

**Meeting of the
Western Connecticut Council of Governments**

**February 18, 2016 – 12:30 p.m.
Ridgefield Library, 472 Main Street, Ridgefield, CT 06877**

Agenda

1. **MEETING CALL TO ORDER:** Hon. Matthew Knickerbocker, Chairman
2. **FEATURED GUEST:** Professor Oskar Harmon (UConn) and students - Transportation Studies Presentation
3. **PUBLIC PARTICIPATION**
4. **ACTION ITEMS:**
 - a) Approval of January 21, 2016 Minutes Attachment 4.a, pp. 1-4
 - b) Treasurer's Quarterly Report Attachment 4.b, pp. 5-9
 - c) Resolutions of Support for Applications to OPM Responsible Growth and TOD Grants Attachment 4.c, pp. 10-12
 - d) Approval of Memorandum of Understanding with Secretary of State for Regional Election Monitor Attachment 4.d, pp. 13-20
 - e) Authorization to Hire Regional Election Monitor
 - f) Authorization to Enter into LOTCIP Agreements with CTDOT Attachment 4.f, pg. 21
 - g) OPM State Grant-in-Aid Funding to WestCOG and Proposal to Hire Regional Engineer Attachment 4.g, pg. 22
 - h) Office Relocation
5. **INFORMATION ITEMS:**
 - a) BLAST Tick Prevention Program
 - b) New Summer Intern
 - c) Legislative Update
6. **NEXT MEETING:** March 17, 2016 at the Ridgefield Library
7. **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 1/21/2016 MINUTES

WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS

Meeting at the Ridgefield Library, 472 Main Street, Ridgefield, CT 06877

Chairman Matthew Knickerbocker / Vice Chairman Jayme Stevenson

Secretary Susan Chapman / Treasurer Patricia Llodra

ATTENDANCE

- Bethel First Selectman Matthew Knickerbocker
- Bridgewater First Selectman Curtis Read
- Brookfield First Selectman Stephen Dunn
- Danbury Chief of Staff Dean Esposito (non-voting)
- Darien First Selectman Jayme Stevenson
- Greenwich First Selectman Peter Tesei

- New Canaan Absent
- New Fairfield First Selectman Susan Chapman
- New Milford Absent
- Newtown First Selectman Patricia Llodra
- Norwalk Absent
- Redding First Selectman Julia Pemberton

- Ridgefield First Selectman Rudy Marconi
- Sherman First Selectman Clay Cope
- Stamford Board of Finance Chair Richard Freedman
- Weston First Selectman Nina Daniel
- Westport First Selectman James Marpe
- Wilton Absent

Also Stamford Transportation Director Joshua Benson, Weston resident Dr. Margaret Wirtenberg, Roxane Fromson of CT DOT, Richard Schreiner of HARtransit, Susan Sweitzer of the Norwalk Redevelopment Agency, Cyndy Anderson and Nancy Cooper of the League of Women Voters of Greenwich, Charles Burnham of Eversource, WestCOG Director Francis Pickering and staff.

CALL TO ORDER / PUBLIC COMMENT

The meeting was called to order at 12:30 PM by Chairman Matthew Knickerbocker. There was no public comment.

On a motion made by Matt Knickerbocker and seconded by Pat Llodra is was voted unanimously to add "Bylaw Amendment" and "Banking Resolution" to the agenda.

ACTION ITEMS

Approval of 12/17/2015 Minutes: After review and on a motion made by Susan Chapman and seconded by Steve Dunn, the minutes of the meeting of 12/17/2015 were unanimously approved.

Treasurer's Report for November 2015: Staff member Patricia Payne reviewed agenda attachments constituting the November 2015 financial report. There was discussion of these items including investment policy for reserve funds.

Election of Officers: The report of the Nominating Committee was given by Clay Cope: for Chairman Matthew Knickerbocker, for Vice Chairman Jayme Stevenson, for Secretary Susan Chapman and to fill the vacant Treasurer position Pat Llodra.

After brief discussion and on a motion made by Clay Cope and seconded by Rudy Marconi, the recommended slate of officers was unanimously approved.

Local Transportation Capital Improvement Program (LOTICIP): Director Francis Pickering presented on this topic, providing an overview of state LOTICIP transportation improvement funds accessible to municipal governments thru WestCOG, the legislative intent of which is to be less burdensome in comparison to similar federal programs.

He noted that state LOTICIP funding guidelines delegate program direction to WestCOG and not to SWRMPO and HVMPO. That his request to the Council today is for a) reaffirmation of the capital programs of the two former regions, and b) endorsement of the Housatonic Valley management guidelines, which have worked well, to be the guidelines for the entire WestCOG LOTICIP program.

Towards this end he referenced two agenda attachments entitled "Project Implementation Schedules" wherein the use of state funds for municipal projects remains summarized by South Western and Housatonic Valley groupings.

