

Western Connecticut Council of Governments

May 17, 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. Public participation
3. Action items:
 - a. Approval of March 15, 2018 Minutes Attachment 3a, pp. 1-3
 - b. Approval of Treasurer’s Report Attachment 3b, pg. 4
 - c. HARTransit Grant Application- COG Letter of Commitment
4. Featured presentations:
 - a. Municipal ADA Assessments- *presented by Marc Anthony Gallucci, Executive Director of the Center for Disability Rights*
 - b. MPO Primer- *presented by Associate Planner Kristin Hadjstylianos*
5. Information items:
 - a. FY 18-19 Draft Budget Attachment 5a, pp. 5-6
 - b. Federal approval of CEDS Attachment 5b, pp. 7-9
 - c. LOTCIP Status
 - d. State legislation and budget update
6. Other business
7. Next meeting: Thursday, June 21st
8. Adjournment

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Western Connecticut

COUNCIL OF GOVERNMENTS



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INTERIM Council Minutes

for the 03/15/2018 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..... First Selectman Curtis Read
Brookfield First Selectman Steve Dunn
Danbury Absent
Darien..... Susan Marks, Board of Selectman
Greenwich..... First Selectman Peter Tesei (teleconference)

New Canaan..... First Selectman Kevin Moynihan
New Fairfield..... Absent
New Milford..... Mayor Pete Bass
Newtown First Selectman Dan Rosenthal
Norwalk..... Mayor Harry Rilling (teleconference)
Redding..... First Selectman Julia Pemberton

Ridgefield..... Town Engineer Charles Fisher
Sherman..... First Selectman Don Lowe
Stamford..... Absent
Weston..... First Selectman Chris Spaulding
Westport..... First Selectman Jim Marpe
Wilton..... First Selectman Lynne Vanderslice

OTHERS ATTENDING

WestCOG staff members in attendance were Robert Sachnin, Patricia Payne, Jamie Bastian, Nicole Sullivan, and Kristin Hadjstylianos. Also in attendance were; Harrison Wenchell of HARTransit, Max Friedman of CCM, Martin Fox of Westport Transit District, Adam Schnell Town of Ridgefield, Sara

Harris Town of Westport, Mark Massaro of Eversource, Lissette Andino of Eversource, Samantha Sojka of Eversource, and Tracey Alston of Eversource. As well as James Root and Mose Saccasy.

CALL TO ORDER

The meeting was called to order at 12:44pm by Treasurer Lynne Vanderslice.

*An addition to the agenda was discussed. On a motion made by First Selectman Steve Dunn and seconded by First Selectman Matt Knickerbocker, the inclusion of an additional action item was unanimously approved.

PUBLIC PARTICIPATION

There was discussion regarding Eversource and the most recent snow storm. Daphne Dixon also spoke regarding LiveGreenCT.

ACTION ITEMS

Approval of February 15, 2018 Minutes: After review and on a motion made by First Selectman Matt Knickerbocker and seconded by First Selectman Kevin Moynihan, the minutes of the 02/15/2018 meeting were unanimously approved. However, there were abstentions made by the Town of Greenwich, the Town of New Milford, the Town of Weston, the Town of Ridgefield, and the Town of Darien.

Invitation to participate in an amicus curiae brief re EPA designation of an Eastern Long Island Sound Disposal Site (ELDS): Director Pickering discussed the EPA designation of an Eastern Long Island Sound Disposal Site and noted the potential environmental impacts on coastal communities. On a motion made by First Selectman Steve Dunn and seconded by First Selectman Jim Marpe, participation in the amicus curiae brief was unanimously approved.

***Addition to the Agenda- Approval of Community Rating System (CRS) Expansion Program & Intern funded through the Nature Conservancy (TNC). \$20,000 award:** Support and expansion of existing CRS efforts through the awarded funding was discussed. On a motion made by Mayor Pete Bass and seconded by First Selectman Lynne Vanderslice, the CRS Expansion Program & Intern funded through the TNC- \$20,000 award, was unanimously approved.

