

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

**March 17, 2016 – 12:30 p.m.
Ridgefield Library, 472 Main Street, Ridgefield, CT 06877**

Agenda - corrected

1. **MEETING CALL TO ORDER:** Hon. Matthew Knickerbocker, Chairman
2. **FEATURED GUEST:**
 - James Redeker, Commissioner of the Connecticut Department of Transportation: *Let's Go CT*
3. **PUBLIC PARTICIPATION**
4. **ACTION ITEMS:**
 - a) Approval of February 18, 2016 Minutes Attachment 4.a, pp. 1-5
 - b) Resolution for Appointment of Pension Plan Trustees Attachment 4.b, pg. 6
 - c) Resolution to Amend WestCOG Budget Attachment 4.c, pp. 7-9
 - d) Authorization to Enter into Agreements with UConn/CIRCA for CRS Attachment 4.d, pp. 10-12
 - e) Bylaw Amendment to Allow Unelected Alternates Attachment 4.e, pp. 13-15
 - f) Regional IT Coordinator position Attachment 4.f, pp. 16-19
 - g) Office Lease Information will be provided before the meeting
5. **INFORMATION ITEMS:**
 - a) Support for BLAST Tick Illness Prevention Program, remarks by Rudy Marconi Attachment 5.a, pp. 20-23
 - b) January 2016 Financial Reports Attachment 5.b, pp. 24-26
 - c) New Summer Intern
 - d) Legislative Update
 - e) LOTCIP Update
6. **NEXT MEETING:** April 21, 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@westcog.org. Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con WestCOG por lo menos cinco días hábiles antes de la reunión al help@westcog.org. Para obter assistência língua ou outras acomodações, entre em contato com WestCOG pelo menos cinco dias úteis antes da reunião em help@westcog.org.

DRAFT 2/18/2016 MINUTES
WESTERN CONNECTICUT
COUNCIL OF GOVERNMENTS

Ridgefield Library, 472 Main Street, Ridgefield, CT 06877

Public access was also available at the WestCOG Stamford Office
888 Washington Boulevard, Stamford, CT 06901

Chairman Matthew Knickerbocker / Vice Chairman Jayme Stevenson
Secretary Susan Chapman / Treasurer Patricia Llodra

IN ATTENDANCE

- Bethel First Selectman Matthew Knickerbocker
- Bridgewater First Selectman Curtis Read
- Brookfield First Selectman Stephen Dunn
- Danbury Absent
- Darien First Selectman Jayme Stevenson
- Greenwich First Selectman Peter Tesei

- New Canaan Absent
- New Fairfield Absent
- New Milford Mayor David Gronbach
- Newtown First Selectman Patricia Llodra
- Norwalk Mayor Harry Rilling
- Redding First Selectman Julia Pemberton

- Ridgefield First Selectman Rudy Marconi
- Sherman First Selectman Clay Cope
- Stamford Chief of Staff Michael Pollard (non-voting)
- Weston First Selectman Nina Daniel
- Westport First Selectman James Marpe
- Wilton First Selectman Lynne Vanderslice

Also attending were Stamford Transportation Director Joshua Benson, Weston resident Dr. Margaret Wirtenberg, Roxane Fromson and Patrick Zapatka of CT DOT, Richard Schreiner of HARtransit, Kimberlee Morton of the Norwalk Transit District, Susan Duskow of Johnson Controls Inc., New Canaan Town Planner Steven Kleppin, Greenwich Town Engineer James Michel, DEMHS 5 Coordinator Thomas Vannini and New Milford Town Engineer Daniel Stanton.

Additional attendees were, Jennifer Reid and Fran Ryan of the Ridgefield Health Department's BLAST Program, Charles Burnham and Tracy Alston of Eversource, UConn Professor Oskar Harmon and UConn students Ryan Williams and James

Froehlich, WestCOG Director Francis Pickering and staff David Hannon, Michael Towle, Patty Payne, Rob Sachnin and Jon Chew.

CALL TO ORDER

The meeting was called to order at 12:30 PM by Chairman Matthew Knickerbocker.

GUEST SPEAKER

UConn Professor Oskar Harmon introduced students Ryan Williams and James Froehlich. In cooperation with WestCOG each student completed a survey and analysis of a UConn Stamford Campus transportation access issue and made a PowerPoint summary thereof.

The first presentation was by Ryan Williams and entitled "Pricing and Usage Characteristics of Railroad Parking Lots." The second was by James Froehlich and entitled "UConn Stamford Parking Survey."

Both presentations focused on UConn student usage and perspectives on these transportation facilities and resulted in recommendations that would enhance access to the Stamford Campus. Both presentations were followed by questions, answers, and applause.

PUBLIC COMMENT

Dr. Margaret Wirtenberg of Weston stated that proposed legislation for state control of municipal zoning within transit oriented development areas had been reintroduced and should be aggressively challenged.

ACTION ITEMS

Approval of 1/21/2016 Minutes: There was discussion. Members requested that the structure of the minutes be more detailed such that titles of documents under consideration appear next to the votes upon them.

For the draft 1/21 minutes it was requested that such specificity be added to the section entitled "Bylaw Amendment on Status of Officers." Then on a motion made by Clay Cope and seconded by Stephen Dunn the minutes of the meeting of 1/21/2016 were unanimously approved as amended.

Treasurer's Quarterly Financial Report: New Treasurer Pat Llodra commented that she has prepared for her duties by reviewing recently completed audits and that they indicate no problems. Also that she has been meeting with Senior Financial Manager Patricia Payne and Financial Manager Josephine Harvey to further develop the Council's financial reporting system.

Mrs. Llodra then presented the Quarterly Financial Report consisting of agenda attachments entitled Operating Statement, Balance Sheet of Assets, and Statement of Cash Flow, all for the six month period ending 12/31/2015. After brief discussion and on a motion made by Rudy Marconi and seconded by Clay Cope, the Quarterly Financial Report was unanimously approved.

Applications for Responsible Growth and TOD Projects: A proposed resolution of endorsement, supporting the Region’s nine municipal applications to CT OPM, was reviewed. The title of the resolution was “Certified Resolution of WestCOG Supporting Applications Submitted to the Responsible Growth and Transit Oriented Development Grant Program.” The municipal applications to be endorsed by the resolution were:

BETHEL - Bethel TOD Sidewalk Program
BROOKFIELD - Streetscape Project, Phase II
DANBURY - Downtown Danbury TOD Study

NEW CANAAN - Downtown Pedestrian Loop and Weed Street Sidewalk Connection
NEW MILFORD - Downtown 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

Director Pickering stated that the applications will be reviewed and ranked by CT OPM, that the task assigned by CT OPM to WestCOG is to provide an endorsement for each application without ranking. Also that the application’s details were available to members via a web link distributed with the agenda packet.