He then cited the Housatonic Valley program guidelines which are to "authorize the chairman and staff to submit completed LOTICIP project applications to CTDOT for review and approval, and to authorize staff to work with applicants as they proceed through the project design process and to make adjustments to project budgets and the implementation schedule for projects."

Supplemental information was provided for members in the South Western grouping as to the upcoming solicitation process for use of the available balance of \$7,492,472.

Mr. Pickering then requested endorsement of the attached project schedules and program guidelines as presented. A discussion followed. Then on a motion made by Clay Cope and seconded by Rudy Marconi, the requested endorsements were unanimously approved.

WestCOG Representative to Water Utility Coordinating Committee (WUCC): Francis Pickering reviewed the State's WUCC water supply planning process, referencing the presentation made at the last meeting by CT Department of Public Health Drinking Water Section Chief Lori Mathieu.

As WUCCs are convened by CT DPH with COG representatives, an appointment is needed. Curtis Read volunteered to serve in this capacity, citing his numerous qualifications in water quality and supply issues. There was discussion.

The consensus was that Mr. Read would represent WestCOG well and was thanked by the members. Also that staff member Michael Towle would attend WUCC meetings as a non-voting observer to provide technical support.

Rudy Marconi repeated his concern that affordable housing appeals not be used to override local zoning that protects water supply watersheds, and Clay Cope again

noted problems with high sodium concentrations in the water supplies of municipal buildings. Pat Llodra stated her view that the WUCC process is of significant value to municipalities.

Amtrak Northeast Corridor Draft EIS: Francis Pickering made a summary presentation of the Federal Railroad Administration's comprehensive planning process to define a package of future investments to support rail service along the corridor from Washington to Boston.

He noted that this is one of the busiest rail corridors in the world and of long of vital concern to the WestCOG region through which it passes. His PowerPoint presentation proceeded thru the major service options being evaluated, from minimal investment to more expensive and highly ambitious new corridors to supplement Connecticut's coastal service.

There was discussion of the options reviewed. The consensus was that rather than a Council endorsement of just one of the options, the interests of our area are better served by supporting favorable components from several options.

Discussion continued. It was agreed that Francis Pickering would draft a response that best represents member views as expressed at this meeting, circulating a draft for review and comment prior to submission to the Federal Railroad Administration.

Bylaw Amendment on Status of Officers: Francis Pickering reviewed the potential confusion in the bylaws on the status of an officer when such officer does not win re-election. At the last meeting the remedy of two bylaw text revisions had been approved. However as proposed bylaw amendments, a second vote at the following meeting, this date, is also required.

There was discussion. Then on a motion made by Rudy Marconi and a second by Susan Chapman the vote was all in favor except for Pat Llodra and Peter Tesei opposed and Clay Cope abstaining.

Banking Resolution for Signatures: Francis Pickering explained that such a resolution is required in accordance with the bylaws. Then on a motion made by Matt Knickerbocker and a second by Susan Chapman, the vote to approve the bank signatures update was all in favor with Clay Cope abstaining.

INFORMATION ITEMS

Municipal Crisis Management: Pat Llodra spoke to this issue, stating that there were many lessons in emergency management provided by the 2012 Sandy Hook School shooting tragedy. As the leader of Newtown throughout that crisis she has been asked on many occasions to summarize crisis management lessons learned, applicable to events of a lesser scale.

She has prepared a 45 minute presentation of value to municipal leaders and offered to present it at a future WestCOG meeting. There was discussion, with all members strongly in favor of Mrs. Llodra's remarks being scheduled for an upcoming meeting.

Municipal Roadway Safety Profiles: Francis Pickering distributed to each member information on high frequency accident locations in their jurisdiction, displayed on an 11 X 17 municipal map. The large scale display format makes available to local officials one of the key data variables tracked by the Council's transportation program, he said.

Utilization is two fold, with relative frequency of accidents a key input to setting corridor improvement priorities and shaping the project designs that follow. Local law

enforcement and municipal planning approvals can also make use of accident location data.

Current Funding Opportunities: There was a summary of the current grant opportunities under discussion at the two MPO meetings; the CTDOT Community Connectivity Program and the OPM Responsible Growth and TOD Grant Program.

Dept. of Emergency Management and Homeland Security Update: Rudy Marconi, Chairman of the DEMHS Region 5 Emergency Planning Team, updated members on the current Region 5 grant process to prioritize \$187k for support of municipal emergency management activities.

WestCOG Drug Task Force: Francis Pickering reported that as requested by members, a WestCOG Drug Task Force to improve response to the opioid crisis will soon be in operation. The first meeting is at 9:30 AM on Thursday, February 4 at Redding Town Hall. There will be two presentations. Break out groups will then identify service gaps, goals and expectations for the new group.

CT Transportation Finance Panel Recommendations: Francis Pickering updated members on this topic, noting that many of Connecticut's expressways such as I-84 and I-95 were found to be at the end of their fifty year life cycle, with some rail facility designs one hundred years old.

