



## NOTICE OF SPECIAL MEETING NHCOC EXECUTIVE COMMITTEE

**DATE:** FEBRUARY 24, 2026  
**TIME:** 10:00AM – 11:00AM  
**LOCATION:** ZOOM ONLY (Link below)

<https://us02web.zoom.us/j/81902213060?pwd=78o7xt1zLR1ehv8vpX8WW2KWlrrZQb.1>

Meeting ID: 819 0221 3060

Passcode: 335723

Call-In Option: 1-646-558-8656

## AGENDA

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**Dan Jerram, Chairman | Mike Criss, Vice Chairman | Patrick Roy, Secretary | Tom Weik,  
Treasurer | Gordon Ridgeway, At-Large | Greg LaCava, At-Large**

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1. Call to Order
2. FY26-27 Budget Preparation – Annual Member Dues review and recommendation to the full NHCOC board. (*PowerPoint attached*)
3. Approval of the **May 20, 2025, January 15, 2026 and January 23, 2026** Special Meeting Minutes (*Attached*)
4. Adjournment



**NHCOG**

— Northwest Hills —  
Council of Governments

# Annual Dues Review

## FY 2026-2027

# 15-Year Snapshot

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*Over a decade of stability in a changing cost environment.*

Dues have remained unchanged for 15 years

- Original dues rate in 2011: \$0.80 (per cap)
- Cumulative rate of inflation since 2011: 44.6%\*
- CPI-adjusted equivalent dues today: \$1.16 (per cap)

*Operating costs have shifted significantly.*

- Health insurance increases
- Technology and software cost growth
- Increase to annual Audit and other professional services
- Staff recruitment and retention pressure to compete

# FY2026-2027 Estimated Operating Budget

Line Item	25-26 Original Budget	26-27 Estimated Budget	Inc/Dec	Variance Analysis
Operating Budget	\$ 1,680,934	\$ 2,084,731	\$ 403,797	\$400K additional RSG funding (Housing/MSW), remainder from dues
Salaries	717,304	940,941	223,637	Primarily driven by staffing increase (\$200K)
Benefits/Fringe/Overhead	382,542	525,669	143,127	Dependent on staffing specifics (BFO rate estimated at 64%)
Consultants/Programs	581,088	618,121	37,033	Primarily housing data collection initiatives
<b>Total Expenditures</b>	<b>\$ 1,680,934</b>	<b>\$ 2,084,731</b>	<b>\$ 403,797</b>	

# Member Value & Return on Investment

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*Dues support services that deliver measurable municipal value.*

*Operating cost match:*

- Provide match for EDA grant: \$46,667
- Provide match for UPWP: \$36,472
- **Remainder avail for add'l matches: \$11,793**

*Other potential grants that would require matches:*

- Natural Hazard Mitigation Plan: \$31,250 (2 yrs total)
- RPIP - Promise: \$75,000
- **Surplus nec. to cover these matches : \$94,457**

# Options for Board Consideration

MUNICIPALITY	Option A FY25-26 rate held flat	Option B Inflation Adjusted Rate (44.6%)	Option C Phased-In Adjustment (4%/yr)
BARKHAMSTED	\$2,973.60	\$4,299.83	\$3,092.54
BURLINGTON	\$7,843.20	\$11,341.27	\$8,156.93
CANAAN (FV)	\$870.40	\$1,258.60	\$905.22
COLEBROOK	\$1,096.00	\$1,584.82	\$1,139.84
CORNWALL	\$1,268.00	\$1,833.53	\$1,318.72
GOSHEN	\$2,612.00	\$3,776.95	\$2,716.48
HARTLAND	\$1,536.80	\$2,222.21	\$1,598.27
HARWINTON	\$4,550.40	\$6,579.88	\$4,732.42
KENT	\$2,467.20	\$3,567.57	\$2,565.89
LITCHFIELD	\$6,666.40	\$9,639.61	\$6,933.06
MORRIS	\$1,832.00	\$2,649.07	\$1,905.28
NEW HARTFORD	\$5,368.00	\$7,762.13	\$5,582.72
NORFOLK	\$1,280.80	\$1,852.04	\$1,332.03
NORTH CANAAN	\$2,576.00	\$3,724.90	\$2,679.04
ROXBURY	\$1,848.00	\$2,672.21	\$1,921.92
SALISBURY	\$3,423.20	\$4,949.95	\$3,560.13
SHARON	\$2,204.00	\$3,186.98	\$2,292.16
TORRINGTON	\$28,538.40	\$41,266.53	\$29,679.94
WARREN	\$1,102.40	\$1,594.07	\$1,146.50
WASHINGTON	\$2,976.80	\$4,304.45	\$3,095.87
WINCHESTER	\$8,247.20	\$11,925.45	\$8,577.09
<b>TOTAL</b>	<b>\$91,280.80</b>	<b>\$131,992.04</b>	<b>\$94,932.03</b>

