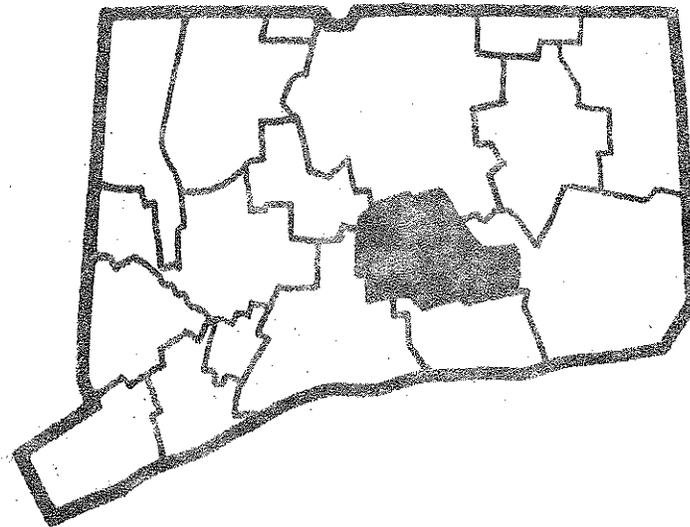


PLANNING PROGRESS

1966-1967

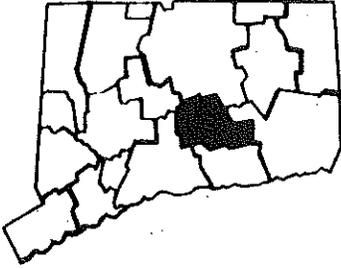
MIDSTATE REGIONAL PLANNING AGENCY



Annual Report of the Agency
summarizing the highlights
of Agency activities

MIDSTATE REGIONAL PLANNING AGENCY

CROMWELL DURHAM EAST HADDAM EAST HAMPTON HADDAM MIDDLEFIELD MIDDLETOWN PORTLAND



P.O. BOX 139 MIDDLETOWN, CONNECTICUT 06457 203 347-7214

September 15, 1967.

It is a pleasure to transmit to you the 1966-1967 Annual Report of the MIDSTATE REGIONAL PLANNING AGENCY.

Respectfully submitted,

A handwritten signature in cursive script that reads "George M. Eames, III".

George M. Eames, III.

CHAIRMAN

GME:mlc

IRWIN MOSS KAPLAN, DIRECTOR

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AGENCY STAFF

Irwin M. Kaplan
Robert A. LaMacchia
Geoffrey L. Colegrove
Marra L. Casserino

Director
Regional Planner
Junior Planner
(Regional Planner 6/1/67)
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.

1. Area Served

The Midstate Regional Planning Agency serves the eight towns of Northern Middlesex County. They are: Cromwell, Durham, East Haddam, East Hampton, Haddam, Middlefield, Middletown and Portland.

2. Definition of the Midstate Planning Region

The boundaries of the Midstate Planning Region, originally designated as the Northern Middlesex County Region, are determined by the Connecticut Development Commission as specified by Connecticut's regional planning enabling legislation. Factors which are considered in this determination include economic and social interrelationships, common physiographic features, similar community goals, a degree of balance and self-sufficiency, common areas of concern, etc.

The original definition of the Midstate Planning Region included the seven towns of Cromwell, Durham, East Hampton, Haddam, Middlefield, Middletown and Portland. After intensive study and reevaluation of the factors which influenced the Region's boundaries, the Connecticut Development Commission at its meeting of June 21, 1967, redefined the Region to include the Town of East Haddam.

3. Membership

Although the Region's boundaries are defined by the State Development Commission, membership in the Midstate Regional Planning Agency requires action by the governing body of the municipality. Upon electing to membership each municipality selects representatives to the Agency in accordance with state and local law. Under state law, each member municipality is entitled to two representatives, plus one additional representative for each fifty thousand population or fraction thereof over and above a population of twenty-five thousand. Thus all towns in the Midstate Planning Region have two representatives with the exception of Middletown, which has three. State statute also specifies that where a planning commission exists in municipality, at least one representative from the municipality shall be appointed by the Planning Commission.

The other representatives are selected according to local law. In all towns except East Hampton which elects its second representative, the chief executive of the municipality appoints the other representative(s). These representatives form the Agency's governing body. The organizational meeting of the Agency was held on April 10, 1962 after four towns had voted to join the Agency, thus bringing it into being.