FEATURED PRESENTATIONS

Senior GIS Manager Carl Zimmerman presented the *CAMA and GIS Initiatives for Municipalities* to the COG. He updated the COG on the existing Planimetrics and GIS data.

Associate Planner Kristin Hadjstylianos presented the *Long Range Transportation Plan* to the COG. She noted the requirements, data analysis, and public participation involved with the LRTP.

INFORMATION ITEMS

Financial Report: Treasurer Lynne Vanderslice presented the Financial Report to the COG. There was brief discussion.

State Legislation and budget update: Director Pickering addressed this subject. There was brief discussion.

OTHER BUSINESS

There was no other business discussed.

ADJOURNMENT

The next COG meeting will be held on April 19th. On a motion made by Mayor Pete Bass and seconded by First Selectman Matt Knickerbocker, the meeting was unanimously adjourned at 1:53pm.

INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY THE COG MEMBERS

Western Connecticut Council of Governments
Monthly Financial Report - Operating Statement
March 2018 - 3rd Quarter Report

	Current Month Actual	Year to Date Actual	Annual Budget Approved	Projected at end FY 6/30/18
REVENUES				
State/Federal/Local Grants	\$ 139,033	\$ 1,351,857	\$ 2,177,217	\$ 1,857,523
Local Dues	\$ 23,733	\$ 213,595	\$ 284,793	\$ 284,793
Misc./Interest Income	\$ 50	\$ 659	\$ 800	\$ 800
TOTAL	\$ 162,816	\$ 1,566,111	\$ 2,462,810	\$ 2,143,116
EXPENSES				
DIRECT CONTRACT EXPENSE: (Reimbursable through contracts)				
Project Consultants	\$ 20,226	\$ 285,846	\$ 603,111	\$ 514,225
Other Direct Costs	\$ 11,861	\$ 65,537	\$ 60,161	\$ 67,000
Contingency (built into contracts)	\$ -	\$ -	\$ 37,167	
PERSONNEL EXPENSE:				
Salaries (Direct & Indirect)	\$ 75,366	\$ 688,960	\$ 1,013,539	\$ 901,860
Payroll Taxes	\$ 7,503	\$ 60,104	\$ 87,136	\$ 81,900
Pension	\$ 5,946	\$ 55,573	\$ 75,600	\$ 69,000
Fringe Benefits	\$ 11,279	\$ 101,907	\$ 157,824	\$ 138,000
GENERAL OVERHEAD EXPENSE:				
Rent	\$ 7,609	\$ 68,270	\$ 93,097	\$ 106,108
Utilities	\$ 1,925	\$ 17,839	\$ 26,125	\$ 23,000
Audit/Payroll & Legal Services	\$ 211	\$ 20,858	\$ 37,700	\$ 18,725
Other Professional Services	\$ -	\$ -	\$ 4,000	\$ -
Service Agreements	\$ 241	\$ 4,319	\$ 9,632	\$ 5,000
Reproduction	\$ -	\$ 18	\$ 1,000	\$ 50
Office Supplies	\$ 224	\$ 3,533	\$ 11,000	\$ 5,700
Conf/Travel/Mtg. Expense	\$ 35	\$ 2,003	\$ 2,300	\$ 2,100
Membership Dues/Subscriptions	\$ 691	\$ 6,221	\$ 12,294	\$ 8,294
Postage	\$ -	\$ 486	\$ 1,500	\$ 525
Commercial Liability Insurance	\$ 1,387	\$ 12,807	\$ 19,000	\$ 18,000
Lease (copier/postage machine)	\$ 1,068	\$ 8,562	\$ 13,000	\$ 11,100
Legal Notices	\$ -	\$ -	\$ 500	\$ 500
Misc.	\$ 316	\$ 3,311	\$ 7,480	\$ 4,800
Depreciation	\$ 333	\$ 3,000	\$ 4,000	\$ 4,000
Due back to State*	\$ (7,028)	\$ 43,733	\$ -	\$ 103,259
TOTAL	\$ 139,193	\$ 1,452,887	\$ 2,277,166	\$ 2,083,146
SURPLUS/<DEFICIT>				
	\$ 23,623	\$ 113,224	\$ 185,644	\$ 59,970

