



Received  
Asst. Town Clerk  
Susan J. Gayfave  
FEB 10 2022  
8:38 AM

## NOTICE OF REGULAR MONTHLY MEETING

DATE: Thursday, February 10, 2022  
TIME: 10:00 AM – 12:00 PM  
LOCATION: ZOOM Call In - 1-301-715-8592  
Meeting ID: 896 0078 5503  
Passcode: 150169

### AGENDA

*(Chairman Don Stein; Vice Chairman Henry Todd; Secretary Charlie Perotti; Treasurer Mike Criss)*

- 10:00 AM Determination of Quorum, Call to Order, and Opportunity for Public Comment.  
**Henry Todd, Vice Chairman.**
- 10:05 AM Report of the Executive Director, **Rob Phillips, NHCOC**
- Staffing Transition – Janell Mullen.
  - Regional Service Survey (*Supporting Information in Attachment A*)
  - Endorsement of a Revised Contribution Maximum of \$1,845 as an NHCOC Share for the Upcoming Cyber Security Training for CEOs and EMDs in DEMHS Region 5.
- 10:10 AM Bipartisan Infrastructure Bill, **Mark Boughton, Commissioner of CT Department of Revenue Services.**
- 10:25 AM **Municipal Forum:** Information Sharing Round Table
- Featured - Discussion of Regional Broadband and Potential Collaboration.  
**Henry Todd.**
- 10:40 AM Outlook for the Upcoming Legislative Session and Emerging Priorities of the Council of Small Towns, **Betsy Gara, COST Executive Director.**
- 10:55 AM Update on Activities of the Northwest Regional Workforce Investment Board (NRWIB), **Catherine Awwad, NRWIB**
- 11:05 AM Update on Western New England Greenway (WNEG), **Dan Bolognani, Upper Housatonic Valley National Heritage Area**
- 11:15 AM Update on Materials Innovation and Recycling Authority (MIRA) for Municipal Solid Waste and Recyclables, **Thomas Kirk, MIRA President.**

- 11:30AM DEMHS Update, **John Field, DEMHS Region 5 Coordinator.**
- 11:45 AM Committee Updates:  
a) Legislative Committee, **Michael Criss, Chairman, COG Legislative Committee.**
- 11:55 AM Administrative Items:  
a) ***ACTION*** - Recommendation for NHCOC Local Dues for FY 22-23 (*Attachment B*).  
b) ***ACTION*** - Approval of Minutes for January 13, 2022 (*Attachment C*).  
c) ***ACTION*** - Approval of Financial Statement for December (*Attachment to be provided*).
- 12:00 PM Other Business as Raised by Members and Adjournment.



## Memo

To: Council Members

From: Robert A Phillips, Executive Director

Date: February 4, 2022

Re: Existing and Future NHCOC Services and Staffing Support

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NHCOC staffing levels are currently in transition due to retirements and separations, particularly over the last two months. Consequently, current staffing levels will be two FTE by the end of February and the remaining staff of two is tasked with meeting increased demands while continuing the acclimation process and restaffing of a new organization. Likewise, there has been an increase in consultant services to meet the demands of approved work plans, and supported initiatives, which has resulted in a further demand on staff time management and oversight of contracted assistance.

While this change presents a substantial challenge in maintaining current service levels, it also provides an opportunity for assessment of current core services, and existing and potential future regional services based upon staffing expertise, as well as direction provided from NHCOC member municipalities.

Outlined below is a summary of the above referenced service categories that were previously shared with the Executive Committee for their review. This document is intended to complement the **NHCOC REGIONAL SUPPORT SURVEY** to be distributed to the region CEOs for advisement on services that we may provide moving forward and the staffing levels appropriate to support those functions.

