

MINUTES

Council of Governments of the Central Naugatuck Valley

Crowne Plaza Hotel
1284 Strongtown Road
Southbury, CT
Friday, June 8, 2007, 9 A.M.

COGCNV Members: Susan Cable, First Selectman, Karen Wilson, Alternate, Beacon Falls; Leo Bulvanoski, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; August Palmer III, First Selectman, Oxford; Robert Chatfield, Mayor, Prospect; Mark Cooper, First Selectman, Southbury; Maura Martin, First Selectman, Thomaston; Theresa Caldarone, Alternate, Waterbury; Chuck Frigon, Town Manager, Watertown; Thomas Dunn, Mayor, Wolcott; Richard Crane, First Selectman, Paul Hinckley, Alternate, Woodbury. **Speakers and Guests:** Roy Piper, Bob Christ, DEMHS; Dan Morley, W. David LeVasseur, Dick Van Ausdall, OPM.

Staff: Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joseph Perrelli, Regional Planner; Jeffrey Cormier, Assistant Planner; Selma Alves, Secretary; Glenda Prentiss, GIS Coordinator; Patricia Bauer, Office Manager.

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

Chairman Susan Cable called the meeting to order at 9:01am. Those present recited the pledge of allegiance. Peter Dorpalen called the roll and introduced speakers and guests. There was no public comment.

2. Administrative Items

- a. *Minutes of May 11, 2007 COGCNV Meeting* — On a motion by Robert Chatfield, seconded by Mark Cooper, it was unanimously

VOTED: To approve the minutes of the May 11, 2007 meeting.

- b. *Minutes of May 2 and May 23, 2007 COGCNV Executive Committee Meetings* — On a motion by Richard Crane, seconded by Theresa Caldarone, it was unanimously

VOTED: To approve the minutes of the May 2 and 23, 2007 Executive Committee meetings.

- c. *Financial Report* — Peter Dorpalen reported that as of May 31, 2007, the Council was 91.8% through the fiscal year and had expended 77.6% of the \$687,231 operating budget. Of the total budgeted amount which includes pass-through funds, 30.7% of the \$2,050,402 budget has been expended. The STIF account totaled \$3,701. The Webster checking account balance was \$6,367. The STIF Reserve Fund had a balance of \$218,966. On a motion by Mark Cooper, seconded by Robert Chatfield, it was unanimously

VOTED: To approve the May 2007 financial report.

On a motion by Robert Chatfield, seconded by Richard Crane, it was unanimously

VOTED: To authorize the spending of up to \$3,000 for Jeff Cormier to attend GIS training in San Diego, CA.

- d. *Appointment of Auditor* — Peter Dorpalen recommended using the same auditing firm as in past years: Carlin, Charron, & Rosen LLP. On a motion by Mark Cooper, seconded by Robert Chatfield, it was unanimously

VOTED: To appoint the firm of Carlin, Charron, & Rosen LLP to conduct the FY '07 audit.

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

May 9, 2007 Letter from NW CT EMS Council requesting that Bob Chatfield be reappointed to the Council.

May 9, 2007 Letter to Mayor Michael Bronko of Naugatuck congratulating him on his election victory.

May 14, 2007 Memorandum to mayors, first selectmen, town managers, town planners, and land trusts from Peter Dorpalen on DEP's open space spring 2007 grant round (June 30, 2007 deadline).

May 15, 2007 Letters from ConnDOT notifying Greater Waterbury Easter Seals, WARC, Naugatuck Senior Center, and Watertown Recreation Dept. that they have been selected to receive a cash grant for a vehicle under the Section 5310 program.

May 21, 2007 Memorandum to mayors, first selectmen, and public works directors from Peter Dorpalen on ConnDOT's change in funding policy for the STP-Urban highway program

On a motion by Jerry Sitko, seconded by Dick Crane, it was unanimously

VOTED: To reappoint the Robert Chatfield to the NW CT EMS Council.

3. **Nominating Committee Report for FY 2007-08 Officers and Executive Committee**

The nominating committee recommended a slate of COGCNV officers and the Executive Committee for the FY 2007-2008: Susan Cable, Chairman; Thomas Dunn, Vice-Chairman; Maura Martin, Treasurer; and Michael Bronko, Secretary. Mark Cooper, Michael Jarjura, and Michael Milone will serve with the officers on the COGCNV Executive Committee.

On a motion by Robert Chatfield, seconded by Richard Crane, it was unanimously

VOTED: To approved the slate of Officers and Executive Committee members recommended by the nominating committee.

