

## REGULAR COG AND MEETINGS

**Date:** October 20, 2016

**Location (NEW):** Ridgefield Visiting Nurse Assoc. (RVNA)  
27 Governor Street, Ridgefield, CT 06877

### 12:15 PM – REGIONAL ECONOMIC DEVELOPMENT DISTRICT MEETING

#### *Agenda*

1. Public Participation
2. Conformity with Connecticut General Statutes Section #32-741 Attachment 2.a, p. 2
3. Adjournment

### 12:30 PM – WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS MEETING

#### *Agenda*

1. Meeting Call to Order: Hon. Matthew Knickerbocker, Chairman
2. Welcome Remarks: Ridgefield Visiting Nurse Association
3. Featured Guest: Joe DeLong, Executive Director, CCM, discussing State-Local Partnership
4. Public Participation
5. Action Items:
  - a) Approval of September 15, 2016 Minutes Attachment 5.a, pp. 3-6
6. Information Items:
  - a) July and August 2016 Financial Reports Attachment 6.a, pp. 7-14
  - b) Regional Election Monitor update and elections preparation
  - c) DEMHS Region 1 Update
  - d) DEMHS Region 5 Update
  - e) New dues formula Attachment 6.e, pp. 15-16
  - f) CIRCA Funding Opportunity Attachment 6.f, pp. 17-18
  - g) Saved from Addiction
7. Next Meeting: November 17, 2016
8. Adjournment



*Southwest Connecticut  
Economic Integration Initiative*

**RESOLUTION**

of Conformity with Public Act 15-155

WHEREAS the South Western Planning Region and the Housatonic Valley Planning Region passed resolutions per Section 16a-4c of the Connecticut General Statutes to consolidate as the Western Connecticut Planning Region on September 27, 2013, respectively; and

WHEREAS the Connecticut Office of Policy and Management formally redesignated the said regions into the Western Connecticut Planning Region on December 6, 2013, as one of nine planning regions established per Section 16a-4a(4) in the State of Connecticut; and

WHEREAS Section 8-31j of the Connecticut General Statutes required regional planning agencies created pursuant to Sections 8-31a to 8-37a, inclusive, revision of 1958, revised to January 1, 2013, and regional councils of elected officials created pursuant to Sections 4-124c to 4-124h, inclusive, to restructure to form regional council of governments as provided in Section 4-124j; and

WHEREAS the Western Connecticut Planning Region established the Western Connecticut Council of Governments on September 10, 2014 as the joint successor to the South West Regional Planning Agency and to the Housatonic Valley Council of Elected Officials, as one of nine regional councils of governments in the State of Connecticut; and

WHEREAS Section 32-741 of the Connecticut General Statutes, as amended by Public Act 15-155, provides for the establishment of a maximum of nine regional economic development districts by regional councils of governments, coterminous with one or more planning region(s) as designated or redesignated pursuant to Section 16a-4a;

THUS BE IT RESOLVED THAT the regional economic development district designated by the Governor on December 14, 2010, whose service area includes the former South West Region, shall henceforth be exclusively coterminous with the Western Connecticut Planning Region, as designated by Section 16a-4c of the Connecticut General Statutes; and that said district shall be governed by and hosted in the Western Connecticut Council of Governments.

**DRAFT MINUTES FOR THE REGULAR MEETING OF 9/15/2016**

Held at the Bethel Library, 189 Greenwood Avenue  
Bethel, Connecticut 06801

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

**MEMBERS ATTENDING**

Bethel	First Selectman Matthew Knickerbocker
Bridgewater	Absent
Brookfield	First Selectman Stephen Dunn
Danbury	Mayor Mark Boughton
Darien	First Selectman Jayme Stevenson
Greenwich	Absent
New Canaan	First Selectman Robert Mallozzi
New Fairfield	First Selectman Susan Chapman
New Milford	Mayor David Gronbach
Newtown	First Selectman Patricia Llodra
Norwalk	Absent
Redding	Absent
Ridgefield	First Selectman Rudy Marconi
Sherman	Absent
Stamford	Mayor David Martin
Weston	Alternate Selectman Chris Spaulding
Westport	First Selectman James Marpe
Wilton	First Selectman Lynne Vanderslice

**OTHERS ATTENDING**

CTDOT Supervising Planner Roxane Fromson, Weston resident Dr. Margaret Wirtenberg, Stamford Transportation Bureau Chief Joshua Benson, Westport Lyme Disease educator Orna Grand, Richard Schreiner of HARTransit, and WestCOG staff members Francis Pickering, Patricia Payne, David Hannon, Michael Towle, Carl Zimmerman, Thomas Wittig, Robert Brinton, Robert Sachnin and Jonathan Chew.

