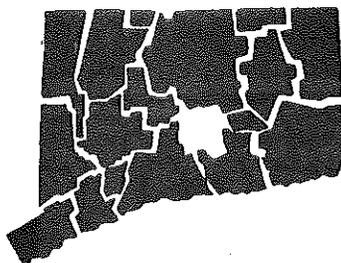


MIDSTATE REGIONAL PLANNING AGENCY

PLANNING PROGRESS

1964-1965



Annual Report of the Agency summarizing
the highlights of Agency activities to date

MIDSTATE REGIONAL PLANNING AGENCY

CROMWELL DURHAM EAST HAMPTON HADDAM MIDDLEFIELD MIDDLETOWN PORTLAND

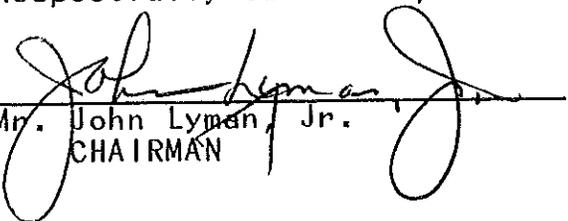


P.O. BOX 139 MIDDLETOWN, CONNECTICUT 06458 203 347-6180

September 7, 1965.

It is a pleasure to transmit to you the Annual Report
of the MIDSTATE REGIONAL PLANNING AGENCY.

Respectfully submitted,


Mr. John Lyman, Jr.
CHAIRMAN

IRWIN MOSS KAPLAN, DIRECTOR

TABLE OF CONTENTS

		Page
TRIBUTE	1
Section 1	Area Served.....	2
Section 2	Definition of Region.....	2
Section 3	Membership in Agency.....	2
Section 4	Method of Financing.....	3
Section 5	Function of the Agency.....	4
Section 6	Recent Activities of the Agency.....	4
Section 7	Continuing and Future Activities of the Agency.....	8
Section 8	Auditors Report.....	9

AGENCY STAFF

Irwin M. Kaplan	Director
Harding Jones	Regional Planner (resigned 25 June 1965)
Cesar A. Garcia	Regional Planner
Geoffrey L. Colegrove	Junior Planner
Gerald M. Kagan	Summer Intern
Thomas R. Vischi	Summer Intern
Marra L. Casserino	Secretary

The preparation of this report was financially aided through a regional planning grant from the Connecticut Development Commission and contributions from the member communities of the MIDSTATE REGIONAL PLANNING AGENCY.

TRIBUTE

In the relatively short duration of its existence, Midstate has touched upon many areas vital to the existence and success of its member communities.

The birth of the Agency and its triumphs to date are a tribute to the wisdom, enthusiasm and guidance of SIDNEY A. EDWARDS.

It is with sadness that his passing is recorded, but it is with gratitude that his efforts are recognized by those who have benefited, and those who are yet to benefit, from the work he initiated.

MIDSTATE REGIONAL PLANNING AGENCY

1. Area Served

The seven towns of Northern Middlesex County.

They are: Cromwell
Durham
East Hampton
Haddam
Middlefield
Middletown
Portland

2. Definition of Region

a) Boundaries determined by Connecticut Development Commission, as required by the regional planning enabling legislation.

b) Some factors considered were: economic and social interrelationships, common physiographic features, similar community goals, a degree of balance and self-sufficiency, common areas of concern, etc.

3. Membership in Agency

Voluntary: by act of governing body of municipality. Member municipality appoints representatives to Agency. These representatives from member communities form the Agency's governing body. Organizational meeting of Agency, April 10, 1962. All seven towns are currently participating members of the Agency.

The following lists the Agency's member communities and their respective representatives.