As for the introduction of tolling on interstates, the Panel's priorities are the entirety of coastal I-95 from New York to Rhode Island and then I-84 from the New York Line easterly to Hartford. Traffic diversion and other impacts would be high in the WestCOG area. It is also recommended that the state seek to capture the increase in value of land near transportation improvements.

There was considerable discussion of the above issues and other aspects of the Panel's report. Mr. Pickering advised that some aspects of the Panel's recommendations may appear in upcoming legislative bills.

Legislative Breakfast and Agenda: Matt Knickerbocker reported on the second annual legislative breakfast held on January 14 in Weston. WestCOG's "Priorities for 2016" were presented and were well received. As Representative Steinberg and Senator Boucher recommended adding Danbury Branch Line improvements to the list, that will be accomplished, he said.

Saugatuck River Watershed Symposium: An update on the Nature Conservancy's upcoming symposium, relevant to nine municipalities within the WestCOG region, was provided.

OTHER BUSINESS / ADJOURNMENT

Peter Tesei introduced Cyndy Anderson and Nancy Cooper who are observing WestCOG operations on behalf of the League of Women Voters of Greenwich.

Matt Knickerbocker noted that the next WestCOG meeting will be at the Ridgefield Library on Thursday, February 18, 2016. There being no further business, on a motion made by Susan Chapman and seconded by Jamie Stevenson the meeting was adjourned at 1: 50 PM.

Western CT Council of Governments
Operating Statement
For the Six Months Ending December 31, 2015

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
Revenues					
SWRMPO FHWA/PL Trans	41,855	276,977	427,400	(150,423)	854,800
HVMPO FHWA/PL Transp	35,902	200,790	212,145	(11,355)	424,289
Local Municipal Dues (SW)	10,166	60,999	60,999	0	121,997
Local Municipal Dues (HV)	12,299	73,795	73,795	0	147,589
Haz Mit Plan Update (SW)	9,750	9,750	7,347	2,403	14,694
Haz Mit Plan Update (HV)	8,550	13,159	11,250	1,909	22,500
LOTICIP (SW)	0	0	74,580	(74,580)	149,160
LOTICIP (HV)	0	24,800	51,231	(26,431)	102,461
DEMHS CERT Grant	0	3,000	1,500	1,500	3,000
RPI GIS Grant	0	92,802	162,500	(69,698)	325,000
Stamford Bus & Shuttle Stud	29,800	191,610	84,375	107,235	168,750
Wspst Rail Parking Study	0	0	168,750	(168,750)	337,500
OPM SGIA Funding	38,354	219,584	62,500	157,084	125,000
Ridgefield TOD Contract	21,425	96,255	75,510	20,745	151,020
Ridgefield TOD Municipal	2,678	12,032	0	12,032	0
Rte 7 Impl-Phase 3	315	820	37,500	(36,680)	75,000
Interest Income	68	442	900	(458)	1,800
HRRRA Rental Income	525	3,150	3,150	0	6,300
HV DEMHS Reg 5 PL	1,600	4,500	8,711	(4,211)	17,422
HV Public Health Planning	3,519	4,319	7,250	(2,931)	14,500
Total Revenues	216,806	1,288,784	1,531,393	(242,609)	3,062,782
Direct Contract Expense					
Project Consultants (SW)	36,300	272,526	599,970	(327,444)	1,199,940
Project Consultants (HV)	33,040	132,359	160,536	(28,177)	321,071
Health Dept-Consultant	2,719	4,649	6,000	(1,351)	12,000
HV Shelter Study	6,506	11,425	5,000	6,425	10,000
Reproduction Expense	0	0	1,250	(1,250)	2,500
Direct Ads/Legal Notic Expe	0	0	1,000	(1,000)	2,000
Maintenance Agmnt Expense	0	27,406	21,000	6,406	42,000
Direct Travel/Mtg. Expense	371	8,966	4,760	4,206	9,520
Personnel Expense					
Salaries-Regular	76,135	446,036	439,520	6,516	879,040
Pension 401(a) ER Contrib	5,775	36,688	34,650	2,038	69,300
Employer Payroll Taxes	5,999	35,223	35,584	(361)	71,167
Fringe Benefits	14,334	84,529	80,070	4,459	160,140
General Overhead Expense					
Payroll/Acct Services	194	1,165	1,250	(85)	2,500
Audit/Legal Expense	2,246	3,065	10,000	(6,935)	20,000
Other Contracted Services	0	0	1,500	(1,500)	3,000
Rent	4,914	29,547	30,227	(680)	60,453
Utilities	1,071	7,075	7,685	(610)	15,370
Service Agreements	3,732	22,390	12,570	9,820	25,140
Reproduction	0	356	250	106	500
Office Supplies	799	3,766	7,000	(3,234)	14,000
Travel/Conf/Mtg Expense	65	441	9,900	(9,459)	19,800
Membership dues/Subscripti	1,106	6,638	6,638	0	13,275
Postage	157	525	2,000	(1,475)	4,000
Liability Insurance/Bonding	716	8,094	6,173	1,921	12,345
Software Expense	0	1,250	0	1,250	0
Copier/Equipment Lease	1,810	10,128	9,717	411	19,434
Telephone/Internet	1,684	10,261	10,763	(502)	21,525
Ads/Legal Notices	0	0	500	(500)	1,000
Depreciation	333	2,000	2,000	0	4,000