**CALL TO ORDER**

The meeting was called to order at 12:35 PM by Chairman Matthew Knickerbocker. He provided an introduction to Bethel, then distributed to each member a copy of the town's history and a jar of locally made Billy's Barbecue Sauce.

**PUBLIC PARTICIPATION**

There was no public comment.

## CCM TAX PROPOSALS

Chairman of the Connecticut Conference of Municipalities (CCM) Mark Boughton spoke to this topic. A CCM Task Force is formulating a new report documenting that the municipal property tax system is unsustainable.

In the report state legislators will be urged to take several steps, including expanding the variety of taxes communities can collect and committing to sharing of state sales tax receipts. Education financing reform is another key area for action. And the dozens of municipal property tax exemptions mandated by state law force all communities to raise property tax rates, he said.

There was considerable discussion of the initiative and members' involvement. It was noted that the resulting report will be formally presented to WestCOG and Connecticut's other eight councils of governments.

## ACTION ITEMS

**Approval of 6/16/2016 Minutes:** After review and on a motion made by Susan Chapman and seconded by Robert Mallozzi, the minutes of the meeting of 6/16/2016 were unanimously approved, except for abstentions by Lynne Vanderslice and Chris Spaulding.

**DEMHS Region 5 Three COG MOU:** Rudy Marconi spoke to this topic, stating that the proposed MOU is between WestCOG, the Naugatuck Valley Council of Governments and the Northwest Hills Council of Governments. The purpose is to facilitate administration with the Northwest Hills COG as distributor of DEMHS funding to the three COGs, he said.

Dave Hannon then reviewed some of the required activities and deliverables for each COG as included in the MOU, for the period 10/1/2016 thru 5/31/2019, with \$15,600 to be made available to WestCOG during that period. After brief discussion and on a motion made by Jayme Stevenson and seconded by Robert Mallozzi, Executive Director Francis Pickering was authorized to sign the MOU.

**Resolution for CT OPM Grant:** On a motion made by Matt Knickerbocker and second by Jim Marpe, it was voted unanimously to add this item to the agenda.

Francis Pickering explained that as an administrative matter, WestCOG must adopt a resolution accepting the annual CT OPM grant award of \$478,804.01 for FY2017. On a motion made by David Gronbach and seconded by Robert Mallozzi, the requested resolution was unanimously approved.

## INFORMATION ITEMS

**June 2016 Financial Report:** The Financial Report as an agenda attachment was reviewed by Pat Llodra. Upcoming draft policies are to be structured for creation of a funds balance policy and revision to the municipal dues formula. Financial reporting will also be restructured to be more representative of program areas, she said. Additional comments were made by Patty Payne.

**Agreement with Ridgefield for Tick Illness Prevention Services:** Rudy Marconi spoke to this topic, referencing the FY2017 service agreement for \$20,000 in the agenda attachment. He then introduced Ridgefield Health Department BLAST Program Coordinator Jennifer Reid who gave a

PowerPoint presentation on the BLAST program, that educational acronym standing for “**B**athe after coming indoors, **L**ook your body over, **A**pply repellants, **S**pray the yard and **T**reat pets.”

She noted that the BLAST Program was developed in 2008 to raise awareness of the most effective Lyme disease prevention practices for Fairfield County communities. A 10 town BLAST promotional effort was sponsored by HVCEO from 2008 to 2015.

It is now continuing by successor region WestCOG via the services agreement with Ridgefield. There was discussion. Members will provide Mrs. Reid with a contact person from each community for coordinating her educational efforts.

**DEMHS Region 1 Field Day:** Rob Mallozzi spoke to this topic, noting that the Field Day will be held Noon to 3 PM on September 26 at Sherwood Island State Park in Westport. The program flyer was attached to the agenda.

The field day will showcase recent investments and mutual-aid and partner resources that can assist during significant emergency events where the focus is on municipal leadership. The best time for municipal leaders to attend will be 12:30 to 1:30 PM, he said.

**DEMHS Region 5 Crisis Leadership Training:** Rudy Marconi reviewed the material on this topic attached to the agenda. He noted that all eighteen WestCOG members are invited, not just those in the northern ten WestCOG towns that are part of the DEMHS 5 area.

A seminar format will present case studies that examine the dynamics of crisis leadership and decision-making from a senior official’s perspective. The date is November 3, 7:30 AM to Noon at the Litchfield Inn on Route 202 in Litchfield.

**Update on USDOT Proposed Regulations for MPOs:** Francis Pickering addressed this topic, a follow up from the initial presentation and discussion at the combined SWRMPO and HVMPO meetings on 8/12/2016.

