

## MINUTES

### Council of Governments of the Central Naugatuck Valley

Brix Restaurant

1721 Highland Ave.(Rte 10, ½ mi. south of I-691)

Cheshire, CT

Friday, May 11, 2007, 12:00 Noon

**COGCNV Members:** Susan Cable, First Selectman, Karen Wilson, Alternate, Beacon Falls; Leo Bulvanoski, First Selectman, Bethlehem; Michael Milone, Town Manager, Cheshire; Robert Chatfield, Mayor, Prospect; Mark Cooper, First Selectman, Southbury; Maura Martin, First Selectman, Thomaston; Theresa Caldarone, Alternate, Waterbury; Thomas Dunn, Mayor, Wolcott; Paul Hinckley, Alternate, Woodbury.

**Staff:** Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joseph Perrelli, Regional Planner; Jeffrey Cormier, Assistant Planner; Selma Alves, Secretary.

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

Chairman Susan Cable called the meeting to order at 12:12 pm. Those present recited the pledge of allegiance. Peter Dorpalen called the roll and introduced speakers and guests. Peter also introduced COG's new Regional Planner Joseph Perrelli. There was no public comment.

#### 2. Administrative Items

- a. *Minutes of April 13, 2007 meeting* — On a motion by Robert Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the minutes of the April 13, 2007 meeting.

- b. *Financial Report* — Peter Dorpalen reported that as of April 30, 2007, the Council was 83.2% through the fiscal year and had expended 71% of the \$679,231 operating budget. Of the total budgeted amount which includes pass-through funds, 27.7% of the \$2,026,324 budget has been expended. The STIF account totaled \$13,388. The Webster Checking account balance was \$12,448. The STIF Reserve Fund had a balance of \$217,007. On a motion by Robert Chatfield, seconded by Theresa Caldarone, it was unanimously

VOTED: To approve the April 2007 financial report.

On a motion by Paul Hinckley, seconded by Robert Chatfield, it was unanimously

VOTED: To approve the April 2007 revisions to the COGCNV budget.

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

April 25, 2007 Letter to Joseph Perrelli confirming his hiring as a Regional Planner.

April 30, 2007 Letter from ConnDOT approving COGCNV's Affirmative Action Policy Statement.

- May 2, 2007            Memorandum to DEMHS from Regional Planning Organizations in DEHMS Region 5 proposing how they will share responsibilities within Region 5. As proposed, COGCNV will have the fiduciary responsibilities.
- May 3, 2007            Email from DEP on Spring 2007 round of open space grants.
- May 3, 2007            Letters from ConnDOT notifying GWTD, Bethlehem, Oxford, and Southbury that their FY08 grants for Elderly & Disabled Demand Responsive Transportation have been approved.
- May 8, 2007            Memorandum to chief elected officials and emergency management officials from Virginia Mason on the FY2006 DEMHS grant allocations and requisition forms.

3. **Appointment of a Nominating Committee for FY 2007-08 Officers and Executive Committee**

Susan Cable asked for volunteers or nominations for the FY 2007-08 nominating committee. Mark Cooper, Theresa Caldarone, and Richard Crane were nominated. On a motion, by Robert Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED:            To appoint Mark Cooper, Theresa Caldarone, and Richard Crane to the COGCNV Nominating Committee for FY 2007-08 Officers and Executive Committee.

4. **FY 2007-08 Program**

a. *FY 2007-08 COGCNV Budget* — Peter Dorpalen reported that overall operating budget is an 18-19% increase from the previous year and the major income sources continue to be transportation funding, DEHMS, OPM, and municipal dues. Non-salary expenses include existing expenditures and anticipated increases, such as the 3% increase for rent. The basic consumer price index went up 3.2% last year, and Peter Dorpalen recommended a 3.7% salary increase to reflect the 1% co-pay increase in medical insurance. Selma Alves and Glenda Prentiss will also receive grade increases showing their increasing responsibility and Selma's new title will be Administrative Assistant. Jeff Cormier will also receive a title change to Regional Planner/GIS Specialist. Salaries increase 5.8% due to a mid-year grade increase of Samuel Gold from Regional to Senior Planner and added time from Virginia Mason. Paul Hinckley questioned the increase in salaries to cover higher medical insurance co-pays. Robert Chatfield suggested keeping the grade increases and title changes but insisted the 3.7% salary increase be reviewed. Thomas Dunn recommended that the Executive Committee meet privately to further discuss the salaries.

