

Western Connecticut Council of Governments

February 15, 2018 – 12:30pm

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

Agenda

1. Meeting call to order: Hon. Jayme Stevenson, Chairman
2. Guest speaker: Commissioner James Redeker of CTDOT
3. Action items:
 - a) Approval of January 18, 2018 Minutes Attachment 3a, pp. 1-3
 - b) Approval of Financial Report & Balance Sheet Attachment 3b, pp. 4-5
 - c) Resolution in support of recognition of the COGs as county equivalents by the US Census Bureau Attachment 3c, pg. 6
 - d) Authorization to execute HARTransit contract Attachment 3d, pg. 7
 - e) LOTCIP Adjustments Attachment 3e, pp. 8-9
4. Information items:
 - a) State legislation and budget update
 - b) Update on Snow Plow Study
5. Other business
6. Public participation
7. Next meeting: Thursday, March 15th
8. 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 01/18/2018 Regular Meeting

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

*Chairman Jayme Stevenson - Vice Chairman Rudolph Marconi
Treasurer Lynne Vanderslice- Secretary Julia Pemberton*

MEMBERS ATTENDING

- Bethel First Selectman Matt Knickerbocker
- Bridgewater..... Absent
- Brookfield First Selectman Steve Dunn
- Danbury Mayor Mark Boughton
- Darien..... First Selectman Jayme Stevenson
- 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..... First Selectman Julia Pemberton

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

OTHERS ATTENDING

WestCOG staff members in attendance were Robert Sachnin, Patricia Payne, Kristin Hadjstylianos, Jamie Bastian, Mike Towle, Mike Sullivan, William Kenny, Kristin Floberg, Nicole Sullivan, Bob Brinton, Elizabeth Esposito, Carl Zimmerman, and Executive Director Francis Pickering. Rick Schreiner and

Harrison Wenchell of HARTransit, Dan Giungi of CCM, Stamford Chief of Staff Michael Pollard, Ellen Graham of Senator Blumenthal's office, Jeff Wieser of Westport, Kimberlee Morton of Norwalk Transit, Sara Harris of Westport, resident of Ridgefield Steve Lyonse, Kerry Ross of CTDOT, Tracey Alston of Eversource, Joseph Dolan of Redding, Cathy Lezan of Eversource, Sherri Vogt of Congresswoman Esty's office, Betsy Gara of COST, and Daphne Dixon of Live Green CT were also in attendance.

CALL TO ORDER

The meeting was called to order at 8:36 am by Chairman Jayme Stevenson.

PUBLIC PARTICIPATION

There was no public participation.

ACTION ITEMS

Election of Officers: Nominations for First Selectman Jayme Stevenson as Chairman, First Selectman Rudy Marconi as Vice Chairman, First Selectman Lynne Vanderslice as Treasurer, First Selectman Julia Pemberton as Secretary and First Selectman Matt Knickerbocker as Ex Officio; were given by First Selectman Peter Tesei of the Nominating Committee. On a motion made by First Selectman Peter Tesei and seconded by Mayor Harry Rilling, the nominated slate of officers were unanimously elected for their positions.

Approval of Banking Resolution: Finance Director Patricia Payne presented the Certified Resolution for Banking Authority to the COG. On a motion made by Mayor Pete Bass and seconded by First Selectman Steve Dunn the Banking Resolution was unanimously approved.

Approval of Pension Trustee Resolution: Finance Director Patricia Payne presented the Certified Resolution for Pension Plan Trustees to the COG. On a motion made by First Selectman Steve Dunn and seconded by Mayor Pete Bass, the Pension Trustee Resolution was unanimously approved.

Approval of December 14, 2017 Minutes: After review and on a motion made by First Selectman Matt Knickerbocker and seconded by First Selectman Peter Tesei, the minutes of the 12/14/2017 meeting were unanimously approved.

INFORMATION ITEMS

Monthly Financial Report: Finance Director Patricia Payne reviewed the Monthly Financial Report with the COG. After brief discussion, Mayor David Martin requested a Balance Sheet for the next Financial Report.

Update from Regional Election Monitor, Galen Wells: REM Galen Wells discussed voting registrars in the Region.

OTHER BUSINESS

Recommendations from the Commission on Fiscal Stability and Economic Growth were discussed.

ADJOURNMENT

On a motion made by Mayor Mark Boughton and seconded by First Selectman Matt Knickerbocker the meeting was unanimously adjourned at 8:59 am.

INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY THE COG MEMBERS

Western Connecticut Council of Governments
Monthly Financial Report - Operating Statement
December 2017

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance* YTD	Annual Budget Approved
REVENUES					
State/Federal/Local Grants	\$ 142,585	\$ 913,683	\$ 1,088,611	\$ (174,928)	\$ 2,177,217
Local Dues	\$ 23,733	\$ 142,397	\$ 142,397	\$ -	\$ 284,793
Misc./Interest Income	\$ 126	\$ 489	\$ 400	\$ 89	\$ 800
TOTAL	\$ 166,444	\$ 1,056,569	\$ 1,231,408	\$ (174,839)	\$ 2,462,810
EXPENSES					
DIRECT CONTRACT EXPENSE:					
(Reimbursable through contracts)					
Project Consultants	\$ 48,737	\$ 213,547	\$ 301,556	\$ (88,009)	\$ 603,111
Other Direct Costs	\$ 2,951	\$ 42,462	\$ 30,078	\$ 12,384	\$ 60,161
Contingency (built into contracts)	\$ -	\$ -	\$ 18,584	\$ (18,584)	\$ 37,167
PERSONNEL EXPENSE:					
Salaries (Direct & Indirect)	\$ 76,784	\$ 463,807	\$ 506,769	\$ (42,962)	\$ 1,013,539
Payroll Taxes	\$ 5,892	\$ 35,649	\$ 43,568	\$ (7,919)	\$ 87,136
Pension	\$ 5,742	\$ 36,074	\$ 37,800	\$ (1,726)	\$ 75,600
Fringe Benefits	\$ 11,496	\$ 66,161	\$ 78,912	\$ (12,751)	\$ 157,824
GENERAL OVERHEAD EXPENSE:					
Rent	\$ 7,609	\$ 45,443	\$ 46,549	\$ (1,106)	\$ 93,097
Utilities	\$ 1,476	\$ 12,127	\$ 13,063	\$ (936)	\$ 26,125
Audit & Legal Services	\$ 542	\$ 17,705	\$ 18,850	\$ (1,145)	\$ 37,700
Other Professional Services	\$ -	\$ -	\$ 2,000	\$ (2,000)	\$ 4,000
Service Agreements	\$ 795	\$ 3,557	\$ 4,816	\$ (1,259)	\$ 9,632
Reproduction	\$ -	\$ 18	\$ 500	\$ (482)	\$ 1,000
Office Supplies	\$ 313	\$ 2,158	\$ 5,500	\$ (3,342)	\$ 11,000
Conf/Travel/Mtg. Expense	\$ 80	\$ 989	\$ 1,150	\$ (161)	\$ 2,300
Membership Dues/Subscriptions	\$ 691	\$ 4,147	\$ 6,147	\$ (2,000)	\$ 12,294
Postage	\$ -	\$ 186	\$ 750	\$ (564)	\$ 1,500
Commercial Liability Insurance	\$ 1,583	\$ 8,646	\$ 9,500	\$ (854)	\$ 19,000
Lease (copier/postage machine)	\$ 417	\$ 5,371	\$ 6,500	\$ (1,129)	\$ 13,000
Legal Notices	\$ -	\$ -	\$ 250	\$ (250)	\$ 500
Misc.	\$ 507	\$ 1,559	\$ 3,740	\$ (2,181)	\$ 7,480
Depreciation	\$ 333	\$ 2,000	\$ 2,000	\$ -	\$ 4,000
Due back to State*	\$ -	\$ 46,159	\$ -	\$ 46,159	\$ -
TOTAL	\$ 165,948	\$ 1,007,765	\$ 1,138,582	\$ (130,817)	\$ 2,277,166
SURPLUS/<DEFICIT>	\$ 496	\$ 48,804	\$ 92,826	\$ (44,022)	\$ 185,644

**Financial Notes of Interest*: (1) Negative revenue variances can be 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')

Western CT Council of Governments
Balance Sheet
December 31, 2017
ASSETS

Current Assets

Bank of America Checking	\$ 891,296.49	
Bank of America Money Market	401,183.92	
Union Savings Checking	395,043.53	
Petty Cash	400.00	
Accounts Receivable	208,748.67	
Prepaid Liability Ins Premiums	8,210.96	
Prepaid Rent	7,609.07	
Prepaid Service Agreements	12,772.42	
Pre-paid Heating Oil	3,490.50	
Prepaid Dues/Subscriptions	4,090.51	
Prepaid Security Deposits	4,245.00	
Prepaid Medical Benefit	3,000.00	
Total Current Assets		1,940,091.07

Property and Equipment

Fixed Assets	156,445.10	
Allowance for Depreciation	(27,685.92)	
Gain/Loss on Disposal Fixed as	7,800.00	
Total Property and Equipment		136,559.18