There was discussion. The consensus of members was that the application title format accompanying the agenda was less than needed, that for council meetings the staff is requested to provide fuller information for each application including its cost. Francis Pickering agreed to expand this aspect of agenda attachment documentation.

A second resolution of endorsement supporting WestCOG’s own application to CT OPM was then reviewed. The title of the resolution was “Certified Resolution of WestCOG Authorizing the Application for and Administration of a Responsible Growth and Transit Oriented Development Grant,” those funds for a WestCOG “Responsible Growth Environmental Review Collaboration Project.”

After further discussion and on a motion made by Curtis Read and seconded by Julia Pemberton, the two resolutions cited above were unanimously approved except for a nay vote by Jayme Stevenson.

State Agreement to Engage Regional Election Monitor: Francis Pickering summarized an agenda attachment providing details on the proposed state grant to WestCOG to provide regional training for municipal election staffs.

Objectives of the grant are to enable a more efficient arrangement for training of election staffs, improve staff capability with technology enhancements and promote communications with registrars, he said.

To proceed, WestCOG is required to enter into a Memorandum of Understanding (MOU) with the Secretary of the State for \$11,111 to fund the service. The title of the document under review was “Memorandum of Understanding Between the Office of

the Secretary of the State and WestCOG - Regional Election Monitor,” and accompanying “Schedule A Scope of Services.”

There were questions posed to Director Pickering. There was a motion made to approve the MOU and its Attachment by Lynne Vanderslice and seconded by David Gronbach. There was then an extensive discussion, with members’ opinions divided.

To summarize the views of those opposed, the election monitor grant was unsolicited, is unneeded and wasteful, that the Council is requested to hire but then given no authority over employee performance.

To summarize the views of those in favor, limitations of this grant are recognized, but as this role for WestCOG was incorporated into state statutes, participation by WestCOG is legally required.

There was additional considerable discussion, followed by a vote on the motion to approve the MOU with seven members in favor: Matt Knickerbocker, Curtis Read, Stephen Dunn, David Gronbach, Harry Rilling, Julia Pemberton and Lynne Vanderslice.

There were also seven members opposed: Jayme Stevenson, Peter Tesei, Patricia Llodra, Rudy Marconi, Clay Cope, Nina Daniel and Jim Marpe. The motion to approve did not receive a majority of the fourteen members voting and thus did not pass.

Rudy Marconi then suggested a compromise whereby the Council approves the MOU “under protest” with the condition that a list of objections accompany the document when it is returned to state officials. There was discussion of this approach.

There was then a revote on the approval motion with agreement that objections would be attached if the MOU were approved. There were nine members in favor: Matt Knickerbocker, Curtis Read, Stephen Dunn, Jayme Stevenson, David Gronbach, Harry Rilling, Julia Pemberton, Rudy Marconi and Jim Marpe.

There were five members opposed: Peter Tesei, Patricia Llodra, Clay Cope, Nina Daniel and Lynne Vanderslice. On this second vote the motion to approve with the conditions cited carried by a majority.

Hiring of Election Monitor: Francis Pickering reviewed the agenda attachment entitled “Job Description for Regional Election Monitor,” those duties reflecting the “Schedule A Scope of Services” that accompanies the MOU.

The process of reviewing monitor candidates can be conducted by a panel of two Council members, two registrars and himself, he said. A motion to proceed with the hiring was then made by David Gronbach, seconded by Stephen Dunn, all aye.

Authorization of LOTCIP Agreements with CTDOT: Francis Pickering made a request that the LOTCIP authorizing resolution included as an agenda attachment be approved. The title of the resolution is “Resolution of WestCOG Authorizing the

Execution of Agreements with the State of Connecticut to Perform The Local Transportation Capital Improvement Program Administration Grants.”

The purpose is to enable agreements with CTDOT to continue funding for administration of the state funded Local Transportation Capital Improvement Program, he said. After discussion and on a motion made by Clay Cope and seconded by Pat Llodra, the requested resolution was unanimously approved.

Proposal to Hire Professional Engineer: Francis Pickering overviewed the OPM State-Grant-in-Aid process that partially funds WestCOG, and the large increase to WestCOG recently. He noted that several of the other Councils of Governments have utilized the CT OPM increase to employ licensed professional engineers.

Their assignments have been to provide design review, project inspection and increased management of the Local Transportation Capital Improvement Program and the Local Road Accident Reduction Program.

Mr. Pickering proposed that the Council follow this model and engage a licensed professional engineer with experience in municipal transportation and public works projects, to be sustained by CT OPM funding, that support expected to remain level for at least two more years. He then sought approval to begin preparing a job description and scope of work for such a new position.

There was a discussion of the proposal. Members requested that two options to traditional full time employment be included in the solicitation. These were use of a contracted employee with 1099 independent contractor tax status and use of a consultant engineering firm for contracted services.

After further discussion and on a motion made by Stephen Dunn and seconded by Matt Knickerbocker, it was voted unanimously to authorize the Director to proceed with the process and present to the COG comparative results of a search for services that reflects the three formats above.

Office Relocation: Francis Pickering stated that he is awaiting a revised contract for the WestCOG attorney to review.

INFORMATION ITEMS

Due to the length of the meeting members asked that the agenda information items section be postponed to the next meeting. A motion to this effect was then made by Clay Cope, seconded by Stephen Dunn, all aye.

OTHER BUSINESS / ADJOURNMENT

Matt Knickerbocker noted that the next WestCOG meeting will be at the Ridgefield Library on Thursday, March 16, 2016. There being no further business, on a motion made by Clay Cope and seconded by Pat Llodra the meeting was adjourned at 1:50 PM.



CERTIFIED RESOLUTION – PENSION PLAN TRUSTEES

I, Susan Chapman, Secretary of the WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS (“WestCOG”), a non-profit subdivision of the State of Connecticut, DO HEREBY certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Council’s Board, duly held and convened on March 17, 2016 at which a duly constituted quorum of the Council was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLVED, that following individuals were appointed to serve as Trustees for the defined contribution pension plan [401(a)] and the elective deferral [457(b)] plan: Matthew Knickerbocker, Chairman; Elin P. Llodra, Treasurer; and Francis Pickering, Executive Director in accordance with the established trust under the guidance of PASI, LLC, pension plan administration and consulting services of Farmington, CT effective January 1, 2015. Such authorization shall remain in force for as long as each of the aforementioned persons remain in their respective positions.

