

Western Connecticut Council of Governments

January 18, 2018 – 8:15 a.m.

**Location: Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, CT 06877**

Agenda

1. Meeting call to order: Hon. Jayme Stevenson, Chairman
2. Public participation
3. Action items:
 - a) Election of Officers
 - b) Approval of Banking Resolution Attachment 3b, pg. 1
 - c) Approval of Pension Trustee Resolution Attachment 3c, pg. 2
 - d) Approval of December 14, 2017 Minutes Attachment 3d, pp. 3-5
4. Information items:
 - a) Monthly Financial Report Attachment 4a, pg. 6
 - b) Update from Regional Election Monitor, Galen Wells
5. Other business
6. Next meeting: Thursday, February 15th
7. Adjournment



CERTIFIED RESOLUTION FOR BANKING AUTHORITY

I, _____, duly elected Secretary of the WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS (WestCOG), a 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 January 18, 2018 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constituted quorum of the Council was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is present in full force and effect:

RESOLVED, that Jayme Stevenson, Chairman; _____, Vice Chairman; _____, Treasurer; and Francis Pickering, Executive Director, are hereby authorized to sign checks, transfer funds, and/or execute opening and closing out certificates of deposit for the WestCOG with the following banking institutions: **Bank of America and Union Savings Bank**, in accordance with the provisions set forth in *Article XI of the By-Laws for the Western Connecticut Council of Governments*. 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 Eighteenth Day of January 2018, in the Town of Ridgefield, Connecticut.

_____, Secretary
Western Connecticut Council of Governments

[Affix seal here]



CERTIFIED RESOLUTION – PENSION PLAN TRUSTEES

I, _____, 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 January 18, 2018 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 contribution [457(b)] plan: Jayme Stevenson, Chairman; _____, 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 Eighteenth Day of January 2018, in the Town of Ridgefield, Connecticut.

_____, Secretary
Western Connecticut Council of Governments

[Affix seal here]

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 12/14/2017 Regular Meeting

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

MEMBERS ATTENDING

- Bethel..... First Selectman Matt Knickerbocker
- Bridgewater..... Absent
- Brookfield First Selectman Steve Dunn
- Danbury Absent
- Darien First Selectman Jayme Stevenson, Chairman
- Greenwich..... First Selectman Peter Tesei

- New Canaan..... First Selectmen Kevin Moynihan
- New Fairfield First Selectman Pat Del Monaco
- New Milford..... Mayor Pete Bass
- Newtown..... First Selectman Dan Rosenthal
- Norwalk..... Mayor Harry Rilling
- Redding..... Absent

- Ridgefield..... First Selectman Rudy Marconi
- Sherman..... Absent
- Stamford Mayor David Martin
- Weston..... First Selectman Chris Spaulding
- Westport..... First Selectman James Marpe
- Wilton..... First Selectman Lynne Vanderslice

OTHERS ATTENDING

WestCOG staff members in attendance were Robert Sachnin, Nicole Sullivan, Bob Brinton, Elizabeth Esposito, Carl Zimmerman, and Executive Director Francis Pickering. Rick Schreiner and Harrison Wenchell of HARtransit, Daniel Johnson of NYMTC, James Root Citizen of Danbury, Dan Giungi of CCM, Stamford Chief of Staff Michael Pollard, Ellen Graham, Daphne Dixon, and Floyd Lapp were also in attendance.

CALL TO ORDER

The meeting was called to order at 12:38pm by Chairman Jayme Stevenson.

PUBLIC PARTICIPATION

Floyd Lapp and Daphne Dickson spoke regarding Live Green CT and sustainable development.

ACTION ITEMS

Approval of 11/16/2017 Minutes: First Selectman Chris Spaulding noted an error in the minutes, stating that he was in fact present at the last meeting. After review and on a motion made by Mayor David Martin and First Selectman Matt Knickerbocker the minutes of the meeting of 11/16/2017 were unanimously approved, except with abstentions made by Mayor Pete Bass, First Selectman Kevin Moynihan, First Selectman Pat Del Monaco, and First Selectman Dan Rosenthal.

Approval of FY16-17 Annual Audit: Director Pickering reviewed the FY16-17 Annual Audit with the COG. On a motion made by First Selectman Steve Dunn and seconded by First Selectman Matt Knickerbocker the FY16-17 Annual Audit was unanimously accepted.

LOTICIP Cost Adjustments: Robert Sachnin spoke briefly about a report on state transportation funding revenue shortfalls released by the Governor's office last week, and its possible effects on LOTICIP projects. A cost adjustment for the allocation of the New Milford Still River Drive Roundabout of \$1,219,175 was discussed. A motion to approve the adjustment for this project was made by First Selectman Kevin Moynihan and seconded by First Selectman Rudy Marconi, with unanimous approval.

Proposed COG bylaw amendment: A revision of language in *Article X: Other Council Committees* of the WestCOG bylaws was discussed. On a motion made by Mayor Pete Bass and seconded by First Selectman Pat Del Monaco the noted language was amended with unanimous approval.

INFORMATION ITEMS

Monthly Financial Report: Director Pickering reviewed the monthly financial report.

State budget discussion: Chairman Stevenson and Director Pickering briefly spoke to this topic and its relation to the COG.

