



Chairman – Gordon Ridgway | Vice Chairman – Denise Raap | Secretary – Greg LaCava | Treasurer – Patrick Roy

NOTICE OF REGULAR MEETING

DATE: THURSDAY, SEPTEMBER 10th, 2026

TIME: 10AM – 11:30AM

LOCATION: REMOTE ONLY

Join Zoom Meeting

<https://us02web.zoom.us/j/87384693114?pwd=v7eIDhlMSYsarw7Pcww4yulkMpEWyo.1>

Meeting ID: 873 8469 3114

Passcode: 292713

Call-in: 1-305-224-1968

AGENDA

1. Call to order, opportunity for public comment, **Gordon Ridgway, Chair – 5 MINS**
2. **Member Round Table – Town Updates of Mutual Interest or Advisement to the Membership – 25 MINS**

BUSINESS MEETING

3. **Approval of administrative Items, Staff - 15 MINS**
 - a. NHCOCG Regular Meeting Minutes for July 9, 2026 (*Attachment A*)
 - b. Monthly Financial Statement – through July, **Annmarie Ryan** (*Attachment B*)
 - c. Bylaws and Personnel Policies and Procedures Draft Update
 - **ACTION** - Executive Committee recommendation on modified policy language to Section B: Employee Benefits – Article 9: Insurance Coverage (*Attachment C*)
4. **Report of the Executive Director, Rob Phillips – 10 MINS**
 - a. ED Meeting Activity Report (*Attachment D*)
 - b. RPOCD Update (*Attachment E*)
 - Community Engagement Plan
 - Planning Advisory Committee Appointments
 - Video Volunteers
 - c. Member Services and Initiatives Survey – Request to participate.
 - Link - [Complete the NHCOCG Board Survey](#)
 - d. Next HHW date is October 24th at Torrington Transfer Facility on Bogue Road (Harwinton) 9AM to 2PM – information packets to be distributed soon.
 - e. Upcoming “Lunch and Learns” & meetings of interest in the region (details forthcoming):
 - CREC Purchasing Program

- People's Action for Clean Energy (PACE)
 - ADA Compliance and Digital Accessibility for Municipalities
- f. Litchfield County Housing Affordability Summit – Thursday, Sept 24th 7:30PM at Kent Community House, 93 N Main St, Kent CT (*Attachment F*)
- 5. **Economic and Community Development Updates, Rista Malanca – 5 MINS**
 - a. Project Summary Report (*Attachment G*)
- 6. **Housing and Downtown Management, Grace Rennison – 5 MINS**
 - a. Project Summary Report (*Attachment H*)
- 7. **DEMHS and Special Projects, Sarah Better – 5 MINS**
 - a. Project Summary Report (*Attachment I*)
- 8. **Transportation Planning, Erik Shortell – 5 MINS**
 - a. **ACTION** - PWEC Purchase of Equipment
 - 6-Ton Falcon Asphalt Recycler & Hot Box Trailer (*Attachment J*)
 - Vibroscreen Soil Box (*Attachment K*)
 - b. Culvert and Bridge Specifications document
 - Was sent on 8/24/2026 to the Road Supervisors group
 - c. Latest Transportation Rural Improvement Program (TRIP) announced
 - Canaan, Kent, Noth Canaan and Washington
 - d. Latest State Local Bridge Program (SLBP) announced
 - Burlington, Harwinton and Harwinton
 - e. CTDOT District 4 Meeting – Contract Administration & Construction Inspection
 - 9/23/26 – 10:00am – NHCOC Office
- 9. **Rural Health & Human Services, Leo Ghio – 5 MINS**
 - a. **ACTION** – Accept the Regional Grant & Project Development Specialist Job Description as recommended by the Executive Committee (*Attachment L*)
 - b. Update – Community Health Navigator positions (3)
 - Position Overview
 - Onboarding timeline and plan
- 10. **DEMHS update, Chris Bernier | R5 Coordinator - 5 MINS** – or written report may be provided.
- 11. **NRRA update, Curtis Rand/Rachel Oster – 5 MINS** – or written report may be provided.
- 12. **Meeting adjournment**

NEXT NHCOC MEETING – Thursday, October 8th, 2026 at 10AM – **Location/Format TBD.**

Attachment A



MINUTES OF THE NHCOCG MEETING 7/9/2026 Remote Only

Member/Representative Attendance:

✓	Barkhamsted , Meaghan Cook	☐	Harwinton , Michael Criss	✓	Roxbury , Patrick Roy
✓	Burlington , Doug Thompson	✓	Kent , Eric Epstein	✓	Salisbury , Curtis Rand
✓	Canaan , David Barger	✓	Litchfield , Denise Raap	✓	Sharon , Casey Flanagan
✓	Colebrook , Bradley Bremer	✓	Morris , Tom Weik	☐	Torrington , Molly Spino
✓	Cornwall , Gordon Ridgway	✓	New Hartford , Dan Jerram	✓	Warren , Greg LaCava
☐	Goshen , Seth Breakell	✓	Norfolk , Henry Tirrell	✓	Washington , Jim Brinton
☒	Hartland , Magi Winslow	✓	North Canaan , Jesse Bunce	✓	Winchester , Todd Arcelaschi

NHCOG Staff: Robert Phillips, Rista Malanca, Annmarie Ryan, Erik Shortell, Leo Ghio. Sarah Better, Grace Rennison. SustainableCT Fellow – Natalia Atimari

Others: Paul Harrington (Winchester Town Manager), Alec Linden (Lakeville Journal), Eddie Velazquez (Goshen News), Chris Bernier (DEMHS), Atty Ed Spinella (USA Waste), Ellen Graham (Sen Blumenthal), Genevieve Perruccio (Sen Murphy), Henry Todd (Falls Village former CEO), Jenn Pacacha/Greg Palmer/Kevin Ng/Obesebea Aye Addo/Kristjiana Kabilo (ConnDOT), Tim Waldron (Eversource), Ted Schaefer (Northwest Connecticut Chamber of Commerce), K. Keifer (Salisbury BOS).

Call to Order

Chairman Gordon Ridgway called the regular monthly meeting of the Northwest Hills Council of Governments to order at approximately 10:04 AM. A quorum was present.

Chairman Ridgway noted that the new Executive Board had recently met and discussed goals for the coming year, including keeping the COG relevant and mutually supportive, addressing issues important to town leaders, and helping the organization serve as a mentoring and peer-support resource for members.

Public Comment

Tim Waldron of Eversource thanked member towns, highway crews, administrative staff, volunteer fire departments, and local officials for their cooperation and patience during the recent storm response. He noted that several towns in the region were significantly affected and expressed appreciation for the municipal partnership with Eversource.

Ted Schaefer, President and CEO of the Northwest Connecticut Chamber of Commerce, announced that the Chamber will be sending nomination forms for a new “40 Under 40” recognition program. The

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award will recognize individuals under age 40 who demonstrate professional excellence, leadership, community involvement, innovation, and commitment to improving the region's quality of life and economic vitality.

Member Round Table

Chairman Ridgway reintroduced the member round table format to provide town leaders an opportunity to briefly share local updates, challenges, events, and issues of regional relevance.

Members discussed recent storm impacts and response efforts. Several towns reported significant storm damage, blocked roads, power outages, debris cleanup, and mutual aid efforts. Members commended Eversource, volunteer fire departments, public works crews, and neighboring towns for their assistance. Concerns were also raised regarding CTDOT storm response, particularly state road closures, traffic control, detours, and signage.

Members discussed the value of better regional coordination of emergency resources, including public works equipment, staff availability, traffic control resources, communications resources, and critical facilities or asset mapping. There was general interest in improving the COG's ability to serve as a clearinghouse for available municipal resources during emergencies.

Town updates included, but were not limited to:

- **Cornwall:** Moderate storm damage, use of a municipal hub to track approximately 15 road closures, and use of drone footage to evaluate access to a cut-off area of town.
- **Norfolk:** Limited storm damage; ongoing state wall project and bridge-related work.
- **Canaan/Falls Village:** Moderate storm impacts, blocked roads, ongoing Cobble Road bridge work, and completion of bicycle grant paperwork.
- **Kent:** Limited storm damage; Sidewalk Phase 2 moving toward construction; farmers market relocated to the center of town; concerns regarding North Kent Road visitor impacts, garbage, and possible weekend road closures.
- **Litchfield:** Limited storm damage; assistance provided to Harwinton; potential November ballot questions regarding speed cameras and the Bantam Annex; consideration of enhanced wakeboat restrictions on Bantam Lake.
- **Washington:** Discussion of offering available bucket truck and tree crew resources to harder-hit towns and interest in a COG resource clearinghouse.
- **Warren:** Limited storm damage; work on speed cameras, town center revitalization, a fire company golf outing, and efforts to keep hydrilla out of Lake Waramaug.
- **Salisbury:** Significant storm impacts, extensive blocked roads, cleanup on Routes 41 and 44, and school-related pedestrian safety projects including a Salisbury School tunnel under Route 44 and a Hotchkiss School sidewalk connection to Lakeville.
- **Sharon:** ADA website compliance concerns, including CivicPlus-related cost issues, and a dispute with Morton Salt regarding delivery-delay discount methodology.
- **Hartland:** Limited storm damage; receipt of a \$250,000 HUD grant for an inclusive accessible playground; concerns regarding special education costs and local budget impacts.

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- **Colebrook:** Public works focus on drainage and invasive weeds; planning for the 81st Colebrook Fair.
 - **Roxbury:** Limited storm damage; recent successful fireworks/parade weekend; ambulance building project, senior center repairs, Waller's Bridge work, and upcoming Pickin' n Fiddlin' event.
 - **Burlington:** Moderate storm impacts; use of a Starlink trailer to assist Harwinton with communications; challenges with detours due to cul-de-sacs and limited road connectivity.
 - **North Canaan:** Limited storm impacts; assistance to Salisbury and Falls Village; planning for a new roof on the elementary school.
 - **New Hartford:** Assistance to Harwinton; ongoing road, bridge, easement, employee contract, and school consolidation evaluation work; approval of NRRRA-related action at a town meeting; adoption of an abandoned premises ordinance.
 - **Winchester/Winsted:** Limited storm impact except in Winchester Center; 118-acre development project with three proposals; downtown playground pavilion; discussion of speed camera implementation challenges and administrative requirements.
 - **Barkhamsted:** Limited storm damage but communication-line challenges; need for Frontier contacts; DEEP building improvement funding; potential regional coordination for shared building inspection, land use, and zoning services; mobile drive-in movie night at the fairgrounds.
-

BUSINESS MEETING:

Approval of NHCOC Regular Meeting Minutes — June 11, 2026

MOTION by Dave Barger, seconded by Doug Thompson, to approve the NHCOC Regular Meeting Minutes of June 11, 2026.

Vote: Approved. No opposition noted.

Approval of Monthly Financial Statement

MOTION by Jim Brinton, seconded by Jesse Bunce, to approve the monthly financial statement as presented.

Vote: Approved. No opposition noted.

Correspondence — City of Torrington Bridge Investment Program Support Letter

The Board considered a support letter for the City of Torrington's Bridge Investment Program application.

