

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

**April 21, 2016 – 12:30 p.m.**

**Ridgefield Library, 472 Main Street, Ridgefield, CT 06877**

**Agenda**

1. **MEETING CALL TO ORDER**, Hon. Matthew Knickerbocker, Chairman
2. **PUBLIC PARTICIPATION**
3. **ACTION ITEMS:**
  - a) Approval of March 17, 2016 Minutes Attachment 3.a, pp. 1-4
  - b) Appointment of CEDS Economic Advisory Group Members Attachment 3.b, pg. 5
  - c) Bylaw Amendment to Allow Unelected Alternates Attachment 3.c, pp. 6-9
4. **INFORMATION ITEMS:**
  - a) February 2016 Financial Reports Attachment 4.a, pp. 10-12
  - b) Consolidate Office: Next Steps
  - c) Drug Task Force, Liz Esposito Attachment 4.c, pp. 13-14
  - d) Regional GIS Update, Carl Zimmerman
  - e) Regional IT Coordination, Francis Pickering
  - f) New Summer Intern, Francis Pickering
5. **DISCUSSION:**
  - a) Legislative Session and State Budget/Municipal Impacts
6. **NEXT MEETING:** May 19, 2016 at the Ridgefield Library
7. **ADJOURNMENT**

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**DRAFT 3/17/2016 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 Alternate Deputy Comm. of Public Works James Michel (non-voting)
  
- New Canaan First Selectman Robert Mallozzi
- New Fairfield First Selectman Susan Chapman
- New Milford Mayor David Gronbach
- Newtown Absent
- Norwalk Development Director Elizabeth Stocker (non-voting)
- Redding First Selectman Julia Pemberton
  
- Ridgefield First Selectman Rudy Marconi
- Sherman Absent
- Stamford Mayor David Martin
- Weston First Selectman Nina Daniel
- Westport First Selectman James Marpe
- Wilton First Selectman Lynne Vanderslice

Also attending were State Representative Gail Lavielle, CTDOT Commissioner James Redeker and Planning Director Thomas Maziarz, Stamford Chief of Staff Michael Pollard, Stephanie Scavelli of the Norwalk Transit District, Richard Schreiner and Harrison Wenchell of HARtransit and Attorney Steven Mednick.

Additional attendees were Ridgefield Selectman's Assistant Charles Robbins, Weston resident Dr. Margaret Wirtenberg, David Fine of Danbury, Frances Ryan of the Ridgefield Health Department's BLAST Program, Tracy Alston of Eversource, WestCOG Director Francis Pickering and staff members David Hannon, Michael Towle, Patty Payne, Rob Sachnin, Sue Prosi and Jon Chew.

### CALL TO ORDER

The meeting was called to order at 12:30 PM by Chairman Matthew Knickerbocker. He introduced CTDOT Commissioner James Redeker and CTDOT Planning Director Thomas Maziarz who then addressed the Council.

## **GUEST SPEAKER JAMES REDEKER**

Commissioner Redeker made a PowerPoint presentation of the Department's latest programs, data services and priorities. The Commissioner distributed a "Danbury Branch Report" and noted the 9% increase in Branch rail ridership during 2015.

He summarized upcoming improvements along the Danbury Branch as a dock yard upgrade in Norwalk, pedestrian and platform upgrades at Norwalk's Merritt 7 Station, and parking lot expansion at Bethel Station.

Responding to questions on I-95 widening, he stated that the widening proposal is not to be viewed as an old fashioned "stand alone" solution. Rather, that widening is just one component of an aggressive multi-modal strategy for I-95 linking congestion pricing, expanded passenger rail service and supplemental transit modes.

Responding to a question on tolls on interstates, no preliminary identification of locations has yet been made, he said. There were additional questions and discussion.

Commissioner Redeker advised that if frustration arises regarding any aspect of CTDOT's relationship with the municipality an email to him is welcomed and appropriate, that his staff is trained to respond fully to each such inquiry and to find solutions. The Commissioner was then thanked for his informative visit.