**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 "total" 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')

FY17-18 WestCOG Budget - Revenue Source Summary - Comparison of Approved Budget vs. Anticipated at 6/30/18										
Revenue Sources	Local Dues	Local Dues Proj @ 6/30/18	Federal	Federal Proj @ 6/30/18	State	State Proj @ 6/30/18	Other Sources*	Other Sources* @ 6/30/18	Total For FY17-18 Approved	Total for FY17-18 Proj @ 6/30/18
General Fund/Admin	\$ 115,241	\$ 139,772					\$ 800		\$ 116,041	\$ 139,772
Regional Services-OPM SGIA					\$ 478,800	\$ 372,794			\$ 478,800	\$ 372,794
MPO Transportation (SW) (reimbursable grant) (12.4%)	\$ 106,150	\$ 84,624	\$ 606,574	\$ 546,400	\$ 45,493	\$ 51,428			\$ 758,217	\$ 682,452
MPO Transportation (HV) (reimbursable grant) (12.4%)	\$ 52,152	\$ 38,490	\$ 320,933	\$ 248,320	\$ 28,082	\$ 23,590			\$ 401,167	\$ 310,400
LOTICIP Program					\$ 81,000	\$ 81,000			\$ 81,000	\$ 81,000
Other Transportation Grants			\$ 284,000	\$ 137,163	\$ 30,500	\$ 23,594	\$ 20,500	\$ 8,743	\$ 335,000	\$ 169,500
RPIP OPM Snow PlowGrant					\$ 238,250	\$ 218,000			\$ 238,250	\$ 218,000
CEDS Grant	\$ 11,250	\$ 21,907	\$ 11,250	\$ 21,907					\$ 22,500	\$ 43,814
Public Health Directors							\$ 7,000	\$ 6,000	\$ 7,000	\$ 6,000
DEMHS Region 5							\$ 13,725	\$ 9,200	\$ 13,725	\$ 9,200
Other Grants (Tree & OPM-GIS)						\$ 99,073			\$ -	\$ 99,073
Regional Election Monitor					\$ 11,111	\$ 11,111			\$ 11,111	\$ 11,111
Total	\$ 284,793	\$ 284,793	\$ 1,222,757	\$ 953,790	\$ 913,236	\$ 880,590	\$ 42,025	\$ 23,943	\$ 2,462,810	\$ 2,143,116

FY18-19 WestCOG Draft Budget - Revenue Source Summary - DRAFT FOR APPROVAL					
Revenue Sources	Local Dues	Federal	State	Other Sources*	Total
General Fund/Admin	\$ 136,951			\$ 800	\$ 137,751
Regional Services-OPM SGIA (FY18-19 unknown)			\$ 634,375		\$ 634,375
LOTICIP Program (anticipated)			\$ 83,000		\$ 83,000
MPO Transportation (SW) (reimbursable grant) (12.4%)	\$ 111,863	\$ 721,697	\$ 68,561		\$ 902,121
MPO Transportation (HV) (reimbursable grant) (12.4%)	\$ 54,906	\$ 354,232	\$ 33,653		\$ 442,791
Other Transportation Grants (reimbursable grants)		\$ 148,000	\$ 54,000	\$ 13,000	\$ 215,000
Public Health Directors (funding from Health Depts.)				\$ 6,000	\$ 6,000
DEMHS Region 5 (reimbursable grant)				\$ 8,330	\$ 8,330
Total	\$ 303,720	\$ 1,223,929	\$ 873,589	\$ 28,130	\$ 2,429,368

