

MINUTES

Council of Governments of the Central Naugatuck Valley

Friday, November 17, 2006, 12:00 Noon

East Street Eatery - Farmingbury Hills Golf Club

East St (Rte 322), Wolcott, CT

COGCNV Members: Susan Cable, First Selectwoman, Beacon Falls; Karen Wilson, Alternate, Beacon Falls; Joseph Salvini, Alternate, Middlebury; Ron SanAngelo, Mayor, Naugatuck; Robert Chatfield, Mayor, Prospect; Mark Cooper, First Selectman, Southbury; Maura Martin, First Selectman, Thomaston; Theresa Caldarone, Alternate, Waterbury; Charles Frigon, Town Manager, Watertown; Roy Cavanaugh, Director of Public Works, Watertown; Thomas Dunn, Mayor, Wolcott; Richard Crane, First Selectman, Woodbury. **Other Attendees:** John Mazurek, State Representative, Southington & Wolcott; Jason Newman, Federal Highway Administration; Lou Mangini, Congresswoman Rosa DeLauro's Office; Susan Hulburt, Naugatuck Human Resources; Larry Smotroff, Dean, Naugatuck Valley Community College **Staff:** Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Patricia Bauer, Financial Manager; Jeffrey Cormier, GIS Planning Assistant; Selma Alves, Secretary.

1. Pledge of Allegiance, Roll Call, Introductions, Public Comment

Chairman Susan Cable called the meeting to order at 12:05 pm, and those present recited the pledge of allegiance. Peter Dorpalen called the roll and introduced the speakers and guests. There was no public comment.

2. COGCNV Legislative Priorities/ Legislators' Perspectives

Peter Dorpalen explained that invitations, phone calls, and emails were sent out to state representatives inviting them to the present meeting. With only two notifications received, the decision was made to postpone the Legislative Meeting until January or February 2007 when the legislature is in session. Robert Chatfield suggested a breakfast meeting in the cafeteria of the Legislative Office Building. On a motion by Robert Chatfield, seconded by Thomas Dunn, it was unanimously

VOTED: To have the Legislative breakfast meeting in Hartford, CT at the Legislative Office Building in January or February.

3. Administrative Items

a. *Minutes of October 13, 2006, meeting* — On a motion by Richard Crane, seconded by Mark Cooper, it was unanimously

VOTED: To approve the minutes of the October 13, 2006 meeting.

b. *Minutes of November 2, 2006, Executive Committee meeting* — On a motion by Richard Crane, seconded by Theresa Caldrone, it was unanimously

VOTED: To approve the minutes of the November 2, 2006 Executive Committee meeting.

c. *Financial Report* — Peter Dorpalen reported, as of October 31, 2006, the Council was 31.2% through the fiscal year and had expended 29.3% of the \$682,342 operating budget. Of the total budgeted amount, which includes pass-through funds, 12.1% of the \$2,851,202 budget has been expended. The STIF account totaled \$41,890. The Webster Checking account balance was \$37,119. The STIF Reserve Fund had a balance of \$186,891. The checking account balance was high due to a large reimbursement check from DEMHS that was received and deposited on the 31st.

- d. *Staffing Recommendations* — Peter Dorpalen explained that since Mike Flood, Senior Planner, left COGCNV in August, Jeffrey Cormier, GIS Planning Assistant, has taken over the Household Hazardous Waste and Transportation Improvement Program tasks. Dorpalen recommended increasing Jeffrey Cormier's salary \$3,000, to \$40,087, and changing his job title to Assistant Planner.

Virginia Mason, Assistant Director, currently works part-time, 4 days per week. Given COGCNV's workload, she would like to increase her hours and work 5 days per week. Peter Dorpalen suggested that her hours be increased stipulating that additional time can only be funded under transportation.

Dorpalen requested a correction in the newly approved employee handbook for the Senior Planner position. It states that with a Master's Degree the required experience for the position is 4 years and with a Bachelor's Degree it is 7 years. These requirements, reflecting past practise, should be 3 years with a Master's Degree and 6 years with a Bachelor's Degree.

Samuel Gold was recently promoted to Senior Planner at COGCNV. Peter Dorpalen explained that Samuel Gold's new hourly rate is \$0.25 over the maximum allowed for his position. Dorpalen recommended giving Samuel Gold a new job title, Senior Planner II, to reflect his added responsibilities and making it possible to fully reimburse under the Transportation Planning Program.

Dorpalen reported difficulty in filling the planner position vacated by Mike Flood in late August. COGCNV staff has interviewed two applicants thus far and has one more in a couple of weeks.

Following discussion, on a motion by Robert Chatfield, seconded by Ron San Angelo, it was unanimously

VOTED: To approve the Executive Director Staffing Recommendations, as presented in Memorandum 102006.

- e. *Correspondence* — Peter Dorpalen summarized recent correspondence.