## **PUBLIC COMMENTS**

Stephanie Scavelli noted her change of employment from HARTransit to the Norwalk Transit District.

State Representative Gail Lavielle updated members on proposals regarding state involvement in transit oriented development areas and the mandating of uniform school calendars.

David Fine of Danbury stated that May is National Bike Month and that there is a need to create municipal bike committees to facilitate safe bike use.

## **ACTION ITEMS**

**Approval of 2/18/2016 Minutes:** After brief discussion and on a motion made by Steve Dunn and seconded by Rudy Marconi, the minutes of the meeting of 2/18/2016 were unanimously approved.

**Appointment of Pension Plan Trustees:** Francis Pickering presented a draft resolution entitled "Certified Resolution - Pension Plan Trustees" that would authorize Matthew Knickerbocker, Elin P. Llodra and Francis Pickering to serve as trustees for the Council's 401(a) defined contribution pension plan and 457(b) elective deferral plan. After brief discussion and on a motion made by Rudy Marconi and seconded by Curtis Read, the resolution was unanimously approved.

**Amendment to WestCOG Budget:** Director Pickering presented on this matter, referring to a draft resolution entitled "Certified Resolution of WestCOG to Execute FY15-16 Budget Amendment." He explained that the purposes of the adjustments shown are to revise the OPM Grant revenue source to reflect the final amount, a change to salaries to reflect two adjustments and one new employee, and corresponding employee related changes to tax, fringe, insurance costs, etc.

After brief discussion and on a motion made by Robert Mallozzi and seconded by Curtis Read, the resolution to amend the budget was unanimously approved. The representatives of Darien and Weston left the meeting at this point.

**Authorization for FEMA Community Rating System Program:** Francis Pickering reviewed the proposed new service to be authorized by the “Certified Resolution of WestCOG Authorizing the Execution of Agreements to Create the Regional CRS Program,” as detailed within an agenda attachment entitled “3/8/2016 Regional CRS Program.” The proposed agreement will be with the UConn Institute for Resilience and Climate Adaptation, he said.

It was explained that the Community Rating System feature of the National Flood Insurance Program is a voluntary incentive for municipal floodplain management to exceed minimum standards; premiums to the public are reduced if best practices are utilized. After brief discussion and on a motion made by Rudy Marconi and seconded by Curtis Read, the CRS authorizing resolution was unanimously approved.

**Matching Grant for Elderly and Disabled Transportation:** A motion was made by Matt Knickerbocker and seconded by David Martin to add this item to the agenda, voted all aye. It was explained by Francis Pickering that in cooperation with CTDOT WestCOG solicits municipal applications for this state funded program.

Towards that end a draft resolution entitled “Certified Resolution of WestCOG Authorizing the Submission of Applications for the State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation (CGS 13b-38bb)” is required.

After brief discussion and on a motion made by Robert Mallozzi and seconded by Lynne Vanderslice, the resolution was unanimously approved.

**Bylaw Amendment to Authorize Unelected Proxies:** Francis Pickering reviewed his memo on this issue entitled “3/10/2016 Proposed Bylaw Amendment Regarding Unelected Voting Proxies.” Within it he notes earlier Council discussions on the issue and also a recent survey of the approaches used by Connecticut’s eight other regional councils.

Citing the current bylaw requirement that all municipal representatives and alternates shall be municipal elected officials, he reviewed the key text proposed to be added: “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,” that text enabling an unelected voting proxy.

There was discussion of how this process would operate. David Martin reviewed the Stamford situation in which all elected officials other than the mayor are volunteers and thus not readily available to attend. Therefore it would be more advantageous to Stamford, and to WestCOG operations, for non-elected professional staff from the Mayor’s Office to be eligible for full alternate status, not the more cumbersome unelected proxy status proposed, he said.

There was discussion. Rudy Marconi commented that the intent of the merger and state mandated council of governments format was to have municipal elected officials interacting at meetings.

David Martin referred to that section of the agenda attachment which included the current definition of “Alternate Representation.” He stated that the best way forward was to remove text from this definition, enabling the alternate to be unelected, rather than add the meeting-specific unelected proxy text proposed.