Other Assets

Total Other Assets		0.00
Total Assets	\$	2,076,650.25

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$ 114,292.55	
Deferred Rev-RPI GIS Grant	60,484.86	
Deferred Rev-Wspt Rail Prk	374.30	
Deferred Rev-Local Dues	142,396.50	
Deferred Rev-LOTICIP SW	30,016.43	
Deferred Rev-LOTICIP HV	16,105.95	
Deferred Rev-Health Depts	26,398.81	
Deferred Rev-Reg Elec Mon	2,861.00	
Deferred Rev-Stamford Bike/Ped	6,223.62	
Deferred Rev-Noroton Hgts TOD	5,919.24	
Deferred Rev-Deer Mgmt	3,711.95	
Accrued Vacation	31,273.09	
Accrued Pension	59,654.04	
HSA Employee Contribution	35.95	
Total Current Liabilities		499,748.29

Total Liabilities

499,748.29

Capital

Retained Earnings	1,531,398.51	
Net Income	45,503.45	
Total Capital		1,576,901.96

Total Liabilities & Capital

\$ 2,076,650.25

Unaudited - For Management Purposes Only

Western Connecticut COUNCIL OF GOVERNMENTS



RESOLUTION SUPPORTING RECOGNITION OF REGIONAL COUNCILS OF GOVERNMENTS AS COUNTY EQUIVALENTS FOR CONNECTICUT BY THE U.S. CENSUS BUREAU

WHEREAS, Public Act 152 abolished county government in the state of Connecticut in 1959; and

WHEREAS, Connecticut General Statutes established regional councils of governments as political subdivisions of the state and authorizes them to provide regional services including: “(1) engineering; (2) inspectional and planning; (3) economic development; (4) public safety; (5) emergency management; (6) animal control; (7) land use management; (8) tourism promotion; (9) social; (10) health; (11) education; (12) data management; (13) regional sewerage; (14) housing; (15) computerized mapping; (16) household hazardous waste collection; (17) recycling; (18) public facility siting; (19) coordination of master planning; (20) vocational training and development; (21) solid waste disposal; (22) fire protection; (23) regional resource protection; (24) regional impact studies; and (25) transportation” (Conn. Gen. Stat. § 8-31b); and

WHEREAS, regional councils of governments are enabled by Connecticut General Statutes to “accept or participate in any grant, donation or program made available to counties by any other governmental or private entity” (Conn. Gen. Stat. § 8-31b); and

WHEREAS, federal recognition of regional councils of governments as county equivalents for the state of Connecticut would bring federal practice into conformity with Connecticut General Statutes; and

WHEREAS, federal recognition of regional councils of governments as county equivalents for the state of Connecticut would not change any provision of the Connecticut General Statutes or municipal ordinances;

NOW THEREFORE BE IT RESOLVED, that the Western Connecticut Council of Governments (WestCOG) supports federal recognition of regional councils of governments as county equivalents for the state of Connecticut.

CERTIFICATE

The undersigned duly qualified Secretary of the WestCOG certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the WestCOG on February 15, 2018.

BY: _____

DATE: _____

Julia Pemberton, Secretary

[Affix seal here]



**CERTIFIED RESOLUTION AUTHORIZING AN AGREEMENT
BETWEEN WESTCOG AND HARTRANSIT FOR FUNDING
PLANNING SERVICES TO HVMPO FOR FY2018 AND 2019**

I, Julia Pemberton, Secretary of the Western Connecticut Council of Governments (WestCOG), certify that the following is a true copy of the Resolution approved by WestCOG at its February 15, 2018 meeting in Ridgefield, Connecticut, a quorum being present.

RESOLVED, that Chairman Jayme Stevenson Chairman, Vice Chairman Rudy Marconi, and Executive Director Francis Pickering are hereby authorized to act on behalf of WestCOG in negotiating and executive all appropriate and necessary contractual instruments for transit planning to be undertaken by the Housatonic Area Regional Transit District (HARTransit).

BE IT FURTHER RESOLVED, that the purpose of this contract is to provide HARTransit with financial assistance in the amount of \$15,000 in FY2018 to carry out a mutually agreed upon and CTDOT approved program on transportation for the Housatonic Valley Metropolitan Planning Organization (HVMPO), as specified in HVMPO Unified Planning Work Program, for the period of July 1, 2017 through June 30, 2019.

This resolution is in full force and effect as of February 15, 2018.