He distributed the national summary of responses to the US DOT proposal as prepared by Thomas Wittig. The data show that approximately eighty-six percent of comments submitted were opposed. And that this opposition was consistent both nationally and across all types of respondents. Further, that comments asking for withdrawal of the rule or cancellation outnumbered those supporting it by ca. 25 to 1.

**Office Relocation Update:** Francis Pickering addressed this topic, informing members that the WestCOG offices in Stamford and Brookfield have been consolidated into one office at 1 Riverside Road in the Sandy Hook section of Newtown.

A ribbon cutting and open house will be forthcoming. He then introduced new WestCOG employees Thomas Wittig and Robert Brinton, each of whom provided a summary of their background.

**Army Corps of Engineers Flood Study:** Mike Towle addressed this topic, stating that the Army Corps of Engineers coastal flood management study is now moving ahead. The project area is both Fairfield and New Haven Counties and the study duration is three years.

As the goal is “shovel ready” priority remediation projects, development of study recommendations will be taken beyond the conceptual stage. Improvements endorsed by this federal study will be eligible for a two thirds federal cost share.

WestCOG staff will assist the Corps with data gathering and web site hosting. There was discussion, including the relationship of this process to FEMA required hazard mitigation plans.

**Update on Community Rating System:** Mike Towle addressed this issue, reviewing how the National Flood Insurance Program’s Community Rating System (CRS) includes a voluntary incentive for municipal floodplain management to exceed minimum standards. The result is that policy holder premiums are slightly reduced.

Stamford, Westport and Newtown are current participants in the CRS program, with Danbury, Norwalk, Darien and Greenwich to be assisted by WestCOG to join. The overall goal is to reduce the amount of time required by municipal staff to participate by providing as many technical materials as possible from WestCOG.

**MS4 and Stormwater Related Resources:** Mike Towle then reviewed the services that WestCOG is providing to municipalities to meet federal MS4 stormwater management plan requirements. These include development of municipal plan sectional templates, identification of missing legal authority, and sample methodologies to meet various federally required components of the municipal MS4 plan.

**Regional GIS Update:** GIS Manager Carl Zimmerman spoke to this topic. The new topography layer is now available for the entire region, also contemporary wetlands data. The planned web portal will soon be operational, after which unique municipal layers can be added as desired. He also reviewed the steps WestCOG is taking to provide the municipal maps required for inclusion in the eighteen municipal MS4 plans.

**New Traffic Counting Program:** Francis Pickering spoke to this topic, stating that the traffic counting program is now operational with Jamie Dawson in the lead. For a municipality seeking traffic counts, video cameras are placed temporarily to record all movements.

The resultant video is then processed by a company in the cloud to yield vehicular volume and turning movement information. Bicyclists and pedestrians can also be accounted for. The first two demonstration projects are in Danbury and New Milford, he said.

**Legislative Agenda:** Francis Pickering spoke to this topic, stating that the CCM tax reform initiative will likely be a centerpiece for the upcoming 2017 WestCOG legislative agenda. It is also timely to consider what other initiatives may be priorities, he said.

## ADJOURNMENT

Chairman Knickerbocker stated that the next WestCOG meeting will be on October 20, 2016. There being no further business, on a motion made by Pat Llodra and seconded by Rudy Marconi and voted unanimously, the meeting was adjourned at 2:25 PM.