Western CT Council of Governments
Operating Statement
For the Six Months Ending December 31, 2015

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
Misc.	(482)	906	3,750	(2,844)	7,500
Total Expenses	199,524	1,167,414	1,511,263	(343,849)	3,022,520
"SURPLUS/<DEFICIT>"	\$ 17,282	\$ 121,370	\$ 20,130	101,240	40,262

Western CT Council of Governments

Balance Sheet

December 31, 2015

ASSETS

Current Assets

Bank of America Checking	\$	905,712.79	
Bank of America Money Market		800,359.07	
Union Savings Checking		256,516.60	
Petty Cash		401.85	
Accounts Receivable		257,937.02	
Prepaid Liability Ins Premiums		7,859.29	
Prepaid Rent		3,761.00	
Prepaid Service Agreements		(4,255.51)	
Prepaid Transit Benefit		666.75	
Prepaid Dues/Subscriptions		7,016.97	
Prepaid Medical Benefit		4,500.00	
		<hr/>	
Total Current Assets			2,240,475.83

Property and Equipment

Fixed Assets		110,786.14	
Allowance for Depreciation		(101,153.14)	
Gain/Loss on Disposal Fixed as		3,523.75	
		<hr/>	
Total Property and Equipment			13,156.75

Other Assets

Total Other Assets			<hr/> 0.00
Total Assets	\$		<hr/> <hr/> 2,253,632.58

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$	43,527.69	
Deferred Rev-RPI GIS Grant		100,605.36	
Deferred Rev-Wspt Rail Prk		4,134.00	
Deferred Rev-Local Dues SW		60,998.48	
Deferred Rev-Local Dues HV		73,793.46	
Deferred Rev-LOTICIP SW		149,160.00	
Deferred Rev-OPM SGIA		488,173.37	
Deferred Rev-Health Depts		20,750.38	
Deferred Rev-Ridgef. TOD Match		14,163.01	
Accrued Vacation		44,180.01	
Accrued Pension		59,070.96	
Accrued payroll taxes		38.67	
		<hr/>	
Total Current Liabilities			1,058,595.39

Long-Term Liabilities

Total Long-Term Liabilities			<hr/> 0.00
Total Liabilities			1,058,595.39

Capital

Retained Earnings		1,075,794.97	
Net Income		119,242.22	
		<hr/>	
Total Capital			1,195,037.19
Total Liabilities & Capital	\$		<hr/> <hr/> 2,253,632.58

Western CT Council of Governments
Statement of Cash Flow
For the six Months Ended December 31, 2015

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 17,102.21	\$ 119,242.22
Adjustments to Reconcile Surplus/Deficit to Net Cash:		
<Increase> Decrease in Assets		
Allowance for Doubtful Account	0.00	0.00
Accounts Receivable	541,933.42	1,451,535.90
Pension Receivable	0.00	95,591.67
Prepaid Liability Ins Premiums	1,291.70	8,714.80
Prepaid Rent	0.00	0.00
Prepaid Service Agreements	2,095.00	12,570.00
Prepaid Transit Benefit	661.75	4,002.78
Prepaid Dues/Subscriptions	1,106.25	6,637.50
Prepaid Security Deposits	0.00	47.00
Prepaid Medical Benefit	750.00	12,484.43
Due from SWRPA Merger	0.00	0.00
Due from HVCEO in Merger	19,335.52	19,335.52
Increase <Decrease> in Liabilities		
Accounts Payable	(31,004.56)	(65,543.30)
Due to/from HVCEO	(2,650.00)	0.00
Due to/from SWRPA	(9,623.00)	(5,330.00)
Lease Payable	0.00	0.00
Deferred Rev-RPI GIS Grant	0.00	100,605.29
Deferred Rev-Wspt Rail Prk	0.00	0.00
Deferred Rev-Local Dues SW	(10,166.42)	60,998.48
Deferred Rev-Local Dues HV	(12,299.09)	73,793.46
Deferred Rev-LOTICIP SW	0.00	0.00
Deferred Rev-LOTICIP HV	0.00	(24,799.79)
Deferred Rev-OPM SGIA	97,788.07	52,699.96
Deferred Rev-Tick Illness Ed	0.00	0.00
Deferred Rev-Health Depts	(3,518.75)	(1,318.75)
Deferred Rev-Ridgef. TOD Match	(2,678.17)	14,163.01
Accrued Audit Exp.	0.00	(7,670.00)
Accrued Vacation	0.00	0.00
Accrued Pension	5,775.00	34,650.00
Total Adjustments	598,796.72	1,843,167.96
Net Cash Provided or <Used>	615,898.93	1,962,410.18
Cash Flows from investing activities		
Used For		
Fixed Assets	(368.14)	(1,188.86)
Gain/Loss on Disposal Fixed as	0.00	0.00
Net cash used in investing	(368.14)	(1,188.86)
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