<u>Municipality</u>	<u>Date joined the Agency</u>	<u>Representative</u>	<u>Office</u>
CROMWELL	April 28, 1965	George M. Byrnes Howard W. Paddock	
DURHAM	March 4, 1963	Hugh Cox George M. Eames, III	Sec'y-Treas.
EAST HAMPTON	Jan. 23, 1962	Russel S. Dart Richard K. Tucker	
HADDAM	March 21, 1963	E. George Carlson John Martin	
MIDDLEFIELD	Jan. 16, 1962	John Lyman, Jr. Sherman H. Perkins	Chairman
MIDDLETOWN	March 5, 1962	Albert E. Carlson B. Ralph Gustafsson Howard B. Smith	
PORTLAND	March 9, 1961	E. Irving Bell James Weir	V. Chairman

4. Method of Financing

The program is initiated with funds from the Agency's member municipalities. This in turn is matched with state and federal funds which make it possible to maintain a well-equipped office and a full-time professional staff.

The method of sharing of the costs of the Agency operation is as follows:

. Member municipalities contribute annually to the operation of Midstate at the rate of 8.9 cents per capita based upon the population recorded in the last decennial census. This rate has remained constant since the start of the Agency's program. The municipalities contribute annually as follows:

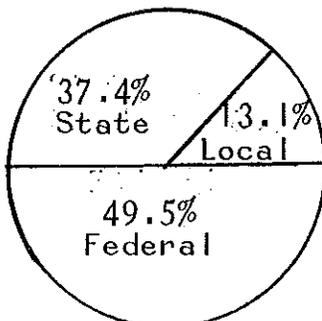
CROMWELL	\$610
DURHAM	275
EAST HAMPTON	485
HADDAM	310
MIDDLEFIELD	290
MIDDLETOWN	2970
PORTLAND	670

Total contribution from member municipalities: \$5610

. The Connecticut Development Commission supported the Agency's program with a grant of \$26,688 for the 1963-1965 biennium. The Development Commission has voted to authorize a technical assistance grant of \$28,576 in support of the Agency's program for the 1965-1967 biennium.

. The federal government, through the Housing and Home Finance Agency is currently aiding the regional planning program with an urban planning assistance grant of \$50,343 which covers a two year period.

The sources of revenue for the 1964-1965 fiscal year were as follows:



Local	6,641.11*
State	18,901.60
Federal	24,992.47
TOTAL:	\$50,535.18

* Includes portion of 1963-1964 local funds which were allocated to special projects within 1964-1965 budget, since Agency operation was staffed for only part of 1963-1964 fiscal year.

5. Function of the Agency

On a strictly advisory basis to:

- inventory the region's resources and analyze past trends in terms of future needs.
- identify community goals and desirable patterns of development.
- develop plans and programs which maximize the opportunities and available resources, in order to encourage the orderly growth and development of the region.
- coordinate the efforts of all organizations and agencies concerned with the many facets of community development at the local, state and federal levels, and to disseminate pertinent information.

There are many methods which have been employed to accomplish the Agency's purposes. They can best be illustrated by:

6. Recent Activities of the Agency

The studies of the Agency are designed to fulfill two basic functions.

1. To serve as basic data in the development of the long range comprehensive plan for the region.
2. To provide the member communities with basic technical information and alternative points of view concerning community development. The information is structured so as to be of assistance to communities in making decisions which affect their future.

A. Studies, inventories and analyses of the region's resources.

- . profile report of the Midstate Planning Region by Raymond and May Associates, consultants to the Agency.
- . Detailed survey of the region's industries, including their physical plant and employment characteristics, their needs, and plans for the future.
- . Study of the need for higher education facilities to serve the area
- . Detailed up-to-date land use surveys of the region.
- . Study of the characteristics, limitations and potential of the region's physical environment.
- . Detailed inventory of the region's public and private recreation resources, including an analysis of types, facilities, location, user characteristics, quality, and degree of utilization.
- . A study of ground and surface water resource potential of the region conducted under the supervision of the firm of Geraghty and Miller, to supplement the study being conducted by the State Water Resources Commission within the Midstate Region. Subsurface exploration was included as part of this inventory and analysis.
- . A study of the existing and potential problems of sewage, waste, and storm water disposal, conducted under the supervision of the firm of Cahn Engineers.