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MOTION by Curtis Rand, seconded by Jesse Bunce, to approve the support letter for the City of Torrington Bridge Investment Program.

Vote: Approved. No opposition noted.

Correspondence — Nutmeg Primary Care Rural Health Transformation Program / Remote Patient Monitoring Program Support Letter

The Board considered a letter of support for Nutmeg Primary Care related to the Rural Health Transformation Program / Remote Patient Monitoring Program. Leo Ghio clarified that the action was for a letter of support only, not approval of the project itself, and noted that NHCOC's community health navigators may work with Nutmeg Primary Care in connection with the effort.

MOTION by Dave Barger, seconded by Dan Jerram, to approve the letter of support.

Vote: Approved. No opposition noted.

NHCOC Services Agreement with Northwest Resource Recovery Authority

The Board considered a services agreement between NHCOC and the Northwest Resource Recovery Authority.

MOTION by Jesse Bunce, seconded by Casey Flanagan, to approve the NHCOC Services Agreement with the Northwest Resource Recovery Authority.

Discussion followed regarding the timing of the document distribution, COG resource commitments, reimbursement of scale house operator expenses, and whether the agreement adequately ensured reimbursement to NHCOC. Doug Thompson expressed concern that the agreement had been distributed shortly before the meeting and that members had not had adequate time for review. Paul Harrington raised concerns about language stating reimbursement would occur "if and when funds do become reasonably available," and questioned whether NHCOC could be left paying costs that should be NRRA expenses.

Rista Malanca explained that the intent was for NRRA to pay for those expenses, with NHCOC potentially paying initially and being reimbursed through grant funds or tip-fee revenues. Dan Jerram stated that the agreement functioned as a pass-through and was necessary to keep operations moving. Members also discussed the time-sensitive nature of the matter due to no August meeting being scheduled.

The motion was temporarily held to allow members additional time to review the agreement, and the Board returned to the item later in the meeting. Upon return to the item, additional discussion occurred regarding the need to provide materials earlier in the future, the importance of supporting

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the NRRA startup effort, the need for solid waste options following MIRA-related changes, and concerns about COG staff time and fiscal exposure.

Vote on Main Motion: Approved, with Winsted opposed and Burlington abstaining. All other voting members were recorded in favor.

Report of the Executive Director

Executive Director Rob Phillips provided the monthly activity report and noted that the written activity report was available for questions.

Household Hazardous Waste Collection Event

Rob Phillips reported that the household hazardous waste collection event was well-run. Several NHCOG staff members assisted, including new employee Grace and Sustainable CT Fellow Tali. The digital online registration process appeared to work well, public feedback was positive, there was little to no line, and the vendor, MXI, performed well.

Road Supervisors Meeting

Rob Phillips reported that the road supervisors discussed potential sale and acquisition of assets, salt procurement issues, and regional engineer services. He noted that NHCOG is working with colleagues in other COGs and potentially the state to better address recurring salt supply issues, which were particularly acute during the prior winter due to a cold snap across the East Coast.

Regional Engineer Services

Rob Phillips noted that Erik Shortell would provide more detail later in the meeting regarding regional engineer services and the recommendation to expand the pre-vetted engineering list from three firms to five firms.

CAMA/GIS Grant Semi-Annual Report

Rob Phillips stated that the CAMA/GIS Grant semi-annual report was not yet finalized and would be sent to the Board after the meeting.

Member Services Initiative Survey

Rob Phillips reported that NHCOG intends to develop and circulate a member services survey to help align future COG services and municipal support with member priorities.

Regional Plan of Conservation and Development / Regional Planning Advisory Committee

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Rob Phillips presented a proposed approach to coordinate several overlapping regional planning processes through a Regional Planning Advisory Committee. The committee would serve as a parent advisory group for several related planning efforts, including:

- Regional Plan of Conservation and Development;
- Regional Housing Growth Plan;
- Transportation Safety Plan;
- Natural Hazard Mitigation Plan; and
- Regional Health Networking.

Rob Phillips explained that the goal is to avoid creating separate advisory committees for each planning process, reduce duplication, improve coordination, and help municipal representatives and stakeholders participate more efficiently. The Regional POCD process is expected to include approximately six meetings over the next year, and additional planning efforts will begin or advance at different points.

Rista Malanca emphasized that these plans are important because NHCOC and the state use them to establish priorities, guide funding, and support local projects. She noted that the approach would help streamline communication, ensure the right municipal representatives and stakeholders are included, and allow broader topics such as transportation, housing, workforce, emergency management, and natural hazards to be discussed holistically rather than repeatedly in separate processes.

Members were asked to provide names of municipal representatives or stakeholders to Rob Phillips and Rista Malanca, preferably within the next week if available, and within approximately 30 days if local consultation is needed.

Economic and Community Development Updates

Potential EDA Readiness Grant

Rista Malanca reported that Litchfield County qualifies for the 2025 Disaster Relief Program through EDA. She explained that EDA has a construction grant program and a readiness grant program focused on sustainability and resiliency.

Rista discussed the possibility of developing a regional study to evaluate industrial and commercial properties, vacancy rates, main street conditions, underutilized sites, and the types of businesses or industries the region should seek to attract. She noted the importance of aligning economic development with the region's rural character, workforce, educational opportunities, agricultural assets, light manufacturing, and main streets.

Doug Thompson expressed support for the idea but asked whether Burlington would be included if the grant is based on Litchfield County eligibility. Rista indicated she would look into it and seek ways to ensure the full COG region is included.

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Chairman Ridgway asked members to indicate support by Zoom reaction. The response appeared broadly favorable, and Rista stated that staff would continue developing the concept.

Sustainable Materials Management Grant — Diversion Strategies

The Board returned later in the meeting to the Sustainable Materials Management Grant item and the proposed engagement of Diversion Strategies.

MOTION by Jesse Bunce, seconded by Dan Jerram, to hire Diversion Strategies in connection with the Sustainable Materials Management Grant.

Rista Malanca explained that NHCOC applied for and received a Sustainable Materials Management Grant to support the development and growth of the Northwest Resource Recovery Authority. She emphasized that the work is broader than the Torrington transfer station and includes regional diversion, recycling, education, composting, and waste reduction opportunities that can be implemented more effectively at a regional level.

Rista explained that Diversion Strategies was identified through an extensive process related to hiring a strategic advisor for the Authority. Rachel Oster, co-owner of Diversion Strategies, is already serving as strategic advisor and is familiar with the region, the Authority, and the related challenges. Rista stated that the proposal would expand the Diversion Strategies scope to include strategic planning already contemplated under the Sustainable Materials Management Grant. The grant included \$150,000 for strategic planning, and the proposed scope was significantly below that amount, with room for additional resources if needed. The next step would be DEEP review and execution.

Curtis Rand stated that he participated in some of the interviews and supported the selection, noting that Diversion Strategies appeared well-versed in the subject matter. He emphasized that the work is about broader regional waste reduction, recycling, composting, and environmental responsibility, not just the NRRA.

Paul Harrington expressed support for the initiative but raised concerns about entering into a one-year agreement without clear termination provisions and performance benchmarks. Rista stated that the full contract would include termination clauses and would be reviewed by the Executive Director and legal counsel, consistent with NHCOC's normal contracting process.

Paul Harrington proposed amending the motion to approve the scope of services with benchmarks to be determined and termination provisions included. Jesse Bunce accepted the amendment.

Amended Motion: To approve the Diversion Strategies scope of services, subject to benchmarks being determined and termination provisions being included in the contract, with those details to be addressed by the Executive Director.

Vote: Approved unanimously.

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Transportation Planning

Erik Shortell provided transportation planning updates.

STIP Amendments

Erik Shortell explained that the first several STIP amendments involved changing the plan revision name from “Adoption” to “July 2026 Amendment,” with no project change. The remaining amendment involved a new project for bridge improvements in Washington.

The Board considered the following STIP amendments:

1. STIP Amendment 0170-2026TR — Plan revision name change from “Adoption” to “July 2026 Amendment.”
2. STIP Amendment 0472-2026CP — NWCT TD Section 5311 Capital FY 2026 — Plan revision name change from “Adoption” to “July 2026 Amendment.”
3. STIP Amendment 0472-2026DR — NWCT TD Section 5311 Operating Dial-A-Ride FY 2026 — Plan revision name change from “Adoption” to “July 2026 Amendment.”
4. STIP Amendment 0472-2026FR — NWCT TD Section 5311 Operating Deviated Fixed Route FY 2026 — Plan revision name change from “Adoption” to “July 2026 Amendment.”
5. STIP Amendment 0472-2026JA — NWCT TD Section 5311 Operating Job Access FY 2026 — Plan revision name change from “Adoption” to “July 2026 Amendment.”
6. STIP Amendment 0150-0140 — Bridge improvements for Bridges 02966 and 02965 over Kirby and unnamed brooks in Washington; new project; \$1,720,000.

MOTION by Doug Thompson, seconded by Dave Barger, to approve the six STIP amendments as presented.

Vote: Approved. No opposition noted.

CTDOT NHCOC Project List

Erik Shortell reported that CTDOT prepared a list of projects in the NHCOC region from 2022 forward, as previously requested by the Board. The list was included in the meeting packet for informational purposes.

Vialytics

Erik Shortell reported that Vialytics implementation meetings were occurring with participating towns to begin setup in municipal vehicles.

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SS4A Safety Action Plan

Erik Shortell reported that the SS4A grant agreement is signed and the RFP has been issued. Proposals are due in mid-September, after which NHCOC will begin the consultant review and interview process.

Regional Engineers

Erik Shortell reported that NHCOC received nine proposals for the regional engineering services solicitation. Staff reviewed and ranked the submissions and recommended five firms for a two-year pre-vetted engineering services list:

- Cardinal Engineering Associates;
- Tighe & Bond;
- Haley Ward;
- VN Engineers; and
- M&J Engineering.

Erik explained that the prior list had three firms, but staff and the road supervisors supported expanding the list to five firms to provide towns with more options depending on project type and consultant expertise.

MOTION by Denise Raap, seconded by Curtis Rand, to approve the five recommended firms for the two-year regional engineering services list.

Rob Phillips clarified that the list is a pre-vetted option for municipalities. Towns are not required to use the listed firms, but the list can help avoid or shorten local RFP processes and provide access to pre-qualified consultants.

Vote: Approved. No opposition noted.

Lunch and Learn — Automated Speed Enforcement Programs

Erik Shortell reminded members of the upcoming Lunch and Learn on automated speed enforcement programs scheduled for July 29, 2026 at 11:30 AM. He encouraged participation and noted that the session would include a presentation and time for questions.

DEMHS Region 5 Update

Chris Bernier, DEMHS Region 5 Coordinator, provided an update.

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Chairman Ridgway commended Chris for his storm response and reported positive feedback from selectmen regarding Chris's accessibility and support. Chairman Ridgway also raised concerns regarding CTDOT's response to state road closures and the need for signage and detour assistance during storm events.