### CORE SERVICES

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#### *NHCOC Meetings and Support – MONTHLY and SPECIAL MEETINGS/RSG*

- Featured Speaker Engagement and Updates in the Region.
- Agenda and Minutes Development
- Meetings of the Exec Com as Needed (Agenda and Minutes Development)
- RSG Reporting



- Budget Development and Oversight
- General Regular Staff and Office Supervision and Management

*Transportation – DOT, LOTCIP, RCP, TRANSIT/RITS, PVEC (Road Supervisors)*

- Unified Planning Work Program (UPWP) – Two Year Plan
- Administration and Reporting of NHCOCG's LOTCIP Program and Engineering Consultant
- Assistance and Reporting with DOT's RCP Program
- Administration and Assistance with Transit/RITS Program and Coordination/Meetings of Service Providers. Purchase of Vans/Operating Budget Application to DOT 5310 Program.
- Coordination of PVEC Program and Purchasing of Equipment and Supplies (Bid Procedures – Salt, Plow Blades, Crack Sealing, Hot Patch, etc)
- Promoting Implementation of RTP and Associated Planning Documents and Initiatives.
- Major Plans:
  - Regional Transportation Plan 2016-2021 – Needs UPDATE
  - Regional Transportation Safety Plan 2018-2023 – Supplemental to RTP above

*DEMHS Coordination – REPT, REPT SC*

- Fiduciary Responsibilities for 43-town Region 5 – Three Operational Grants at Most Times.
- Annual HSG Grant Development and Administration
- Regular Reporting
- Oversight and Reporting Coordination of Consultant.

*Regional Planning – RAC, MUNICIPAL BOARDS AND COMMISSIONS*

- Regional POCD (Statutory Referrals)
- HHW – Two Annual Events and Bidding Procedures
- Major Plans:
  - RSG Work Plan – Annual Plan
  - Regional Plan of Conservation and Development 2017-2027 – Ongoing Implementation
  - Regional NHMP 2021-2026 – Ongoing Support on Objectives in the new Plan.

*Legislative Support – LEG COMM/LEGISLATORS/CT COG/CCM/COST*



- Legislative Support as Needed

## **ADDITIONAL SERVICES via EXISTING GRANTS/COG STAFFING SUPPORT**

### *Regional Planning – Additional Services*

- GIS technical assistance
- General Local Assistance as Needed/Email Requests
- TBD Regional Planning Projects as Grant Funds Become Available
- New Health Services Coordinator Hosting, Oversight and Pass-through Funding.
- Housing Assistance such as Affordable Housing Initiatives.

### *Economic Development – EDD*

- Support of the EDD (EDA Grants – Partnership Planning and CARES)
  - Broadband Initiative
  - Civic Lift
  - Discover Litchfield Hills
  - Work with local EDCs and Partners
  - Regional Food Hub
  - Support regional events/destinations/jobs website, etc)
  - Outreach to private investment in CEDS initiatives (Day trip guides/business directories/tourism)
  - 5<sup>th</sup> Thursdays Events Development and Coordination
  - Federal Grant Administration and Oversight.
  - Multiple Consultants Oversight.
- Major Plans:
  - Comprehensive EcDev Strategy (CEDS) 2018-2023 – New Update Needed

### *Conservation Support – HRC, GRANT APPLICATION AND SUPPORT FUNCTIONS*

- Support Coordination Meetings of HRC
- Administer Applications under HRC Jurisdiction.

### *Social Services Support / Financial / Office Services – STAFF MEETINGS*

- Prescription Assistance Program
- Support the Foundation for Community Health, N2N (Berkshire Taconic)



- Fuel Bank
- Primarily Supported by Financial/Office Administration

*Housing Support – Affordable Housing Work No Longer with COG Staff*

## **FUTURE/POTENTIAL COG INITIATIVES (Sample)**

### *Regional Support / COG Service Improvements*

- COG Hosted under Fee for Service Arrangements:
  - Inspection Services (Building, Zoning, Wetlands)
  - Assessment Services
  - Other
- Create Common Document Share Online (Departments Policies, BOS, DPW, etc)
- Training for land-use Commissioners to satisfy new training requirements.
- Grant Writing Services (Monitor Funding Opportunities and Timelines such as Open Space and Trails)
- Pursue Grant Opportunities as they Arise with an Emphasis on Regional Cooperation and Benefit.
- COG Office
  - Conf Room/Office Expansion
  - Website Provider Improvement and Reorganization/Utilization.
  - Create a Standard Brand/Templates for NHCOC – Develop Better Presentation Materials
  - Create Welcome Package for new CEOs in region (Similar to WestCOG)
- Other Initiatives TBD at the Direction of NHCOC Board.