Western CT Council of Governments
Statement of Cash Flow
For the six Months Ended December 31, 2015

	Current Month	Year to Date
Unnamed Account	0.00	0.00
Used For		
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
	<hr/>	<hr/>
Net cash used in financing	0.00	0.00
	<hr/>	<hr/>
Net increase <decrease> in cash	\$ 615,530.79	\$ 1,961,221.32
	<hr/> <hr/>	<hr/> <hr/>
 Summary		
Cash Balance at End of Period	\$ 1,962,990.31	\$ 1,962,990.31
Cash Balance at Beg of Period	(1,640,606.92)	(1,555,182.16)
	<hr/>	<hr/>
Net Increase <Decrease> in Cash	\$ 322,383.39	\$ 407,808.15
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Western Connecticut

COUNCIL OF GOVERNMENTS



To: Western Connecticut Council of Governments Representatives
From: Alex Karman, Senior Planner
Date: February 10, 2016
Re: Resolutions of Support for Applications to the Office of Policy and Management Responsible Growth and Transit-Oriented Development Grant Program

The Office of Policy and Management (OPM) issued a request for applications on December 9, 2015 seeking proposals from municipalities and councils of governments for responsible growth and transit-oriented development (TOD) projects. OPM intended to, through a competitive grant program, provide financial assistance to: 1) TOD construction projects that had previously received state investment; and 2) planning or construction projects that are consistent with responsible growth policies contained in *Conservation & Development Policies: The Plan for Connecticut 2013 – 2018*. A full list of activities eligible for funding under this grant program was included in the request for applications. Funding for this program comes from bond funds authorized under Section 13(a) of Public Act 07-7, Section 2(d) of Public Act 14-98, and Section 2(d) and 13(a) of Public Act 15-1. Local match funding, while not required, will enhance an application's rating. The OPM Secretary is responsible for selecting projects for funding, subject to Bond Commission approval. OPM does not require that a COG ranks or prioritizes the applications that it supports.

WestCOG received requests for resolutions of support for applications submitted by nine of its members: Bethel, Brookfield, Danbury, New Canaan, New Milford, Norwalk, Ridgefield, Stamford, and Westport. WestCOG also submitted its own application to the program. The applications seeking WestCOG support are:

- Bethel – Bethel TOD Sidewalk Program
- Brookfield – Streetscape Project, Phase II
- Danbury – Downtown Danbury Transit-Oriented Development Study
- New Canaan – Downtown Pedestrian Loop – Weed Street Sidewalk Connection
- New Milford – Riverfront Project
- Norwalk – South Norwalk TOD Housing Renovation Program
- Ridgefield – Branchville TOD Infrastructure Improvements, Phase 1
- Stamford – Springdale Train Station Improvement Project
- Westport – Saugatuck Station Area TOD Master Plan
- WestCOG – Responsible Growth Environmental Review Collaboration Project

Digital copies of the grants applications are available for download at: <http://bit.ly/2oqHDAA>

Two resolutions of support are attached to this memorandum. Your favorable consideration of these resolutions is requested.

**CERTIFIED RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
AUTHORIZING THE APPLICATION FOR AND ADMINISTRATION OF A
RESPONSIBLE GROWTH AND TRANSIT-ORIENTED DEVELOPMENT
(TOD) GRANT**

Ridgefield, Connecticut

I, Susan Chapman, Secretary of the Western Connecticut Council of Governments (hereinafter “WestCOG”) certify that the following is a true copy of the resolution adopted by WestCOG at its meeting on February 18, 2016 in Ridgefield, Connecticut, a quorum being present:

The Representatives of WestCOG met on February 18, 2016 and adopted a resolution by the vote of _____ to _____ which:

- (1) Authorizes submission of the *Responsible Growth Environmental Review Collaboration Project*, in accordance with the Responsible Growth and Transit-Oriented Development (TOD) Grant Request for Applications;
- (2) Authorizes Chairman, MATTHEW KNICKERBOCKER, Vice Chairman, JAYME STEVENSON, or Executive Director, FRANCIS PICKERING, or any of their successors, to sign the grant application and to sign any other documents associated with administering the grant, if awarded, including any amendments thereto. Such grant application is attached to made a part of this record.

This resolution is in full force and effect as of February 18, 2016.