**Western CT Council of Governments**  
**Operating Statement**  
For the Two Months Ending August 31, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
<b>Revenues</b>					
SWRMPO FHWA/PL Trans	44,283	68,217	98,335	(30,118)	590,008
HVMPO FHWA/PL Transp	19,413	40,469	61,027	(20,558)	366,161
Local Municipal Dues	22,465	44,931	44,991	(60)	269,947
Haz Mit Plan Update (HV)	0	0	0	0	0
Stamford Bike/Ped	7,075	8,292	27,500	(19,208)	165,000
LOTICIP (SWR)	2,077	4,552	21,479	(16,927)	128,872
LOTICIP (HV)2016-2017	0	0	7,495	(7,495)	44,970
DEMHS CERT Grant	0	920	1,000	(80)	6,000
RPI GIS Grant	22,600	22,600	66,666	(44,066)	400,000
Noroton Heights TOD	0	0	27,500	(27,500)	165,000
Stamford Bus & Shuttle Stud	22,209	22,209	58,333	(36,124)	350,000
CIRCA UConn Grant	0	847	2,907	(2,060)	17,443
Reg Election Monitor	0	0	1,833	(1,833)	11,000
Wspt Rail Parking Study	0	0	15,625	(15,625)	93,750
OPM SGIA Funding	37,345	61,164	97,144	(35,980)	582,865
Ridgefield TOD Contract	10,876	23,529	18,853	4,676	113,117
Ridgefield TOD Municipal	1,359	2,941	0	2,941	0
Rte 7 Impl-Phase 3	0	0	20,333	(20,333)	122,000
Interest Income	63	127	0	127	0
HV DEMHS Reg 5 PL	0	0	2,394	(2,394)	14,364
HV Public Health Planning	900	900	1,917	(1,017)	11,500
Misc. Income	87	87	0	87	0
<b>Total Revenues</b>	<b>190,752</b>	<b>301,785</b>	<b>575,332</b>	<b>(273,547)</b>	<b>3,451,997</b>
<b>Direct Contract Expense</b>					
Project Consultants	54,790	54,790	271,108	(216,318)	1,626,650
Health Dept-Consultant	900	900	1,917	(1,017)	11,500
Reg Election Monitor	0	0	1,833	(1,833)	11,000
Direct Ads/Legal Notic Expe	0	0	333	(333)	2,000
Maintenance Agmnt Expense	0	0	0	0	0
Direct Travel/Mtg. Expense	0	412	11,666	(11,254)	70,000
<b>Personnel Expense</b>					
Salaries-Regular	71,722	142,658	152,569	(9,911)	915,408
Pension 401(a) ER Contrib	6,000	12,000	12,185	(185)	73,111
Employer Payroll Taxes	5,670	11,189	12,805	(1,616)	76,829
Fringe Benefits	11,761	23,713	29,893	(6,180)	179,359
<b>General Overhead Expense</b>					
Audit/Legal/Payroll Expens	4,744	5,857	6,784	(927)	40,700
Other Profesional Services	1,500	1,500	833	667	5,000
Rent	0	0	12,817	(12,817)	76,904
Utilities	681	1,353	3,849	(2,496)	23,096
Service Agreements	2,906	5,233	3,821	1,412	22,928
Reproduction	155	155	167	(12)	1,000
Office Supplies	788	987	1,833	(846)	11,000
Travel/Conf/Mtg Expense	0	0	417	(417)	2,500
Membership dues/Subscripti	125	125	2,128	(2,003)	12,767
Postage	73	107	667	(560)	4,000
Liability Insurance/Bonding	1,425	2,439	3,153	(714)	18,919
Software Expense	130	130	0	130	0
Copier/Equipment Lease	1,278	3,855	2,341	1,514	14,043
Telephone/Internet	1,739	3,479	877	2,602	5,260
Ads/Legal Notices	0	0	167	(167)	1,000
Depreciation	0	0	3,333	(3,333)	20,000
Contingency	0	0	12,500	(12,500)	75,000

Unaudited - For Management Purposes Only

**Western CT Council of Governments**  
**Operating Statement**  
**For the Two Months Ending August 31, 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>
Misc.	166	219	950	(731)	5,700
Total Expenses	166,553	271,101	550,946	(279,845)	3,305,674
"SURPLUS/<DEFICIT>"	\$ 24,199	\$ 30,684	\$ 24,386	6,298	146,323

Unaudited - For Management Purposes Only

**Western CT Council of Governments**  
**Balance Sheet**  
**August 31, 2016**  
**ASSETS**

**Current Assets**

Bank of America Checking	\$ 951,498.68	
Bank of America Money Market	800,679.27	
Union Savings Checking	497,003.93	
Petty Cash	401.85	
Accounts Receivable	232,337.08	
Prepaid Liability Ins Premiums	14,363.66	
Prepaid Rent	10,169.65	
Prepaid Service Agreements	29,955.92	
Pre-paid Heating Oil	5,520.00	
Prepaid Dues/Subscriptions	11,262.61	
Prepaid Security Deposits	4,245.00	
Prepaid Medical Benefit	5,000.00	
Total Current Assets		2,562,437.65

**Property and Equipment**

Fixed Assets	109,597.28	
Allowance for Depreciation	(103,153.16)	
Gain/Loss on Disposal Fixed as	3,523.75	
Total Property and Equipment		9,967.87

**Other Assets**

Total Other Assets		0.00
Total Assets	\$	2,572,405.52

**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	\$ 35,602.56	
Deferred Rev-RPI GIS Grant	268,799.26	
Deferred Rev-Wspt Rail Prk	3,634.00	
Deferred Rev-Local Dues	224,653.34	
Deferred Rev-LOTICIP SW	140,754.22	
Deferred Rev-LOTICIP HV	77,599.40	
Deferred Rev-FY15-16 OPM SGIA	340,726.88	
Deferred Rev-Health Depts	23,748.81	
Deferred Rev-Ridgef. TOD Match	3,443.59	
Deferred Rev-Reg Elec Mon	8,361.00	
Deferred Rev-Stamford Bike/Ped	23,075.35	
Accrued Audit Exp.	1,833.34	
Accrued Vacation	28,354.09	
Accrued Pension	44,277.72	
Total Current Liabilities		1,224,863.56