He then made a motion that the bylaws be amended by the removed of the words “an elected official as” within the current definition of alternate, as follows: “A member

municipality may appoint, in the manner provided by ordinance of the legislative body of such municipality, ~~an elected official~~ as an alternate.” The motion was seconded by Steve Dunn. There was additional discussion.

As three members were not in attendance, two had left the meeting, and two were non-voting representatives, there were eleven members voting on this amendment. In favor were Bethel, Brookfield, New Canaan, New Milford, Redding, Stamford, Westport and Wilton. Opposed were Bridgewater, New Fairfield and Ridgefield. The motion carried.

**Negotiation of Lease for New Office:** Francis Pickering introduced Attorney Steven Mednick who has been negotiating a draft lease for WestCOG office space with the owners of 1 Riverside Road in the Sandy Hook section of Newtown. Attorney Mednick reviewed the lengthy negotiations thus far and the current difficulties. Basically, the owner is attempting to place in the lease liabilities on WestCOG that are excessive, he said.

There was considerable discussion, members citing their own experiences with lease documents. The consensus was that the latest lease proposal by Attorney Mednick is fair. Further, that if the latest offer is not accepted as is then negotiations are terminated. A motion to this effect was then made by Robert Mallozzi, seconded by Rudy Marconi, all aye.

**Regional Tick Illness Prevention Program:** Remarks on this topic were made by Rudy Marconi, supplemented by his letter to the Council dated 3/7/2016 and its accompanying “BLAST Prevention Program Accomplishments.”

Mr. Marconi noted that in 2008 CT DPH had funded a consultant \$50,000 to prepare a tick illness prevention “BLAST” education program, recently recognized as a model by the US Center for Disease Control.

By mutual agreement with CT DPH the BLAST educational effort has been housed at the Ridgefield Health Department. The program was intended by the state for Fairfield County use, and that geographic service area was agreed to by the Town of Ridgefield.

He stated that Ridgefield is requesting that WestCOG budget for \$20,000 annually to maintain and grow the BLAST program to serve the WestCOG area, continuing to operate out of the Ridgefield Health Department.

Members had a discussion of this proposal. There was then a motion made by Rudy Marconi and seconded by Robert Mallozzi to place \$20,000 for BLAST within the draft FY2017 WestCOG budget for consideration when that budget is voted upon. The motion was approved unanimously.

#### **OTHER BUSINESS / ADJOURNMENT**

Matt Knickerbocker stated that the next WestCOG meeting will be held at the Ridgefield Library on Thursday, April 21, 2016. There being no further business, on a motion made by Robert Mallozzi and seconded by Rudy Marconi the meeting was adjourned at 2:10 PM.

# Western Connecticut

## COUNCIL OF GOVERNMENTS



TO: WestCOG Council Members  
 FROM: Elizabeth Esposito, Associate Planner  
 DATE: April 14, 2016  
 RE: **Western Connecticut Economic Advisory Group**

WestCOG has applied for funding for the USEDPA to conduct a comprehensive Economic Development Strategy (CEDS) for the entire region. Completion of this document will enable Western Connecticut to seek designation as an Economic Development District, increasing access to state funds, and providing new access to federal funds, for economic development projects.

The EDA has indicated that approval of funding for WestCOG's regional CEDS is imminent. Per EDA requirements, development of a CEDS must be guided by an Advisory Group of public and private stakeholders and influencers in economic development in the region. The purpose of the Advisory Group includes the setting of goals and strategies for the economic development of the region, as well as the identification of candidate projects for potential funding.

The following persons have volunteered to serve on an Economic Advisory Group (EAG) for the CEDS process. So that the CEDS process may begin without delay on award of EDA funding, we ask that you appoint these individuals to the EAG. (Changes to appointments, including the addition of new members, can be made at any time.)