Susan Chapman, Secretary
Western Connecticut Council of Governments
February 18, 2016

[Affix Seal Here]

**CERTIFIED RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
SUPPORTING APPLICATIONS SUBMITTED TO
THE RESPONSIBLE GROWTH AND
TRANSIT-ORIENTED DEVELOPMENT (TOD) GRANT PROGRAM**

Ridgefield, Connecticut

I, Susan Chapman, Secretary of the Western Connecticut Council of Governments (hereinafter “WestCOG”) certify that the following is a true copy of the resolution adopted by WestCOG at its meeting on February 18, 2016 in Ridgefield, Connecticut, a quorum being present:

Resolved, that WestCOG supports its Members applications to the Responsible Growth and Transit-Oriented Development (TOD) Grant Program, which are listed below:

Town of Bethel – Bethel TOD Sidewalk Program

Town of Brookfield – Streetscape Project, Phase II

City of Danbury – Downtown Danbury Transit-Oriented Development Study

Town of New Canaan – Downtown Pedestrian Loop – Weed Street Sidewalk Connection

Town of New Milford – Riverfront Project

City of Norwalk – South Norwalk TOD Housing Renovation Program

Town of Ridgefield – Branchville TOD Infrastructure Improvements, Phase 1

City of Stamford – Springdale Train Station Improvement Project

Town of Westport – Saugatuck Station Area TOD Master Plan

This resolution is in full force and effect as of February 18, 2016.

Susan Chapman, Secretary

[Affix Seal Here]

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Members
FROM: Francis Pickering
DATE: February 11, 2016
RE: **Regional Election Monitor**

Public Act 15-5, §§ 441-443 establishes a “regional election monitor” (REM) within each of the state’s nine planning regions to represent, consult with, and act on the Secretary of the State’s (SOTS) behalf before and during each election, primary, recanvass, and audit. Per the Act, each COG must, by March 1 annually: (1) contract with an individual to serve as the monitor for that planning region, and (2) enter into a memorandum of understanding (MOU) with the SOTS about the monitor.

Over the last few months, staff at several COGs, including the WestCOG Executive Director, have worked with the SOTS to develop a uniform job description for the REM and an MOU for the position for all COGs in the state to use. These documents, which have undergone several rounds of review by staff and counsel at the COGs and the SOTS, are intended to satisfy the regions’ and state’s statutory obligations under the Act in a simple and workable manner. These documents are attached for your review and approval.

Following approval of the job description and MOU, and authorization to hire an REM, WestCOG will immediately: (1) request payment of the \$11,111 lump sum provided for in the MOU from the SOTS and (2) advertise for an REM. Selection of the REM is expected to be advised by a hiring panel comprising two CEOs and two municipal registrars from the region, with one member of each party among the CEOs and the registrars, as well as the WestCOG Executive Director. This schedule should permit an REM to be selected and brought on board by mid-March.

Memorandum of Understanding
Between
The Office of the Secretary of the State
And
Western Connecticut Council of Governments

Regional Election Monitor

WHEREAS, Section 3-77 of the Connecticut General Statutes provides that the Secretary of the State may enter into such contractual agreements as may be necessary for the discharge of her duties; and

WHEREAS, Sections 442, 443 and 444 of Public Act 15-5 of the June 2015 Special Session of the Connecticut General Assembly, "An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2017, Concerning General Government, Education, Health and Human Services and Bonds of the State," (the Public Act) requires a regional election monitor within each planning region, as defined in section 4-124i of the General Statutes who shall represent, consult with and act on behalf of the Secretary of the State in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to section 9-320f of the Connecticut General Statutes;

WHEREAS, pursuant to the Public Act, the Western Connecticut Council of Governments ("COG"), is required to enter into a memorandum of understanding ("MOU") with the Office of the Secretary of the State ("SOTS"), concerning the regional election monitor.

Therefore, SOTS and the COG agree to the following terms:

1. SOTS will pay \$11,111 to the COG to support the scope of services as listed in Schedule A.
2. The COG will designate staff to receive communications from the Secretary of the State to the regional election monitor and receive information regarding activities in Schedule A from the regional election monitor.
3. SOTS and the COG acknowledge that the staff designated pursuant to paragraph 2 above will coordinate all aspects of the COG responsibilities of the proposal set forth herein.
4. The COG will provide periodic reports to SOTS regarding the progress of services rendered.
5. For the purposes of this MOU, the "complete project" is defined as completion of and delivery of all work outlined in Schedule A.
6. Project Period: 7/1/15 to 6/30/16.

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Memorandum of Understanding
Secretary of the State of Connecticut
Western Connecticut Council of Governments

IN WITNESS WHEREOF, the parties hereto have caused the Memorandum of Understanding to be executed by their duly authorized representatives.

Western Connecticut Council of Governments

Matthew Knickerbocker

Title: Chairman

Date: February 18, 2016

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Memorandum of Understanding
Secretary of the State of Connecticut

Western Connecticut Council of Governments

IN WITNESS WHEREOF, the parties hereto have caused the Memorandum of Understanding to be executed by their duly authorized representatives.