b. *Unified Transportation Planning Work Program* — Peter Dorpalen explained that the work program outlines many of COGCNV's activities for the next fiscal year including federal and state initiatives, funding for GIS parcel mapping, monitoring and analyzing regional trends, and regional planning studies. On a motion by Robert Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED:            To approve the Regional Transportation Planning Unified Planning Work Program: 2007-2008

c. *COGCNV Work Program-Proposed Tasks* — Peter Dorpalen explained that the work program constitutes all of the projects COG is working on including DEMHS, Pre-Disaster Mitigation, transportation, and OPM. In FY 2008, town parcel mapping will be added to the program and the formal work program will be available at the June COG meeting.

- d. *Department of Emergency Management and Homeland Security (DEMHS) Activities* – Virginia Mason discussed the available DEMHS funding for towns and made them aware of regional emergency planning initiatives.

5. **Long Range Regional Transportation Plan**

Peter Dorpalen, Virginia Mason, and Samuel Gold presented the plan which sets out regional transportation goals and objectives, discusses and analyzes the regional transportation system, and recommends improvements. On a motion by Robert Chatfield, seconded by Maura Martin, it was unanimously

VOTED: To approve the Long Range Regional Transportation Plan

**Air Quality Conformity Statement** – Peter Dorpalen introduced two resolutions stating that the Regional Transportation Plan is in conformity with the federal clean air act for ozone and fine particulate matter (PM<sub>2.5</sub>). On a motion by Robert Chatfield, seconded by Theresa Caldarone, it was unanimously

VOTED: To approve the ozone and PM<sub>2.5</sub> air quality conformity resolutions (attached to minutes).

6. **Other Transportation Actions**

- a. *Transportation Improvement Program Amendments* — Jeff Cormier presented two amendments to the COGCNV 2007-2011 Transportation Improvement Program:

- District 1— Replace traffic signal equipment at locations where inspection of mast arms recommend corrective action (Project0171-H142)
- Waterbury, CDOT/NETCO— Replace paratransit vehicles & administrative capital, FFY 2007 (Project 0430-XXXX –2 Amendments)

On a motion, by Theresa Caldarone, seconded by Maura Martin, it was unanimously

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

- b. *FTA Section 5310 Minibus Grant Priorities* — Virginia Mason explained that for Fiscal Year 2007, COGCNV received five applications for Section 5310 funding. The 2007 application was substantially revised to coincide with the newly required Locally Coordinated Public Transit Human Services Transportation Plan (LOCHSTP). For Fiscal Year 2007, the grants cover 80% of the cost of a vehicle not to exceed \$40,000 per vehicle. The process takes approximately 18 months from the time the Connecticut Department of Transportation (ConnDOT) approves the grant to the time of delivery of the vehicle. On a motion, by Mark Cooper, and seconded by Maura Martin, it was unanimously

VOTED: To approve the FY 2007 Federal Transit Administration Section 5310 priority list as presented in Memorandum 050307

- c. *Authorizing resolution on TANA GIS road layer map use* — Peter Dorpalen explained that COGCNV needs to enter an agreement with the Department of Public Safety to use the TANA GIS road layer. This GIS layer is the most accurate and current data available to RPOs in Connecticut. On a motion, by Theresa Caldarone, and seconded by Paul Hinckley, it was unanimously

VOTED: To authorize the Executive Director to enter an agreement with the Department of Public Safety for use of the Tele Atlas North America (TANA) GIS road layer.

7. **Regional Buildout Analysis Presentation (OPM Pilot Project)**

Moved to the June 2007 COG meeting

8. **Regional Business**

- a. *Social Service Assistance Survey* – Peter Dorpalen reported receiving discouraging responses for continuing the Social Service grant program which is in effect until December 2007.
- b. *Municipal Training Academy* — Dorpalen inquired as to how the towns are faring in their budget process and allocating funds for the Municipal Training program. Thomaston was unable to incorporate funding in their budget for the program, but Southbury and Beacon Falls were both successful.

9. **Other – Greenway Sign Completion**

Samuel Gold reported that the greenway signs are installed in Beacon Falls and Naugatuck and have received positive feedback from the community .

10. **Adjournment** — At 1:32 pm, on a motion by Mark Cooper, seconded by Maura Martin, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Jeffrey Cormier  
Assistant Planner

for

Maura Martin  
Secretary