As of June 30, 1967 the Agency's member communities and their representatives were:

<u>MUNICIPALITY</u>	<u>DATE JOINED THE AGENCY</u>	<u>REPRESENTATIVE</u>
CROMWELL	April 28, 1965	George M. Byrnes Howard W. Paddock
DURHAM	March 4, 1963	Hugh Cox George M. Eames, III.
*EAST HADDAM		
EAST HAMPTON	January 23, 1962	Newton Clark Henry Muller
HADDAM	March 21, 1963	E. George Carlson Capt. Daniel Ventres
MIDDLEFIELD	January 16, 1962	John Lyman, Jr. Sherman H. Perkins
MIDDLETOWN	March 5, 1962	Albert E. Carlson Frederick B. Facius
PORTLAND	March 9, 1961	Joseph W. Masselli Carlos Barry, IV. James Weir

* East Haddam voted to join the Agency on August 24, 1967, after the close of the 1966-67 year for which this report is prepared.

Former members of the Agency during the 1966-67 year were:

EAST HAMPTON	Russel S. Dart
HADDAM	John Martin
MIDDLETOWN	B. Ralph Gustafsson

4. Officers

The Agency representatives elect three officers: A Chairman, a Vice-Chairman, and a Secretary-Treasurer. Under the Agency's by-laws, the officers must be representatives from different towns. Officers are elected at the Annual Agency meeting in April.

OFFICERS: April, 1966 - April, 1967

Chairman.....John Lyman, Jr.
Vice-Chairman.....Russel S. Dart
Secretary-Treasurer.....George M. Eames, III.

April, 1967 - April, 1968

Chairman.....George M. Eames, III.
Vice-Chairman.....Carlos Barry, IV.
Secretary-Treasurer.....Henry Muller

5. 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 the Agency at a rate determined by the representatives from the member municipalities. During the 1966-1967 fiscal year, this rate was 8.9 cents per capita based upon the population recorded in the last decennial census. The municipal contributions were as follows:

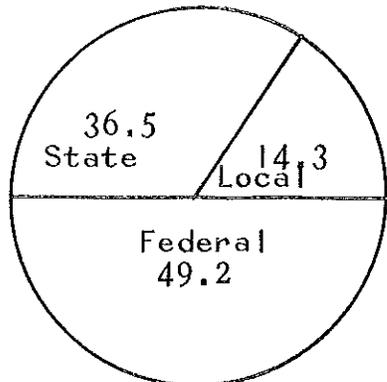
CROMWELL	\$610
DURHAM	275
EAST HAMPTON	485
HADDAM	310
MIDDLEFIELD	290
MIDDLETOWN	2,970
PORTLAND	670

Total Contributions from member municipalities:	\$5,610
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The Connecticut Development Commission supported the Agency program with a technical assistance grant of \$28,576 for the two year period from July 1, 1965 to June 30, 1967. The amount of this technical assistance grant is partially based upon the municipal contributions to the Agency's operation.

.The Federal Government, through the Department of Housing and Urban Development (formerly the Housing and Home Finance Agency) is currently aiding the regional planning program with an urban planning assistance grant of \$99,677 which also covers a two year period.

The sources of revenue for the 1966-1967 fiscal year were as follows:



Local	\$ 5,610*
State	14,288*
Federal	19,252
<hr/> TOTAL	<hr/> \$39,150

*Certain local and state funds received are not eligible to be matched with federal funds.

6. The Function of the Agency

On a strictly advisory basis, the Agency is directed to prepare a regional plan of development which encompasses the eight member communities. In the preparation of the regional plan, it is necessary for the Agency to inventory the region's resources, analyze past trends, identify community goals, and the desirable patterns of development. From these studies, the Agency can develop plans and programs which maximize the opportunities and utilize available and potential resources to encourage the orderly growth and development of the Region.

An important corollary to the work of the preparation of the regional plan is the coordination of the efforts of all organizations at the local, state and federal levels, and the dissemination of pertinent information to the communities within the Region. The Midstate Regional Planning Agency is frequently called upon to render planning assistance to municipalities, individuals, businesses, and consultants concerned with the Region. This assistance is valuable in assuring the development of coordinated regional and local plans and also prepares the groundwork for local implementation of these plans.

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

7. 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 analysis of the region's resources.