Denise Merrill
Secretary of the State

Date

SCHEDULE A – SCOPE OF SERVICES

I. Regional election monitor qualifications and payment for services

1. Not later than March first of the year of each regular election, the COG shall contract with an individual, in accordance with section 4-124p of the general statutes, to serve as the regional election monitor for such planning region.
2. The regional election monitor shall (1) be an elector of this state, (2) perform the duties of the position in a nonpartisan manner, (3) have prior field experience in the conduct of elections, and (4) be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable.
3. The regional election monitor shall not be considered a state employee and shall, in accordance with the contract set forth in (1) above, be compensated for the performance of any duty agreed upon by the COG and reimbursed for necessary expenses incurred in the performance of such duties by the COG.
4. The COG shall, in accordance with such contract, provide the regional election monitor with any space, supplies, equipment and services necessary to properly carry out the duties of the position.
5. The COG may terminate such contract at any time for any reason.

II. Regional council of government's confirmation

The COG confirms that:

1. Each requirement described in Section I of Schedule A is satisfied and the contract between the COG and the individual who shall serve as regional election monitor specifies minimum expectations of performance under such contract;
2. Such regional election monitor is subject to the control and direction of the Secretary of the State;
3. Revocation by the Secretary of the State of such regional election monitor's certification constitutes breach of such contract and results in immediate termination of such contract; and
4. Such regional election monitor will be retained, absent termination of such contract by the COG, until at least thirty days after such regular election.

III. Coordination of regional instructional sessions and training

The Secretary of the State shall:

1. Coordinate with the regional election monitor under contract with the COG as described in Section 1 of this Schedule A to hold regional instructional sessions for moderators and alternate moderators;
2. Establish the number of such regional instructional sessions to be held, provided at least one such regional instructional session shall be held within the planning region

- at the facilities of the COG or any facility designated by the COG within the planning region prior to each regular election; and
3. Train and certify the regional election monitor for purposes of performing the duties of the position. The Secretary shall certify the regional election monitor if such individual successfully completes training required pursuant to Section I of this document, except the Secretary shall not so certify any individual who has been convicted of or pled guilty or nolo contendere to, in a court of competent jurisdiction, any (i) felony involving fraud, forgery, larceny, embezzlement or bribery, or (ii) criminal offense under Title 9 of the General Statutes. Any such initial certification granted shall expire two years after its effective date. Prior to expiration of the initial or any subsequent certification, the regional election monitor may undergo an abridged recertification process prescribed by the Secretary, and upon successful completion thereof, such certification shall be renewed for two years after the date of such completion. The Secretary may revoke such certification, with or without cause, at any time.

IV. Duties of the regional election monitor

The duties of the regional election monitor that shall be in the contract between the COG and the regional election monitor referenced in Section 1 of this Schedule A shall include, but not be limited to:

1. Holding the regional instructional sessions described in Section III of this document;
2. Communicating with registrars of voters to assist, to the extent permitted under law, in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to Connecticut General Statutes Section 9-320f; and
3. Transmitting any order or instruction issued by the Secretary of the State, pursuant to Connecticut General Statutes Section 9-3.
4. Keeping the COG informed of their regional election monitor activities and drafting periodic reports of these activities and the progress of services as needed.

JOB DESCRIPTION

REGIONAL ELECTION MONITOR

WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS

PURPOSE OF POSITION:

Connecticut Public Act 15-5 of the June Special Session, "An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2017, Concerning General Government, Education, Health and Human Services and Bonds of the State" requires a regional monitor within each planning region, as defined in section 4-124i of the general statutes who shall represent, consult with and act on behalf of the Secretary of the State in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to section 9-320f of the general statutes;

EXAMPLES OF DUTIES:

Coordinate regional instructional sessions for the certification of moderators and alternate moderators;

Coordinate the number of such regional instructional sessions to be held, provided at least one such regional instructional session shall be held within the COG at the facilities of the COG prior to each regular election;

Communicate with registrars of voters to assist, to the extent permitted under law, in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to CGS §9-320f; and

Transmit any order issued by the Secretary of the State, pursuant to CGS §9-3.

Keeping the COG informed of their activities and drafting periodic reports of these activities and the progress of services as requested.

Additional duties, to the extent permitted under law may include:

Assist in the preparation and editing of ballots, forms and instructions related to elections, furnish information and educational materials for election officials, candidates, and political committees concerning elections; may conduct training for election officials.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of Connecticut election laws; interpersonal skills; oral and written communication skills; considerable ability to interpret and clearly explain election laws; ability to interpret complex legislation; ability to utilize computer software.

General Experience and Qualifications:

The regional election monitor shall (1) be an elector of this state, (2) perform the duties of the position in a nonpartisan manner, (3) have prior field experience in the conduct of elections, and (4) be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable.