* Other sources include local municipal matches & interest income

FY18-19 WestCOG Draft Budget - Operating Expense Summary - DRAFT

Expenses	FY17-18 Operating Expense - Approved Budget	FY17-18 Operating Expense - Projection @ 6/30/18	FY18-19 Operating Expense - Draft for Council
Salaries	\$ 1,013,539	\$ 901,860	\$ 906,945
Taxes	\$ 87,136	\$ 81,900	\$ 77,651
Insurance/Fringe	\$ 157,824	\$ 138,000	\$ 154,603
Pension	\$ 75,600	\$ 69,000	\$ 70,100
Consultants/Direct Program Costs	\$ 603,111	\$ 620,000	\$ 904,000
Payroll Services	\$ 2,700	\$ 2,667	\$ 2,850
Audit	\$ 20,000	\$ 14,625	\$ 15,200
Legal Services	\$ 15,000	\$ 15,388	\$ 15,000
Other Services	\$ 4,000	\$ -	\$ 4,000
Rent/Utilities	\$ 119,222	\$ 129,108	\$ 128,928
Service Agreements	\$ 32,673	\$ 31,229	\$ 28,319
Reproduction	\$ 1,000	\$ 50	\$ 500
Supplies	\$ 11,000	\$ 5,700	\$ 10,000
Travel/Meetings/Prof. Dvlpmt.	\$ 35,100	\$ 21,600	\$ 24,400
Dues/Subscriptions	\$ 12,294	\$ 8,294	\$ 9,213
Liability Ins.	\$ 19,000	\$ 18,000	\$ 18,930
Postage/overnight	\$ 1,500	\$ 525	\$ 1,000
Equipment Rental	\$ 13,000	\$ 11,100	\$ 6,713
Public Notice/recruitment	\$ 3,500	\$ 500	\$ 2,500
Miscellaneous	\$ 8,800	\$ 4,800	\$ 8,500
Depreciation	\$ 4,000	\$ 4,000	\$ 12,000
Capital Expenditures/Contingency	\$ 37,167	\$ 4,800	\$ 25,000
Total	\$ 2,277,166	\$ 2,083,146	\$ 2,426,352



Moving Forward with an Approved CEDS

What is a CEDS?

- CEDS – Comprehensive Economic Development Strategy
- A plan for economic development
- Follows framework laid out by the EDA, responding to federal standards
- Seeks input from the public and private sector
- Designed to build capacity and guide the economic prosperity and resiliency of a region
- A living document that requires annual updates, a 5-year overhaul, and a designated caretaker.
- An approved CEDS makes municipalities in the designated region eligible for selected federal and state discretionary grants.
- Prerequisite to become an Economic Development District which is eligible for even more funding.

What is an EDD?

- Economic Development District (EDD) is a federal and state designation for a region that prepares and maintains a CEDS
- Implements the CEDS
- Receives annual maintenance funding from the EDA
- Municipalities in an EDD may apply for EDA funding for projects outlined in the CEDS
- State Statute (CGS 32-741) allows for 9 EDDs in CT and requires them to cover the entirety of a COG

What has the EDA Funded in CT?

2017: \$2,806,240 in Public Works funds to Community Solutions International, Inc., New York, NY, for the construction of a business development center in North Hartford, CT. This investment supports the construction of a food business incubator, share office space, and a food manufacturing facility to be known as the Swift Community Food and Business Development Center.

2016: \$500,000 in i6 Challenge funds to UConn, to fund the Quiet Corner Innovation Cluster, which will serve three rural counties in eastern CT and will partner with small- and medium-sized technology and manufacturing enterprises to promote business growth through innovation, enhanced R&D, and updated business capabilities.

2015: \$1 million in Public Works funds to the City of Ansonia to fund construction of utility and road improvements to support development of the Foundation Lake Commerce Center.