- .Study of the need for regional secondary and higher educational facilities.
- .Study of the location requirements and alternative sites for a regional community college.
- .Detailed up-to-date land use surveys of the region.
- .Participation in the Community Shelter Planning Program for the Midstate Region.
- .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 the transportation facilities of the Region and future requirements for such facilities.
- .A study of the existing housing stock of the Region and estimate of future housing needs.
- .Preparation of proposed census tracts for consideration by the Bureau of the Census in anticipation of the 1970 Federal Census.

B. Coordinative, review and advisory activities.

- .Action on referrals to the Agency of proposed zone changes within 500' of municipal boundaries. As required under state law, such referrals are necessary to encourage and promote coordinated zone designations between communities such as are planned between zone districts within a community.
- .Participation in review and coordination of local master plan studies and urban renewal activities.
- .Program to coordinate the planning of the Coginchaug River Basin.
- .Coordination with and assistance to the U.S. Army Corps of Engineers and its cooperating agencies in the comprehensive study of the Connecticut River Basin.
- .Coordination of plans and programs with Federal Agencies, such as the U.S. Army Corps of Engineers, U.S. Department of Agriculture, the U.S. Bureau of Public Roads, Federal Aviation Agency, and the U.S. Department of the Interior.
- .Coordination of plans and programs with State Agencies, such as State Highway Department and the Connecticut Development Commission.
- .Plans and programs of town agencies, such as planning, zoning, conservation, industrial development commissions.
- .Review and cooperation in the preparation of open space applications from Towns for the purchase of property within the Region.
- .Assistance to the Middlesex Bridge and Port Authority and its consultants.
- .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.
- .Review of public utility grant applications from Portland, Cromwell, and Middletown.
- .Cooperation with special interest organizations, such as the Greater Middletown Chamber of Commerce, Office of Emergency Planning, the Middlesex Regional Community College, Governor's Clean Water Task Force, the Connecticut River Ramble Committee, etc.
- .Active participation in legislative hearings, presenting the unified voice of the Region's communities on behalf of legislation of significance to the Region. Among these were appropriations for the construction of new Route 6A, other regional highways, the creation of a Middlesex Community College, and opposition to state restrictions on local zoning determinations.

C. Public Education and information activities.

.Part of the Agency's program has been devoted to the exploration and study of the many facets of regional development. The Agency has as a regular part of its continuing program, speakers and timely discussions. Among the speakers and subjects brought before the Agency this past year were the following:

.A.B. Morgan, Manager of Area Development, Connecticut Light and Power Company, and E.R. Cole, Director of Area Development Hartford Electric Light Company, who explained the history and status and probable impact on the Region of the industrial park project known as the Connecticut Research Center which borders the Region in Meriden and Wallingford.

. B. Ralph Gustafsson, former Middletown City Planner, who discussed the proposed Community Shelter Program for the City of Middletown and the benefits of extending the program to the other towns of the Midstate Planning Region.

.Charles Kurker and Frank Rodrigues, State Department of Health who explained the new state requirements on refuse disposal and discussed the operation of a state approved sanitary landfill operation.

.Carl N. Otte and Joseph Hickey of the State Department of Agriculture and Natural Resources, and Gene Woock and Bill Barangay of the Bureau of Outdoor Recreation, U.S. Department of the Interior, who discussed the Federal study on the feasibility and desirability of a Connecticut River National Recreation Area.

.The members of the Middlesex Bridge and Port Authority and Newman E. Argraves, highway consultant to the Authority, who discussed the preliminary work of the Authority on the proposed second bridge across the Connecticut River in the Middletown area.

.The members of the Metropolitan Study Commission, who discussed their review of the water resource potential of the Coginchaug River Basin.

.Richard Newman of Cahn Engineers, who discussed the federal aids available to municipalities for water and sewer planning and construction, and the forthcoming regionwide sewer and water plan.

.The members of the Middlesex Bridge and Port Authority and Arnold Katz, Schoenfeld Associates, consultants to the Authority for the port and terminal study, who discussed the scope of the impending study of the necessity and feasibility of a port for the Middletown area and its effect on other uses of the River.

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.
- .A Planimeter for the measurement of mapped areas.
- .Agency staff and resources for public education purposes.