Chris Bernier stated that he would follow up with CTDOT regarding the response and noted that the Make Safe protocol limits road-clearing work when wires are involved. He also highlighted the availability of three Region 5 traffic control packages, located in the Danbury/Waterbury area and Norfolk, which can be requested through the Region 5 office.

Chris asked municipalities to complete the initial damage assessment survey with estimated costs for cleanup, debris removal, and other storm-related costs to determine whether federal financial assistance may be available. He also indicated that Region 5 may host a meeting regarding the preliminary damage assessment and declaration process.

Chris noted that Region 5 can assist municipalities in obtaining contact information for communications carriers such as Frontier and Verizon. He also reported on recent and upcoming emergency management activities, including:

- A June 20 American Red Cross / DEMHS Region 5 ESF-6 shelter simulation exercise at Torrington Intermediate School;
- A Bio 200 point-of-dispensing exercise at Naugatuck High School involving a simulated anthrax release scenario;
- An upcoming amateur radio exercise in August;
- Region 5 support for the upcoming NASCAR event in Salisbury; and
- A State Emergency Response Commission hazardous materials exercise scheduled for August 28 in Danbury involving multiple state agencies, Metro-North, the Railroad Museum, EPA, and others.

CTDOT Traffic Operations Presentation

Greg Palmer, Principal Engineer with CTDOT Traffic Operations, provided a brief presentation regarding CTDOT's Traffic Operations Unit.

Greg explained that Traffic Operations is a non-project unit that performs studies on state highways at the request of municipal chief elected officials and local traffic authorities. Typical responsibilities include traffic investigations, traffic signal studies, signage and pavement marking reviews, and technical review support for the Office of the State Traffic Administration, Office of Maintenance, Bureau of Policy and Planning, grant applications, roadway safety audits, and corridor studies.

Greg noted that CTDOT reorganized in 2019 and established centralized email mailboxes, which improved intake but reduced direct relationships between staff and towns. The purpose of the presentation was to reintroduce Traffic Operations staff and provide municipal contacts.

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Greg identified the CTDOT staff covering the NHCOC region, including Obesebea Aye-Addo for most NHCOC towns, Kristjana Kabilo for Burlington, and Kevin Ng as a supervisor for the region. Greg stated that he would provide the slide deck to NHCOC for distribution to members.

Other Business

No additional formal business was taken up.

Adjournment

MOTION by Paul Harrington, seconded by Greg LaCava, to adjourn the meeting.

Vote: Approved.

The meeting adjourned at approximately 12:06 PM.

The next regular NHCOC meeting is scheduled for Thursday, September 10, 2026 at 10:00 AM.

Respectfully submitted,
NHCOC Staff via AI assistance



Financial Executive Summary

REPORTING PERIOD: July 1-31, 2026

BOARD MEETING: September 2026

Executive Summary

As of July 31, 2026, NHCOC reported total cash and investment accounts of approximately \$1.37 million, a decrease of \$278,902 during July. Despite this decline, overall liquidity remains strong. The decrease is driven by normal end-of-year bill pay activity, in addition to a slowdown in grant reimbursements due to the state's year-end closure of their financial system.

NHCOC reported July operating income of \$1.00 million and operating expenses of \$194,550, resulting in reported net operating income of \$806,919. This surplus is primarily attributable to recognition of the full annual Regional Services Grant of \$888,098 and municipal dues of \$91,281 at the beginning of the fiscal year. Together, these sources represent approximately 98% of July operating income. The surplus should therefore be viewed as funding available to support operations over the remainder of FY 26-27.

Operating expenses were approximately 7.9% of the annual budget after one month, close to the straight-line benchmark of 8.3%. Several accounts exceeded that benchmark because of annual payments or the timing of program activity, including office insurance and workers' compensation.

Financial Highlights/Items to Monitor

COG Money Market Established in July with the closure of certificates of deposits at Torrington Savings Bank, with an interest rate locked at 3.75% through December.

Liquidity Cash and investment accounts decreased from \$1.65 million at June 30 to \$1.37 million at July 31. The full amount of RSG funding (\$888K) is expected in the month of September.

NRRA Reimbursable expenses for July totaled \$4,683, wholly attributable to scale house operator pay.

Public Works Approximately \$532,501 is held in Public Works accounts earning 0.05%–0.15%. We will work with Torrington Savings Bank in the coming month to find a more advantageous position.

Northwest Hills Council of Governments
September 2026 Meeting Financial Statements
July 2026

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
40000 Operating Income				
40100 RSG - Regional Service Grant	888,098	888,098	0	100.00%
40200 ConnDOT-UPWP	0	490,461	-490,461	0.00%
40300 HRSA	19,920	315,000	-295,080	6.32%
40400 EDA-Partnership Planning	0	70,000	-70,000	0.00%
40500 DEMHS Administrative Revenues	0	62,163	-62,163	0.00%
40600 Other Administrative Revenues	0	47,643	-47,643	0.00%
40700 Municipal Dues	91,281	91,281	0	100.00%
40800 RHTP	0	500,000	-500,000	0.00%
40000 Operating Income	999,298	2,464,646	-1,465,348	40.55%
40900 Interest Income	2,171	5,000	-2,829	43.42%
40950 Miscellaneous Income	0	0	0	
ConnDOT-LOTCLIP	0	0	0	
N2N Program-Berkshire Taconi Co	0	0	0	
Total Grants	\$ 0.00	\$ 0.00	\$ 0.00	
Income	\$ 1,001,469	\$ 2,469,646	\$ (1,468,177)	40.55%
Expenses				
61000 Salaries	62,202	939,977	-877,775	6.62%
61100 Employee Benefits	18,308	305,035	-286,727	6.00%
61200 Payroll Expenses	4,843	76,867	-72,024	6.30%
62100 Audit & Financial Services	0	17,000	-17,000	0.00%
62110 Payroll Service Fees	0	2,500	-2,500	0.00%
62120 Dues, Subscriptions, Publicatio	1,001	42,304	-41,303	2.37%
62130 Bank Service Charges	0	200	-200	0.00%
62140 Human Resource Services	100	2,000	-1,900	5.00%
62200 Insurance Expense	12,871	19,446	-6,575	66.19%
62400 Equip Purchase/Repairs/Maint	77	17,000	-16,923	0.45%
62500 Office Supplies	34	4,000	-3,966	0.85%
62600 Postage and Delivery	0	600	-600	0.00%
62700 Printing and Reproduction	0	250	-250	0.00%
62800 Travel & Conference Expense	595	42,820	-42,225	1.39%
62900 Miscellaneous Expense	-16	5,960	-5,976	-0.27%
63000 Facilities	2,955	40,084	-37,129	7.37%
64000 Contingency	0	10,000	-10,000	0.00%
69100 Local Share	0	19,573	-19,573	0.00%
70000 Programs & Projects - Operating	0	0	0	
70100 Programs RSG	9,070	346,018	-336,948	2.62%
70200 Programs - UPWP	67,798	172,500	-104,702	39.30%
70300 Programs - HRSA	10,029	166,195	-156,166	6.03%
70400 Programs - PROMISE	0	0	0	
70401 Inventories	0	0	0	
70402 PROMISE Workshops	0	0	0	
70400 Programs - PROMISE	0	0	0	
70500 Discover Litchfield Hills/Marketing	0	30,000	-30,000	0.00%
70600 Programs - Other	0	104,392	-104,392	0.00%
70700 Programs - NRRA	4,683	0	4,683	
70800 Programs - Regional POCD	0	104,925	-104,925	0.00%
70000 Programs & Projects - Operating	91,580	924,030	-832,450	9.91%
78888 Passthrough Expenses	0	0	0	
78888-1 Consultant	0	0	0	
DEMHS Grant Expense	0	0	0	
EDA-CARES	0	0	0	
78888 Passthrough Expenses	0	0	0	
Expenses	\$ 194,550	\$ 2,469,646	\$ (2,275,096)	7.88%
Net Operating Income	\$ 806,919	\$ -	\$ 806,919	
Other Income				
80000 Program Revenues				

Northwest Hills Council of Governments September 2026 Meeting Financial Statements

July 2026

80200 CONN DOT	21,041	438,672	-417,631	4.80%
80500 DEHMS Grants	11,001	575,692	-564,691	1.91%
80530 IMT Coordinator Grant	2,917	0	2,917	
80600 Other Grants	24,500	1,195,078	-1,170,578	2.05%
80800 Other Services	0	0	0	
88000 Transfer In - NHCOC Match	0	101,163	-101,163	0.00%
Other Income	\$ 59,458	\$ 2,435,605	\$ (2,376,147)	2.44%
Other Expenses				
90000 Program Expenditures				
90200 Conn DOT	21,041	438,672	-417,631	4.80%
90500 DEMHS	11,001	575,692	-564,691	1.91%
90530 IMT Coordinator Exp	2,917	0	2,917	
90600 Other Grant Expenditures	40,561	1,195,078	-1,154,517	3.39%
90800 Other Expenditures	0	125,000	-125,000	0.00%
90000 Program Expenditures	\$ 75,520	\$ 2,334,442	\$ (2,258,922)	3.24%
98000 Transfer Out - NHCOC Match	0	101,163	-101,163	0.00%
99100 Public Works	0	0	0	
99200 HRC Program	-2,800	0	-2,800	
99300 N2N Program	1,000	0	1,000	
Other Expenses	\$ 73,720	\$ 2,435,605	\$ (2,361,885)	3.03%
Net Other Income	\$ (14,261)	\$ -	\$ (14,261)	
Net Income	\$ 792,658	\$ -	\$ 792,658	

Cash Account Balances			Interest Rate	7/31/2026	6/30/2026	Variance
Certificate of Deposit #1-6996	TSB	3.440%	\$	0	\$ 51,989	
Certificate of Deposit #2-2036	TSB	3.343%		0	52,497	
Certificate of Deposit #3-0783	TSB	0.499%		0	61,916	
Certificate of Deposit	NWCB	3.400%		223,805	223,127	
STIF - NHCOC General Fund	State of CT	3.860%		323,776	322,753	
COG Checking	TSB	0.050%		83,637	383,872	
COG Money Market	TSB	3.750%		166,802	0	
HRC Checking	TSB	N/A		38,347	25,070	
N2N Checking	TSB	0.050%		863	2,341	
PW Checking	TSB	0.050%		176,106	168,719	
PW Savings	TSB	0.150%		356,395	356,350	
Undeposited Funds				27,605		
Bank Accounts				\$ 1,397,337	\$ 1,648,634	\$ (251,297)

Statement of Cash Flows	
OPERATING ACTIVITIES	
Net Income	\$ 792,658
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net change in accounts receivable	\$ (938,614)
Net change in accounts payable	(39,102)
Net change in payroll liabilities	(66,494)
Net cash provided (used) by operating activities	\$ (251,552)
INVESTING ACTIVITIES (Prepays)	\$ 255
Net cash increase (decrease) for period	\$ (251,297)
Cash at beginning of period	\$ 1,648,634
Cash at end of period	\$ 1,397,337



MEMORANDUM

To: Council Members
From: Robert Phillips, Executive Director
Date: September 3, 2026
Re: Recommended Personnel Policy Revisions

At its September 3, 2026 Special Meeting, the Executive Committee unanimously recommended the following Personnel Policy revisions for Council consideration:

Medical Insurance for New Employees

Employees beginning employment with NHCOC on or after September 10, 2026 would contribute 10% of the premium cost for elected medical coverage, with NHCOC paying the remaining 90%. These employees would also be ineligible for any monetary medical insurance opt-out or reimbursement benefit.