4. **FY 2007-08 Program**

- a. *FY 2007-08 COGCNV Budget* — At its May 2007 meeting, COG members requested that the Executive Committee review the level of salary increases recommended. The Executive Committee met on May 23 and decided that the overall salary line item should be reduced from \$21,046 (5.8%) to \$16,000 (4.4%). Peter Dorpalen reported that the revised budget includes a salary line item increase of \$661 over the Executive Committee's recommended maximum. He noted the quality of work done by staff, and the importance of retaining qualified people. The municipal dues will remain the same as last year's, as proposed in the original budget. Robert Chatfield expressed concern over

the salary increases compared to increases for municipal employees of the member towns. On a motion by Richard Crane, seconded by Thomas Dunn with a nay vote by Robert Chatfield, it was

VOTED: To approve the FY 2007-08 COGCNV Budget.

- b. *COGCNV Work Program* — Peter Dorpalen presented the Work Program for FY 2008 and highlighted the *Regional Plan of Conservation & Development* as one of the main projects to be completed in the upcoming year. Most of the items are a continuation of the work that has been done in the past, but a new item has been added to assist interested towns by hiring a consultant to create digital parcel maps. On a motion by Robert Chatfield, seconded by Thomas Dunn, it was unanimously

VOTED: To approve the FY 2007-08 COGCNV Work Program.

- c. *CNVEPC's recommendation on Emergency Notification Systems and the June 13 drill* – The use of emergency notification systems was discussed at the recent EPC meeting. The Town of Woodbury has signed with Code RED to act as its emergency notification system. Code RED was found to be the cheapest after five years with the least hardware requirements. The Town is in the process of working with DEMHS to get the 911 information available monthly. Naugatuck has put together an RFP seeking similar requirements to those established by Woodbury in the borough's search for an emergency notification system provider.

Roy Piper discussed the emergency operations center drill that will take place on June 13 to test emergency communications in the member towns. The drill will start with weather events on Monday, June 11 and will lead to a situation that calls for the opening of the municipal EOCs on Wednesday. The drill will end at 11 am., followed by a player "hotwash" at the COGCNV office.

- d. *Municipal Training Academy* – Dorpalen reported that, so far, five towns are committed to the Municipal Training Program. He is still waiting to hear from other towns, since the number of towns participating determines whether the program can move forward. On a motion by Robert Chatfield, seconded by Mark Cooper, it was unanimously

VOTED: To authorize COGCNV to move forward with the Municipal Training Academy.

- e. *Social service assistance project* – The Leever Foundation grant funds a consultant to provide social service directors with assistance, including software to help collect and organize client information. Only four towns have expressed an interest in continuing this program. There is still funding for another ½ year. Susan Cable recommended revisiting the issue in the Fall after reviewing the program's mission and accomplishments to get a better idea of how to proceed.

- f. *GIS parcel mapping* – Virginia Mason discussed the need to acquire parcel mapping data for the towns of Cheshire, Beacon Falls, Wolcott, Thomaston, Bethlehem, and Middlebury. Since there is limited parcel mapping data available for Oxford and Naugatuck, COG staff would like to obtain digital parcel maps for these towns as well. Virginia suggested to use some of the federal transportation money to fund GIS parcel mapping in these towns. On a motion by Richard Crane, seconded by Thomas Dunn, it was unanimously

VOTED: To authorize the Chairman to fund expenses of \$150,000 for digital municipal parcel mapping services.

- g. *OPM Regional Planning Grant Authorization* – COG will receive a comprehensive planning grant from OPM to perform regional planning activities in the Work Program. On a motion by Robert Chatfield, seconded by Richard Crane, it was unanimously

VOTED: To authorize the Chairman or Executive Director to enter into an agreement with OPM for comprehensive planning funds.

5. Transportation Improvement Program – June 2007 Amendments

Jeff Cormier presented two amendments to the COGCNV 2007-2011 Transportation Improvement Program:

- Statewide — Replace/repair overhead sign structures at 20 locations (Project 0170-E198)
- District 1 — Installation and revision of STC traffic control signals (Project 0171-0318)

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

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

6. Connecticut’s Responsible Growth Initiative

David LeVasseur, Undersecretary of the Intergovernmental Policy Division at the State Office of Policy and Management, spoke about the State’s initiative to encourage responsible growth. On October 16, 2006, the Governor signed Executive Order 15, which established an Office of Responsible Growth within OPM. The new office is charged with chairing an interagency steering council composed of Commissioners from the Department of Economic and Community Development, Department of Environmental Protection, Department of Agriculture, Department of Transportation and the Department of Public Health as well as the Executive Directors of the Connecticut Housing Finance Authority and the Connecticut Development Authority, to coordinate policy development and capital planning in an effort to efficiently utilize state expertise and financial resources.

The Office of Responsible Growth is also charged with creating regional roundtables that will invite the ongoing participation of city and town officials to provide input on projects that are going forward and State planning and coordinating. The question for the regions is “who should be at the table?” OPM would like to have “standing roundtables” that the State can go back and forth to on a regular basis for input.

