



MINUTES OF THE NHCOG MEETING

06.13.2024

remote

Member/Representative Attendance:

	Barkhamsted , Nick Lukiwsky		Harwinton , Michael Criss	✓	Roxbury , Patrick Roy
	Burlington , Doug Thompson	✓	Kent , Marty Lindenmayer	✓	Salisbury , Curtis Rand
✓	Canaan , David Barger	✓	Litchfield , Denise Raap	✓	Sharon , Casey Flanagan
✓	Colebrook , Bradley Bremer	✓	Morris , Tom Weik	✓	Torrington , Elinor Carbone
	Cornwall , Gordon Ridgway	✓	New Hartford , Dan Jerram	✓	Warren , Greg LaCava
✓	Goshen , Todd Carusillo	✓	Norfolk , Matt Riiska	✓	Washington , Jim Brinton
✓	Hartland , Magi Winslow		North Canaan , Brian Ohler	✓	Winchester , Todd Arcelaschi

Others in Attendance.

NHCOG Staff: Sarah Better, Kathryn Faraci, Leo Ghio, Rista Malanca, Rob Phillips, Jean Speck; John-Henry Burke, NHCOG Sustainable CT Fellow.

Guests: Jen Pacacha, CONNDOT; John Field, DEMHS; Meg Haffner, The Kennedy Collective; Katherine Kiefer, Salisbury BOS; Kristen Lopez, CMSC; Jonathan Costa; Riley Klein; Daniel Davis and Tim Waldron, Eversource; Inez Ortiz, Sustainable CT.

Call to Order. Chair Dan Jerram called the meeting to order at 1001.

Dan Jerram reported on an email from Kathryn Faraci to confirm all CEOs were in receipt of the draft Statewide Transportation Improvement Plan. There was consensus that all had received the documents.

MOTION by Denise Raap/Dave Barger to add an additional item to the agenda under STIP amendments section as item 7e referencing the NHCOG email notification that shared the draft 2025-2028 list of Statewide Transportation Improvement Plan project list. Approved unanimously.

Public Comment: none

The PROMISE Program, Michelle McCabe, CT Main Street Center. Michelle McCabe, Executive Director, provided an overview of the program which provides support and resources to all municipalities to strengthen main streets and town centers.

RESOURCE REFERENCE: [PROMISE Program overview slide deck](#)

Overview of SustainableCT and introduction of NHCOG's Summer Fellow, John-Henry Burke.

John-Henry was introduced, and Inez Ortiz from Sustainable CT presented an overview of the Sustainable CT program.

RESOURCE REFERENCE: [Sustainable CT overview slide deck](#)

Report of the Executive Director, Rob Phillips. Rob provided an overview of his monthly report and updated members on several other activities during the month.

- a. MSW Subcommittee meeting – office staff continue to conduct research.
- b. Reviewed the FY22-23 Draft Audit. Discussion.

MOTION by Todd A/Mayor Carbone to accept the FY22-23 audit as submitted. Approved unanimously.

MOTION by Curtis Rand/Matt Riiska to authorize the Executive Director to proceed with a Request for Proposals/Qualifications (RFP/RFQ) for independent auditing services. Approved unanimously.

Rob also provided information on the pre-bid services the Capitol Region Purchasing Council provides access to for an annual fee of \$500. Currently four towns participate in the program – Barkhamsted, Kent, Torrington and Winchester. It's time to renew their annual subscription – please reach out to renew or get more information.

RESOURCE REFERENCE: [CROG Purchasing Council website](#)

Jean Speck provided a wrap up of the Household Hazardous Waste Day event this past Saturday in Falls Village. 334 registered, and a total of 273 vehicles were processed. There were some lessons learned that the staff will look to implement at the October event.

Approval of the FY 2024-2025 NHCOG Annual Budget as recommended by the Executive Committee. Rista gave an overview of the proposed budget.

MOTION by Elinor Carbone/Greg LaCava to approve the FY2024-2025 NHCOG annual budget as recommended by the executive committee. Approved unanimously.

Cybersecurity & .gov domain name regional services / Municipal Grant Program (MPG)

update. Jean Speck provided a reminder about Regional Shared Services (RSS) being offered by NHCOG to leverage the potential spending power of the 21 towns to support cybersecurity best practices:

1. **KnowBe4 email Phishing training** – we're partnering with managed IT service provider EBM to offer KnowBe4 email phishing training and tools to municipalities at a very affordable per-seat cost;
2. **Assistance obtaining a .gov domain name** – The Cybersecurity Infrastructure Security Agency recommends all municipalities include transitioning municipal websites and email to a top-level .gov domain name as a foundational best practice. Currently 24% of the 21 NHCOG towns utilize a .gov domain name, and NHCOG is available to assist towns with the process to transition to a .gov domain name.

Please email [Jean Speck](#) for more information.

Municipal Grant Program (MGP) update. Kathryn Faraci provided an update on the 5310 and RITS grant applications submitted by the three providers (Geer, Sullivan Center, NWCTD) and were awarded approximately \$282,000 to continue to support; also requested by the DOT to prioritize three capital project applications for vans and have recommended all three providers be approved.