IN WITNESS THEREOF, the undersigned has affixed his signature and the Corporate Seal of the Council this Twenty-second Day of January, 2015, in the Town of Ridgefield, Connecticut.

Susan Chapman, Secretary
Western Connecticut Council of Governments

[Affix seal here]

Western Connecticut

COUNCIL OF GOVERNMENTS



CERTIFIED RESOLUTION OF THE WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS TO EXECUTE FY15-16 BUDGET AMENDMENT

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 March 17, 2016 in Ridgefield, Connecticut, a quorum being present:

Resolved, that WestCOG endorses an amendment to the 6/25/15 approved FY15-16 budget, which includes the following budget line items:

REVENUES

Revenue Source/Grant	Approved Budget 6/25/15	Amended Budget 3/17/16	Justification
OPM State-Grant-In-Aid	\$125,000	\$544,567.50	Amount of grant was not known until October 2015.

EXPENSES

Expense Line Item	Approved Budget 6/25/15	Amended Budget 3/17/16	Justification
Salaries	\$879,403	\$902,818	2 Salary adjustments and 1 new hire after 6/25/15 budget approval
Employer Payroll Taxes	\$71,167	\$73,646	To compensate for salary adjustments
Insurance/Fringes	\$160,140	\$165,482	To compensate for new hire and unknown health premiums at 6/25/15 budget approval
Pension	\$69,300	\$81,000	To compensate for salary adjustments & quarterly management fees

This resolution is in full force and effect as of March 17, 2016.

Susan Chapman, Secretary
Western Connecticut Council of Governments
March 17, 2016

[Affix Seal Here]

FY2015-2016 Western Connecticut Council of Governments - Final Budget - Approved June 25, 2015 / Amended 3/17/2016

Report Date: March 17, 2016	Total	Indirect Expenses/PTO	Indirect Salary	FHWA/PL* - HV	FHWA/PL* - SWR	Local Municipal Dues	Reg PL OPM (SGIA)*	DEMHS Reg 5	DEMHS Cit Corps	Ridgefield TOD Study	SWR FEMA Haz Mit Plan	HV FEMA Haz Mit Plan	WCEDA Website	Health Dept. Consultant	HV Shelter Study	LOTICIP - SWR	LOTICIP - HV	Stamford Bus & Shuttle	Westport Rail Prk. Phase 2	Rte 7 Implemen. - Phase 3	OPM RIP GIS	Other Income - HRRA Rent	Interest Income	
Revenues	\$ 3,482,350			\$ 424,289	\$ 854,800	\$ 269,586	\$ 544,568	\$ 17,422	\$ 3,000	\$ 151,020	\$ 14,694	\$ 22,500		\$ 12,000	\$ 2,500	\$ 149,160	\$ 102,461	\$ 168,750	\$ 337,500	\$ 75,000	\$ 325,000	\$ 6,300	\$ 1,800	
Expenses																								
Personnel Services																								
Salaries	\$ 902,818	\$ 138,441	\$ 128,838	\$ 160,600	\$ 296,415		\$ 138,150	\$ 7,025	\$ 1,000	\$ 5,563	\$ 200	\$ 1,400											\$ 25,186	
Employer Taxes	\$ 73,646	\$ 73,646																						
Insurance/Fringes	\$ 165,482	\$ 165,482																						
Pension	\$ 81,000	\$ 81,000																						
Purchased Services																								
Project consultants/Program Costs	\$ 1,543,011			\$ 26,001	\$ 108,691	\$ 127,909				\$ 150,000	\$ 17,952	\$ 28,600	\$ 25,000	\$ 12,000	\$ 10,000	\$ 149,160	\$ 40,000	\$ 168,750	\$ 337,500	\$ 58,448	\$ 283,000			
Accounting & legal services	\$ 7,500	\$ 7,500																						
Audit	\$ 15,000	\$ 15,000																						
Other purchased services	\$ 3,000	\$ 3,000																						
Other Expenses																								
Rent	\$ 75,823	\$ 75,823																						
Telephone/Internet Services	\$ 21,525	\$ 21,525																						
Service/Maintenance Agreements	\$ 67,140	\$ 25,140																				\$ 42,000		
Reproduction	\$ 3,000	\$ 3,000																						
Supplies	\$ 14,000	\$ 14,000																						
Travel/Meetings/Seminars	\$ 29,320	\$ 19,800		\$ 9,000				\$ 520																
Dues/subscriptions	\$ 13,275	\$ 3,775			\$ 9,500																			
Postage	\$ 4,000	\$ 4,000																						
Insurance-Agency liability	\$ 12,345	\$ 12,345																						
Equipment rental	\$ 19,434	\$ 19,434																						
Legal Notices/Ads/Printing	\$ 3,000	\$ 1,000		\$ 2,000																				
Miscellaneous	\$ 7,500	\$ 7,500																						
Depreciation	\$ 4,000	\$ 4,000																						
Total Expenses	\$ 3,065,819	\$ 695,411	\$ 128,838	\$ 186,601	\$ 416,106	\$ 137,409	\$ 138,150	\$ 7,025	\$ 1,520	\$ 155,563	\$ 18,152	\$ 30,000	\$ 25,000	\$ 12,000	\$ 10,000	\$ 149,160	\$ 65,186	\$ 168,750	\$ 337,500	\$ 58,448	\$ 325,000	\$ -	\$ -	
BFO Applied to Salaries (148.0%)				\$ 237,688	\$ 438,694	\$ -	\$ 204,462	\$ 10,397	\$ 1,480	\$ 8,233			\$ -	\$ -	\$ -	\$ -	\$ 37,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures & BFO		\$ 695,411	\$ 128,838	\$ 424,289	\$ 854,800	\$ 137,409	\$ 342,612	\$ 17,422	\$ 3,000	\$ 163,796	\$ 18,152	\$ 30,000	\$ 25,000	\$ 12,000	\$ 10,000	\$ 149,160	\$ 102,461	\$ 168,750	\$ 337,500	\$ 58,448	\$ 325,000	\$ -	\$ -	
Surplus/(Deficit) Per Program				\$ -	\$ -	\$ 132,177	\$ 201,956	\$ -	\$ -	\$ (12,776)	\$ (3,458)	\$ (7,500)	\$ (25,000)	\$ -	\$ (7,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,552	\$ -	\$ 6,300	\$ 1,800
Surplus/(Deficit) (Revenues/Expenses)	\$ 416,531																							

*It is unknown at this time whether the State budget will endorse continued base funding to the CT RPOs. This information is usually known by October of each year.