- . A study of refuse disposal methods, problems and future needs for the region, conducted under the supervision of the firms of Cahn Engineers and Havens and Emerson.
 - . A study of the region's economy, illustrating the region's major trends and future emphasis.
- .. The above studies have been completed, and publication of the final reports is currently in process.

B. Coordinative, review and advisory activities.

- . Referrals to the Agency of proposed zone changes within 500' of municipal boundaries: necessary to encourage and promote the same logical zone distinctions between communities as are planned between zone districts within a community. The Agency has to date reviewed and reported on such referrals along the boundaries of Middletown, Middlefield and Durham.
- . Water Resource Inventory for the Midstate Region passed by the 1963 session of the Legislature. The Agency played a vital role in the passage of this bill which has led to major breakthroughs in water resources outlook and planning for the region.
- . Coordination with the Water Resources Commission on the establishment of Channel encroachment lines along the Connecticut River.
- . Assistance to the Connecticut Valley Mental Health Association in the development of their program as it affects the region.
- . Participation in review and coordination of local master plan studies.
- . Assistance to the Governor's Commission in its study of the need for a branch of the University of Connecticut to serve the area.
- . Programs to coordinate the planning of the Coginchaug River through the affected towns
- . Coordination with and assistance to the United States Army Corps of Engineers and its cooperators in the comprehensive study of the Connecticut River Basin.
- . Plans and programs of federal agencies, such as: United States Army Corps of Engineers, United States Department of Agriculture, United States Bureau of Public Roads, Federal Aviation Agency
- . Plans and programs of State Agencies, such as: planning, zoning, conservation, industrial development commissions.
- . Special interest organizations, such as: Governor's Commission to study the need for a branch of the University of Connecticut in the area, League of Women Voters, Chamber of Commerce, Connecticut Valley Mental Health Association.

- . Active participation in legislative hearings, presenting the unified voice of the region's communities on behalf of legislation of value to the region. Among these were appropriations which were ultimately authorized for higher education facilities to serve the area and acceleration of the detailed soils mapping program.
- . Communication with member communities concerning the status of new and existing federal and state assistance programs which may benefit the communities in realizing their plans, such as in the fields of community facilities, public utilities, open space and recreation.

C. Public Education and information activities

As part of the Agency's program much energy has been devoted to the exploration and comprehension of the components of community development. Among the speakers and timely discussions presented by the Agency at their meetings were:

- . Anthony Wallace: (then assistant to the President of Connecticut Light and Power Company) (discussion of relationship of Yankee Atomic to the region and the future of power supply in New England)
- . Donald Matthews Director, Thayer Chase, planner, and Chester Martin, land procurer, for the State Park and Forest Commission. Discussion of Connecticut's park and forest plans and needs in relation to the Midstate Planning Region.
- . Raymond Sabatella, Market Research Manager, Hartford National Bank. Discussion of Midstate's economic future.
- . Louis Kaplan, Assistant Director of Connecticut Mental Health project. Discussion of program and finding in the Midstate Planning Region.
- . Bill Richards, Vice-President of Farmington Industrial Park. Discussion of Industrial development guidelines and programs.
- . William S. Wise, Director, John Curry, Chief Engineer, State Water Resources Commission. Several discussions concerning water resources studies and planning, flood control, etc.
- . Frederick Almquist; (then Director of Sanitary Engineering Division of the Connecticut Department of Health) Discussion of problems of pollution and control.
- . Robert Mitchell, Assistant Chief Engineer, and Israel Resnikoff, Chief of Planning, State Highway Department. Discussion of transportation planning in the Midstate Region.
- . Donald C. Switzer, Vice-Chairman for Operations, and Robert Grier, Division Manager of Hartford Electric Light Company. Discussion of power company practices and policies governing the placement transmission lines.