Vision Reimbursement for All Employees

The existing \$1,000 annual self-insurance benefit for dental expenses would be expanded to include vision expenses. This overall benefit is already fully budgeted annually for dental and is frequently not used to its full \$1,000 maximum by individual employees.

The change would allow employees to use the existing reimbursement benefit for eligible vision costs, including eyeglasses and contact lenses, addressing a limitation of NHCOC's current medical insurance coverage, which provides only coverage for routine eye examinations.

Related references limiting reimbursement documentation specifically to "dental" expenses would also be removed so the reimbursement process applies equally to dental and vision expenses.

The referenced language is as follows (additions = blue bold underline | deletions = red strikethrough):

Employees whose employment with NHCOC begins on or after September 10, 2026, shall contribute 10% of the premium cost for their elected individual, couple, or family medical coverage, beginning on the effective date of their medical coverage and shall not be eligible for any monetary opt-out, or reimbursement, of medical insurance benefit. NHCOC shall pay the remaining 90% of the premium cost.

~~Dental~~ **Vision**
and
Disability:

NHCOC shall self-insure all full-time employees and their families for 100% of their dental **and vision** costs up to a fiscal year maximum of \$1,000. The \$1,000 limit is per employee regardless of family size. All ~~dental~~ reimbursement requests should be submitted to the Financial Manager. To be reimbursed, the requests must also include copies of the ~~dental~~-bills to be paid and evidence of payment.

Attachment D



MEMORANDUM

To: Council Members
From: Robert A. Phillips, AICP
Date: Sept 9, 2026
Re: Meeting Activity Log of the Executive Director

Please find the Executive Director's general activity log for meetings and phone discussions relating to the noted topics **since the July 9th Regular Board Meeting. Email correspondence is not included but is typically substantial.** If you have any questions, concerns, or suggestions, please contact me at rphillips@nhcogct.gov or via phone at 860-491-9884.

LAND USE PLANNING/PRESERVATION/CONSERVATION/GIS SERVICES

- Attended Mad/Still River Watershed Management Plan Coordination meeting with Coordinated several times with the Farmington River Watershed Association.
- Met with Hartland to discuss GIS needs under the ongoing CAMA/GIS grant.
- Met with HVA to discuss renewed Highlands Funding opportunities for a portion of our region.
- Met multiple times with IMEG, on RPOCD process planning and public engagement planning as Project Lead.
- Met with CT RC&D Council at their annual meeting.
- Met multiple times with officials from the state GIS office, vendors and other COG representatives to discuss GIS/CAMA grant progress as the project nears completion over the next 3 months.

EMERGENCY MANAGEMENT

- Participated in several ESF-7 Region-5 Logistical/Management meetings.
- Attended a REPT Steering Committee meeting.
- Attended a REPT full board meeting.
- Attended IMT-West Fiduciary Meeting.
- Attended monthly DEMHS regional fiduciary meeting.
- Participated in weekly coordination meetings with Sarah Better and Special Projects Coordinator, Paul Gibb

TRANSPORTATION/PUBLIC WORKS

- Met with Erik and CT DOT to discuss 5310 funding and need for increases to keep up with service demand in our region.
- Met with Regional Engineers as part of the new 2-year agreement process.
- Attended COG/MPO Monthly CT DOT meeting.
- Met with GIS vendor to discuss the DOT-mandated culvert and bridge specification needs in our member towns as directed by recent statutory changes.

SUSTAINABILITY/MSW

- Met with SustainableCT to discuss the Fellowship progress and see off our annual Summer Fellow.
- Met with several other COG EDs to discuss RWA topics around the state.

ECONOMIC DEVELOPMENT/HOUSING

- Met with OPM and staff to discuss progress on PA25-1, including the differences in what OPM is tasked with vs COGs as it relates to establishing growth targets per region and municipality, respectively.
- Attended NW Chamber Govt Relations Committee Meeting.

OTHER NHCOG TOPICS

- Met with HR Consultant to work on staff review and board feedback/strategy surveys.
- Met with the Bylaws/Polices Procedures Review Committee.
- Met with Executive Committee to discuss staffing, financials and Policies and Procedures Manual.
- Met with NARC Executive Director to discuss future conference planning.
- Met with Warren and AI software company to discuss potential applications in our region and at NHCOC.
- Met with Dustin Nord at CBIA to discuss regionalization and opportunities to address ongoing local staff shortages in various subject service areas.
- Met with RHTP representatives and Leo to discuss ongoing efforts state-wide.
- Attended NARC Executive Directors Town Hall.
- Attended CT COG monthly meeting for cross-COG coordination.
- Met with vendors, and potential vendors, as needed.
- Participated in multiple conversations with the state, towns, residents, and other stakeholders in the region on demand.



Attachment E

MEMORANDUM

TO: NHCOC Council Members
FROM: Robert A. Phillips, AICP, Executive Director
DATE: September 3, 2026
RE: Draft *Northwest Next 2037* Community Engagement Plan

Our project consultant, IMEG, has prepared a draft *Community Engagement Plan (CEP)* for the update of NHCOC's Regional Plan of Conservation and Development (RPOCD), which will replace the 2017 Regional Plan. The engagement effort is intended to reach residents, businesses, municipal officials, community organizations, and other stakeholders throughout all 21 NHCOC municipalities.

The *CEP* is only one component of the overall RPOCD planning process, but it is an important one because it will help ensure that the updated plan reflects the priorities, experiences, and perspectives of the communities that make up the Northwest Hills region.

The draft establishes the public branding identity of “**Northwest Next 2037: Our Region, Our Future**” as the title of the draft RPOCD plan and proposes a combination of traditional and more accessible engagement methods, recognizing the rural and geographically dispersed character of the region, and consumer preferences particularly post-pandemic.

The proposed CEP includes these major engagement efforts:

- **Stakeholder Outreach:** Development of a comprehensive contact list including municipal officials and staff, state and regional agencies, agricultural interests, businesses, environmental and conservation organizations, housing and social-service providers, schools, youth organizations, media, and interested residents.
- **Community Pop-Up Events:** Participation at up to two existing community events, such as fairs, farmers markets, or festivals, to provide informal opportunities for residents to learn about the plan and provide input.
- **Project Webpage and Social Media:** A dedicated project webpage will serve as the central information hub, supplemented by social media announcements and materials that can be shared through member municipalities.
- **Online Public Survey:** A regional survey will solicit input on housing, transportation, economic development, natural resources, land use, community facilities, historic resources, and other planning priorities.
- **Video Outreach:** Up to five short videos under the proposed *Northwest Hills Voices* series will feature residents, stakeholders, municipal officials, and other regional perspectives.

- **Public Workshops:** Up to three topic-based workshops are proposed covering housing/economic development/community character; natural resources/agriculture/conservation; and transportation/infrastructure/community services.
- **Focused Stakeholder Meetings:** Up to five focus groups will provide opportunities for more detailed discussion with key stakeholder groups.
- **Draft RPOCD Plan Presentation:** A final public presentation and comment opportunity will occur before the RPOCD is finalized and considered for adoption.

Public engagement will occur throughout the planning process, beginning with survey and outreach activities in September 2026, followed by workshops and focus groups through early 2027, draft plan review in June 2027, and anticipated final adoption in July 2027.

Regional Planning Advisory Committee

NHCOG is also still seeking volunteers for a Regional Planning Advisory Committee to support development of the RPOCD and potentially other regional plans and planning initiatives NHCOG is currently undertaking or expects to undertake over the next one to two years.

Council members are requested to consider volunteering themselves or designating an appropriate municipal staff member, board or commission member, or other community representative to participate. Participants with knowledge of their community or regional issues would provide valuable perspective. If creation of this committee proves impossible due to low numbers/area representation, then we plan to pivot to a different approach in consultation with our project consultant.

Council members are also encouraged to review the draft Community Engagement Plan and provide comments, if desired, regarding proposed outreach methods, potential community events, stakeholder groups, or other opportunities to broaden participation in the planning process.

DRAFT PLAN ON NEXT PAGE



NORTHWEST NEXT 2037

Our Region, Our Future

COMMUNITY ENGAGEMENT PLAN

Northwest Hills Council of Governments

Regional Plan of Conservation and Development Update

Prepared by IMEG

DRAFT August 14, 2026

1. Introduction and Purpose

The Northwest Hills Council of Governments (NHCOG) is undertaking an update to its Regional Plan of Conservation and Development (RPOCD), replacing the 2017 plan in accordance with Connecticut General Statutes Section 8-35a. A robust public engagement program is essential to ensuring the updated plan reflects the values, priorities, and lived experiences of residents across the region's towns.

This Community Engagement Plan describes the strategies, tools, events, and timeline IMEG will use to engage a broad and diverse cross-section of Northwest Hills residents, businesses, municipal officials, and community organizations throughout the 14-month planning process. It also establishes the RPOCD's brand identity and communications templates to maintain a consistent, recognizable presence across all outreach channels.

The Northwest Hills region presents both distinctive opportunities and real engagement challenges. The region is largely rural, spread across dozens of small towns, and characterized by residents who tend to be deeply rooted in their individual communities. Traditional workshop formats alone are unlikely to generate the participation this plan deserves. This engagement plan therefore emphasizes meeting people where they are, such as at fairs, farmers markets, and community gathering points that already anchor civic life in the region, while also embracing innovative digital tools, including short-form video, to broaden reach and foster connection.

2. Engagement Goals

The community engagement program is designed to achieve the following goals:

- Reach a broad and representative cross-section of Northwest Hills residents, including year-round residents, seasonal residents, business owners, agricultural operators, older adults, and younger community members.
- Build awareness of the RPOCD update and its importance to the region's future across all 21 member municipalities.
- Generate meaningful, substantive public input on existing conditions, vision, goals, and policy priorities across all major plan topic areas.
- Ensure underrepresented and hard-to-reach populations have accessible opportunities to participate, including through digital, video, and in-person formats.
- Maintain consistent, transparent communication throughout the planning process so stakeholders understand how their input is being used.
- Create a community engagement record that supports the plan's credibility and can inform future planning initiatives.

3. RPOCD Brand Identity and Communications Templates

3.1 Project Name and Tagline

The project will be branded as: **Northwest Next 2037: Our Region, Our Future.**

This tagline emphasizes the long-range, collaborative nature of the effort while grounding it in regional identity. It will appear on all public-facing materials.

3.2 Communications Templates

IMEG will develop a suite of branded templates for use throughout the project, including:

- Event flyers and posters (print-ready 8.5" x 11" and 11" x 17")
- Social media graphics (Facebook, Instagram, and X/Twitter post formats)
- Email newsletter and announcement templates
- Short-form video lower-thirds and title card graphics (see Section 7)
- Presentation slide master for advisory committee and public meetings

All templates will use a consistent color palette, typography, and the project name/tagline. IMEG will coordinate with NHCOC on template approval before distribution.

