

Western Connecticut Council of Governments

June 15, 2017 – 12:30 p.m.

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

Agenda

1. Meeting call to order: Hon. Jayme Stevenson, Chairman
2. Featured guest: Senior Vice President James W. Hunt, III, Regulatory Affairs & Chief Communications Officer, Eversource
3. Public participation
4. Action items:
 - a) Approval of May 18, 2017 Minutes Attachment 4a, pp. 1-4
 - b) Fiscal Year 2018 WestCOG Budget Approval Attachment 4b, pp. 5-6
 - c) 2017 Responsible Growth & TOD Grant Resolution Attachment 4c, pg. 7
 - d) Document policy
5. Information items:
 - a) Legislative update
 - b) State Budget update
 - c) LOTCIP update
6. Next meeting: August 17, 2017
7. Adjournment

Western Connecticut COUNCIL OF GOVERNMENTS



Disclaimer: These interim minutes of the Western Connecticut Council of Governments (“WestCOG” or “COG”) are released and “available for public inspection” and “posted” on WestCOG’s website, in accordance with C.G.S. §1-225(a). Said interim minutes are subject to review and approval by the COG members, after which time the final approved minutes will be available and posted in accordance with laws. Accordingly, the interim minutes may contain inaccuracies and do not reflect the final action of the COG.

INTERIM Council Minutes

for the 5/18/2017 Regular Meeting

Held at the Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, Connecticut 06877

Chairman Jayme Stevenson - Vice Chairman Susan Chapman
Secretary David Gronbach - Treasurer Patricia Llodra

MEMBERS ATTENDING

- Bethel..... Alternate Second Selectman Rich Stralton
- Bridgewater..... Absent
- Brookfield First Selectman Steve Dunn
- Danbury Alternate Planning Director Sharon Calitro
- Darien First Selectman Jayme Stevenson
- Greenwich..... First Selectman Peter Tesel

- New Canaan..... First Selectman Robert Mallozzi
- 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..... Absent
- Stamford..... Mayor David Martin
- Weston..... First Selectman Nina Daniel
- Westport..... First Selectman James Marpe
- Wilton..... First Selectman Lynne Vanderslice

OTHERS ATTENDING

1 Riverside Road, Sandy Hook, CT 06482

Visit us online at westcog.org
Telephone/fax 475-323-2060

Stamford Chief of Staff Michael Pollard, John Suggs of the Westport Transit District, Norwalk Transit CEO Kimberly Morton, Richard Schreiner and Harrison Wenchell of HARTransit, and WestCOG staff members Francis Pickering, Patricia Payne, Robert Sachnin, Carl Zimmerman, Elizabeth Esposito, Nicole Sullivan and Jonathan Chew. Interns Matt Lametta, Rebecca Agababizan, Alex Burns, and Angelo Bochanis of Weston and interns Liam Riebling, Katie Jasminski, Lucy Briody, and Brandon Wong of Ridgefield. Ellen Graham of Senator Blumenthal's office and Lauren Elliot from the Town of Greenwich.

CALL TO ORDER

The meeting was called to order at 12:30 pm by Chairman Jayme Stevenson, a quorum was present.

OPPORTUNITY FOR PUBLIC COMMENT

There was no public comment

FEATURED GUEST

Francis Pickering introduced Patrick Santoso, founder and Principal of Axiomatic LLC. He noted that Axiomatic has been undertaking a study for WestCOG to assess regionalization potential for municipal Computer Assisted Mass Appraisal (CAMA), tax billing and collections systems, as well as related business practices and IT resources.

Mr. Santoso summarized his firm's "Draft Existing Conditions and Initial Recommendations Report" to the Council. He stated that full integration of regionalized real property CAMA does not appear to be feasible. However, that several related areas do offer potential for collaboration and savings. He then reviewed the following promising areas:

- Regional GIS Parcel Website
- Automated Deed Integration
- Personal Property E-File
- GIS Parcel Map Updates
- User Group for Permitting Implementation
- Data Sharing and Knowledge Base
- E-File Exemptions

There were then questions, answers, and considerable discussion. Mr. Santoso was then thanked for his work on the "Draft Existing Conditions and Initial Recommendations Report".