### *Staffing Support Suggestions – PRIMARY ROLES WITH SUPPORT OF OTHER FUNCTIONS*

- Acquisition of an Assistant Director with an Emphasis on Transportation Planning.
- Acquisition of a Regional Planner with an Emphasis on Economic Development.
- Depending on the Support Level Desired, Consider the Acquisition of Additional Staffing as Necessary.



**Memo To:** Council Members  
**From:** Robert A Phillips, Executive Director  
**Date:** February 4, 2022  
**Re:** NHCOC Membership Dues for FY 2022-2023

Since COG dues are a component of your local budget preparation, each year at this time NHCOC's Executive Committee reviews anticipated sources of income, expenditures and service level planning to determine the recommended annual municipal membership contributions for COG Board consideration.

Based upon this review, while using the latest population estimates from CT DPH, the Executive Committee has recommended extending the current assessment ratio of \$0.80 per capita for FY 2022-2023. Thus, proposed dues distribution are only impacted by the change in population year over year in any given municipality as reported by DPH.

MUNICIPALITY	POPULATION		CURRENT DUES	PROPOSED DUES (FY 22-23)
	2019	2020		
BARKHAMSTED	3,606	3,650	\$2,884.80	\$2,920.00
BURLINGTON	9,704	9,520	\$7,763.20	\$7,616.00
CANAAN (FV)	1,053	1,081	\$842.40	\$864.80
COLEBROOK	1,400	1,360	\$1,120.00	\$1,088.00
CORNWALL	1,362	1,566	\$1,089.60	\$1,252.80
GOSHEN	2,863	3,148	\$2,290.40	\$2,518.40
HARTLAND	2,120	1,900	\$1,696.00	\$1,520.00
HARWINTON	5,420	5,470	\$4,336.00	\$4,376.00
KENT	2,777	3,014	\$2,221.60	\$2,411.20
LITCHFIELD	8,094	8,165	\$6,475.20	\$6,532.00
MORRIS	2,254	2,250	\$1,803.20	\$1,800.00
NEW HARTFORD	6,656	6,652	\$5,324.80	\$5,321.60
NORFOLK	1,630	1,585	\$1,304.00	\$1,268.00
NORTH CANAAN	3,251	3,198	\$2,600.80	\$2,558.40
ROXBURY	2,152	2,260	\$1,721.60	\$1,808.00
SALISBURY	3,600	4,191	\$2,880.00	\$3,352.80
SHARON	2,689	2,675	\$2,151.20	\$2,140.00
TORRINGTON	34,044	35,422	\$27,235.20	\$28,337.60
WARREN	1,395	1,348	\$1,116.00	\$1,078.40
WASHINGTON	3,428	3,644	\$2,742.40	\$2,915.20
WINCHESTER	10,604	10,226	\$8,483.20	\$8,180.80
<b>TOTAL</b>	<b>110,102</b>	<b>112,325</b>	<b>\$88,081.60</b>	<b>\$89,860.00</b>

Data Source: CT Department of Public Health Estimates

NHCOC action on the Executive Committee's recommendation is scheduled for our February 10<sup>th</sup> NHCOC meeting. Adoption of the NHCOC budget for FY 2022-2023 will occur prior to July 1<sup>st</sup>.

Thank you for your consideration.

MINUTES OF THE NHCOG MEETING  
January 13, 2022 held via Zoom

Members or Representatives in Attendance:

Barkhamsted, Don Stein	Burlington, Douglas Thompson
Canaan, Henry Todd	Colebrook, Christopher Johnstone
Cornwall, Gordon Ridgway	Goshen, Todd Carusillo
Harwinton, Michael Criss	Kent, Jean Speck
Litchfield, Denise Raap	Morris, Tom Weik
New Hartford, Dan Jerram	Norfolk, Matt Riiska
North Canaan, Charlie Perotti	Salisbury, Curtis Rand
Sharon, Brent Colley	Washington, Jim Brinton
Warren, Greg LaCava	Winchester, Josh Kelly

Others in Attendance:

Hedy Ayers, Eversource; John Field, DEMHS Region 5; Betsy Gara, COST Executive Director; Catherine Awwad, NRWIB; Michelle Puzzo, UR Community Cares; John Simoncelli, Greenwoods Counseling; Alvin Bingham, CHRO; April Chaplin, The Kennedy Center; Gertrude Sullivan, Foundation for Community Health

NHCOG Staff: Rob Phillips, Janell Mullen, and Sarah Better

Call to Order and Opportunity for Public Comment. The meeting was called to order by Chairman, Don Stein at 10:04 am. John Simoncelli began by reporting 19 overdoses, including two deaths, since the last meeting.