Total Liabilities		1,224,863.56
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**Capital**

Investment in Fixed Assets	(59,337.31)	
Retained Earnings	1,381,470.65	
Net Income	25,408.62	
Total Capital		1,347,541.96

Unaudited - For Management Purposes Only

**Western CT Council of Governments**  
**Statement of Cash Flow**  
**For the two Months Ended August 31, 2016**

	Current Month	Year to Date
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
<b>Used For</b>		
Investment in Fixed Assets	(2,641.12)	(2,641.12)
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
Net cash used in financing	<u>(2,641.12)</u>	<u>(2,641.12)</u>
Net increase <decrease> in cash	<u>\$ 230,117.91</u>	<u>\$ 517,320.97</u>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 2,249,583.73	\$ 2,249,583.73
Cash Balance at Beg of Period	<u>(2,149,158.37)</u>	<u>(2,248,650.87)</u>
Net Increase <Decrease> in Cash	<u>\$ 100,425.36</u>	<u>\$ 932.86</u>

Unaudited - For Internal Use Only.

**Western CT Council of Governments**  
**Operating Statement**  
For the One Month Ending July 31, 2016

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance Variance	Annual Budget
<b>Revenues</b>					
SWRMPO FHWA/PL Trans	23,934	23,934	49,167	(25,233)	590,008
HVMPO FHWA/PL Transp	21,056	21,056	30,513	(9,457)	366,161
Local Municipal Dues	22,465	22,465	22,496	(31)	269,947
Haz Mit Plan Update (HV)	0	0	0	0	0
Stamford Bike/Ped	1,217	1,217	13,750	(12,533)	165,000
LOTICIP (SWR)	2,475	2,475	10,739	(8,264)	128,872
LOTICIP (HV)2016-2017	0	0	3,748	(3,748)	44,970
DEMHS CERT Grant	920	920	500	420	6,000
RPI GIS Grant	0	0	33,333	(33,333)	400,000
Noroton Heights TOD	0	0	13,750	(13,750)	165,000
Stamford Bus & Shuttle Stud	0	0	29,167	(29,167)	350,000
CIRCA UConn Grant	847	847	1,454	(607)	17,443
Reg Election Monitor	0	0	917	(917)	11,000
Wspt Rail Parking Study	0	0	7,813	(7,813)	93,750
OPM SGIA Funding	23,819	23,819	48,572	(24,753)	582,865
Ridgefield TOD Contract	12,654	12,654	9,426	3,228	113,117
Ridgefield TOD Municipal	1,582	1,582	0	1,582	0
Rte 7 Impl-Phase 3	0	0	10,167	(10,167)	122,000
Interest Income	63	63	0	63	0
HV DEMHS Reg 5 PL	0	0	1,197	(1,197)	14,364
HV Public Health Planning	0	0	958	(958)	11,500
Misc. Income	0	0	0	0	0
<b>Total Revenues</b>	<b>111,032</b>	<b>111,032</b>	<b>287,667</b>	<b>(176,635)</b>	<b>3,451,997</b>
<b>Direct Contract Expense</b>					
Project Consultants	0	0	135,554	(135,554)	1,626,650
Health Dept-Consultant	0	0	958	(958)	11,500
Reg Election Monitor	0	0	917	(917)	11,000
Direct Ads/Legal Notic Expe	0	0	167	(167)	2,000
Maintenance Agmnt Expense	0	0	0	0	0
Direct Travel/Mtg. Expense	412	412	5,833	(5,421)	70,000
<b>Personnel Expense</b>					
Salaries-Regular	70,936	70,936	76,285	(5,349)	915,408
Pension 401(a) ER Contrib	6,000	6,000	6,093	(93)	73,111
Employer Payroll Taxes	5,519	5,519	6,402	(883)	76,829
Fringe Benefits	11,952	11,952	14,947	(2,995)	179,359
<b>General Overhead Expense</b>					
Audit/Legal/Payroll Expens	1,114	1,114	3,391	(2,277)	40,700
Other Profesional Services	0	0	417	(417)	5,000
Rent	0	0	6,409	(6,409)	76,904
Utilities	672	672	1,925	(1,253)	23,096
Service Agreements	2,328	2,328	1,911	417	22,928
Reproduction	0	0	83	(83)	1,000
Office Supplies	200	200	917	(717)	11,000
Travel/Conf/Mtg Expense	0	0	208	(208)	2,500
Membership dues/Subscripti	0	0	1,064	(1,064)	12,767
Postage	35	35	333	(298)	4,000
Liability Insurance/Bonding	1,013	1,013	1,577	(564)	18,919
Software Expense	0	0	0	0	0
Copier/Equipment Lease	2,577	2,577	1,170	1,407	14,043
Telephone/Internet	1,739	1,739	438	1,301	5,260
Ads/Legal Notices	0	0	83	(83)	1,000
Depreciation	0	0	1,667	(1,667)	20,000
Contingency	0	0	6,250	(6,250)	75,000