4. Stakeholder Identification and Contact List

Early in the planning process, IMEG will work collaboratively with NHCOC to develop and maintain a comprehensive stakeholder contact list. This list will serve as the backbone for direct outreach, meeting invitations, survey distribution, and ongoing project communications.

An RPOCD Advisory Committee, meeting bi-monthly throughout the process, will provide ongoing guidance on engagement strategy and help IMEG identify key contacts and community concerns. Committee members will be a primary source for expanding and refining the stakeholder contact list over time.

4.1 Stakeholder Categories

The contact list will be organized by stakeholder type, including:

- Municipal officials: First Selectmen/Selectwomen from each of the 21 member municipalities, Planning and Zoning Commissions, Conservation Commissions, and municipal staff across all 21 NHCOC member towns
- Regional agencies: CTDOT, CT DEEP, CT DOH, CT DECD, and relevant state agency contacts
- Agricultural community: Litchfield County farmers, the Goshen Fair Agricultural Society, local Grange chapters, CT Farmland Trust, and the CT Farm Bureau
- Art, business and economic development: NWCT Arts Council, NWCT Economic Development Corporation, NWCT Chamber, NWCT Transit District, Northwest Conservation District, Torrington Downtown Partners, Friends of Main Street (Winsted), and regional employers
- Environmental and conservation organizations: Connecticut Land Conservation Council, Rivers Alliance of Connecticut, Housatonic Heritage, Housatonic Valley Association, trail associations
- Social services and housing organizations: regional nonprofits, such as Partners for Sustainable Healthy Communities and the Northwest Conservation District, affordable housing providers, and senior services agencies
- Schools and youth: regional school districts, vocational schools, and youth organizations
- Media: The Lakeville Journal, Litchfield County Times, Register Citizen, and local radio stations
- General public: residents who sign up via the project webpage, survey, or events

4.2 Contact List Development

IMEG will provide NHCOC with a master contact list template and will populate it with known regional contacts. NHCOC will supplement with contacts from its existing relationships. The list will be updated throughout the process as new participants are identified at events, through the survey, or via referrals.

5. Pop-Up Outreach at Community Events

Given the rural character of the Northwest Hills region and the geographic dispersion of its communities, meeting people where they already gather is essential. IMEG proposes a pop-up outreach strategy that places RPOCD representatives and interactive materials at two (2) community events during the project's first year. This approach has proven effective in similar rural planning contexts and can generate significant public awareness and input with relatively low barriers to participation.

5.1 Approach

Each pop-up will be staffed by one to two IMEG team members and will feature:

- A branded table display with project name, map of the region, and timeline
- Printed summary of key planning topics with an invitation to share feedback via sticky notes or quick dot-voting exercises
- QR codes linking to the online survey and project webpage
- Project postcards or palm cards that residents can take home
- Optional: tablet or laptop for on-site survey completion

IMEG will track participation at each event and incorporate pop-up input into the broader engagement record. Pop-ups are distinct from the formal public workshops (Task 2.5) and represent supplementary, low-barrier touchpoints.

5.2 Possible Events for Pop-Up Outreach

The following events offer high-traffic, community-centered opportunities to reach Northwest Hills residents in authentic settings. IMEG will work with NHCOC to identify two desired events and will coordinate with organizers in advance to confirm scheduling, participation requirements, and any associated fees.

Event	Location	Timing	Notes
Harwinton Fair	Harwinton	10/2 – 10/4	Registration information is already closed for exhibitors, but we could contact them directly and ask specifically about a nonprofit/regional planning information booth, rather than trying to register as a commercial vendor. One source lists attendance at 20,000 – 50,000, but we have low confidence in this number.
Riverton Fair	Historic Riverton	10/9 – 10/11	Attendance estimate: 12,000–15,000
Salisbury Fall Festival	Salisbury	10/9 – 10/11	Attendance estimate: “hundreds”

Event	Location	Timing	Notes
Connecticut Garlic & Harvest Festival	Bethlehem Fairgrounds	10/10 – 10/11	Attendance estimate: 25,000 – 28,000. Not held in NHCOC community, but it has a large attendance and probably draws a lot of NHCOC residents.
Litchfield Autumn Farmers Market	Litchfield	10/10 and/or 10/17	Attendance unknown
Vintage Market Days of Connecticut	Harwinton Fairgrounds	10/17 – 10/19	Attendance unknown
Falls Village Fall Festival	Canaan	10/18	Attendance estimate: 1,000
Pumpkin Fest	North Canaan	10/18	Attendance unknown
Winter Fest	North Canaan	11/29	Attendance unknown
Torrington Holiday Craft & Gift Fair	Torrington	12/5	Attendance estimate: 2,000. Event is held indoors, so no weather complications.
Holiday in the Depot	Washington	12/12	Attendance estimate: 3,000

6. Digital Outreach and Social Media

6.1 Project Webpage

IMEG will work with NHCOC's webmaster to establish a dedicated RPOCD project page on the NHCOC website. The page will serve as the central public hub for the project and will be kept current throughout the 14-month process. IMEG will provide web-ready content including:

- Project overview, purpose, and timeline
- Meeting announcements and materials (agendas, presentations, summaries)
- Survey link and participation instructions
- Embedded or linked video content (see Section 7)
- Map of the region with member municipalities identified
- Contact information for questions or to be added to the project list

6.2 Social Media Content

IMEG will provide NHCOC with up to eight (8) platform-specific social media announcements for use on Facebook, Instagram, and X/Twitter. Posts will be developed to promote key milestones and engagement opportunities, including:

- Project launch announcement

- Online survey release
- Pop-up event previews and recaps
- Public workshop announcements
- Video content releases (see Section 7)
- Draft plan release for public review

Each post will include branded graphics consistent with the RPOCD communications templates. Understanding that NHCOC does not currently have a presence on Meta platforms (Facebook and Instagram), NHCOC will allow IMEG to manage paid advertising campaigns through Meta Business Suite on their behalf to reach a broader regional audience on Facebook and Instagram, driving traffic to the project website and promoting engagement opportunities such as surveys and public meetings. Second, IMEG will create sharable posts and graphics to distribute to NHCOC member municipalities, allowing them to share content with their audiences through their own social media channels. Together, this approach combines the reach of paid promotion with the existing audience from the partner organizations and municipalities.

6.3 Email Communications

Using the stakeholder contact list developed in Section 4, IMEG will provide text for up to six (6) project update emails for distribution by NHCOC. These will be sent at key milestones: project launch, survey release, workshop series kickoff, workshop series conclusion/draft plan preview, draft plan public review, and final plan adoption.

6.4 Online Survey

IMEG will develop a comprehensive online survey using SurveySparrow or a comparable platform to solicit public input on issues, priorities, and aspirations for the RPOCD. The survey will be designed to be completable in 10 minutes and will include a mix of rating scales, multiple-choice, and open-ended questions organized by plan topic area (housing, transportation, economic development, natural resources, land use, community facilities, and historic resources).

The survey will be available for a minimum of six weeks and will be promoted through all channels: the project webpage, social media, pop-up events (via QR code), and email. IMEG will provide NHCOC with a summary of survey results including response counts, demographic breakdowns, and key themes.

7. Video Outreach Strategy

NHCOC and IMEG share a recognition that traditional engagement methods can struggle to generate broad participation across a geographically dispersed, rural region. Short-form video offers a powerful complement to in-person events and written communications – meeting residents on the platforms and devices they already use and building familiarity with the planning process in a format that is accessible, personal, and shareable.

IMEG proposes a targeted video outreach program as an innovative component of the RPOCD engagement strategy. This program is designed to be practical and achievable within the project’s scope while delivering meaningful visibility and community connection.

7.1 Video Content Series: “Northwest Hills Voices”

IMEG proposes producing a series of up to five short videos (approximately one minute each) featuring voices from across the Northwest Hills region. The series will be branded as “Northwest Hills Voices” and will be designed to build public awareness, inspire participation, and communicate that this is a community-driven process.

Suggested video concepts include:

- What We Love About the Northwest Hills – A brief, visually rich introduction to the region featuring residents, farmers, business owners, and municipal officials sharing what they value about their communities. This video launches alongside the project webpage and survey.
- Why This Plan Matters – A short explainer featuring NHCOC’s Executive Director and one or two municipal officials explaining what the RPOCD is, why it’s being updated, and how residents can participate.
- Voices on Housing / Transportation / the Land – Topic-specific videos featuring residents and stakeholders sharing their perspectives on key planning challenges, timed to accompany public workshops on those topics.
- Thank You and What’s Next – A short closing video after the public comment period summarizing what was heard and explaining next steps toward plan adoption.

7.2 Production Approach

Videos will be produced using a combination of smartphone footage, professional editing, and lower-third graphics consistent with the RPOCD brand templates. IMEG will coordinate with NHCOC on filming logistics and participant recruitment. Filming will be conducted at pop-up events and community locations, supplemented by brief scheduled interviews with willing participants.

Videos will be captioned for accessibility and optimized for both desktop and mobile viewing. IMEG will deliver final video files to NHCOC for posting on the project webpage, YouTube, and social media.

7.3 Distribution

- Embedded on the RPOCD project webpage
- Shared via NHCOC social media channels (Facebook, Instagram)
- Linked in project email communications
- Screened at the opening of public workshops and focus group meetings
- Shared to member municipalities to post via their own social channels

Video is particularly well-suited for reaching seasonal residents, younger demographics, and people who may not attend in-person events but are active on social media. It also creates a lasting record of community voices that can be archived alongside the final plan.

8. Public Workshops

IMEG will conduct up to three (3) topic-based public workshops to engage the community in substantive discussion of the issues and priorities that will shape the RPOCD. Based on the region's geography and successes we have had on other projects, IMEG recommends a combination of in-person, live virtual, and on-demand workshops at different times of the day to offer a variety of avenues for participation. Workshops are designed as interactive working sessions, not lecture-style presentations, and will use small group discussion, dot-voting, mapping exercises, and facilitated conversation to generate qualitative input.

8.1 Workshop Topics

Recommended workshop topics, organized to align with the existing conditions analysis task areas, are as follows:

Workshop Topics	Timing	Format
Housing, Economic Development, and Community Character	October/November 2026	TBD (In-person or virtual, daytime or evening session, ~2 hours, or online on-demand workshop)
Natural Resources, Agriculture, Open Space, and Conservation	January 2027	TBD (In-person or virtual, daytime or evening session, ~2 hours, or online on-demand workshop)
Transportation, Infrastructure, and Community Services	February 2027	TBD (In-person or virtual, daytime or evening session, ~2 hours, or online on-demand workshop)

8.2 Workshop Logistics

Workshops will be staffed by up to three (3) IMEG team members. In-person workshop(s) will be conducted in accessible, centrally located venues within the NHCOC region. NHCOC or its member municipalities will provide meeting space at no cost to IMEG. If more than one in-person workshop is conducted, IMEG recommends distributing workshops across multiple towns (e.g., Torrington, Litchfield, and a Northwest Corner location such as Sharon or Canaan) to reduce travel burden and ensure geographic reach.