D. Other Resources of the Agency available for use by member Communities under Agency supervision

. Aerial photographs of the region flown in March, 1965, at either of the following scales:

- 1"=300'
- 1"=1500' (stereo contacts)

. General and technical planning information gathered by the Agency.

. A directional traffic counter when not in use by the Agency.

. Agency staff and resources for public education purposes.

7. Continuing and future activities of the Agency

In addition to the above activities, the Agency is involved in the following studies:

- . population analyses and projections by Town and age group, to be completed by October, 1965
- . housing inventory and analysis existing supply, rate of change and anticipated needs, to be completed during November, 1965
- . transportation facilities and utilization, and an overview of future needs, to be completed during November, 1965

.. Publication of final reports for the above studies will commence as soon as possible after completion of the studies.

In the coming months, the Agency will be using these studies as a basis for determining the alternative paths of development which seem to be open to us. Then, with the alternatives identified, and goals and objectives defined in terms of desirable forms of development, the preliminary plan elements will be drawn together.

It is expected that the preliminary plan will be completed by June, 1966.

EXCERPTS FROM AUDITOR'S REPORT
PEAT, MARWICK, MITCHELL & CO.

The Finance Committee
Midstate Regional Planning Agency:

We have examined the financial statements of the Midstate Regional Planning Agency for the period of June 1, 1963 to June 30, 1965 (Exhibits A to C, inclusive). Our examination was made in accordance with generally accepted auditing standards and in conformity with the requirements of the State Tax Commissioner concerning municipal audits, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statements (Exhibits A to C, inclusive) present fairly the financial position of the Midstate Regional Planning Agency at June 30, 1965 and the results of its operation for the period June 1, 1963 to June 30, 1965, in conformity with generally accepted accounting principles applied on a consistent basis. The current year's supplementary data included in the Schedules 1 and 2 and in the comments have been subjected to the same auditing procedures and, in our opinion, are stated fairly in all material respects when considered in conjunction with the basic financial statements taken as a whole.

September 16, 1965

PEAT, MARWICK, MITCHELL & CO.

MIDSTATE REGIONAL PLANNING AGENCY

Exhibit A

Balance Sheet

June 30, 1965.

Assets

Current assets:			
Cash on deposit			\$10,487.62
Accounts receivable:			
Connecticut Development Commission	\$ 143.72		
Federal Housing and Home Finance Agency	16,343.00		16,486.72
Total current assets		<u>16,486.72</u>	<u>26,974.34</u>
Project costs			57,854.99
			<u>\$84,829.33</u>

Liabilities

Capital:			
Contributions from municipalities			10,000.00
Federal and State grants:			
Federal Housing and Home Finance Agency			50,343.00
Connecticut Development Commission			24,163.72
			<u>84,506.72</u>
Surplus			322.61
			<u>\$84,829.33</u>

MIDSTATE REGIONAL PLANNING AGENCY

Exhibit C

Statement of Cash Receipts and Disbursements
Period of June 1, 1963 through June 30, 1965

	Jun. 1, 1963 to Jun. 30, 1963	Jul. 1, 1963 to Jun. 30, 1964	Jul. 1, 1964 to Jun. 30, 1965
Cash on deposit, beginning	<u>\$425.87</u>	<u>425.87</u>	<u>9,188.61</u>
Receipts:			
Federal grant for Urban Plan- ning Project No. P-43	-	-	33,579.00
State grants - Connecticut Development Commission:			
1961-1963 biennium	-	407.00	-
1963-1965 biennium	-	9,711.00	14,679.00
Municipalities:			
Contributions for:			
1963-1964 operations	-	5,000.00	-
1964-1965 operations	-	-	5,000.00
Interest	-	39.74	-

(continued)

Exhibit C (continued)