Unaudited - For Management Purposes Only

**Western CT Council of Governments**  
**Operating Statement**  
**For the One Month Ending July 31, 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>
Misc.	53	53	475	(422)	5,700
Total Expenses	104,550	104,550	275,474	(170,924)	3,305,674
"SURPLUS/<DEFICIT>"	\$ 6,482	\$ 6,482	\$ 12,193	(5,711)	146,323

**Western CT Council of Governments**  
**Balance Sheet**  
**July 31, 2016**  
**ASSETS**

**Current Assets**

Bank of America Checking	\$ 1,121,693.60	
Bank of America Money Market	800,638.58	
Union Savings Checking	226,424.34	
Petty Cash	401.85	
Accounts Receivable	418,371.74	
Prepaid Liability Ins Premiums	15,789.08	
Prepaid Rent	10,169.65	
Prepaid Service Agreements	10,394.42	
Prepaid Dues/Subscriptions	11,262.61	
Prepaid Security Deposits	4,245.00	
Prepaid Medical Benefit	5,500.00	
	<hr/>	
Total Current Assets		2,624,890.87

**Property and Equipment**

Fixed Assets	109,597.28	
Allowance for Depreciation	(103,153.16)	
Gain/Loss on Disposal Fixed as	3,523.75	
	<hr/>	
Total Property and Equipment		9,967.87

**Other Assets**

Total Other Assets		<hr/> 0.00
Total Assets	\$	<hr/> <u>2,634,858.74</u>

**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	\$ 38,407.73	
Deferred Rev-RPI GIS Grant	291,399.26	
Deferred Rev-Wspt Rail Prk	3,634.00	
Deferred Rev-Local Dues	247,118.67	
Deferred Rev-LOT/CIP SW	142,831.54	
Deferred Rev-LOT/CIP HV	77,599.40	
Deferred Rev-FY15-16 OPM SGIA	378,071.39	
Deferred Rev-Health Depts	24,648.81	
Deferred Rev-Ridgef. TOD Match	4,803.04	
Deferred Rev-Reg Elec Mon	8,361.00	
Deferred Rev-Stamford Bike/Ped	23,782.86	
Accrued Audit Exp.	916.67	
Accrued Vacation	28,354.09	
Accrued Pension	38,277.72	
	<hr/>	
Total Current Liabilities		1,308,206.18

**Total Liabilities**

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1,308,206.18

**Capital**

Investment in Fixed Assets	(56,696.19)	
Retained Earnings	1,381,470.65	
Net Income	1,878.10	
	<hr/>	
Total Capital		1,326,652.56

Total Liabilities & Capital	\$	<hr/> <u>2,634,858.74</u>
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Unaudited - For Management Purposes Only

**Western CT Council of Governments**  
**Statement of Cash Flow**  
**For the one Month Ended July 31, 2016**

	Current Month	Year to Date
<b>Cash Flows from Operating Activities</b>		
Net Income	\$ 1,878.10	\$ 1,878.10
Adjustments to Reconcile Surplus/Deficit to Net Cash:		
<b>&lt;Increase&gt; Decrease in Assets</b>		
Allowance for Doubtful Account	0.00	0.00
Accounts Receivable	153,316.77	153,316.77
Pension Receivable	0.00	0.00
Prepaid Liability Ins Premiums	1,425.42	1,425.42
Prepaid Rent	0.00	0.00
Prepaid Service Agreements	938.50	938.50
Pre-paid Heating Oil	0.00	0.00
Prepaid Transit Benefit	0.00	0.00
Prepaid Dues/Subscriptions	0.00	0.00
Prepaid Security Deposits	0.00	0.00
Prepaid Medical Benefit	500.00	500.00
Due from SWRPA Merger	0.00	0.00
Due from HVCEO in Merger	0.00	0.00
<b>Increase &lt;Decrease&gt; in Liabilities</b>		
Accounts Payable	(120,797.88)	(120,797.88)
Due to/from HVCEO	0.00	0.00
Due to/from SWRPA	0.00	0.00
Lease Payable	0.00	0.00
Deferred Rev-RPI GIS Grant	0.00	0.00
Deferred Rev-Wspt Rail Prk	0.00	0.00
Deferred Rev-Local Dues	247,118.67	247,118.67
Deferred Rev-Local Dues SW	0.00	0.00
Deferred Rev-Local Dues HV	0.00	0.00
Deferred Rev-LOTICIP SW	(2,475.10)	(2,475.10)
Deferred Rev-LOTICIP HV	0.00	0.00
Deferred Rev-FY14-15 OPM SGIA	0.00	0.00
Deferred Rev-FY15-16 OPM SGIA	(23,819.26)	(23,819.26)
Deferred Rev-Tick Illness Ed	0.00	0.00
Deferred Rev-Health Depts	0.00	0.00
Deferred Rev-Ridgef. TOD Match	(1,581.69)	(1,581.69)
Deferred Rev-Reg Elec Mon	0.00	0.00
Deferred Rev-Stamford Bike/Ped	23,782.86	23,782.86
Accrued Audit Exp.	916.67	916.67
Accrued Vacation	0.00	0.00
Accrued Pension	6,000.00	6,000.00
<b>Total Adjustments</b>	<b>285,324.96</b>	<b>285,324.96</b>
<b>Net Cash Provided or &lt;Used&gt;</b>	<b>287,203.06</b>	<b>287,203.06</b>
<b>Cash Flows from investing activities</b>		
<b>Used For</b>		
Fixed Assets	0.00	0.00
Gain/Loss on Disposal Fixed as	0.00	0.00
<b>Net cash used in investing</b>	<b>0.00</b>	<b>0.00</b>
<b>Cash Flows from financing activities</b>		
<b>Proceeds From</b>		