Each workshop will be preceded by advance promotion through the project webpage, social media, email, and pop-up outreach. A summary of findings from each workshop will be prepared by IMEG and shared publicly.

9. Focus Group Meetings

IMEG will conduct up to five (5) focused stakeholder group meetings to engage specific constituencies in deeper, more targeted conversations on topics of particular relevance to each group. Focus groups are smaller and more structured than public workshops, allowing for in-depth discussion with participants who have specific expertise or perspectives.

NHCOC will identify and invite participants for each focus group. Meetings will be up to 90 minutes in length and will be staffed by two (2) IMEG team members. Meetings may be conducted virtually or in person and may be clustered to allow two sessions in a single day when held in person.

Focus Group	Target Audience	Topic Focus
Focus Group 1	Agricultural Community and Land Trusts	Farmland preservation, open space, conservation priorities
Focus Group 2	Housing Stakeholders (developers, nonprofits, housing authorities)	Housing affordability, zoning, development barriers

Focus Group	Target Audience	Topic Focus
Focus Group 3	Business and Economic Development Leaders	Regional economy, workforce, commercial corridors
Focus Group 4	Municipal Officials and Planning Staff	Inter-municipal coordination, land use, regulatory consistency
Focus Group 5	Social Services, Seniors, and Youth Organizations	Community services, accessibility, demographic change

10. Public Presentation of the Draft Plan

Prior to adoption of the RPOCD, IMEG will conduct one (1) public presentation of the draft plan. This presentation will provide the public with an opportunity to review and comment on the plan before it is finalized. The presentation will be conducted either virtually or in person, at a duration of up to 90 minutes, and will be staffed by two (2) IMEG team members.

The presentation will be announced via all project communications channels, including the project webpage, social media, email, and direct outreach to the stakeholder contact list. A public comment period will be open concurrent with or following the presentation.

11. Recommended Schedule

The engagement activities described in this plan are designed to unfold across the 14-month project timeline, beginning in June 2026 and concluding with plan adoption in July 2027.

Activity	Timeframe
Project launch: webpage, contact list development, branding	June–July 2026
Video(s): “What We Love / Why This Plan Matters” production and release	August – September 2026
Online survey launch	September 2026
Pop-up outreach	September – October 2026
Workshop 1: Housing, Economic Development, and Community Character	October/November 2026
Video(s): Topic-specific video release	November/December 2026
Focus Group Meetings 1–3	November 2026–January 2027
Workshop 2: Natural Resources, Agriculture, and Conservation	January 2027
Workshop 3: Transportation, Infrastructure, and Services	February 2027
Focus Group Meetings 4–5	February 2027
Draft plan circulated for review	June 2027
Public Presentation of Draft RPOCD	June 2027

Activity	Timeframe
Video: Thank You and What's Next release	June 2027
Final plan adoption	July 2027

12. Deliverables Summary

Task	Deliverable
Branding and Communications	RPOCD brand identity and suite of communications templates
Stakeholder Outreach	Master stakeholder contact list
Social Media	Up to 8 platform-specific social media posts with branded graphics
Webpage	Web-ready content, images, and links for NHCOC project page
Online Survey	Survey instrument and summary of results
Pop-Up Outreach	Pop-up event participation at up to 2 community events; event log
Video Production	Up to 5 short-form videos (1 min each), captioned and production-ready
Public Workshops	Up to 3 in-person, virtual, or on-demand workshops; workshop summaries
Focus Group Meetings	Up to 5 focus group meetings; meeting summaries
Public Presentation	One public presentation of the draft RPOCD
Email Communications	Up to 6 project update emails for NHCOC distribution

13. Notes on Adaptive Engagement

Community engagement is not a fixed script. IMEG is committed to remaining responsive to emerging opportunities, changing conditions, and feedback from NHCOC and the public throughout the planning process. If certain events generate unexpectedly strong participation, we will build on that momentum. If certain formats prove less effective in reaching specific communities, we will adapt.

Throughout the project, IMEG will maintain a running engagement log tracking all participation touchpoints, input collected, and demographics reached (to the extent available). This log will be shared with NHCOC periodically and will inform both the content of the RPOCD and the engagement record that accompanies the final plan.

We look forward to building a planning process that reflects the full richness of the Northwest Hills region — its landscapes, its history, its working farms, and its people.



SAVE THE DATE



Center for
Housing
Opportunity

Litchfield County, CT



Litchfield County 2026 Housing Affordability Summit *Ideas Edition!*

**Thursday, September 24, 2026 • 5 - 7:30 PM
Kent Community House • 93 N Main St., Kent, CT**

Each year at the Summit, our local housing organizations, town leaders, legislators, and housing advocates come together to share their successes from the past year in creating housing opportunities, hear from the CT Dept. of Housing Commissioner, and tour a housing site.

This year, with our “Ideas Edition”, we’re adding more opportunities for attendees to share their ideas with us about how we can create more affordable housing in our region more cost efficiently, more sustainably, and/or by involving more community members. We want to hear your ideas and share ours!

This event will kick off our webinar series the following week, where you’ll have the opportunity to learn and share even more!



To: NHCOCG Policy Board
From: Rista Malanca, AICP
Director of Community & Economic Development
Date: August 27, 2026
RE: Community & Economic Development Update

Chairman Ridgway and Board Members,

Below is a summary of projects and initiatives I've been focused on over the past month. Sarah Better and Grace Rennison will also be providing summaries of what they have been focused on this month. Together, this comprises the projects and initiatives the NHCOCG Community and Economic Development Department has been working on.

Please let me know if you would like any additional information or to discuss any of these matters further.

Brownfield Grants

- Cornwall, Assessment Grant, 282 Kent Road: Field work is underway, due to results additional groundwater monitoring wells need to be installed, an additional services agreement has been executed. This work is still within the Scope and funding of existing grant.
- Winsted, Assessment Grant, 3 & 41 Meadow Street: Field work at 3 Meadow Street is complete, BL Companies is working on finalizing reports for this site. This work has positioned the Town to apply for a Brownfield Remediation Grant if they choose. Work at 41 Meadow Street is still on-going, environmental work is nearing completion and focus is turning to creating a redevelopment project that is supported by the Property Owner.
- Winsted, BAR Grant, Revitalization Along the Mad River Study: Study has kicked-off, consultants held and internal charrette to get feedback from property owners and critical stakeholders. A wrap-up session was held at Little Red Barn on August 6th and was well attended. Next steps are to review all environmental and structural conditions. Additionally a market analysis webinar was held, the recording can be found here: <https://www.youtube.com/watch?v=qrmIHsyojl>

Discover Litchfield Hills

Discover Litchfield Hills is our regional marketing and tourism brand. Over the past year we have been working closely with Miranda Creative to expand our social media presence, followers are continuing to grow. To see content that has been posted view pages:

<https://www.facebook.com/DiscoverLitchfieldHills>

<https://www.instagram.com/discoverlitchfieldhills/>

Miranda Creative has created a one-page flyer and a business card that can be handed out to businesses, event organizers and other stakeholders as to how they can engage with Discover Litchfield Hills and promote their business or event. This will be ready for distribution next month.

Miranda Creative and NHCOC have been working with CivicLift to upgrade the Discover Litchfield Hills website. New colors and branding scheme has been updated. We are working to create our own “bot”, called Scout that can help people “discover” our region. This will take several months to complete, but work has started.

A spring/summer photo shoot was done that focused on downtown, shopping, hiking, dining and kid friendly. The photo shoot took place at Franklin Plaza, Kelly’s Crystals, Torrington Historical Society, Mill House, Burr Pond (all Torrington), Sue Grossman Greenway, R&B’s Sports world, Skippers (all Winsted) and Norbrook (Colebrook).

We are preparing for a Fall/Winter photo shoot and would like to focus in other communities. I will be reaching out with general areas of focus and would appreciate any ideas and connections to local businesses that may be appropriate. The idea of the photo shoot is to capture images that can reflect activities anywhere in the region, so if you Town is not selected, doesn’t mean it won’t be promoted.

Trails

Harwinton/Litchfield, Rec Trails Grant, NRG routing and design: The consultant has been selected, Barton and Loguidice. I met with Kevin Grindle last week, he and I are working to gain a better understanding of the previous routes identified in a routing study done by NVCOC. A kick-off meeting with Chief Elected Officials and Staff from Harwinton and Litchfield is expected in late September.

Recycling and Solid Waste Management

Sustainable Materials Management Grant - Diversion Strategies has been retained to identify what regional resources can be developed to support municipal and regional recycling and MSW initiatives. Diversion Strategies has already begun the planning process and over the next month or so will be conducting outreach to identify priorities, challenges and goals within the region.

Northwest Economic Development Collaborative

- On August 20th, the NW EDC held it’s quarterly meeting – This meeting was a summer networking event and business meeting, held at Norbrook. The speaker with Jason Healy who talked about how AI could help fill the gaps many small businesses are facing. He also discussed the significant impacts Data Centers could have on communities. Next meeting will be held on December 2nd – details to follow.
- The Creative Economy Subcommittee has a new chairperson, Amy Wynn. This committee is working on a guidance document regarding placement and installation of public art. It is expected to be completed in the next month or two.

Housing & Downtown management continue to be a priority. For consistency purposes, full updates on these initiatives can be found in Grace’s report.



Attachment H

To: NHCOCG Policy Board
From: Grace Rennison, MRP
Regional Planner – Housing & Downtown Specialist
Date: August 27, 2026
RE: Housing & Downtown Management Updates

Chairman Ridgway and Board Members,

This summary is intended to inform you of the projects and initiatives I have been working on over the past month. My work takes place under the NHCOCG Community and Economic Development Department and focuses mainly on housing and downtown management initiatives.

Please let me know if you would like any additional information or to discuss any of these matters further.

Housing

The main housing project at NHCOCG revolves around Public Act 25-1. NHCOCG has been tasked with creating a regional housing growth plan where member municipalities may opt into this regional plan or create their own. The following initiatives have been taken to advance our work with PA25-1:

- Our GIS vendor, QDS, has been working to create developable land maps of member municipalities that will address areas of potential development for future housing. We meet frequently to discuss updates to these maps and address any new findings or layers we would like to see implemented into the GIS system. We are working to have a preliminary set of maps finished to use during discussions with individual municipalities this fall.
- Attending and participating in the CT COG housing work group. This group meets once a month to discuss updates to the act, share resources, and gather updates from subcommittees. From these meetings I have been able to pull resources that inform our work process towards creating our housing growth plan. This includes literature reviews of other successful housing growth plans and needs assessments, language and terminology tools for public demonstration and knowledge, as well as data driven analysis that inform how our region might use data to ground our decision-making process.
- Attending and participating in meetings with the Office of Policy and Management (OPM). OPM has been charged with creating data sources for NHCOCG. We have been able to begin working with state-driven numbers to understand housing need in the region in comparison to income bands and area median income. We are utilizing this data as a starting point and reference to the further data collection we will conduct at the municipal level.
- For the municipal level, I have been working on the creation of data dashboards for member towns to understand current demographics. This includes census bureau data collection like age distribution,

dominate workforce industries, annual income brackets, current housing stock and characteristics, as well as educational attainment.