FY2015-2016 Western Connecticut Council of Governments - Final Budget - Approved June 25, 2015 / Amended 3/17/2016

Report Date: March 17, 2016	Total	Indirect Expenses/PTO	Indirect Salary	FHWA/PL* - HV	FHWA/PL* - SWR	Local Municipal Dues	Reg PL OPM (SGIA)*	DEMHS Reg 5	DEMHS Cit Corps	Ridgefield TOD Study	SWR FEMA Haz Mit Plan	HV FEMA Haz Mit Plan	WCEDA Website	Health Dept. Consultant	HV Shelter Study	LOTICIP - SWR	LOTICIP - HV	Stamford Bus & Shuttle	Westport Rail Prk. Phase 2	Rte 7 Implemen. - Phase 3	OPM RIP GIS	Other Income - HRRA Rent	Interest Income	
Revenues	\$ 3,482,350			\$ 424,289	\$ 854,800	\$ 269,586	\$ 544,568	\$ 17,422	\$ 3,000	\$ 151,020	\$ 14,694	\$ 22,500		\$ 12,000	\$ 2,500	\$ 149,160	\$ 102,461	\$ 168,750	\$ 337,500	\$ 75,000	\$ 325,000	\$ 6,300	\$ 1,800	
Expenses																								
Personnel Services																								
Salaries	\$ 902,818	\$ 138,441	\$ 128,838	\$ 160,600	\$ 296,415		\$ 138,150	\$ 7,025	\$ 1,000	\$ 5,563	\$ 200	\$ 1,400											\$ 25,186	
Employer Taxes	\$ 73,646	\$ 73,646																						
Insurance/Fringes	\$ 165,482	\$ 165,482																						
Pension	\$ 81,000	\$ 81,000																						
Purchased Services																								
Project consultants/Program Costs	\$ 1,543,011			\$ 26,001	\$ 108,691	\$ 127,909				\$ 150,000	\$ 17,952	\$ 28,600	\$ 25,000	\$ 12,000	\$ 10,000	\$ 149,160	\$ 40,000	\$ 168,750	\$ 337,500	\$ 58,448	\$ 283,000			
Accounting & legal services	\$ 7,500	\$ 7,500																						
Audit	\$ 15,000	\$ 15,000																						
Other purchased services	\$ 3,000	\$ 3,000																						
Other Expenses																								
Rent	\$ 75,823	\$ 75,823																						
Telephone/Internet Services	\$ 21,525	\$ 21,525																						
Service/Maintenance Agreements	\$ 67,140	\$ 25,140																				\$ 42,000		
Reproduction	\$ 3,000	\$ 3,000																						
Supplies	\$ 14,000	\$ 14,000																						
Travel/Meetings/Seminars	\$ 29,320	\$ 19,800		\$ 9,000				\$ 520																
Dues/subscriptions	\$ 13,275	\$ 3,775			\$ 9,500																			
Postage	\$ 4,000	\$ 4,000																						
Insurance-Agency liability	\$ 12,345	\$ 12,345																						
Equipment rental	\$ 19,434	\$ 19,434																						
Legal Notices/Ads/Printing	\$ 3,000	\$ 1,000		\$ 2,000																				
Miscellaneous	\$ 7,500	\$ 7,500																						
Depreciation	\$ 4,000	\$ 4,000																						
Total Expenses	\$ 3,065,819	\$ 695,411	\$ 128,838	\$ 186,601	\$ 416,106	\$ 137,409	\$ 138,150	\$ 7,025	\$ 1,520	\$ 155,563	\$ 18,152	\$ 30,000	\$ 25,000	\$ 12,000	\$ 10,000	\$ 149,160	\$ 65,186	\$ 168,750	\$ 337,500	\$ 58,448	\$ 325,000	\$ -	\$ -	
BFO Applied to Salaries (148.0%)				\$ 237,688	\$ 438,694	\$ -	\$ 204,462	\$ 10,397	\$ 1,480	\$ 8,233			\$ -	\$ -	\$ -	\$ -	\$ 37,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures & BFO		\$ 695,411	\$ 128,838	\$ 424,289	\$ 854,800	\$ 137,409	\$ 342,612	\$ 17,422	\$ 3,000	\$ 163,796	\$ 18,152	\$ 30,000	\$ 25,000	\$ 12,000	\$ 10,000	\$ 149,160	\$ 102,461	\$ 168,750	\$ 337,500	\$ 58,448	\$ 325,000	\$ -	\$ -	
Surplus/(Deficit) Per Program				\$ -	\$ -	\$ 132,177	\$ 201,956	\$ -	\$ -	\$ (12,776)	\$ (3,458)	\$ (7,500)	\$ (25,000)	\$ -	\$ (7,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,552	\$ -	\$ 6,300	\$ 1,800
Surplus/(Deficit) (Revenues/Expenses)	\$ 416,531																							

*It is unknown at this time whether the State budget will endorse continued base funding to the CT RPOs. This information is usually known by October of each year.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Members
 FROM: Francis Pickering
 DATE: March 8, 2016
 RE: REGIONAL CRS PROGRAM

Project Description:

The Regional CRS Program is a regional service pilot project for communities to take part in the Community Rating System (CRS), a program through the National Flood Insurance Program (NFIP). The CRS program provides guidelines to increase hazard resiliency in communities and uses discounts on flood insurance premiums for policy holders as an incentive. Through WestCOG's Regional CRS Program WestCOG will identify and perform regional mitigation activities to reach the first tier of flood insurance savings (Level 9, provides 5% reduction). The program also intends to certify Mike Towle, WestCOG Associate Planner, as a Certified Flood Plain Manager to provide support to communities as needed. Historically the effort to perform maintain a CRS program costs as much as the return from flood insurance savings. WestCOG aims to reduce the individual municipal effort in order to reduce costs and municipal staff time.

Initially the Regional CRS Program will target up to four municipalities who are currently not involved in the CRS program and who also have the highest potential for flood insurance savings. A breakdown of potential flood insurance savings is shown below. There is potential to expand the program to all interested municipalities both active and inactive in the CRS, but will be dependent on the results of the initial program.