ACTION ITEMS

Approval of 4/20/2017 Minutes: After review and on a motion made by First Selectman Patricia Llodra and seconded by First Selectman Rudy Marconi the minutes of the meeting of 4/20/2017 were unanimously approved, with abstentions by Second Selectman Rich Straiton, Planning Director Sharon Calitro, and Mayor Harry Rilling.

UPWP Signatory Authorization: Francis Pickering addressed this topic, reviewing the "Authorizing Resolution for an Agreement between WestCOG and CTDOT to Fund HVMPO and SWRMPO

Transportation Planning for FY2018 and Fy2019.” After discussion, a motion was made by First Selectman Rudy Marconi and seconded by Mayor Harry Rilling, the UPWP Signatory Authorization was unanimously approved.

Summer Meeting Schedule:

It was unanimously agreed upon that the July 20, 2017 meeting will be canceled.

FY17-18 WestCOG Budget Approval: First Selectman Patricia Llodra presented the draft budget, commenting upon the attached “FY17-18 WestCOG Draft Budget Operating Expense Summary and Revenue Source Summary.” A motion was not made, it was agreed to revisit and vote on the “FY17-18 WestCOG Draft Budget Operating Expense Summary and Revenue Source Summary” at the June 15, 2017 meeting.

Approval of FY15-16 WestCOG Audit: WestCOGs Senior Financial Manager Patty Payne then reviewed the “Independent Auditor’s Report” by the firm Henry, Raymond & Thompson, LLC. There was discussion. Then on a motion made by First Selectman Patricia Llodra and seconded by First Selectman Nina Daniel, the FY15-16 Audit was unanimously accepted.

MOU for a Regional Election Monitor: Francis Pickering reviewed the “Memorandum of Understanding Between the Office of the Secretary of State and WestCOG for a Regional Election Monitor.” This is an update of the current agreement, he said.

There was discussion. Then on a motion made by First Selectman Rudy Marconi and seconded by First Selectman Lynne Vanderslice, the MOU for a Regional Election Monitor was unanimously approved.

INFORMATION ITEMS:

State Matching Grant Program via State Statute 13b-38bb: As previously reviewed at the MPO meeting, the program is entitled “State Matching Grant Program for Elderly and Demand Response Transportation” and has been in place since 2006. It provides matching funds for the transportation of seniors and persons with disabilities in each municipality.

Update on Local Road Accident Reduction Program (LRARP): As previously reviewed at the MPO meeting, the program seeks to fund highly effective safety improvements and applies to local roads. Applications are assessed by CTDOT using their benefit-cost analysis. The target program cap is \$500,000 at 90% for the construction phase, with the remainder as the municipal responsibility. Applications are due to the COG on May 22nd, with additional TAG discussion on priorities scheduled for the June 6th TAG meeting. Submissions for this competitive program are capped by CTDOT at two per Council of Governments regions.

OPM Responsible Growth and TOD Planning Grants: As previously reviewed at the MPO meeting, the grant category offers funding of up to \$2 million for advancing state and local goals for responsible growth and TOD. As a result of the most recent grant cycle Danbury, New Canaan and Westport received TOD planning grants.

Legislative Update: Francis Pickering noted that there was nothing new to report.

State Budget Update: Francis Pickering noted that there was nothing new to report.

CEDS Project Solicitation: WestCOGs Associate Planner Elizabeth Esposito addressed this topic, noting much progress in preparing the Region's economic development plan. The CEDS Strategy Committee will be accepting comments and prioritization of projects to be included in the CEDS plan. She will be in touch with members to solicit their input.

OTHER BUSINESS / ADJOURNMENT

Other business regarding possible regional programs promoting electric vehicle use. Furthermore, the State Plan of Conservation and Development was discussed, as OPM has requested each COG to sponsor a meeting at which the latest draft of the state plan is to be presented to municipal officials and the public.

Jayne Stevenson then stated that the next WestCOG meeting will be held on June 15, 2017 at the office of the Ridgefield Visiting Nurse Association. Then on a motion made by First Selectman Patricia Llodra and seconded by First Selectman Rudy Marconi, the meeting was adjourned at 2:15 pm.