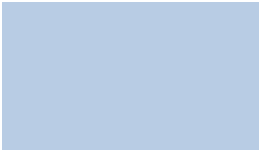
Julia Pemberton, Secretary
Western Connecticut Council of Governments

[Affix seal here]

WestCOG Housatonic Valley Region LOTCIP Program - 02/06/2018 - Proposed Adjustments

State Fiscal Year	Municipality	Project	Amount	Balance
Available funding (FY14-16), net of admin. costs*				\$9,642,880
FY14	Brookfield	"Four Corners" Intersection & Bike/Ped Improvements	(\$798,351)	①
FY14	New Fairfield	Candlewood Corners Drainage Project	(\$553,981)	②
FY14	New Milford	Still River Drive Roundabout	(\$1,219,175)	
FY15	Newtown	Toddy Hill Road Bridge Replacement	(\$2,247,047)	③
FY16	New Milford	Wellsville Avenue Bridge Reconstruction	(\$1,148,534)	④
FY16	Ridgefield	Farmingville Road Multi-Use Trail	(\$1,530,000)	
			Remaining Balance	\$2,145,792
Funding (FY17-19) authorized by Legislature but not yet allocated by CT State Bond Commission, net of admin. costs				\$11,803,500
FY17	Danbury	White Street Intersection Improvements	(\$2,650,000)	
FY17	Bethel	Downtown TOD Pedestrian and Streetscape Improvements	(\$1,500,000)	
FY17	Sherman	Wakeman Hill Road Pavement Rehabilitation	(\$750,000)	
			Remaining Balance	\$9,049,292

*Based on 08/31/2017 CT DOT LOTCIP Program Summary & 01/18/2018 CT DOT Interim LOTCIP Program Status Guidance to COGs
 TAG: COG Approval Recommended 01/30/2018
 COG: Approved __/__/__



- ① Proposed adjustment = reduce from \$837,000 to \$798,351, based on actual CT DOT grant amount
- ② Proposed adjustment = reduce from \$693,000 to \$553,981, based on actual CT DOT grant amount
- ③ Proposed adjustment = reduce from \$3,200,000 to \$2,247,047, based on actual CT DOT grant amount
- ④ Proposed adjustment = reduce from \$1,381,000 to \$1,148,534, based on actual CT DOT grant amount

WestCOG South Western Region LOTCIP Program - 02/06/2018 - Proposed Adjustments

State Fiscal Year	Municipality	Project	Amount	Balance
Available funding (FY14-16), net of admin. costs*				\$17,863,040
FY14	Stamford	Fiber Optic Trunk Cable	(\$5,411,892) ①	
FY14	Norwalk	Hamilton Ave Staircase	(\$600,000)	
FY15	Norwalk	SoNo Streetscape	(\$2,069,045)	
FY15	Greenwich	Frontage Rd & Delavan Ave Streetscape	(\$1,080,000)	
FY15	Stamford	West Ave & West Main St Intersection	(\$2,000,000)	
FY16	Darien	Noroton Ave & West Ave Intersection	(\$1,200,000)	
FY16	Westport	Main St & Compo Rd North Sidewalks	(\$850,000)	
FY16	Norwalk	Traffic Signal System Upgrade - Phase 3 (Pedestrian Items Only)	(\$500,000)	
FY16	Stamford	Greenwich Ave & Pulaski St Roundabout	(\$2,350,000) ②	
			Remaining Balance	\$1,802,103
Funding (FY17-19) authorized by Legislature but not yet allocated by CT State Bond Commission, net of admin. costs				\$21,865,500
FY17	Greenwich	Sound Beach Ave Bridge & Roundabout	(\$4,900,900)	
FY17	Westport	Riverside Ave Sidewalks	(\$607,115)	
FY17	Greenwich	Davis Ave Bridge	(\$2,500,000)	
FY17	Stamford	Strawberry Hill Rd & Rock Spring Rd Intersection	(\$1,750,000)	
FY18	Greenwich	Glenville Rd & Brookside Dr Intersection	(\$1,750,000)	
FY18	Westport	Compo Rd South Sidewalks	(\$300,000)	
FY18	New Canaan	Locust Ave Parking	(\$2,000,000)	
			Remaining Balance	\$9,859,588

*Based on 08/31/2017 CT DOT LOTCIP Program Summary & 01/18/2018 CT DOT Interim LOTCIP Program Status Guidance to COGs

TAG: COG Approval Recommended 01/30/2018

COG: Approved __/__/__

① Proposed adjustment = reduce from \$5,459,061 to \$5,411,892, based on actual CT DOT grant amount

② Proposed adjustment = increase from \$2,100,000 to \$2,350,000 based on increased scope of work for roundabout approaches