Financial Impact Statement:

Cost Breakdown		
CIRCA Contribution	WestCOG's Contribution	Total Project Cost
\$23,122.86	\$18,258.27	\$41,381.13
55.9%	44.1%	100.0%

The efforts of a regional CRS Program were already scheduled for implementation under WestCOG's Regional Planning Program, thus making CIRCA's grant award of \$23,143 a new support source of additional funding to supplement our existing regional services budget. We consider this a "Win-Win" grant that also supports regional efforts resulting in cost savings to our member municipalities.

Community	# Policies	Premiums	Projected CRS Discount**	CRS % Discount
Communities currently involved with the CRS Program				
Stamford*	2,763	\$ 2,196,492	\$329,474	15%
Westport*	1,339	\$ 2,093,832	\$209,383	10%
Newtown*	96	\$ 96,272	\$4,814	5%
Potential CRS communities				
Norwalk	2,247	\$ 3,375,379	\$168,769	5%
Greenwich	1,739	\$ 2,578,848	\$128,942	5%
Darien	622	\$ 965,784	\$48,289	5%
Danbury	341	\$ 618,687	\$30,934	5%
Wilton	195	\$ 311,389	\$15,569	5%
New Milford	120	\$ 196,679	\$9,834	5%
Bethel	209	\$ 190,568	\$9,528	5%
New Canaan	165	\$ 165,827	\$8,291	5%
Weston	144	\$ 164,208	\$8,210	5%
Ridgefield	109	\$ 103,554	\$5,178	5%
Brookfield	66	\$ 80,399	\$4,020	5%
Redding	45	\$ 52,043	\$2,602	5%
New Fairfield	38	\$ 25,843	\$1,292	5%
Sherman	20	\$ 19,674	\$984	5%
Bridgewater	8	\$ 6,754	\$338	5%
Region	7,503	\$ 13,242,232	\$986,452	

* Currently take part in the CRS program.

** Projected discounts include customized municipal open space credits, based off a preliminary GIS analysis. Actual savings may vary and are contingent upon more detailed and localized analyses.

Source: DEEP 12/31/2014, CRS.org CT State Profile 1/2014

**CERTIFIED RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
AUTHORIZING THE EXECUTION OF AGREEMENTS TO CREATE THE
REGIONAL CRS 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 March 17, 2016 in Ridgefield, Connecticut, a quorum being present:

Resolved that Chairman Matthew Knickerbocker, Vice Chairman Jayme Stevenson, or Executive Director Francis Pickering with approval and consent of the Chairman or Vice Chairman, to negotiate and execute all appropriate and necessary agreements to perform the Regional CRS Program for amounts not to exceed the amounts of federal, state, and municipal funds available to perform such tasks.

This resolution is in full force and effect as of March 17, 2016.

Susan Chapman, Secretary
Western Connecticut Council of Governments
March 17, 2016

[Affix seal here]

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
 FROM: Francis R. Pickering, Executive Director
 DATE: March 10, 2016
 RE: Bylaw Amendment re Unelected Voting Proxies

History

Discussion about amending the WestCOG bylaws to provide for unelected voting alternates took place at the COG's November 19, 2015 meeting. Bylaw amendments require votes at two meetings; this was scheduled for the December 17 meeting. Following requests from the City of Stamford, the discussion was rescheduled to January and subsequently canceled.

So that the Council may reach a conclusion on this issue, the Executive Committee has placed the bylaw amendment on this month's agenda for your consideration. The text of the amendment follows the discussion below.

Discussion

Per WestCOG bylaws, only elected officials may serve as alternates to Chief Elected Officials on the Council:

“A Member municipality may appoint, in the manner provided by ordinance of the legislative body of such municipality, an elected official as an alternate, who shall, in the absence of the Chief Elected Official, have the same rights and privileges as the Representative. Each Member shall notify the Council in writing of the appointment of an alternate.” (Article VI-B)

Of the state's nine COGs, all nine provide for elected voting alternates. However:

- Four do **not** provide for unelected voting alternates;
- Four do; and
- One provides for unelected voting proxies.

One of the principal reasons for the transition to COGs was to ensure that COGs were in communication with, accountable to, and reflected the stance of the Chief Elected Officials of member cities and towns.

The COGs that provide for unelected persons to vote generally require, via bylaw or by custom, that such persons are city or town managers (or their equivalents).

Proposed bylaw amendment

A proposed amendment to Article VI of the Bylaws of the Western Connecticut Council of Governments is presented below for your consideration. The text of the amendment is modeled on language from the Naugatuck Valley Council of Governments (attached). New text is in italics.

B. Alternate Representation. A Member municipality may appoint, in the manner provided by ordinance of the legislative body of such municipality, an elected official as an Alternate, who shall, in the absence of the Chief Elected Official, have the same rights and privileges as the Representative. Each Member shall notify the Council in writing of the appointment of an Alternate.

If the Representative and the Alternate are unavailable, the Chief Elected Official may appoint a meeting-specific voting Proxy by the submission of a notification addressed to the Council Chairperson in advance of the meeting. Receipt of a properly executed proxy letter grants the Proxy the same rights and privileges of an Alternate, with the following conditions:

- 1. Neither an Alternate nor a Proxy may serve as an Officer of the Council or of any committee established by the Council.*
- 2. Neither an Alternate nor a Proxy may vote on amendments to these bylaws.*
- 3. All actions taken by an alternate or a proxy with regard to Council matters, including testimony provided and votes cast, shall be considered to be the official position of the respective Member's Representative.*

Next steps

To amend the WestCOG bylaws, the specific language of the amendment must be approved at two COG meetings. The threshold for approval of bylaw amendments is a majority of two-thirds.

Source language from NVCOG (for reference)

Each member of the council shall be entitled to one representative on the Policy Board who shall be the Chief Elected Official of such member. An alternate may be designated by the town's appointing authority for occasions when the Chief Elected Official is unable to attend a meeting(s). The alternate should be an elected official, when possible

- (1) must be an employee or official of the appointing Member;
- (2) shall serve co-terminous with the Representative;
- (3) may function as a member of any executive committee, subcommittee, or working group, provided that the Member is not otherwise represented on such entity;
- (4) shall report to the Member's Representative on all matters and, where provided, follow the direction of such Representative.

In instances where the Representative and Alternate are present, the Representative exclusively retains the ability to vote, take action, and participate in Council affairs.