TAYLOR AND WOLLACK
CERTIFIED PUBLIC ACCOUNTANTS

164 COURT STREET
MIDDLETOWN, CONNECTICUT 06457

J. RICHARD TAYLOR, C. P. A.
JOHN P. WOLLACK, C. P. A.

MIDDLETOWN
OLD SAYBROOK

Midstate Regional Planning Agency
Middletown, Connecticut

We have examined the accounts and records of the MIDSTATE REGIONAL PLANNING AGENCY for the fiscal year ended June 30, 1967. Our examination was made in accordance with generally accepted auditing standards and the requirements of the State Tax Commissioner for 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 Exhibits present fairly the financial position of the MIDSTATE REGIONAL PLANNING AGENCY as at June 30, 1967 and the results of operations and changes in funds for the fiscal year then ended, in conformity with generally accepted accounting principles as applied to municipalities.

 , for
Taylor and Wollack
Certified Public Accountants

Middletown, Connecticut

October 16, 1967

C O P Y

COMMENTS

SCOPE OF AUDIT

The examination of the accounts and financial records of the Midstate Regional Planning Agency for the fiscal year ended June 30, 1967 was made in accordance with generally accepted auditing standards and regulations of the State Tax Commissioner.

Receipts were verified by direct confirmation and were traced to bank statements. The bank balance at June 30 was confirmed directly by the bank. Expenditures were checked by examination of checks, original invoices and other supporting documents in excess of ten per cent of the number and twenty-five per cent of the total dollars for mathematical accuracy, proper authorization, proper receipt of goods or services, proper distribution and correct fiscal period. Direct confirmation was made of grants receivable.

Surety bonds and other insurance coverage was reviewed to determine that full and adequate coverage was maintained.

Minutes of the Agency and urban planning contracts were reviewed to determine that matters affecting finances of the Agency were properly recorded.

CONDITION OF RECORDS AND

GENERAL CONDUCT OF OFFICES

The financial records were well maintained and in good order. Receipts were properly and promptly deposited; bank balances were reconciled monthly; no loose nor improper methods of handling cash were noted; and funds were under the control of the Treasurer of the Agency. Discounts were taken when available.

RESUME OF FINANCIAL TRANSACTIONS

AND GENERAL FINANCIAL CONDITION

The purpose of the Agency is urban planning for the region which includes Cromwell, Durham, East Hampton, Haddam, Middlefield, Middletown and Portland.

The Agency functioned under Urban Planning Project Number P-43 which was succeeded by Project Number P-68 during the year. Following is a summary by project as of June 30, 1967.

	<u>P-43</u>	<u>P-68</u>
Funds Approved	\$ 75,515.00	\$ 73,180.00
Funds Expended	75,515.00	17,755.65
Unexpended Balance	\$ -0-	\$ 55,424.35

Project funds are provided by the Federal Government (2/3) and State and Local Governments (1/3).

C O P Y

COMMENTS AND RECOMMENDATIONS

Consideration should be given to the establishment of a permanent-type general ledger and cash receipts and disbursements record. Currently, the ledger is a loose-leaf notebook and there are no formal cash receipts nor cash disbursements records.

MIDSTATE REGIONAL PLANNING AGENCY

BALANCE SHEET

EXHIBIT A

June 30, 1967.

ASSETS

Cash	\$ 2,278.59
Grants Receivable-Department of Housing and Urban Development	37,821.00
Funds to be Provided by State and Local Services	24,394.00
Costs Incurred on Projects in Progress	<u>17,755.65</u>
	\$ <u>82,249.24</u>

FUND BALANCES

Allocated for Urban Planning Project No. P-68	\$ 73,180.00
Unallocated Fund Balance	<u>9,069.24</u>
	\$ <u>82,249.24</u>

MIDSTATE REGIONAL PLANNING AGENCY
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 1967

	<u>Allocated</u>		<u>Unallocated</u>	<u>Total</u>
	<u>Project No. P-43</u>	<u>Project No. P-68</u>		
<u>BALANCE-July 1, 1966</u>	\$ 75,515.00	\$	\$ 43,995.61	\$119,510.61
<u>ADJUSTMENTS:</u>				
Administrative Expenses to July 1, 1966	_____	_____	(29,201.44)	(29,201.44)
<u>ADJUSTED BALANCE: July 1, 1966</u>	75,515.00		14,794.17	90,309.17
<u>ADD:</u>				
Additional Project Funds Income from Member Towns		73,180.00	5,610.00	73,180.00 5,160.00
<u>DEDUCT:</u>				
Projects Completed Administrative Expenses- July 1, 1966-June 30, 1967	(75,515.00)	_____	(11,334.93)	(75,515.00) (11,334.93)
<u>BALANCE-June 30, 1967</u>	<u>\$ -0-</u>	<u>\$ 73,180.00</u>	<u>\$ 9,069.24</u>	<u>\$ 82,249.24</u>