FY17-18 WestCOG Draft Budget - Revenue Source Summary

Revenue Sources	Local Dues	Federal	State	Other Sources*	Total
General Fund/Admin	\$ 115,241			\$ 800	\$ 116,041
Regional Services-OPM SGIA (advance funding/reimbursable grant)			\$ 478,800		\$ 478,800
MPO Transportation (SW) (reimbursable grant)	\$ 106,150	\$ 606,574	\$ 45,493		\$ 758,217
MPO Transportation (HV) (reimbursable grant)	\$ 52,152	\$ 320,933	\$ 28,082		\$ 401,167
LOTICIP (advance funding/reimbursable grant)			\$ 81,000		\$ 81,000
Other Transportation Grants (reimbursable grants)		\$ 284,000	\$ 30,500	\$ 20,500	\$ 335,000
RPIP OPM Snow Plow (reimbursable grant)			\$ 238,250		\$ 238,250
CEDS Grant (reimbursable grant)	\$ 11,250	\$ 11,250			\$ 22,500
Public Health Directors (contribution from Health Directors)				\$ 7,000	\$ 7,000
DEMHS Region 5 (reimbursable grant)				\$ 13,725	\$ 13,725
Regional Election Monitor (advance funding)			\$ 11,111		\$ 11,111
Total	\$ 284,793	\$ 1,222,757	\$ 913,236	\$ 42,025	\$ 2,462,810

FY17-18 WestCOG Draft Budget - Operating Expense Summary

Expenses	Indirect Operating Expense	Direct (Grant funded)	Total
Salaries	\$ 265,207	\$ 748,332	\$ 1,013,539
Taxes	\$ 87,136		\$ 87,136
Insurance/Fringe	\$ 157,824		\$ 157,824
Pension	\$ 75,600		\$ 75,600
Consultants		\$ 603,111	\$ 603,111
Payroll Services	\$ 2,700		\$ 2,700
Audit	\$ 20,000		\$ 20,000
Legal Services	\$ 15,000		\$ 15,000
Other Services	\$ 4,000		\$ 4,000
Rent/Utilities	\$ 119,222		\$ 119,222
Service Agreements	\$ 9,632	\$ 23,041	\$ 32,673
Reproduction	\$ 1,000		\$ 1,000
Supplies	\$ 11,000		\$ 11,000
Travel/Meetings/Prof. Dvlpmt.	\$ 2,300	\$ 32,800	\$ 35,100
Dues/Subscriptions	\$ 12,294		\$ 12,294
Liability Ins.	\$ 19,000		\$ 19,000
Postage/overnight	\$ 1,500		\$ 1,500
Equipment Rental	\$ 13,000		\$ 13,000
Public Notice/recruitment	\$ 500	\$ 3,000	\$ 3,500
Miscellaneous	\$ 7,480	\$ 1,320	\$ 8,800
Depreciation	\$ 4,000		\$ 4,000
Contingency built into individual contracts		\$ 37,167	\$ 37,167
Total	\$ 828,395	\$ 1,448,771	\$ 2,277,166