If the Representative and the Alternate are unavailable for a meeting, then the Representative may appoint a meeting-specific representative by the submission of a proxy letter addressed to the Council chairperson and in a format prescribed by the Council. The Representative's signature on the proxy letter demonstrates a reading and understanding of the actions and agenda of the Council. Receipt of a properly executed proxy letter grants the proxy all the same rights and privileges of the Representative with the exceptions that: proxies may not hold any Council office; be designated chair or member of special or standing committees; and when an NVCOG officer is represented by proxy, their office shall be considered vacant for the purposes of the meeting.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
FROM: Francis R. Pickering, Executive Director
DATE: March 10, 2016
RE: **Regional IT Coordinator**

As noted last month, the Office of Policy and Management (OPM) provides funding to COGs pursuant to CGS § 4-66k(c). WestCOG is to receive over \$1 million in such funds over two years. Public 15-5 restricts use of these funds to the provision of regional services. WestCOG already uses some of these funds for services, notably its regional GIS. However, at current rates, WestCOG will substantially underspend these funds and be required to return a large amount. OPM will consider past service delivery in future allocations to the COGs; as a consequence, such a return of funds may impair the region's ability to access State funds and to serve its members in the future.

One service that other regions report having realized successfully is regional engineering support. This idea, in the form of a regional engineer, was presented at the February, 18 2016 COG meeting; based on the Council discussion, staff recommend that action on this service be tabled until the State develops a concrete plan for delegation of responsibility for engineering to the COGs.

Since that meeting, WestCOG staff have met with half of the region's CEOs to discuss and identify regional services of interest and value to their communities. While the CEOs named a wide variety of possibilities, all CEOs voiced support for the concept of a Regional IT Coordinator.

Based on this strong response, staff request that the Council consider authorizing the hire of a Regional IT Coordinator.

The responsibilities of the Regional IT Coordinator are described in the attached scope of work.

The starting salary would be \$60,000 to \$80,000, depending on qualifications. (A job description is attached.) WestCOG has ample funds to support this position.

Scope of work

Initial responsibilities of the Regional IT Coordinator would be as follows.

1. **Internal IT manager and technical support (20%)**
WestCOG has an urgent need for an in-house IT manager.
Web site and application development
Server and network administration
Communications system management
Installation, configuration, and maintenance of workstations
Training, technical support, and troubleshooting
2. **Regional purchasing/procurement (50%)**
Considerable savings can be obtained through regional purchase/license of software packages and IT services used by municipal departments.
Inventory of software purchases/licenses, maintenance agreements, and support contracts
Coordination among municipal departments and purchasing agents
Negotiations with software and support vendors to obtain group rates/regional licenses
License management and maintenance
3. **Best practices identification and assistance (10%)**
Many local systems may not be up-to-date, reflect best practices, or be regionally consistent.
Inventory and review of software and systems in use
Identification of best practices
Recommendations to standardize on best practices regionally
Implementation assistance
4. **Security audits and scorecards (20%)**
Cyber-attacks are a growing threat; municipal systems may be inadequately protected.
Review and assessment of IT security practices
Recommendations to implement best practices locally
Implementation assistance
5. **Training of municipal staff (as time available and needed)**
Keeping skills current is a challenge, especially with specialized, department-specific software.
Group training and peer learning sessions for department staff from multiple municipalities

Job description

The position 'Regional IT Coordinator' will be added to WestCOG's job descriptions, with education, experience, and general qualifications consistent with similar-level jobs at WestCOG (minimum of a Bachelor's degree, with at least 5 years' experience, 2 in management; however, education must be in computer science, information systems/technology, or a related field).

The Regional IT Coordinator is responsible for the agency's Information Systems/Technology and the use of IS/IT in the region. Specific responsibilities include:

- Development and implementation of regional IT strategy
- Procurement, installation, configuration, and maintenance of hardware and software
- Troubleshooting of IT systems and applications
- Technical support of agency programs and projects
- Regional inventory and analysis of software packages and services
- Regional inventory and analysis of IT contracts, licenses, and agreements
- Intermunicipal and interdepartmental coordination
- Evaluation of regional opportunities
- Costing/benefit-cost analysis of regional and alternate approaches
- Bidding and contract negotiation
- Software and license management
- Inventory, evaluation, and monitoring of existing and planned systems
- Non-security best practices implementation assistance
- Development and execution of security audits
- Creation of audit reports and presentation of findings
- Security best practices implementation assistance
- Development of IT training materials
- Management of training groups
- Training of agency and municipal staff
- Provision of technical assistance to agency staff and partners

The Regional IT Coordinator should have knowledge of, skill in, and experience with:

- Benefit-cost analysis
- Cloud services
- Compliance
- Coordination
- Costing
- Cybersecurity
- Data backup
- Data migration
- Database management
- Diagnostics
- Digital PBX

- Distributed storage
- Floating licenses
- Information technology
- License agreements
- License servers
- Linux
- Local government
- Maintenance agreements
- Mission-critical applications
- Mobile applications
- Mobile devices
- Municipal applications
- Negotiation
- Network administration
- Network security
- Open source solutions
- On-premises software
- Procurement
- Production environments
- Programming and scripting
- Purchasing
- Regionalization
- Security audits
- Security best practices
- Server administration
- Server and software migration
- Service sharing
- Software installation
- Software licensing
- Software maintenance
- Software-as-a-Service
- Support agreements
- Systems integration
- Technical management
- Technical support
- Training
- VoIP
- Virtual private networks
- Virtualization
- Web applications
- Web development
- Windows Server



TOWN OF RIDGEFIELD
Office of the First Selectman

Attachment 5-a

March 7, 2016

To the Members of the Western CT Council of Governments:

The Town of Ridgefield received a \$50,000 CT Department of Public Health grant in 2008 to create a Lyme Disease Prevention and early symptom awareness program for Fairfield County. With those funds, the Ridgefield Health Department designed the BLAST Lyme disease prevention program, which includes print materials, power points, a health fair display and social media graphics. Lyme prevention training sessions were held for Fairfield County health educators and health directors in 2008 and 2009.

When state funding ended in 2009, the Ridgefield Health Department elected to maintain the program with Jennifer Reid, the author of the original grant and original program coordinator, transitioning from a paid town employee to a volunteer health department position as BLAST Community Coordinator. As originally planned, the program continued to serve all Fairfield County requests. Ms. Reid has also served on the 10-town Tick Illness Task Force (now known as the WestCOG Tick Illness Task Force) since its inception and travels the state for BLAST as time permits. She has been invited to speak at state and federal tick-borne disease symposia to present BLAST as a model community prevention effort.

