed for the COG and MPO meetings in 2016.

Proposed Dates: Third Thursday of each month

Proposed Location: Ridgefield Library

Proposed Time: Lunch 12:00 noon, Meeting 12:30 p.m.

2016
Proposed Dates for Monthly Meetings of the COG and MPO
Jan. 21
Feb. 18
Mar. 17
Apr. 21
May 19
June 16
July 21
Aug. 18
Sept. 15
Oct. 20
Nov. 17
Dec. 15