- Coupled with our data dashboards, Rista Malanca and I have been working to create a housing needs assessment and allocation methodology that will address data driven need for housing but also municipality want and need for housing.
- This work will be further utilized in the fall as Rista and I begin reaching out to Chief Elected Officials, first, to discuss this allocation and data findings in greater detail.

Downtown Management

- Downtown management is a direct initiative created at NHCOC to address out CEDS goals. We are currently partnered with the CT Main Street Center (CMSC) to work with member towns on community outreach and engagement.
- With CMSC we have established thorough lines of communication with participating municipalities as well as a series of workshops we conduct with town stakeholders. This includes workshops, from gauging town interest in downtown management to creating a downtown, working groups who will work towards making town visions, reality.
- Thus far workshops have been held:
 - In Winchester on May 27th. We have since then attending an EDC meeting this past month and are working with the town on creating more outreach strategies for data collection and public engagement before having our second workshop which will be scheduled for late fall.
 - We had our first workshop with Norfolk on July 8th. Since then I have been doing further email outreach to community stakeholders that the town feels should be apart of downtown management. We will be attending an EDC meeting for this town in September and will continue data collection and engagement opportunities until our second workshop tentatively scheduled for November 2nd.
 - Barkhamsted's first workshop was held on July 27th. We are in the process of gathering stakeholder contacts to begin further outreach and plan to regroup for a second workshop in the new year after festival season.
 - As for municipalities with upcoming workshops we have Kent scheduled for September 28th, Warren scheduled for October 20th, and New Hartford scheduled for October 27th.
- As we plan workshops we conduct virtual intro meetings with CMSC and each member municipality to talk about the PROMISE program as well as what will happen at the community workshops.
- We also conduct recaps after the first workshop is completed to hear feedback and discuss steps moving forward in hopes to gather enough buy-in to create downtown working groups for participating municipalities.
- For municipalities that are not yet involved we are happy to start the process! There is no timeline on starting or ending downtown initiatives with NHCOC so any who many want to join on board please feel free to reach out to me at anytime.



Attachment I

To: NHCOC Policy Board
From: Sarah Better, Program Manger
Date: August 27, 2026
RE: Community & Economic Development Update

Chairman Ridgway and Board Members,

Below is a summary of the projects and initiatives I have been working on over the past month. Please let me know if you would like any additional information or would like to discuss any of these items in greater detail.

Department of Emergency Management & Homeland Security Grant Program (DEMHS)

- The Regional Emergency Planning Team (REPT) meets regularly to identify how funds will best serve DEMHS Region 5
- 2024 HSGP: Remaining balance of \$54,664.25, to be expended by April 30, 2027.
- 2025 HSGP: Remaining balance of \$187,537.08, to be expended by April 30, 2028.
- 2026 HSGP: The application has not yet been posted.
- Please contact me if you have any questions.

Natural Hazard Mitigation Plan (NHMP)

- At this time, there has been no additional information from DEMHS regarding when NHMP funding will become available.
- Through the Resilient Connecticut Program, CIRCA is providing assistance at no cost to NHCOC that can also support the Hazard Mitigation Plan update process.
- In addition to digitizing the Zones of Shared Risk and Resilience Opportunity Areas, which may be incorporated into the municipal annexes, CIRCA will:
 - Contact each municipality to schedule a meeting with appropriate town staff, typically including public works, emergency management, engineers, planners, and other relevant personnel.
 - Facilitate meetings to review each municipality's hazard and climate-related concerns.
 - Review mitigation actions identified in the previous Hazard Mitigation Plan and discuss their current status, including whether they should be completed, continued, revised, or carried forward into the updated plan.
 - Use information gathered through these meetings to support both the HMP update and the Resilient Connecticut vulnerability assessment.
- CIRCA will begin distributing information and scheduling municipal meetings in early October.
- I will attend the municipal meetings with CIRCA.
- An RFP for a consultant has been posted, with proposals due September 28, 2026. The selected consultant will complete the remaining portions of the Natural Hazard Mitigation Plan update.

Salary Survey

- We will be initiating this effort very soon to be proactive prior to the local annual budget process in member communities.

Housatonic River Commission (HRC) / National Park Service (NPS)

- Effective October 1, HRC will begin its fourth year of funding from the National Park Service through the National Wild and Scenic Rivers System grant program. Annual funding will increase from \$150,000 to \$220,000.
- HRC plans to host a community event at Housatonic Meadows in early October.

Economic Development

Childcare Working Group

- Michelle Anderson of EdAdvance has completed the first version of the Local Needs Assessment (LNA). If you have any questions, please reach out to Michelle at andersonm@edadadvance.org
- The Working Group will meet to review the assessment and develop recommendations for next steps

Farmer's Collaborative

- The Farmer's Collaborative will resume meeting in September as the agricultural season begins to slow down and farmers have greater availability to participate.

Manufacturing & Innovation Collaborative (MIC)

- We plan on holding a Manufacturing Breakfast at EdAdvance in October. Please be on the lookout for additional information and event details.

Attachment J



SOURCEWELL PRICE QUOTE

Contract# 050625-FRM



Town of Norfolk D.P.W.
36 Old Colony Rd
Norfolk, CT 06058
Attn: Troy Lamere
Phone: 860-806-1581
Email: lameretroy@gmail.com

Matt Coughlin
Tyler Equipment Corporation
Cell: (203) 915-1542
Email: mcoughlin@tylerequipment.com

Quote Date	Quote Good Through	Freight Terms	Requested By	Payment Terms
1/14/2026	2/14/2026	Pick up	Matt	Net 30 Cash

Subject to the terms and conditions on the face hereof, we are pleased to submit the following proposal

Qty	Item No	Description	Price
1		6-Ton Falcon Asphalt Recycler & Hot Box Trailer 12 - Volt Battery Triple wall Construction and Fully Insulated Automatic Temperature Control Diesel Burner VIP Technology - Voltage Indicator and Protector Controller Automatically Prevents Burner(s) from Operating Below Burner Manufacturer's Required Voltage One-Piece, Seamless Ceramic Combustion Chamber Independently Certified 92% Fuel Efficiency Diamond Tread Plate Hopper Access Platform Electric Brakes w/ Safety Breakaway Conspicuity Tape Included Options: Battery Charger Package Dual Diesel Burner Dump Box (12-Volt Electric Over Hydraulic) Tandem Axle Trailer Frame - 2" x 6" x 1/4" Tubular Steel Standard frame - 16' Falcon Smart Control Package includes VIP, 7-day timer, fuel level gauge, hour meter, voltmeter, and temperature gauge LED Lighting Upgrade - Two Red Stop/Tail/Turn Lights and one Amber Strobe per side Night Work Lights - LED Strobe Warning Light Upgrade to ST235/80R 16" Tires - Load Range E Release Agent Basket Hopper access step 24" x 24" Compactor basket Two -3 Position Tool holders	\$65,890.00

Operator, Parts, and Service Manual
Two-Year Machine Warranty and Lifetime Frame Warranty
Freight and PDI
Total Sale Price

Included
Included
\$3,600.00
\$69,490.00

Why Falcon?

Its Versatile

- Recycle leftover asphalt, chunks and millings (a dual burner unit is required to recycle millings)
- Transport asphalt and keep it hot all day and hold it overnight
- Heat and re-heat cold patch

Its Cost-Effective

- When used as a hot box, it eliminates asphalt waste that occurs in the back of an unheated truck bed
- When used as a recycler, it recycles leftover asphalt and asphalt chunks torn up from the pavement
- Independently certified 92% fuel efficiency - uses less than 3 gallons of fuel per 8-hour shift

Its Reliable

- VIP Technology (patent pending) - Protects burner components by automatically preventing burner from operating with low battery voltage
- A Falcon is designed to allow the burner to run while in tow - preventing material from cooling while being transported
- Heat management system is engineered to provide even hopper temperatures - eliminating material scorching from hot spots and material hardening from cold spots
- Standard 2-year machine warranty and lifetime frame warranty

It's a Falcon



6 TON ASPHALT HOT BOX AND RECYCLER

STANDARD:

- Battery charger package
- Automatic temperature control
- VIP technology
- One piece ceramic combustion chamber (diesel)
- Diamond tread plate hopper access platform
- Heated shoveling platform
- 12 volt deep cycle batteries
- Dual burner recycling package
- Hydraulic dump function

OPTIONS:

- Hydraulic unloading doors
- Bifold hydraulic loading doors
- LED light upgrades including LED arrow board
- 30 gallon tack tank with spray system and hose reel
- Basket for mounting compactor
- Wash-down system
- 24-hour or 7-day timer
- Electric overnight heat
- Hoist - manual or electric
- Propane torch with bracket
- Other customizable options available

Falcon hot boxes and recyclers give you unparalleled **versatility**. You can **transport cold mix**, keeping it warm during the winter months and making it easier to work with; you can **transport hot mix and keep it hot all day**; and you can **hold hot mix overnight**, keeping it warm for up to 48 hours. You can also **reclaim unused hot mix**, eliminating the waste of good material, and you can **recycle asphalt chunks and millings**. All of this makes Falcon the most versatile machine you can buy for pavement preservation.

All Falcon machines are built with pride in Midland, Michigan and come with the following standard features: **patented heat management system** featuring a 5-year maintenance-free combustion chamber, **large unloading door** for easy access, **patented VIP system** to eliminate damage from low voltage, a **2-year machine warranty and lifetime frame warranty**, an emphasis on **curbside safety** and easy platform work surfaces, and a durable and **reliable dump system**.