Legislative update: Director Pickering discussed the agenda for the upcoming Legislative Breakfast with the COG.

Update on regional planning activities: Director Pickering briefly spoke to this topic.

Update on Economic Development: Associate Planner Elizabeth Esposito described her role in community and economic planning for the COG, updating the COG on the CEDS.

Update on Regional Tree Study: Associate Planner Elizabeth Esposito described the current Tree Canopy Assessment for the America the Beautiful Grant and its environmental benefits.

Update on CAMA Studies/Workflow Efficiencies: Senior GIS Manager Carl Zimmerman described his work in mapping and analytics, while updating the COG on the Regional CAMA project.

OTHER BUSINESS

There was discussion regarding guest speakers.

ADJOURNMENT

On a motion made by First Selectman Matthew Knickerbocker and seconded by First Selectman Rudy Marconi the meeting was unanimously adjourned at 1:34pm.

INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY THE COG MEMBERS

Western Connecticut Council of Governments
Monthly Financial Report
NOVEMBER 2017

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance*	Annual Budget Approved
REVENUES					
State/Federal/Local Grants	\$ 160,122	\$ 777,972	\$ 907,175	\$ (129,203)	\$ 2,177,217
Local Dues	\$ 23,733	\$ 118,664	\$ 118,664	\$ -	\$ 284,793
Misc./Interest Income	\$ 64	\$ 363	\$ 333	\$ 30	\$ 800
TOTAL	\$ 183,919	\$ 896,999	\$ 1,026,172	\$ (129,173)	\$ 2,462,810
EXPENSES					
DIRECT CONTRACT EXPENSE:					
(Reimbursable through contracts)					
Project Consultants	\$ 60,171	\$ 164,811	\$ 251,297	\$ (86,486)	\$ 603,111
Other Direct Costs	\$ 2,746	\$ 39,511	\$ 25,065	\$ 14,446	\$ 60,161
Contingency (built into contracts)	\$ -	\$ -	\$ 15,486	\$ (15,486)	\$ 37,167
PERSONNEL EXPENSE:					
Salaries (Direct & Indirect)	\$ 76,964	\$ 387,022	\$ 422,308	\$ (35,286)	\$ 1,013,539
Payroll Taxes	\$ 5,906	\$ 29,757	\$ 36,307	\$ (6,550)	\$ 87,136
Pension	\$ 5,742	\$ 30,332	\$ 31,500	\$ (1,168)	\$ 75,600
Fringe Benefits	\$ 11,706	\$ 54,665	\$ 65,760	\$ (11,095)	\$ 157,824
GENERAL OVERHEAD EXPENSE:					
Rent	\$ 7,609	\$ 37,833	\$ 38,790	\$ (957)	\$ 93,097
Utilities	\$ 1,697	\$ 10,650	\$ 10,885	\$ (235)	\$ 26,125
Audit & Legal Services	\$ 6,217	\$ 17,164	\$ 15,708	\$ 1,456	\$ 37,700
Other Professional Services	\$ -	\$ -	\$ 1,667	\$ (1,667)	\$ 4,000
Service Agreements	\$ 1,103	\$ 2,762	\$ 4,013	\$ (1,251)	\$ 9,632
Reproduction	\$ -	\$ 18	\$ 417	\$ (399)	\$ 1,000
Office Supplies	\$ 593	\$ 1,845	\$ 4,583	\$ (2,738)	\$ 11,000
Conf/Travel/Mtg. Expense	\$ 293	\$ 909	\$ 958	\$ (49)	\$ 2,300
Membership Dues/Subscriptions	\$ 691	\$ 3,456	\$ 5,123	\$ (1,667)	\$ 12,294
Postage	\$ 39	\$ 186	\$ 625	\$ (439)	\$ 1,500
Commercial Liability Insurance	\$ 1,583	\$ 7,063	\$ 7,917	\$ (854)	\$ 19,000
Lease (copier/postage machine)	\$ 938	\$ 4,954	\$ 5,417	\$ (463)	\$ 13,000
Legal Notices	\$ -	\$ -	\$ 208	\$ (208)	\$ 500
Misc.	\$ 199	\$ 1,053	\$ 3,117	\$ (2,064)	\$ 7,480
Depreciation	\$ 333	\$ 1,667	\$ 1,667	\$ -	\$ 4,000
Due back to State*	\$ -	\$ 46,159	\$ -	\$ 46,159	\$ -
TOTAL	\$ 184,530	\$ 841,817	\$ 948,818	\$ (107,001)	\$ 2,277,166
SURPLUS/<DEFICIT>	\$ (611)	\$ 55,182	\$ 77,354	\$ (22,172)	\$ 185,644

**Financial Notes of Interest*: (1) Negative revenue variances are the result of fluctuations in the timing of consultant invoices on various projects, and do not indicate a 'lack' of or underbilling of revenue sources. Variances may fluctuate on the expense side as well due to changes in staffing and timing of expenses. (2) Surplus amounts partially reflect we are invoicing our grants at a burden, fringe and overhead (BFO) rate that is too high, and at fiscal year end may owe money back to grantors at the conclusion of our annual audit. (See 'Due back to State')