John Harmon	SCORE
Hal Kurfels	Economic Development Commission, Brookfield, VP Coldwell Banker Commercial
Janice Chrzescijanek	Bethel Economic Development Commission
Jackie Lightfield	Stamford Partnership, Greater Norwalk Arts Council, Norwalk 2.0
Lisa Mercurio	Business Council of Fairfield County
Valeria Bisceglia	Business Advisor, CT Small Business Development Center
Joe Ercolano	Associate Director, CT Small Business Development Center
Stephen Bull	Greater Danbury Chamber of Commerce
Paul Steinmetz	Director of Community Relations & Public Affairs, Western CT State University
Thomas Madden	Director of Economic Development, City of Stamford
Jim Marpe	First Selectman, Westport
Lisa Scails	Cultural Alliance of Western Connecticut
Jayme Stevenson	First Selectmen, Darien

# Western Connecticut

## COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives  
 FROM: Francis R. Pickering, Executive Director  
 DATE: April 14, 2016  
 RE: Bylaw Amendment re Unelected Voting Proxies

### History

At the March 17, 2016 meeting, a proposed amendment to the COG bylaws to allow unelected persons to serve as alternates on the Council was presented and discussed. (See attached memo for the proposed language.) Following discussion, the Council did not vote on the amendment as proposed; instead, the Council voted to forward a suggestion by the Mayor of Stamford to strike the word ‘elected’ from its bylaws as follows to itself for consideration at its April meeting:

*“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)*

### Discussion

The amendment proposed at the March 17 meeting would have imposed three conditions on the service of alternates. (It would treat them as if they were CEOs.) The wording shown above would not retain these limitations. These conditions are:

“An Alternate shall enjoy the rights and privileges of a Member, with the following conditions:

1. An Alternate may not serve as an Officer of the Council or of any committee established by the Council.
2. An Alternate may not vote on amendments to these bylaws.
3. All actions taken by an alternate 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

The Council has four options:

1. Approve the change voted on last month, deleting the word “elected” from its bylaws.
2. Add the three conditions above to the change voted on last month, referring the amendment to its May 25 meeting for consideration and final approval.
3. Make other proposals.
4. Take no action.

Final approval of the change voted on last month requires a two-third majority. To forward a proposed amendment to the next COG meeting for final approval, a simple majority is sufficient.

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 CT Council of Governments**  
**Operating Statement**  
**For the Eight Months Ending February 29, 2016**