**Recommended**

# Recommendation

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*A modest, responsible adjustment to preserve stability.*

Proposed increase: 4%

- 90% less than cumulative inflation impact
- Slightly higher than usual 3% inflation target to provide some “catch up”, while easing the increase out over multiple years

*Preserve service levels through predictable, modest adjustment.*

- Plan for a 4% increase each year
- Perform a periodic review (every 2-3 years) to ensure plan is in line with organizational goals



**MINUTES OF THE NHCOG  
EXECUTIVE COMMITTEE MEETING  
5/20/2025  
Remote**

**Executive Committee Member Attendance:**

√	<b>Cornwall</b> , Gordon Ridgway, At-Large	√	<b>New Hartford</b> , Dan Jerram, Chair
√	<b>Harwinton</b> , Michael Criss, Vice Chair	√	<b>Roxbury</b> , Patrick Roy, Secretary
√	<b>Morris</b> , Tom Weik, Treasurer	√	<b>Torrington</b> , Elinor Carbone, At-Large

**Others in Attendance:**

**NHCOG Staff:** Rob Phillips, Annmarie Ryan (Budget)

**Guests:** None

1. **Call to Order:** Meeting was called to order at 9:07AM

2. **Annual Executive Director Review**

The annual review of the Executive Director was conducted.

3. **Draft FY25-26 Annual NHCOG Budget Review and Potential Recommendation to full Board.**

ED Phillips and Grants Financial Manager, Annmarie Ryan, presented the draft budget. Members requested the following for presentation to the full board at their Annual Meeting in June:

- Project by project "Traditional Income Statement"
- RITS - more detail in all categories - monies in and monies out.
- Add Annual Dues to final budget presentation/document for approval
- Year over Year Summary to more easily see changes as 95% of a budget is typically the same.

**MOTION by Ridgeway, 2nd by Carbone, to forward draft budget to the full board for approval with greater detail as requested. Approved unanimously.**

4. **Draft Policies and Procedures Manual Update/Review**

Item tabled due to time constraints

5. **Approval of the November 12, 2024 Special Meeting Minutes**

**MOTION by Roy, 2<sup>nd</sup> by Weik, to approve the November 12, 2024 Special Meeting Minutes. Approved unanimously.**

**6. Adjournment**

**MOTION by Weik, 2<sup>nd</sup> by Roy, to adjourn the meeting at 10:22AM. Approved unanimously.**

Respectfully submitted,

*NHCOG staff*



**MINUTES OF THE NHCOC  
EXECUTIVE COMMITTEE SPECIAL MEETING  
1/15/2026  
In-Person at NHCOC Office**

**Executive Committee Member Attendance:**

<input type="checkbox"/>	<b>Cornwall</b> , Gordon Ridgway, At-Large	√	<b>New Hartford</b> , Dan Jerram, Chair
√	<b>Harwinton</b> , Michael Criss, Vice Chair	√	<b>Roxbury</b> , Patrick Roy, Secretary
<input type="checkbox"/>	<b>Morris</b> , Tom Weik, Treasurer	√	<b>Warren</b> , Greg LaCava, At-Large

**Others in Attendance:**

**NHCOC Staff:** Rob Phillips, Rista Malanca, Annmarie Ryan

**Guests:** None

**Call to Order:** Meeting was called to order at 9:39AM

1. Workshop - discussion and direction on PA25-1 funding for Affordable Housing and MSW/MS4-Floodplain initiatives as it relates to FY26-27 budget preparation and overall strategic/programmatic planning.

- ED Phillips opened the discussion with an overview of funding available to NHCOC and then turned it over to Rista Malanca who provided greater detail and presented funding proposals covering Affordable/Housing Diversity and MSW/NRRA capacity building and sustainability work for the next year including out years 2-3 with a potential pivot to MS4 Stormwater/Floodplain Mngt support.