Two years ago HVCEO provided Ms. Reid with a budget to engage and train BLAST presenters to attend health fairs and community events. The additional help was intended to assist her own educational efforts, the related efforts of other health departments and the outreach work of dedicated private citizens on the Task Force. Most of these educators have been WCSU Biology and Community Health majors for which the activity is a relevant resume builder.

Since its creation, the BLAST program has been recognized as a model Lyme disease prevention program by the Centers for Disease Control and Prevention (CDC), CT Department of Public Health (DPH), Connecticut Public Health Association, Western CT Health Network and health departments throughout the state. In 2015, the Connecticut DPH drafted a plan to roll the BLAST program out statewide over a two year period and funding was included in 2016/17 state budget until the final round of cuts in late December. The funding was intended to:

"Provide Funding for Lyme Disease Prevention, \$100,000 in FY2016 and \$225,000 in FY2017 as follows: (1) contract for one fulltime statewide education coordinator based in the Ridgefield Health Department who is currently the director of the Blast Program in both FY2016 and FY2017. And (2) contract for three part-time health education coordinators (\$105,000) to implement a regional community prevention program for Lyme disease in locations determined by DPH and provide materials (\$20,000) in FY2017."

400 Main Street • Ridgefield, CT 06877
Phone: (203) 431-2774 • Fax: (203) 431-2311 • selectman@ridgefieldct.org

March 7, 2016

Page Two


This loss of funding places the future of a valuable Fairfield County program in jeopardy. The Town of Ridgefield is asking for assistance from its WESTCOG partners to help support and sustain this Lyme disease prevention effort, recognizing that:

- Fairfield County has the highest number of Lyme Disease cases in the state
- 25-30,000 Connecticut residents will contract Lyme Disease in 2016
- Children and seniors are at greatest risk

While some towns/cities within our group have tremendous health education resources, many do not.

We are asking that WESTCOG budget for \$20,000 annually to maintain and grow this program. BLAST will continue to run out of the Ridgefield Health Department supervised by the Health Director. This funding will support a part-time position from April 1 through November 30 and serve the entire WESTCOG geographic area.

Sincerely,


Rudy Marconi
First Selectman

BLAST Prevention Program

Lyme Connection's tick-borne disease prevention efforts are largely focused on supporting the BLAST Lyme Disease Prevention Program. This nationally recognized educational effort was created by the Ridgefield Health Department in 2008.

The program is based on peridomestic Lyme disease prevention research conducted in Connecticut. The BLAST acronym – **B**athe after outdoor activity, **L**ook for Ticks and rashes, **A**pply repellent, **S**pray the yard and **T**reat pets - highlights five key evidence-based steps that may reduce the risk of tick-borne illnesses.

The BLAST Program is currently funded by private donations and grants. Gifts to sustain this unique Lyme prevention program are greatly appreciated.

Offered free at health fairs, schools and community events throughout Fairfield County, the program engages health professionals and trained educators to teach prevention and early symptom identification.

Thanks to the generosity of the Western CT Council of Governments (WestCOG), the program was able to hire an enthusiastic team of college students to help reach even more community members in the Greater Danbury area in 2015.

Where we went in 2015:

- **Destination Wellness Chamber Health Fair, Ridgefield, CT November 7**
- **360 Health Fair, Ridgefield, CT November 4**
- **BIC Health Fair, Shelton, CT October 29**
- **WestConn, Danbury, CT October 26**
- **Darien Health Fair, Darien, CT October 21**
- **Rotary Club of Ridgefield, CT October 21**
- **BIC Health Fair, Milford, Ct October 20**
- **Middletown Health Fair, Middletown, CT October 6**
- **South Fire District Open House, Middletown, CT October 3**
- **Morris Senior Center, Morris, CT October 2**
- **New Fairfield Day, New Fairfield, CT Sept. 19**
- **United Technologies Health Fair, September 17**

- Safety Day, Ridgefield, CT September 13
- Plant Science Day, Hamden, CT August 5
- SummerFest Ridgefield, CT July 18
- Seabury Bloomfield, CT June 25
- General Dynamics/Electric Boat Groton, CT June 16
- Kids Health and Safety Fair, Middletown, CT June 13
- Victorinox/ Swiss Army Monroe, CT June 12
- Health 360 Ridgefield, CT June 9
- Bardavon Opera House, Poughkeepsie, NY June 8
- Main Street Festival, Stratford, CT June 6
- Boy Scout ConnJam 2015, Orange, CT May 16
- Traveler's Health Fair, Hartford, CT May 13
- Lyme Connection Patient Conference, Danbury, CT May 12
- Global Lyme Alliance Run, Stamford, CT April 26
- Kid's Festival, Ridgefield, CT April 25
- Library Lyme Prevention Symposium, Westport, CT April 21
- WCSU Holistic Health Fair, Danbury, CT April 2
- RVNA Health Fair, Ridgefield, CT March 28

Where you saw us in 2014:

- Barden Corporation, Danbury, CT November 13
- Destination Wellness, Ridgefield, CT, October 25
- GE Capital Health Fair, Danbury, CT, October 15
- Darien Health Fair, CT, September 27
- Templeton Gardens, Kent, CT, September 25
- United Technologies Health Fair, Danbury, CT, September 24
- Safety Day, Ridgefield, CT, September 6
- Bethel Mom's Club, Bethel, CT, August 13
- Summerfest, Ridgefield, CT July 19
- Middletown, CT Children's Health Fair June 14
- Weston, CT Kiwanis Breakfast Meeting, June 14
- Norfield Fair, Weston, CT May 24
- WestConn Lyme Disease Conference, Danbury, CT May 13
- Schaghticoke Intermediate School, New Milford, CT May 8
- Middletown, CT Employee Health Fair, May 7
- St. Gregory Elementary School Girl Scout, Danbury, CT April 11
- Boehringer Ingelheim Corporation, Ridgefield, CT April 8
- TickBorne Disease Alliance Westport, CT Run April 6
- Ridgefield Visiting Nurse Assoc. Community Health Fair April 5
-

The BLAST program is staffed by trained volunteer educators. If you are interested in teaching your community about preventing tick-borne diseases, please consider volunteering. If you would like to invite us to your health fair or schedule a BLAST program for your school, company or community organization, please contact:

Jennifer Reid, Community Coordinator
 Ridgefield Health Dept., 66 Prospect St., Town Hall Annex, Ridgefield, CT 06877
 203-431-2745 (o) 203-241-2400 (m) Office hours by appointment
blastlyme@ridgefieldct.org www.ridgefieldct.org

Western CT Council of Governments
Operating Statement
For the Seven Months Ending January 31, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
Revenues					
SWRMPO FHWA/PL Trans	44,457	321,434	498,633	(177,199)	854,800
HVMPO FHWA/PL Transp	31,138	231,927	247,502	(15,575)	424,289
Local Municipal Dues (SW)	10,166	71,165	71,165	0	121,997
Local Municipal Dues (HV)	12,299	86,093	86,094	(1)	147,589
Haz Mit Plan Update (SW)	0	9,750	8,572	1,178	14,694
Haz Mit Plan Update (HV)	0	13,159	13,125	34	22,500
LOTICIP (SW)	0	0	87,010	(87,010)	149,160
LOTICIP (HV)	0	24,800	59,769	(34,969)	102,461
DEMHS CERT Grant	820	3,820	1,750	2,070	3,000
RPI GIS Grant	7,729	100,531	189,583	(89,052)	325,000
Stamford Bus & Shuttle Stud	32,450	224,060	98,438	125,622	168,750
Wspt Rail Parking Study	2,500	2,500	196,875	(194,375)	337,500
OPM SGIA Funding	44,291	263,875	72,917	190,958	125,000
Ridgefield TOD Contract	14,983	111,238	88,095	23,143	151,020
Ridgefield TOD Municipal	1,873	13,905	0	13,905	0
Rte 7 Impl-Phase 3	883	1,703	43,750	(42,047)	75,000
Interest Income	59	501	1,050	(549)	1,800
HRRA Rental Income	525	3,675	3,675	0	6,300
HV DEMHS Reg 5 PL	0	4,500	10,163	(5,663)	17,422
HV Public Health Planning	500	4,819	8,458	(3,639)	14,500
Total Revenues	204,673	1,493,455	1,786,624	(293,169)	3,062,782
Direct Contract Expense					
Project Consultants (SW)	48,050	320,576	699,965	(379,389)	1,199,940
Project Consultants (HV)	11,496	143,855	187,291	(43,436)	321,071
Health Dept-Consultant	500	5,149	7,000	(1,851)	12,000
HV Shelter Study	0	11,425	5,833	5,592	10,000
Reproduction Expense	0	0	1,458	(1,458)	2,500
Direct Ads/Legal Notic Expe	0	0	1,167	(1,167)	2,000
Maintenance Agmnt Expense	7,729	35,135	24,500	10,635	42,000
Direct Travel/Mtg. Expense	558	9,724	5,553	4,171	9,520
Personnel Expense					
Salaries-Regular	74,850	520,886	512,773	8,113	879,040
Pension 401(a) ER Contrib	7,932	44,619	40,425	4,194	69,300
Employer Payroll Taxes	7,192	42,416	41,514	902	71,167
Fringe Benefits	16,229	100,757	93,415	7,342	160,140
General Overhead Expense					
Payroll/Acct Services	368	1,533	1,458	75	2,500
Audit/Legal Expense	0	3,065	11,667	(8,602)	20,000
Other Contracted Services	0	0	1,750	(1,750)	3,000
Rent	4,914	34,461	35,264	(803)	60,453
Utilities	1,039	8,115	8,966	(851)	15,370
Service Agreements	(2,641)	19,749	14,665	5,084	25,140
Reproduction	0	356	292	64	500
Office Supplies	552	4,319	8,167	(3,848)	14,000
Travel/Conf/Mtg Expense	37	478	11,550	(11,072)	19,800
Membership dues/Subscripti	1,106	7,744	7,744	0	13,275
Postage	318	843	2,333	(1,490)	4,000
Liability Insurance/Bonding	1,292	9,386	7,201	2,185	12,345
Software Expense	0	1,250	0	1,250	0
Copier/Equipment Lease	1,419	11,547	11,337	210	19,434
Telephone/Internet	1,889	12,150	12,556	(406)	21,525
Ads/Legal Notices	0	0	583	(583)	1,000
Depreciation	333	2,333	2,333	0	4,000

Western CT Council of Governments
Operating Statement
For the Seven Months Ending January 31, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
Misc.	558	1,464	4,375	(2,911)	7,500
Total Expenses	185,720	1,353,335	1,763,135	(409,800)	3,022,520
"SURPLUS/<DEFICIT>"	\$ 18,953	\$ 140,120	\$ 23,489	116,631	40,262

Western CT Council of Governments
Balance Sheet
January 31, 2016
ASSETS

Current Assets

Bank of America Checking	\$	938,609.80	
Bank of America Money Market		800,399.74	
Union Savings Checking		169,530.83	
Petty Cash		401.85	
Accounts Receivable		260,627.56	
Prepaid Liability Ins Premiums		6,567.59	
Prepaid Rent		3,761.00	
Prepaid Transit Benefit		2,001.75	
Prepaid Dues/Subscriptions		6,186.32	
Prepaid Medical Benefit		3,750.00	
Total Current Assets			2,191,836.44

Property and Equipment

Fixed Assets		110,786.14	
Allowance for Depreciation		(101,486.47)	
Gain/Loss on Disposal Fixed as		3,523.75	
Total Property and Equipment			12,823.42

Other Assets

Total Other Assets			0.00
Total Assets	\$		2,204,659.86

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$	49,732.20	
Deferred Rev-RPI GIS Grant		92,876.34	
Deferred Rev-Wspt Rail Prk		3,634.00	
Deferred Rev-Local Dues SW		50,832.06	
Deferred Rev-Local Dues HV		61,494.37	
Deferred Rev-LOTICIP SW		149,160.00	
Deferred Rev-FY14-15 OPM SGIA		171,598.25	
Deferred Rev-FY15-16 OPM SGIA		272,283.75	
Deferred Rev-Health Depts		20,250.38	
Deferred Rev-Ridgef. TOD Match		12,290.17	
Accrued Vacation		44,180.01	
Accrued Pension		64,845.96	
Accrued payroll taxes		38.67	
Total Current Liabilities			993,216.16

Total Liabilities

993,216.16

Capital

Investment in Fixed Assets		(2,063.61)	
Retained Earnings		1,075,794.97	
Net Income		137,712.34	

Total Capital 1,211,443.70

Total Liabilities & Capital \$ 2,204,659.86