2014: \$1.3 million in Public Works funding to the Mohegan Tribe of Indians of CT to fund the renovation of an existing facility to create the Mohegan Innovation Center, a business incubator.

2013: \$800,000 to support the rehabilitation and replacement of infrastructure at the Dyke Lane Pumping Station in Stamford. (Disaster & Recovery Funding [Non-CEDS])

Goals of the Western CT CEDS

1. Regional Planning & Cooperation
2. Improved Business Climate
3. An Inclusive Workforce
4. Improved and Maintained Transportation & Public Infrastructure
5. A More Sustainable & Resilient Region
6. A Positive Regional Identity

Project List

Title	Organizer
Western CT EDD Designation	WestCOG
Regional Transit Service Plan	WestCOG
Coordination Plan for Industry Needs and Higher Education	WestCOG
Regional Tourism Development and Marketing Plan	WestCOG
Accessible Art Project	Cultural Alliance of Western CT
Dredging Feasibility Study	Stamford Partnership
Regional Agricultural Viability Study	WestCOG
Downtown Danbury TOD Streetscape Renaissance Project	Danbury
Norwalk River Valley - Harbor Loop Trail	Norwalk
Wall St Train Station Feasibility Study	Norwalk
GIG Wi-Fi & LORA WAN Network	Stamford Partnership
Fairfield Hills Existing Building Renovations	Newtown
Phase 2 North Town Center Streetscape	Brookfield
Washington Street Plaza	Norwalk
Georgetown Village TOD Plan	Redding
Transit Oriented Development	Bethel
New Milford Riverfront Revitalization Plan	New Milford
Expansion of Clarke Business Park	Bethel
20 Station Rd. Brownfield Remediation	Brookfield
Explore New Milford: Integrated Marketing Campaign	New Milford
Baldwin/Avery Parking Lot Reconstruction	Westport
Improvements to the Bethel Water System	Bethel
Stony Hill Sewer Project - Phase IV	Bethel

Next Steps

For the CEDS: The CEDS document requires annual updates to show where we stand in terms the performance metrics and the project list. This update will be due in December and will likely require one meeting of the EDD Board in the Fall. This is not a full data analysis and planning process. We do not have to engage in that until 2022.

For the EDD: Now that we have received approval for the CEDS, we can now move forward with our application to become a federal EDD. This mostly requires determining the Region’s eligibility and other paperwork that WestCOG will be responsible for, but it also requires the creation of a formal board of directors.

The EDA specifies that the composition of the Board must be *“broadly representative of the principal economic interests of the Region, including the private sector, public officials, community leaders, representatives of workforce development boards, institutions of higher education, minority and labor groups, and private individuals. In addition, the [board] must demonstrate the capacity to implement the EDA-approved CEDS.”*

When the paperwork is ready, we will call a meeting of people interested in serving on this board to adopt parliamentary procedures and submit the application.

There is no deadline for creating the EDD, but it would be most advantageous to create it before the current CEDS expires in 2022.

Members of Western CT Economic Advisory Group

Name	From
Lisa Mercurio	Business Council of Fairfield County
Thomas Madden	City of Stamford Office of Economic Development
Hal Kurfehs	Coldwell Banker Commercial
Joe Ercolano/ Valeria Bisceglia	CT Small Business Development Center
Lisa Scails	Cultural Alliance of Western Connecticut
Virginia DeCristoforo	Danbury Innovation Center
Stephen Bull	Greater Danbury Chamber of Commerce
Brain Griffin	Norwalk Chamber of Commerce
Liz Stocker	Norwalk Economic Development
Eugene Schreiner	Savings Bank of Danbury
Jackie Lightfield	Stamford Partnership & Norwalk 2.0
Janice Chrzescijanek	Town of Bethel Economic Development Department
Betsy Paynter	Town of Brookfield Economic Development Department
Christal Preszler	Town of Newtown Planning Department
Tom Long	WorkPlace Inc.