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
<b>Revenues</b>					
SWRMPO FHWA/PL Trans	44,948	366,382	569,867	(203,485)	854,800
HVMPO FHWA/PL Transp	24,262	256,190	282,859	(26,669)	424,289
Local Municipal Dues (SW)	10,166	81,331	81,331	0	121,997
Local Municipal Dues (HV)	12,299	98,392	98,393	(1)	147,589
Haz Mit Plan Update (SW)	2,925	12,675	9,796	2,879	14,694
Haz Mit Plan Update (HV)	0	13,159	15,000	(1,841)	22,500
LOTICIP (SW)2014-2015	0	0	99,440	(99,440)	149,160
LOTICIP (HV)2014-2015	0	24,800	68,307	(43,507)	102,461
LOTICIP (HV)2016-2017	0	0	0	0	0
DEMHS CERT Grant	857	4,677	2,000	2,677	3,000
RPI GIS Grant	23,893	124,424	216,667	(92,243)	325,000
Stamford Bus & Shuttle Stud	20,000	244,060	112,500	131,560	168,750
Wspt Rail Parking Study	0	2,500	225,000	(222,500)	337,500
OPM SGIA Funding	53,551	318,062	363,045	(44,983)	544,568
Ridgefield TOD Contract	12,493	123,731	100,680	23,051	151,020
Ridgefield TOD Municipal	1,562	15,466	0	15,466	0
Rte 7 Impl-Phase 3	0	1,703	50,000	(48,297)	75,000
Interest Income	66	566	1,200	(634)	1,800
HRRRA Rental Income	525	4,200	4,200	0	6,300
HV DEMHS Reg 5 PL	0	4,500	11,615	(7,115)	17,422
HV Public Health Planning	650	5,469	9,667	(4,198)	14,500
<b>Total Revenues</b>	<b>208,197</b>	<b>1,702,287</b>	<b>2,321,567</b>	<b>(619,280)</b>	<b>3,482,350</b>
<b>Direct Contract Expense</b>					
Project Consultants (SW)	33,557	354,132	799,960	(445,828)	1,199,940
Project Consultants (HV)	18,732	162,588	214,047	(51,459)	321,071
Health Dept-Consultant	650	5,799	8,000	(2,201)	12,000
HV Shelter Study	0	10,195	6,667	3,528	10,000
Reproduction Expense	0	0	1,667	(1,667)	2,500
Direct Ads/Legal Notic Expe	0	0	1,333	(1,333)	2,000
Maintenance Agmnt Expense	1,136	36,271	28,000	8,271	42,000
Direct Travel/Mtg. Expense	692	10,416	6,347	4,069	9,520
<b>Personnel Expense</b>					
Salaries-Regular	75,135	596,020	601,872	(5,852)	902,818
Pension 401(a) ER Contrib	5,775	50,394	54,000	(3,606)	81,000
Employer Payroll Taxes	7,124	49,540	49,097	443	73,646
Fringe Benefits	13,869	114,626	110,321	4,305	165,482
<b>General Overhead Expense</b>					
Payroll/Acct Services	192	1,724	1,667	57	2,500
Audit/Legal Expense	6,910	9,976	13,333	(3,357)	20,000
Other Contracted Services	0	0	2,000	(2,000)	3,000
Rent	4,914	39,375	40,302	(927)	60,453
Utilities	1,058	9,172	10,247	(1,075)	15,370
Service Agreements	1,578	21,327	16,760	4,567	25,140
Reproduction	0	356	333	23	500
Office Supplies	623	4,941	9,333	(4,392)	14,000
Travel/Conf/Mtg Expense	106	585	13,200	(12,615)	19,800
Membership dues/Subscripti	1,106	8,850	8,850	0	13,275
Postage	0	843	2,667	(1,824)	4,000
Liability Insurance/Bonding	1,292	10,677	8,230	2,447	12,345
Software Expense	0	1,250	0	1,250	0
Copier/Equipment Lease	1,673	13,221	12,956	265	19,434
Telephone/Internet	1,788	13,938	14,350	(412)	21,525
Ads/Legal Notices	0	0	667	(667)	1,000

**Western CT Council of Governments**  
**Operating Statement**  
**For the Eight Months Ending February 29, 2016**

	<b>Current Month Actual</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Variance Variance</b>	<b>Annual Budget</b>
Depreciation	333	2,667	2,667	0	4,000
Misc.	292	1,756	5,000	(3,244)	7,500
	<u>178,535</u>	<u>1,530,639</u>	<u>2,043,873</u>	<u>(513,234)</u>	<u>3,065,819</u>
Total Expenses					
"SURPLUS/<DEFICIT>"	\$ <u>29,662</u>	\$ <u>171,648</u>	\$ <u>277,694</u>	<u>(106,046)</u>	<u>416,531</u>

Western CT Council of Governments

Balance Sheet

February 29, 2016

ASSETS

Current Assets

Bank of America Checking	\$	715,948.63	
Bank of America Money Market		800,437.79	
Union Savings Checking		326,892.17	
Petty Cash		401.85	
Accounts Receivable		178,013.89	
Prepaid Liability Ins Premiums		5,275.89	
Prepaid Rent		3,761.00	
Prepaid Transit Benefit		1,334.50	
Prepaid Dues/Subscriptions		5,594.07	
Prepaid Medical Benefit		3,000.00	
		<hr/>	
Total Current Assets			2,040,659.79

Property and Equipment

Fixed Assets		110,786.14	
Allowance for Depreciation		(101,819.80)	
Gain/Loss on Disposal Fixed as		3,523.75	
		<hr/>	
Total Property and Equipment			12,490.09