Transportation/STIP Amendments.

- a. **MOTION by Dave Barger/Patrick Roy for project 0472-XXXX, approve appropriation for Section 5311 Federal Transit Administration funds for the Northwest Transit District for fixed route, dial-a-ride, and jobs access transit operations.** Approved unanimously.
- b. **MOTION by Patrick Roy/Todd Carusillo for project # 0170-XXXX, move project from FY2023 to FY 2024.** Approved unanimously.

- c. **MOTION by Jim Brinton/Todd Arcelaschi for project # 0472-XXXX, move the FY23 Section 5311 funding to FY 2024 for Capital needs including replacement of small buses and purchase of necessary support equipment.** Approved unanimously.
- d. **MOTION by Matt Riiska/Todd Carusillo for project 0170-XXXX, approve awarded appropriation of Congressionally Direct Spending to the Northwest Hills Council of Governments for the Rural Independent Transportation System (RITS) services.** Approved unanimously.

DEMHS update. John Field provided an update on the EPPI exercise - 34 of the 43 Region 5 towns participated, remarking on the favorable turnout. (16 of the 21 NHCOG towns participated)
RESOURCE REFERENCE: [DEMHS Region 5 written report](#)

Administrative Items.

MOTION by Todd Carusillo/Curtis Rand to approve and authorize the Secretary to endorse the "Statement of Work" for the FY 2024-2025 Regional Service Grant. Approved unanimously.

MOTION by Dave Barger/Todd Carusillo to accept the slate of officers submitted by the nominating committee: Chair, Dan Jerram; Vice Chair, Mike Criss; Secretary, Patrick Roy; Treasurer, Tom Weik. Approved unanimously.

MOTION by Dave Barger/Todd Carusillo to create a Bylaws and Policies and Procedures Review Committee of 5 members to serve annually. Approved unanimously.

MOTION by Jim Brinton/Greg LaCava to appoint Todd Arcelaschi, Todd Carusillo, Dave Barger, Curtis Rand, Tom Weik to the Bylaws and Policies & Procedures Review Committee. Approved unanimously.

MOTION by Todd Carusillo/Tom Weik to approve the Meeting Minutes for May 9, 2024 as corrected, with one correction omitting Dan Jerram as an attendee. Approved unanimously.

MOTION by Todd Carusillo/Jim Brinton to approve the Monthly Financial Statement for April as submitted. Approved unanimously.

Reviewed various correspondence:

- EPA Clean Heavy-Duty Program - Material from LiveGreenCT - Webinar June 17th 3-4PM - https://usepa.zoomgov.com/webinar/register/WN_IZE3ZDAZT7-6Uskn3wXICw#/registration
- **MOTION by Todd Carusillo/Tom Wiek to provide a Letter of Support for Winsted Health Center for the creation of Housing and Advanced Makerspace under an application to the Community Investment Fund.** Approved unanimously.
- **MOTION by Tom Weik/Dave Barger to send a Letter of Support for the Town of Salisbury for the creation of 20 affordable housing units at Dresser Woods under an application to the Small Cities/CDBG grant.** Approved unanimously.
- **MOTION by Curtis Rand/Matt Riiska to send a Letter of Support for the Town of Sharon for the creation of 4 affordable rentals managed by the Sharon Housing Trust under an application to the Small Cities/CDBG grant.** Approved unanimously.
- **MOTION by Todd Carusillo/Jim Brinton to send a Letter of Support for the Town of Warren for the creation of 8 affordable housing units at Warren Village under an application to the Small Cities/CDBG grant.** Approved unanimously.

- **Add Torrington letter of support to the agenda. Approved unanimously.**
- **MOTION by Todd Carusillo/Elinor Carbone to add to the agenda consideration of a letter of support to the Torrington Historical Society for an application for a Community Investment Funds grant.** Approved unanimously.
- **MOTION by Elinor Carbone/Todd Carusillo to send a letter of support to the Torrington Historical Society for funding to construct a History Education Center under an application for a Community Investment Fund 2030 grant.** Approved unanimously.

Open discussion/member advisement for the benefit of the NHCOG board.

- Greg LaCava reported that the town of Warren will be forwarding a donation of some ARPA funds to the NHCOG in the near future.
- Curtis Rand asked for an update on the MDA transition - Dan reported that Mark Daley and Burt Hunter will be meeting with the executive committee soon; the MSW Transition Committee met and continues to discuss the dual track options of retaining the Torrington Transfer Station as a public facility and met with the ownership group of USA Hauling for a question/answer regarding their services.
- Denise Raap reported that she, Tom Wiek, Greg LaCava, Todd Carusillo are continuing to work through the merger transition for the four towns, and has been very challenging.

Meeting adjournment. MOTION by Todd Carusillo/Greg LaCava to adjourn meeting at 1148.
Approved unanimously.

Respectfully submitted,

NHCOG staff

Next NHCOG Regular Monthly Meeting - Thursday, July 11, 2024 at 10AM via Zoom