October 9, 2006	Letters from Sam Gold to social service organizations requesting them to complete a survey on the transportation needs of the elderly and the disabled in the region.
November 3, 2006	Email from Watertown Land Trust thanking Glenda Prentiss on her GIS work related to Watertown's successful DEP open space grant for the Osuch property.
November 3, 2006	Letter from Virginia Mason to ConnDOT with comments on ConnDOT's latest town-level employment projections.
November 3, 2006	Letter from Flanders Nature Center & Land Trust formally thanking Virginia Mason, Glenda Prentiss, and Jeff Cormier for their assistance with mapping related to the land trust
November 8, 2006	Fax to COGCNV attorney with issues related to maintenance of office building

- November 15, 2006 Letters to dealers requesting proposals for purchasing or leasing a new photocopier. (The existing one is eight years old.)
- November 16, 2006 COGCNV Memorandum to mayors, first selectmen, and other local officials on the Housatonic River Basin Restoration Project Pre-Application

4. Transportation Planning

Peter Dorpalen presented the November 2006 Amendments to the Transportation Improvement Program as listed in Memorandum 110706: Amendments to the 2007-2011 Transportation Improvement Program. On a motion by Richard Crane, seconded by Robert Chatfield, it was unanimously

VOTED: To approve the November 2006 amendments to the 2007-2011 Transportation Improvement Program.

5. NVCC Municipal Training Academy

Larry Smotroff, Dean of Naugatuck Valley Community College, provided information on the Municipal Training Academy program and urged participation from the towns. He discussed the scheduling of the program, costs to the towns, and survey results. Susan Hulbert, Naugatuck Human Resources, noted the benefits of the program. Ron San Angelo asked to have a list of detailed services and benefits prepared in order to formulate a proposal for budgeting purposes.

6. Project Updates

- a. Emergency operations planning — Virginia Mason presented the following Emergency Planning issues:

- The Central Naugatuck Valley Emergency Planning Committee (CNVEPC) met last Thursday and discussed how to expend the \$24,000 “incentive” money offered by the Department of Emergency Management and Homeland Security (DEMHS). For additional staff meeting time and administration of the grants, COGCNV will draw \$10,000, leaving \$14,000. The committee recommends that these funds be set aside as contingency and \$1,000 allocated to each municipality for small capital items from the approved purchasing list of DEMHS. The \$2,000 not allocated would be available to the municipalities for small overages in their purchases, subject to approval by the CNVEPC and the COG Executive Director. On a motion by Charles Frigon, seconded by Robert Chatfield, it was unanimously

VOTED: To authorize Peter Dorpalen, Executive Director, to approve Emergency Planning equipment purchases

- Governor Rell and DEMHS are planning to seek legislative change to require municipal emergency operation plans (EOPs) to be reviewed each year. The CNVEPC does not think this will be a difficult mandate as presented. We await the definition of “reviewed”.
- Chief John Field of Torrington, head of the Northwest HAZMAT team, has notified us that Jim Gies of Oxford has attended only one meeting. The Team needs more active involvement. Janet Morgan, Fire Chief of Woodbury, has been volunteering extensively with the group and is willing to be one of COGCNV’s representatives. A motion is necessary to place Janet in the slot. The other representative is Captain Joseph Pizzuto of Waterbury Fire Department.

On a motion by Robert Chatfield, seconded by Thomas Dunn, it was unanimously

VOTED: To make Janet Morgan, Fire Chief of Woodbury, one of COGCNV's representatives for the Northwest HAZMAT team.

- b. Pre-Disaster Mitigation — Virginia Mason explained that Pre-Disaster Mitigation meetings will soon be occurring in Prospect, Wolcott, and Waterbury, and have already taken place in Cheshire. COGCNV received approval from Oxford, Watertown, and Woodbury in October.
- c. EDDI municipal webpages — Peter Dorpalen reported that Cheshire and Oxford were close to finishing their webpage information.

7. **Regional Business** — There was no discussion under this agenda item.

8. **Other**

Ron San Angelo suggested that, instead of COGCNV staff contacting state representatives for the legislative meeting, the Mayors and First Selectmen invite them to increase the response.

Peter Dorpalen, at the request of the GWTD Chair, reminded transit district towns that new applications and memorandums of understanding will be sent to GWTD towns for the Elderly and Disabled Municipal Grant program. Non-GWTD towns should also be aware of renewals for their grant program. GWTD will be sending out next year's dues request in December.

Virginia Mason explained that Southbury is submitting a grant to hire a consultant to create a work plan to develop a farmers' market in town. The State of Connecticut mandates that towns designate an agricultural section and recommends community markets. On a motion by Robert Chatfield, seconded by Joseph Salvini, it was unanimously

VOTED: To support Southbury's request for funding for a farmers' market study under the Agricultural Viability program.

Robert Chatfield suggested meeting with a representative from the NFPA in February or March to discuss the standards affecting the cost of turnout gear, typically \$1500 to \$1800. NFPA dictates cost, shelf-life, and standards of emergency equipment as well as the way it is manufactured.

9. **Adjournment** — At 1:32 PM, on a motion by Richard Crane, seconded by Thomas Dunn, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Jeffrey Cormier, Assistant Planner

For

Maura Martin
Secretary