	Jun. 1, 1963 to Jun. 30, 1963	Jul. 1, 1963 to Jun. 30, 1964	Jul. 1, 1964 to Jun. 30, 1965
Miscellaneous refunds	-	-	64.35
Transfer from savings account	-	4,530.67	-
Total receipts	<u>-</u>	<u>19,688.41</u>	<u>53,322.35</u>
Disbursements:			
Urban Planning Project No.P-43:			
Salaries and wages	-	276.93	19,427.20
Contracted services - 1963-1965 biennium	-	-	14,100.00
Printing and reproduction	-	-	190.81
Travel	-	-	361.55
Supplies	-	-	991.02
Telephone	-	-	165.74
Audit, legal, and accounting	-	-	318.75
Aerial photos	-	-	852.65
Social Security taxes	-	-	696.33
	<u>-</u>	<u>276.93</u>	<u>37,104.05</u>
Administrative expenses:			
Salaries and wages	-	3,089.85	4,050.89
Contracted services - 1961-1963 biennium	-	550.00	-
Printing and reproduction	-	16.78	-
Travel	-	-	291.65
Office rent	-	1,060.00	1,620.00
Maintenance and utilities	-	51.70	566.07
Supplies	-	30.42	467.14
Equipment	-	375.00	4,823.32
Telephone	-	209.92	358.90
Postage	-	12.00	178.71
Insurance and bond	-	50.58	687.84
Publications and dues	-	64.12	203.56
Audit, legal, and accounting	-	-	376.25
Interviewing and recruiting	-	216.20	60.00
Personal expense	-	10.00	127.11
Renovation	-	-	580.00
Piecework secretarial	-	11.50	318.50
Social Security taxes	-	-	209.35
State unexpended refund	-	370.00	-
Transfer to checking account	-	4,530.67	-
	<u>-</u>	<u>10,648.74</u>	<u>14,919.29</u>
Total disbursements	-	<u>10,925.67</u>	<u>52,023.34</u>
Cash on deposit, ending:			
Middletown Savings Bank	425.87	-	-
Connecticut Bank & Trust Company	-	9,188.61	10,487.62
	<u>\$ 425.87</u>	<u>9,188.61</u>	<u>10,487.62</u>

MIDSTATE REGIONAL PLANNING AGENCY

Comments

The accounting procedures followed are those required for urban planning assistance projects, Section 701, Housing Act of 1954.

Analysis of administrative salaries and wages as shown in Exhibit C, statement of cash receipts and disbursements, were computed as follows:

	Jul. 1, 1963 to Jun. 30, <u>1964</u>	Jul. 1, 1964 to Jun. 30, <u>1965</u>
Gross salaries and wages per client's report	\$ 3,184.65	3,956.09
Deduct total withholding taxes withheld during the period	<u>440.20</u>	<u>2,822.70</u>
	2,744.45	1,133.39
Add total withholding taxes paid during the period	<u>345.40</u>	<u>2,917.50</u>
Salaries and wages paid during the period (Exhibit C)	<u>\$3,089.85</u>	<u>4,050.89</u>

Scope of Audit

The audit of the accounts of the Midstate Regional Planning Agency for the period June 1, 1963 to June 30, 1965 was made in compliance with the regulations issued by the State Tax Commissioner and in accordance with the provisions of Chapter III of the General Statutes of the State of Connecticut, Revision of 1958.

Our audit included an examination of the accounting records and supporting documents maintained under the supervision of the Planning Director of the Agency.

Receipts were verified by direct confirmation with the various governmental units. Disbursements were verified on a test basis by examination of canceled checks and supporting documents. In general, cash discounts were taken when available.

Cash on deposit was independently confirmed by the depository.

Grants from Government Agencies were reviewed by examination of contracts and the requisitions in connection therewith.

Minutes of Agency meetings were examined to determine the authority for financial transactions included during the period of review.

Surety bonds and insurance policies in force were also examined, and coverages provided appeared to be adequate.

General Conduct of the Office
and Condition of Records

The general conduct of the office of the Agency during our audit appeared to be satisfactory. The office was operated on a businesslike basis, and records were satisfactorily maintained.