Unaudited - For Internal Use Only.

# Western Connecticut COUNCIL OF GOVERNMENTS



TO: WestCOG Council Members  
FROM: Executive Committee  
DATE: October 14, 2016  
RE: **Proposal for a uniform dues formula**

To access the grants that provide the majority of WestCOG's funding, a local cost share is required. To provide this cost share, WestCOG municipalities contribute annual dues to the agency.

In the eight other COGs in Connecticut, contributions are set by a formula selected by the COG, which is then consistently applied to all member municipalities. An important step for regions that, like WestCOG, underwent a consolidation has been the development of a uniform dues formula. It is now time for WestCOG to take that step.

Over the last two years, the Executive Committee has examined a number of potential formulas. Based on these discussions, the Executive Committee would like to propose for consideration by the COG that, beginning in fiscal year 2019, municipal contributions be apportioned as follows:

- 50% by the percent of the region's population, and
- 50% by the percent of the region's land area

that a municipality represents. To provide for a smooth transition, municipal contributions in FY18 would be the midpoint between FY17 (current dues) and FY19 (new formula).

How such an arrangement would play out in practice is illustrated on the following page.

This proposal will appear on the next WestCOG agenda for your consideration.

Municipality	FY17 dues		FY18 dues*	FY19+ dues		Population		Land Area	
		% of Region			% of Region	% of Region	Persons	% of Region	Square miles
Bethel	\$14,969	5.6%	\$12,216	\$9,462	3.2%	3.2%	18,584	3.2%	16.8
Bridgewater	\$3,180	1.2%	\$4,091	\$5,001	1.7%	0.3%	1,727	3.0%	16.2
Brookfield	\$14,282	5.3%	\$12,023	\$9,764	3.3%	2.8%	16,452	3.7%	19.8
Danbury	\$32,354	12.0%	\$32,403	\$32,451	10.8%	13.7%	80,897	7.9%	42.1
Darien	\$7,003	2.6%	\$7,957	\$8,911	3.0%	3.5%	20,732	2.4%	12.9
Greenwich	\$23,314	8.6%	\$26,191	\$29,068	9.7%	10.4%	61,194	9.0%	47.9
New Canaan	\$8,747	3.2%	\$9,999	\$11,251	3.8%	3.4%	19,749	4.1%	22.1
New Fairfield	\$13,048	4.8%	\$11,177	\$9,307	3.1%	2.4%	13,881	3.8%	20.5
New Milford	\$18,272	6.8%	\$21,391	\$24,511	8.2%	4.8%	28,142	11.6%	61.6
Newtown	\$17,466	6.5%	\$20,379	\$23,292	7.8%	4.7%	27,559	10.9%	57.8
Norwalk	\$23,497	8.7%	\$25,858	\$28,219	9.4%	14.5%	85,621	4.3%	22.8
Redding	\$11,092	4.1%	\$11,147	\$11,202	3.7%	1.6%	9,158	5.9%	31.5
Ridgefield	\$19,486	7.2%	\$17,722	\$15,958	5.3%	4.2%	24,634	6.5%	34.4
Sherman	\$3,440	1.3%	\$5,245	\$7,050	2.4%	0.6%	3,581	4.1%	21.8
Stamford	\$34,232	12.7%	\$38,035	\$41,838	13.9%	20.8%	122,630	7.1%	37.7
Weston	\$6,136	2.3%	\$7,151	\$8,167	2.7%	1.7%	10,179	3.7%	19.8
Westport	\$9,797	3.6%	\$11,074	\$12,351	4.1%	4.5%	26,391	3.8%	20.0
Wilton	\$9,271	3.4%	\$10,734	\$12,197	4.1%	3.1%	18,044	5.1%	27.0

Figures are based on a total regional contribution of \$300,000 annually.