Additional Detail:

- Discussed existing grants and their performance period ending dates impacting existing staff, including Rural Health Services.
- Covered potential Development Services capacity which could involve staffing in areas of design, engineering, grant management and related functions to benefit project development for our members.
- Could also add a GIS capacity starting with a consulting relationship. Later we could have a staff capacity that could alleviate the cost and responsibility to maintain database management at the local level or through various locally contracted consultants.
- Affordable Housing/Downtown staff position could be created to address this area and would be managed by current staff under a required “coordinator” role per recent public act.
- Capacity building could also be created for MSW/NRRA development with a part-time position or two that would eventually split off and be managed/run by NRRA while leaving a sustainability manager for MSW and recycling in the region.
- General consensus was that the Affordable Housing/Downtown staffing resources are the most important to comply with new state law.
- GIS staffing would be the least important at this time.

Questions raised:

- The future of GIS from a short term or long-term perspective.

- Questions of discretionary and formulaic nature and how that relates to staffing now and in the future.
- Housing Plans and regional POCD plans were addressed and how they can be completed in-house or via consultant or some combination thereof.
- What are the deliverables for different options? MSW deliverables? MS4 deliverables? Affordable housing/downtown development is straight forward.
- There was concern over the staffing increases and how that impacts the region over time.
- What is the impact of new staff on the budget and what are the funds available to towns for community improvements?

**Key Takeaway for further discussion - Need direction on whether we are going to fund MSW or MS4 for next year by end of this month. Will schedule another Executive Committee meeting and potentially a special meeting of the full board.**

**NO MOTIONS OR DECISIONS WERE MADE**

2. Approval of the May 20, 2025 Special Meeting Minutes

**TABLED DUE TO LACK OF QUORUM**

Adjournment

**The meeting adjourned at 11:05AM.**

Respectfully submitted,

*NHCOG staff*



# MINUTES OF THE NHCOG EXECUTIVE COMMITTEE SPECIAL MEETING

1/23/2026  
Fully Remote

## Executive Committee Member Attendance:

<input checked="" type="checkbox"/>	<b>Cornwall</b> , Gordon Ridgway, At-Large	<input checked="" type="checkbox"/>	<b>New Hartford</b> , Dan Jerram, Chair
<input type="checkbox"/>	<b>Harwinton</b> , Michael Criss, Vice Chair	<input type="checkbox"/>	<b>Roxbury</b> , Patrick Roy, Secretary
<input type="checkbox"/>	<b>Morris</b> , Tom Weik, Treasurer	<input checked="" type="checkbox"/>	<b>Warren</b> , Greg LaCava, At-Large

## Others in Attendance:

**NHCOG Staff:** Rob Phillips, Rista Malanca, Annmarie Ryan

**Guests:** None

**Call to Order:** Meeting was called to order at 11:35AM

1. Continued Workshop - discussion and direction on PA25-1 funding for Affordable Housing and MSW/MS4-Floodplain initiatives as it relates to FY26-27 budget preparation and overall strategic/programmatic planning.

The group reviewed a revised proposal that incorporated feedback from the prior meeting. Several participants had previously reviewed the proposal and agreed to move forward with discussion.

NHCOG emphasized the need to submit a supplemental **RSG work plan** to OPM to access up to **\$400,000** before the fiscal year ends. Funds would support **affordable housing** and **MSW/MS4** initiatives, with housing funds required to focus on **housing diversity**.

Staff presented a staffing proposal including:

- One **housing planner**
- One **strategic advisor** (potentially with NRRA)
- And/or one **part-time recycling coordinator**

The group supported addressing staffing needs but raised concerns about seniority, qualifications, and long-term funding stability. Proposed positions were clarified as experienced planners, not director-level roles. The additional staffing necessary to meet **state-mandated regional housing growth plan requirements**, including outreach and coordination across 21 municipalities. The proposed positions would complement, not duplicate, existing municipal housing work.

Concerns were raised about hiring quality, organizational capacity, and whether staff or consultants would produce tangible housing outcomes. Leadership confirmed all hires would be overseen internally and aligned with state compliance requirements. The group discussed varying levels of municipal interest and the need to identify engaged towns. Housing challenges for older residents seeking to downsize were noted, along with potential federal capital gains policy changes affecting housing supply.

The consensus was to move this on to the full board for consideration under a Special Meeting the following week in an effort to submit the supplemental RSG workplan to OPM.

**NO MOTIONS OR DECISIONS WERE MADE**

2. Approval of the May 20, 2025 and January 15, 2026 Special Meeting Minutes

**TABLED DUE TO LACK OF QUORUM**

Adjournment

**The meeting adjourned at 1:05PM.**

Respectfully submitted,

*NHCOG staff*