WestCOG BUDGET SUMMARY BY PROGRAM FY2017-2018

	Advance Funding	Reimbursable	Reimbursable	Advance Funding	Pass-through	Reimbursable	Reimbursable	Pass-through	Pass-through	Pass-through	Totals	
Revenue Sources	General Fund/Admin	OPM Regional Services - SGIA	MPO Transportation (SWR)	MPO Transportation (HV)	SW & HV LOTCP	Other Transportation Grants	RPP Municipal Services (Snowplow)	CEDS Grant	Public Health Directors	DEMHS Reg 5	Regional Election Monitor	
Local Dues (\$284,793)												
Required Match	\$ 115,241		\$ 106,150	\$ 52,152				\$ 11,250				\$ 158,302
Dues to Cover Deficits/Match	\$ 115,241		\$ 106,150	\$ 52,152				\$ 11,250				\$ 126,491
Total Local Dues	\$ 115,241		\$ 106,150	\$ 52,152				\$ 11,250				\$ 284,793
Federal			\$ 606,574	\$ 320,933		\$ 284,000		\$ 11,250				\$ 1,222,756
State		\$ 478,800	\$ 45,493	\$ 28,082	\$ 81,000	\$ 30,500	\$ 238,250				\$ 11,111	\$ 913,236
Other Sources	\$ 800					20,500			7,000	13,725		\$ 42,025
TOTAL REVENUE SOURCES	\$ 116,041	\$ 478,800	\$ 758,217	\$ 401,166	\$ 81,000	\$ 335,000	\$ 238,250	\$ 22,500	\$ 7,000	\$ 13,725	\$ 11,111	\$ 2,462,810
Operating Expenditures												
ADMINISTRATION												
Direct Salaries	\$ 122,249		\$ 192,973	\$ 323,652	\$ 162,607	\$ 36,000	\$ 17,000	\$ 10,000	\$ -	\$ 6,100		\$ 748,332
Administrative Salaries - Management	\$ 142,958											\$ 122,249
Administrative Salaries - PTO	\$ 320,560											\$ 142,958
Fringe Benefits/Payroll Tax/Pension	\$ 242,628											\$ 320,560
Overhead Operating Expenses												\$ 242,628
CONTRACTUAL/GRANT OBLIGATIONS												
Consultants		\$ 20,000					\$ 335,000		\$ 7,000		\$ 11,111	\$ 603,111
Direct Expenses		\$ 24,861		\$ 30,000	\$ 5,300							\$ 60,161
Contingency for Direct Expenses		\$ 9,398		\$ 16,183	\$ 8,131		\$ 850	\$ 500		\$ 305		\$ 37,167
TOTAL OPERATING EXPENDITURES	\$ 828,395	\$ 247,232	\$ 369,835	\$ 206,038	\$ 37,800	\$ 335,000	\$ 217,850	\$ 10,500	\$ 7,000	\$ 6,405	\$ 11,111	\$ 2,277,166
PROJECTED BRO APPLIED	\$ 712,354	\$ (231,568)	\$ (388,382)	\$ (195,128)	\$ (43,200)	\$ -	\$ (20,400)	\$ (12,000)	\$ -	\$ (7,320)	\$ -	\$ (185,644)
Surplus (Deficit)	\$ (712,354)	\$ 231,568	\$ 388,382	\$ 195,128	\$ 43,200	\$ -	\$ 20,400	\$ 12,000	\$ -	\$ 7,320	\$ -	\$ 185,644
Income/Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

*Note: This financial display is based upon the FY17-18 budget figures and uses a projected BFO. The rate is lower than the actual FY15-16 rate of 132.37%, which rate we are mandated to use and may not be changed unless justified by a new FY audit. WestCOG's BFO is anticipated to decline during FY17-18; thereby projecting a return of funding to the CTDOT due to overbilling on the reimbursable grants. In summary, this projected 'surplus' prior to the adjustment is extremely overstated.

Total Transportation Contract Studies (\$335,000) included in the FY17-18 Budget are multi-year contracts; this list includes the roll-over financial amount for FY17-18:

1. Rte 7 Phase 3: \$80,000;
2. Westport Rail, Phase 2: \$50,000
3. Noroton Heights: \$25,000
4. Stamford Bike Ped: \$80,000
5. Stamford Bus & Shuttle: \$100,000

**RESOLUTION AUTHORIZING THE DESIGNATED OFFICIAL OF THE WESTERN
CONNECTICUT COUNCIL OF GOVERNMENTS TO APPLY FOR AND TO
ADMINISTER THE RESPONSIBLE GROWTH AND TRANSIT-ORIENTED
DEVELOPMENT (TOD) GRANT**

2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Program

The Board of Directors of the Western Connecticut Council of Governments met on June 15, 2017 and adopted a resolution by the vote of _____ to _____ which:

- (1) Authorizes submission of the Branch Line Regional Tax Increment Financing (TIF) Study, in accordance with the 2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Request for Applications;
- (2) Authorizes any of the following individuals to execute and sign this Agreement: Jayme Stevenson, Chairman; Susan Chapman, Vice Chairman; and Francis Pickering, Executive Director; in accordance with the provisions set forth in *Article XII-Article (F) of the By-Laws for the Western Connecticut Council Governments*, and are directed to execute and deliver the Agreement on behalf of Western Connecticut Council of Governments and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all Agreements and documents contemplated by the Agreement; and
- (3) In administering the grant, if awarded, the Western Connecticut Council of Governments hereby agrees to comply with the terms and conditions in the final grant Agreement, as executed. There is no local match required in this Agreement, as stated in the original application form.

This resolution is in full force and effect as of June 15, 2017.

David Gronbach, Secretary
Western Connecticut Council of Governments
June 15, 2017

[Affix seal here]