MIDSTATE REGIONAL PLANNING AGENCYCASH RECEIPTS AND DISBURSEMENTSYEAR ENDED JUNE 30, 1967

BALANCE-July 1, 1966	\$	\$ 1,242.23
<u>RECEIPTS:</u>		
Federal Grant-Department of Housing & Urban Development		16,000.00
State Grants-Connecticut Development Commission		18,576.00
Member Towns:		
Town of Cromwell		610.00
Town of Durham		275.00
Town of East Hampton		485.00
Town of Haddam		310.00
Town of Middlefield		290.00
City of Middletown		2,970.00
Town of Portland		670.00
For Services:		
City of Middletown-Community Shelter Planning		1,628.42
Wesleyan University		133.09
Sale of Supplies		67.45
Reimbursed Expenses		<u>21.50</u>
<u>TOTAL RECEIPTS</u>		<u>42,036.46</u>
<u>TOTAL AVAILABLE</u>		<u>43,278.69</u>
<u>DISBURSEMENTS:</u>		
Salaries:		
Technical Personnel		25,481.14
Administrative Personnel		4,210.00
Employee Benefits		1,368.98
Contracted Services		345.00
Printing and Reproduction		286.76
Travel		241.30
Rent		1,800.00
Maintenance		726.32
Supplies		1,340.85
Equipment & Leasehold Improvements		2,025.73
Telephone		755.03
Postage		288.44
Insurance		726.00
Books		105.22
Legal & Accounting		737.50
Personnel Expenses		141.83
Project Inspection Fee		420.00
<u>TOTAL DISBURSEMENTS</u>		<u>41,000.10</u>
BALANCE -June 30, 1967		<u>2,278.59</u>
Connecticut Bank and Trust Company		<u>\$ 2,278.59</u>

MIDSTATE REGIONAL PLANNING AGENCYYEAR ENDED JUNE 30, 1967.SCHEDULE OF PROJECT COSTS

	Urban Planning Projects			Conn. P-68 Current Year
	Conn. P-43		Final Total	
	Prior Years	Current Year		
Salaries:				
Technical Personnel	\$ 39,747.86	\$ 7,612.50	\$ 47,360.36	\$ 14,033.80
Administrative Personnel	4,414.80	798.00	5,212.80	1,728.00
Employee Benefits	1,669.67	345.28	2,014.95	775.86
Contracted Services	14,625.00	345.00	14,970.00	
Printing and Reproduction	747.89	224.38	972.27	62.38
Travel	695.12	41.10	736.22	139.90
Supplies	1,353.96	556.40	1,910.36	209.08
Telephone	309.24	42.65	351.89	134.75
Legal and Accounting	618.75	93.75	712.50	251.88
Aerial Photographs	852.65		852.65	
Project Inspection Fee	421.00		421.00	420.00
	<u>\$ 65,455.94</u>	<u>\$ 10,058.06</u>	<u>\$ 75,515.00</u>	<u>\$ 17,755.65</u>

SCHEDULE OF ADMINISTRATIVE EXPENSES

Salaries:	
Technical Personnel	\$ 2,513.31
Administrative Personnel	1,475.20
Employee Benefits	177.24
Travel	60.30
Rent	1,800.00
Maintenance	726.32
Supplies	346.34
Equipment	2,025.73
Telephone	564.43
Postage	281.14
Insurance	726.00
Books	105.22
Legal and Accounting	391.87
Personnel Expenses	141.83
	<u>\$ 11,334.93</u>

MIDSTATE REGIONAL PLANNING AGENCY
STATEMENT OF INSURANCE AND SURETY BOND COVERAGE
YEAR ENDED JUNE 30, 1967

INSURANCE

<u>TYPE OF COVERAGE</u>	<u>Amount</u>
Comprehensive Liability	100/300/5
Non-Owned Vehicles	100/300/5
Property Floater	\$ 200.00
Workmen's Compensation	Statutory

SURETY BONDS

<u>OFFICIAL</u>	<u>SURETY</u>	
Treasurer	Hartford Accident & Indemnity Co.	11,000.00
Assistant Treasurer	Hartford Accident & Indemnity Co.	10,000.00
Planning Director	Hartford Accident & Indemnity Co.	4,000.00