Report of the Executive Director. Rob Phillips began by mentioning that the organization is down to three full time staff. He will be meeting with executive committee to review core GOG services. Rob referenced Attachment C, The December Financial Statement. Also gave an update on Covid test kits; will be a challenge to obtain more tests kits. Speed signs – all municipalities have received them but not all set up yet. New broadband consultant Janet Carlson who will be working with Betsy Paynter. Also, Leonardo Ghio has been hired as a Health Care Coordinator.

Municipal Forum. Most member towns are requiring face masks in town buildings. Towns have dispersed Covid-19 test kits as they are available. Masks are available at the town hall's as well. Magi Winslow of Hartland thanked John Field from DEMHS for all his hard work with Covid. Kudos to Kent for their Covid testing site. "Brown Outs" were discussed as towns received notification from Eversource for towns to be prepared. Hedy Ayers from Eversource said a presentation is in the works to go out to the municipalities within the next few weeks.

Outlook for Legislative Session Emerging Priorities of Council of Small Towns. Betsy Gara, COST Executive Director, kindly offered to move her updates till next NHCOG Monthly Meeting on February 10 due to time restraints.

Updates on Activities of the Northwest Regional Workforce Investment Board (NRWIB) Catherine Awwad from NRWIB kindly offered to move her updates till next NHCOG Monthly Meeting on February 10 due to time restraints as well.

Presentation on the Potential Services of UR Community Cares to the Region Michelle Puzzo from UR Community Cares presented a brief overview of the nonprofit program. It provides volunteers to help seniors and disabled community members with tasks they may need, such as cleaning.



DEMHS Update. John Field, DEMHS Region 5 Supervisor, reported that they worked through New Year's weekend to put together regional distribution for Covid test kits. Masks are available as well. He's also trying to get out to meet all new CEO's

Overview of municipal responsibility in state-funded public works. Alvin Bingham, Commission on Human Rights Opportunities (CHRO) Contact Alvin any questions you may have before bid goes out for any project over \$50,000.00. Feel free to contact him at [Alvin.Bingham@ct.gov](mailto:Alvin.Bingham@ct.gov) or 860-541-4709 with any questions.

Action – Amendment to approve two projects Torrington -Route 4 traffic control signal and Harwinton - Route 4 traffic control signal, to be moved to next year. Dan Jerram moved accept and Matt Riiska seconded. The motion was passed unanimously.

Administrative Items

a) ACTION – Nomination and Election of At Large Executive Committee Member for unexpired term in FY2021-2022 - Michael Criss moved to elect Dan Jerram to Executive Committee Member. Denise Raap seconded motion. The motion passed unanimously.

b) ACTION – Approval of Minutes from December 9, 2021 (Attachment B) Jean Speck moved to approve the minutes Todd Carusillo second the motion. The motion passed unanimously.

c) ACTION – Approval of Financial Statement for November 2021 (Attachment C) Jean Speck moved to approve the Financial Statement. Denise Raap seconded the motion. The motion passed unanimously.

Other Business as Raised by Members and Adjournment. Michael Criss will be putting together a meeting on Thursday, January 20, 2022 to review ARPA and the new ruling.

The meeting adjourned at 11:52 am.

Respectfully submitted,

Sarah B. Better  
NHCOG Financial/Office Manager

## Town Clerk

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**From:** 1st Selectman <1stselectman@townofmorrisct.com> on behalf of 1st Selectman  
**Sent:** Wednesday, February 9, 2022 9:30 PM  
**To:** Ben Paletsky; Ben Solnit; Erica Dorsett; Kristen La Riviere Davila; Maureen Fitzpatrick; Mike Doyle; Morris Highway Dept; Ron; Selectmen; Town Clerk; Tracy Martin; Treasurer Morris; Vinnie Aiello  
**Subject:** Fwd: FW: ARPA Agenda January 20 2022

All,  
Tomorrow's ARPA meeting will have to be postponed. I will reach out to you with a new date in the near future.  
Tom