Other Assets

Total Other Assets			<hr/> 0.00
Total Assets	\$		<hr/> <hr/> 2,053,149.88

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$	24,265.16	
Deferred Rev-RPI GIS Grant		68,983.84	
Deferred Rev-Wspt Rail Prk		3,634.00	
Deferred Rev-Local Dues SW		40,665.64	
Deferred Rev-Local Dues HV		49,195.28	
Deferred Rev-LOTICIP SW		149,160.00	
Deferred Rev-FY14-15 OPM SGIA		117,410.94	
Deferred Rev-FY15-16 OPM SGIA		272,283.75	
Deferred Rev-Health Depts		18,370.68	
Deferred Rev-Ridgef. TOD Match		10,728.53	
Accrued Vacation		44,180.01	
Accrued Pension		12,677.72	
		<hr/>	
Total Current Liabilities			811,555.55

Total Liabilities			<hr/> 811,555.55
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Capital

Investment in Fixed Assets		(2,063.61)	
Retained Earnings		1,075,794.97	
Net Income		167,862.97	
		<hr/>	
Total Capital			1,241,594.33
			<hr/>
Total Liabilities & Capital	\$		<hr/> <hr/> 2,053,149.88

# Western Connecticut COUNCIL OF GOVERNMENTS



April 7, 2016

Dear Chief Elected Officials,

After several productive meetings, the Drug Task Force, which you established and is coordinated by WestCOG staff, has identified its role in the heroin and opiate abuse epidemic and created a coordination plan. The task force has found that while many aspects of this issue are handled by local and state agencies, and non-profits, these entities rarely talk to one another. Even within the same town, information is not always shared between departments - not due to lack of interest but simply because the pathways do not exist. The purpose of the Drug Task Force is now to create these pathways and combat the silo effect between town departments and regional agencies.

By bringing together the many actors and leveraging the resources already committed to this issue, the Drug Task Force will enable the region to be stronger, bridging the communication gap and building lasting networks. The Drug Task Force will continue to provide a forum for professionals to network, share information, and learn about each other's work. From these meetings, updates on regional statistics and recommended actions will be discussed, summarized, and then presented to you for your consideration.

The Drug Task Force recognizes that COG is unique from other organizations because it has the weight of the CEOs behind it. With your involvement, the region can make a real difference in curbing this epidemic. The Drug Task Force encourages you to consider adopting the goals of the included Coordination Plan and implementing the actions recommended by the Drug Task Force.

We look forward to your continued participation in the Drug Task Force.

Sincerely,

A handwritten signature in dark ink, appearing to read "Elizabeth Esposito", written over a horizontal line.

Elizabeth Esposito  
Associate Planner

**WESTCOG  
COORDINATION PLAN  
FOR RESPONSE TO THE OPIOID CRISIS**

RECOMMENDED BY THE WESTCOG DRUG TASK FORCE  
FOR APPROVAL AT THE APRIL 21, 2016 WESTCOG MEETING

**TASK FORCE GOAL**

Assist the 18 mayors and first selectmen to improve municipal response to the opioid abuse crisis.

**TASK FORCE OBJECTIVES**

1. Meet at least quarterly to network and share information.
2. Periodic presentations by Task Force members at WestCOG meetings.
3. Structure “Opioid Crisis Update” to be forwarded to mayors and first selectmen. Updates consist of at least:
  - Baseline Statistics, updated as needed
  - Recommendations to improve municipal response
  - Reminder to meet with department heads and key staff to discuss recommendations
  - Reminder to communicate with respective Local Prevention Councils and Regional Action Councils

**GOALS FOR MUNICIPAL LEADERS**

1. Reduce barriers within municipality to enable a more coordinated response between town departments, with an emphasis on data sharing and communication.
2. More presence at anti-drug abuse events.
3. Legislative advocacy at the State level.

**ACTION BY MUNICIPAL LEADERS**

1. Facilitate discussions with department heads and key staff after Updates are published.
2. Directly support and empower the activities of your local prevention council and regional action council.
3. Legislative advocacy at the state for bills identified by the Drug Task Force.
4. Include drugs issues within the annual State of the Town address.

**ACTION BY WESTCOG**

1. Continue to enable staff to facilitate meetings and communications.
2. Schedule Task Force representatives as speakers at WestCOG meetings.
3. Use recommendations from Task Force to update the legislative agenda.