\* Phase in year: FY18 dues are halfway between FY17 and FY19.

# SOUND MARINE SKILLS, INC.

For written response:  
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(E) [soundmarineskills@yahoo.com](mailto:soundmarineskills@yahoo.com)

Daniel R. Snyder, Ph.D.  
Founder & CEO  
(P) 203.488.3316

TO: WestCog Council Members  
DATE: October 2, 2016

## **Abatement of Storm Surge Flooding**

Application for Funding from CIRCA's Municipal Resilience Grants Program

### Project Description

Sound Marine Skills, Inc. would like to partner with WestCOG to apply for funding to conceptually design equipment and procedures for the restoration and expansion of salt marshes within the WestCOG region. Founded in 2008 at the Sound School in New Haven as a non-profit, 501(c)(3) adult education program to train marine technicians for the recreational boating industry, Sound Marine Skills became a leader in combining alternative, nature-based means to mitigate severe storm damage without the need for prohibitively expensive heavy equipment historically used in marine construction for dredging and to transport heavy boulders when building structures such as breakwaters to protect vulnerable shoreline buildings or groins to prevent beach erosion.

Since 1900, the Connecticut shoreline has lost 53% of its wetlands and will continue to lose salt marshes at a prodigious rate due to climate change, increasing storm intensity, rising sea levels, storm surge flooding and the draining and filling of marshlands to support commercial and residential construction. This natural buffer providing protection from waves and water during severe storms has been and will continue to be at risk. Prior to global warming, salt marshes were able to regenerate, keeping up with sea level, by increasing their own elevation through the process of accretion. Now, however, the combination of global warming bringing increased storm intensities plus rising sea levels has put all marshland into the category of declining landscapes, particularly where there is insufficient sediment and space to allow marshes to build upwards and landwards.

The greatest threat to the shoreline of not restoring lost wetlands is losing the marsh's ability to absorb storm surge and reduce flooding. Typically, the negative impacts of a major weather event are region-wide. It is not possible to predict which towns will suffer worse damage because *all shoreline towns are at equal risk*. As demonstrated by Hurricane Sandy, the entire shoreline is equally vulnerable and the controlling variables such as the location a storm comes ashore and the height of the tide when it does are impossible to predict as is how far inland the flooding will extend.

Because wetlands and salt marshes are the first and best line of defense against flooding and an essential component of coastal resilience, their repair, restoration and expansion must include stabilizing and preventing further erosion of the seaward boundary and adding fill landward of the boundary to expand the wetland's area and to reverse subsidence. With CIRCA funding and in partnership with WestCOG, Sound Marine Skills, Inc. will create the conceptual design for equipment and procedures to raise coastal resilience by reversing salt marsh erosion and subsidence and increasing its area, thereby raising its capacity for wave attenuation and storm surge absorption.

### Cost

There will be no financial cost to WestCOG. CIRCA does not require matching funds for this grant. If awarded, all administrative expenses anticipated by WestCOG will be deducted by WestCOG upon funding before the balance is passed through to Sound Marine Skills, Inc. to fulfill the obligations of the award. After funding, there will be no ongoing managerial responsibilities for the WestCOG staff.

### Application Submission Deadline

November 1, 2016

### Next Steps

With the approval of the WestCOG Council, the grant application written by Sound Marine Skills, Inc. will be reviewed by WestCOG and, with the Executive Director's approval, submitted to CIRCA.

### Long Term Prospects

Following the conceptual design of equipment to cost-effectively repair, restore and expand wetlands and salt marshes, the next developmental step would be proof-of-concept in which a working model would be fabricated to demonstrate the design effectiveness and to identify design problems in need of further refinement.

The Federal funding specifically intended to support the development of future flood risk management is FEMA's Pre-Disaster Mitigation (PDM) grant program for "hazard mitigation planning and the implementation of mitigation projects prior to a disaster. The goal of the PDM program is to reduce overall risk to the population and structures while, at the same time, reducing reliance on Federal funding from actual disaster declarations".

FEMA's eligibility requirements, like CIRCA's, also require a non-profit to partner with a municipality or a COG. We anticipate CIRCA funding would serve as effective leverage to raise the competitiveness of a future FEMA grant application and that a productive partnership between Sound Marine Skills and WestCOG would continue.