THE FALCON ADVANTAGE



Large Unloading Door
For Easy Access



Patented Heat
Management System



Platform For Safe, Easy
Hopper Access



Patented VIP - Low
Voltage Shutdown



Dump System - Pivot
Point & V-Body



Lifetime Frame
Warranty

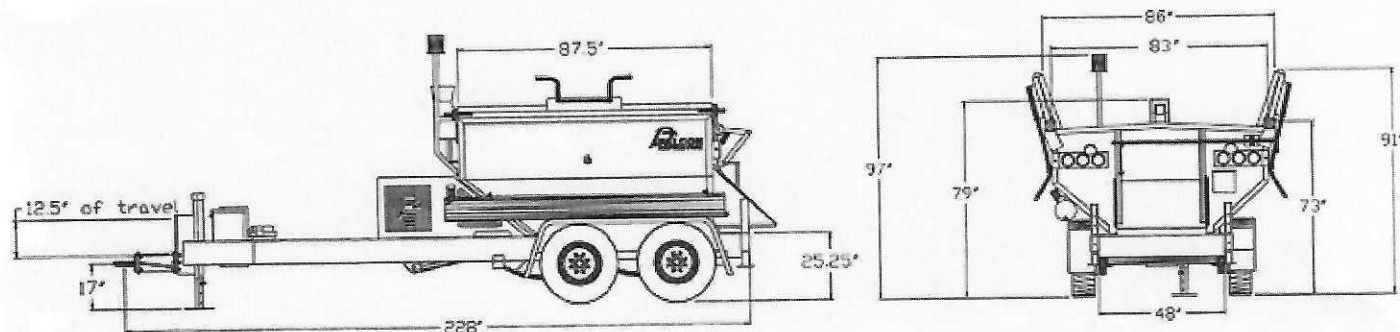
Falcon Asphalt Repair Equipment

2600 W. Salzburg Rd
Freeland, MI 48623
sales@falcnrme.com

Phone: (989) 495-9332
Fax: (989) 495-9342
www.falcnrme.com

WWW.FALCONRME.COM

6 TON ASPHALT HOT BOX AND RECYCLER



Type	6 Ton Trailer
Capacity	12,000 lbs of material
Base Weight	6,550 lbs
Weight loaded with material	18,550 lbs
GVWR	20,000 lbs
Fuel Source	Diesel
Fuel Capacity	20 gallons
Number of burners	2
Burner Type	(1) 105,000 BTU, (1) 94,000 BTU Diesel Beckett burners w/electronic spark ignition
Unloading door	Insulated guillotine, 18"Hx33" W
Loading doors	Manual bi-fold (hydraulic option)
Hopper opening	86" - doors open
Width	83"
Length	19'
Height	73"
Construction	Triple wall insulated/heated – air jacketed
	Hopper floor 1/4" steel
	10 gauge capping channel and corner molding
Axles	Tandem torsion axle
Tires	8-bolt wheels w/17.5" tires
Brakes	Electric brakes with safety breakaway
Hitch	2.5" pintle eye
Paint	Blasted and painted with two coats of epoxy primer and urethane finish
Frame	2"x8"x1/4" tubular steel
Asphalt repair areas	15'x16'x4" depth (240 potholes 1'x1'x4" depth)
Warranty	Two year machine warranty, lifetime frame warranty

Falcon Asphalt Repair Equipment

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WWW.FALCONRME.COM

THE BEST DON'T REST

QUOTE DATE: June 19, 2026
Quotation valid for (days): 30
Quotation valid until: July 19, 2026
Prepared by: David Cope
Salesman's Phone #: (845) 490-3992
Salesman's Email: dcope@wtractor.com

NORTH EAST HILLS COUNCIL OF GOVERNMENT 355 GOSHEN ROAD LITCHFIELD CT 06759	PHONE	EXT	FAX
	CELL		
	EMAIL		

[illegible]

TOTAL	\$	87,225.00
TOTAL TAX	\$	-
TOTAL PRICE	\$	87,225.00

PLUS TAX IF APPLICABLE

THANK YOU FOR YOUR BUSINESS!



VIBROSCREEN

Tamiseurs mobiles



SCM-40

Pour godet
jusqu' à
3 verges
cubes

Le meilleur
petit tamiseur
disponible dans
l'industrie!

vibroscreen.ca

819 362-8871

info@vibroscreen.ca

QUALITÉ SUPÉRIEURE, EXCELLENTE VALEUR!

- Construction robuste
- Facile à déplacer
- Jusqu' à 100 verges par heure
- Maintenance réduite
- Tête vibrante réversible
- Changement de grilles simple et rapide



VIBROSCREEN

Tamiseurs mobiles

CONVOYEUR LATÉRAL

GRIZZLY

PLAQUE DE DÉVERSEMENT

EXTENSION DE TRÉMIE

MODÈLE SCM-40

Jusqu' à 100
verges par
heure



CAPACITÉ

Grosseur du godet	Jusqu'à 3 verges cubes
Temps/ cycle, moyenne	30 secondes
Nombre de palier	2
Surface de tamisage	71" x 82" (40 pieds ²)

DÉPLACEMENT

Type d'attache	Crochet ajustable "Pintle hook"
Type d'essieu	Essieu simple avec roues doubles
Suspension	Aucune
Système de freinage	Électrique
Systèmes rétractables	Hydraulique (béquille avant & essieu)
Lumières / garde boue	Inclus

MOTEUR

Fabriqueur	Perkins
Type	Diesel, vertical, refroidissement à l'eau
Réservoir	84 litres (22 gal)
Autonomie de carburant	Jusqu'à 10 heures
Puissance	48 HP
Nombre de cylindre	3
Démarrage à froid	Bougie de préchauffage (Glow plug)
Démarreur électrique	Inclus
Alternateur	Inclus

OPTIONS DISPONIBLES

Extension de trémie	Convoyeur latéral
Grizzly	Plaque de déversement
Grilles de type Flexmat	Freins à l'air

POIDS

Total	12 000 lbs (5450 kg)
Poids sur l'attache	3300 lbs (1500 kg)

HYDRAULIQUE

Valves de contrôle	Tête vibrante (normal-inverse) Cylindre avant Cylindre de l'essieu
Refroidissement	Radiateur

GARANTIE

Machine	12 Mois
Moteur:	24 Mois (Perkins)

DIMENSIONS D'OPÉRATION

Hauteur de chargement	9'- 11"
Largeur de la trémie	9'- 4"
Capacité finale, largeur de godet	9'- 6"

DIMENSIONS DE TRANSPORT

Hauteur sur roue	10'- 9"
Longueur totale	20'- 3"
Largeur totale	8'- 0"



Regional Grant & Project Development Specialist

Position Type: Full-Time (35 Hours/Week)

Location: Litchfield, Connecticut (Hybrid Eligible)

Reports To: Director of Rural Health & Human Services

Join a Team Building Healthier Rural Communities!

The Northwest Hills Council of Governments (NHCOC) is seeking an innovative, collaborative, and highly motivated **Regional Grant & Project Development Specialist** to help shape the health and wellness of the Northwest Hills Planning Region and its residents.

The successful candidate will identify emerging community needs, transform ideas into actionable projects, build regional partnerships, and secure the public and private funding needed to improve the quality of life for nearly 125,000 residents across NHCOC's twenty-one municipalities.

The candidate should have an understanding and belief that health and wellness encompass more than just medical care and embrace a wholistic approach to addressing both the internal and external factors that impact the personal, financial and social well-being of a person and their community.

Working alongside municipal leaders, healthcare organizations, nonprofit agencies, schools, emergency responders, and state and federal partners, this position will play a key role in advancing initiatives that improve the Social Determinants of Health, strengthen local communities, and expand economic opportunities throughout the region.

If you enjoy solving complex problems, bringing people together, and turning innovative ideas into funded projects that make a measurable difference, we encourage you to apply.

Position Overview

The Regional Grant & Project Development Specialist will serve as NHCOC's lead resource for health and wellness related project development and grant procurement.

The position is responsible for identifying funding opportunities, facilitating regional collaboration, developing competitive grant proposals, and assisting municipalities and community partners in transforming local health and wellness priorities into grant-ready projects.

The Specialist will provide technical assistance to all twenty-one NHCOC member municipalities while supporting regional initiatives that improve health, housing, transportation, workforce development, emergency services, broadband access, behavioral health, environmental health, and other community priorities that influence Social Determinants of Health.

Continued employment in this position is contingent upon the availability of grant funding.

Essential Duties and Responsibilities

Regional Project Development

- Identify regional challenges and opportunities related to the Social Determinants of Health, including:
 - Housing, Transportation, Food security, Behavioral health, Healthcare access, Economic stability, public safety, Workforce development, Broadband and digital equity, Environmental health
- Build partnerships that strengthen regional collaboration and increase project competitiveness.
- Facilitate collaborative planning among municipalities, healthcare providers, nonprofits, educational institutions, emergency responders, and other stakeholders.
- Prepare project scopes, implementation strategies, timelines, budgets, and performance measures.

Grant Development & Funding Strategy

- Research federal, state, foundation, and private funding opportunities.
- Develop and maintain a regional grant opportunity calendar.
- Evaluate grant opportunities for eligibility, competitiveness, and alignment with community priorities.
- Prepare competitive grant proposals, budgets, narratives, work plans, and supporting documentation.
- Coordinate data collection and partner participation during proposal development.
- Develop letters of support, memoranda of understanding, and partnership agreements.

Municipal Technical Assistance

Serve as a grant development resource for NHCOC member municipalities by:

- Meeting with municipal officials to identify local priorities related to Social Determinants of Health.
- Helping define projects that are grant-ready.
- Assisting with project planning and grant readiness.
- Providing technical guidance throughout the grant application process.
- Connecting municipalities with regional partners and collaborative funding opportunities.
- Supporting compliance with funding requirements and reporting expectations.

Data Analysis and Research

- Research demographic, health, economic, and social data.
- Analyze community indicators related to Social Determinants of Health.
- Utilize GIS, census data, public health datasets, and community assessments to support project development.
- Prepare reports, presentations, and funding justifications.

Administrative Responsibilities

- Maintain grant and project records.
- Track project development activities and funding outcomes.
- Prepare reports for NHCOC leadership, committees, and funding agencies.
- Assist with program evaluation and performance measurement.

Minimum Qualifications

- Bachelor's degree in public administration, Public Health, Planning, Community Development, Business Administration, or a closely related field.

- Three (3) years of progressively responsible experience in grant writing, project development, strategic planning, economic development, nonprofit management, or related work.
- Demonstrated success in project development.
- Exceptional written and verbal communication skills.
- Strong organizational, analytical, and project management abilities.
- Ability to manage multiple priorities while meeting deadlines.
- Proficiency with Microsoft Office and standard business software.

Preferred Qualifications

Preference may be given to candidates with experience in one or more of the following:

- Federal grant programs (HRSA, USDA, CDC, HUD, FEMA, DOJ, SAMHSA, EDA, DOT, EPA)
- Municipal government or regional planning organizations
- Community or economic development initiatives
- Rural health initiatives
- Multi-sector partnership development

Physical Requirements

- Ability to travel throughout the Northwest Hills Planning Region.
- Ability to attend evening meetings when necessary.
- Valid Connecticut driver's license and reliable transportation.

Performance Expectations:

In the first year:

- Meet with all 21 Chief Elected Officials and identify at least one municipal or regional project that would help support each community.
- Identify potential funding sources and meet with potential funders to gain a comprehensive understanding of the programs.

- Bring together stakeholders and develop project details on a minimum of 5 projects to meet the needs of the region/municipality in a way that creates a competitive grant-ready proposal.
- As funding becomes available, apply for grant applications to secure funding that will advance these projects.

Salary Range

- **\$80,000 - \$85,000 annually, commensurate with experience.**
- Excellent fringe benefit package includes medical/vision and dental (self-insured annual reimbursement), 401a / 457 retirement plans, group term life insurance, short-term disability, generous vacation, holiday, personal and sick time, and professional development opportunities.

The Northwest Hills Council of Governments (NHCOG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

About NHCOG

The Northwest Hills Council of Governments (NHCOG) serves twenty-one municipalities across Connecticut's Northwest Hills Planning Region by fostering regional collaboration, planning, and shared services. Through partnerships with municipalities, healthcare organizations, nonprofit agencies, educational institutions, and state and federal agencies, NHCOG develops innovative solutions that strengthen communities, improve quality of life, and promote economic vitality.