Specific Qualifications:

The regional monitor shall be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable. The Secretary shall certify the regional election monitor if such individual successfully completes the training required. Such certification training shall include successful completion of Moderator Certification Training pursuant to CGS §9-229; successful completion of the Secretary of the State's On-Line Poll Worker Training Program; and successful completion of modules four (4) and seven (7) of the Registrar of Voters Certification Program pursuant to CGS §9-192a. (Approximately 12 hours of training total)

The Secretary shall not so certify any individual who has been convicted of or pled guilty or nolo contendere to, in a court of competent jurisdiction, any (i) felony involving fraud, forgery, larceny, embezzlement or bribery, or (ii) criminal offense under Title 9 of the general statutes.

Any such initial certification granted shall expire two years after the date of its granting. Prior to expiration of the initial or any subsequent certification, the regional election monitor may undergo an abridged recertification process prescribed by the Secretary, and upon successful completion thereof, such certification shall be renewed for two years after the date of such completion. The Secretary may revoke such certification, with or without cause, at any time.

Supervision:

The regional election monitor shall not be considered a state employee and shall be compensated for the performance of any duty agreed upon by the COG and reimbursed for necessary expenses incurred in the performance of such duties by the COG. The COG may terminate such contract for any reason.

Such regional election monitor is subject to the control and direction of the Secretary of the State.

Revocation by the Secretary of the State of such regional election monitor's certification constitutes breach of such contract and results in immediate termination of such contract.

Such regional election monitor will be retained, absent termination of such contract by the COG, until at least thirty days after such regular election.



**RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
AUTHORIZING THE EXECUTION OF AGREEMENTS WITH THE STATE
OF CONNECTICUT TO PERFORM THE LOCAL TRANSPORTATION
CAPITAL IMPROVEMENT PROGRAM ADMINISTRATION GRANTS**

Ridgefield, Connecticut

I, Susan Chapman, Secretary of the Western Connecticut Council of Governments (hereinafter “WestCOG”) certify that the following is a true copy of the vote of WestCOG at its meeting on February 18, 2016 in Ridgefield, Connecticut, a quorum being present:

RESOLVED, that Chairman, MATTHEW KNICKERBOCKER, Vice Chairman, JAYME STEVENSON, or Executive Director, FRANCIS PICKERING after approval by the Chairman or Vice Chairman, are hereby authorized to execute all appropriate and necessary agreements with the State of Connecticut Department of Transportation to perform the Local Transportation Capital Improvement Program (LOTICIP) administration grants.

This resolution is in full force and effect as of February 18, 2016.

Susan Chapman, Secretary
Western Connecticut Council of Governments
February 18, 2016

[Affix Seal Here]

Western Connecticut

COUNCIL OF GOVERNMENTS



To: Western Connecticut Council of Governments Representatives
From: Francis Pickering
Date: February 11, 2016
Re: OPM State Grant-in-Aid Funding to WestCOG & Proposal to Hire Regional Engineer

The Office of Policy and Management (OPM) makes funding available to all COGs in accordance with Section 4-66k(c) of the Connecticut General Statutes. Although past funding was small, ranging from \$13K to \$42K annually, over the past two years, levels have increased substantially.

During FY2014-2015 OPM awarded \$544,567.50 to WestCOG; however, the funding was not actually made available and received until after our 1/1/15 merger date. Consequently the amount of funding, which was originally required to be expended by 6/30/15, was extended to 6/30/16. This funding comes to the COG in four quarterly payments without the normal request for reimbursement. It is represented by a \$250,000 base payment and a per capita payment of \$0.50 according to the 2010 population census. In addition to this amount, we also received another \$544,567.50 for FY15-16. Several conditions are attached to use of these funds: "Grant funds shall not, without advance written approval by the OPM, be obligated prior to the starting date or subsequent to the end date of the grant period." Furthermore, "If project costs are less than the grant, and/or any project costs have been disallowed, the Grantee agrees to return the unexpended/disallowed funds to OPM no later than sixty (60) days following closeout of the grant."

At our current spend rate, WestCOG will significantly underspend these funds and be required to return a large amount to OPM. Current discussions indicate that OPM will consider how funds are being used in determining future funding amounts to the COGs; as a consequence, such a return of funds may impair WestCOG's ability to access State funds in the future and provide assistance to its members.

Other COGs have responded to higher funding levels by providing additional services to their members. One service that has been particularly well-received by the members of other COGs is the provision of engineering services. Several COGs have licensed Professional Engineers; having engineers on staff allows these Councils to provide design review and project inspection at a low cost and with low delay to their members. It also enables them to take on more of the management of transportation programs such as LOTCIP, thus responding to the Legislature's and ConnDOT's call for delegation to the regions.

To address this, I am proposing that WestCOG hire a licensed Professional Engineer with experience in municipal transportation and public works projects. This position is easily sustained by SGIA funding, which we are confident will remain level for at least two fiscal years. Your favorable consideration is requested to begin work on a job description and scope of work for this position. Initial responsibilities will include review of projects under state transportation programs, including LOTCIP and LRARP, with the goal of accelerating project delivery. The engineer's annual salary should be in the area of \$80,000.