Other responsibilities of the Office of Responsible Growth:

- a. Coordination of training for Planning & Zoning officials so that they can receive training on a consistent schedule with a consistent curriculum statewide. An advisory group is being developed to come up with a standard curriculum so that members of land use commissions are not getting incompatible lessons.
- b. Updating the State’s *Green Plan*. The DEP has created an updated *Green Plan*. They are hoping to enhance their GIS data, which can then be used to help Towns as they go forward with their own plans.
- c. Reviewing transportation policies and projects to increase opportunities to promote mass transit and roadway designs that support economic development.
- d. Expanding housing opportunities.
- e. Reviewing all state funding that has an impact on growth and development.
- f. Targeting economic incentives to support growth in designated responsible growth areas, and to create a new responsible growth webpage with links to responsible growth resources and contact information for programs and grant programs through various state agencies.

Mr. LeVasseur went on to discuss the ways in which the Governor's budget would back up this initiative by:

- a. Increasing grants to RPOs from \$640,000 to \$1 million.
- b. Providing \$200,000/year to RPOs to aid in GIS data collection, use, and mapping.
- c. Providing \$1.5 million in FY 2008 and \$105,000 in FY 2009 to DEP to upgrade and enhance its GIS technology.
- d. \$1 million/year specifically designated to help towns update their plans of Conservation & Development. Data used to update the State's plan is more accurate if the municipal plans are current.
- e. Increasing funding to the CT Land Use Education and Research program (CLEAR) from \$100,000 to \$150,000 to offer land use training to municipal officials and commission members.
- f. Providing \$100,000 to the DEP for local Inland/Wetlands training tools.
- g. Providing \$10 million for recreational and natural heritage program, which allows the DEP to acquire State Forest and State Park land.
- h. Providing \$10 million for the Open Space Acquisition grant program.
- i. Providing \$10 million for the Farmland Preservation program.
- j. Increasing Clean Water funding to \$70 million in General Obligation bonds and \$175 million in Revenue Bonds.
- k. Establishing a \$5 million for a new expedited brownfield remediation program.

Mr. LeVasseur also noted other policies created under of HB-7090, which sets forth Responsible Growth strategies in the State. The bill includes a provision that municipalities that have not updated their Plans of Conservation & Development by FY 2010 will be ineligible for discretionary funding from the State. It also establishes a new grant program to encourage projects handled in a regional fashion as a way to provide opportunities to codify regional services.

7. Regional Buildout Analysis Presentation (OPM Pilot Project)

Virginia Mason presented an overview of the regional buildout analysis prepared COG's GIS staff, working with the CLEAR program. The project attempts to address the question "where are we heading under current land use policy?" She presented a basic analysis of the potential buildable area in the region with a more in-depth study of the Town of Woodbury, which has the most recent and complete set of data. The analysis provides a hypothetical residential buildout of the town, taking into account a number of variables (i.e. existing developed area, environmental factors, current zoning, etc.) that affect the amount of buildable area in town.

8. Regional Business

- a. *Municipal Wage & Benefit Survey* — Peter Dorpalen discussed the survey of salaries and benefits that can be conducted this summer if there is an interest. The reaction from COG members was positive, so the survey will go forward again this year.

9. Other

- a. *Local Road Accident Reduction Program* – Joe Perrelli presented the four municipal road proposals submitted for consideration under the Local Road Accident Reduction Program. The four proposals were evaluated and ranked by COGCNV staff, and the top three were selected for submission to ConnDOT for further review under the program. On a motion by Mark Cooper, seconded by Theresa Caldarone, it was unanimously

VOTED: To approve the ranking of the Local Road Accident Reduction Program proposals, as presented in Memorandum 060807, and to submit the top three eligible proposals to the

Connecticut Department of Transportation, Bureau of Engineering and Highway Operations, for review and ranking for the Federal Fiscal Year 2007 Local Road Accident Reduction Program.

- b. *Housatonic River Natural Resources Restoration Project* – Virginia Mason presented the five proposals in the region submitted to the COG for the Housatonic River Natural Resources Restoration Project. On a motion by Mark Cooper, seconded by August Palmer III, it was unanimously

VOTED: To endorse the five projects in the CNVR for consideration under the Housatonic River Natural Resources Restoration Project.

- c. *DEP Open Space & Watershed Acquisition Program* – Virginia Mason presented a proposal from Beacon Falls and two from Southbury for consideration under the DEP Open Space and Watershed Acquisition program. On a motion by August Palmer III, seconded by Dick Crane, it was unanimously

VOTED: To endorse the three projects in the CNVR for consideration under the DEP Open Space & Watershed Acquisition Program.

- d. *CRRA Electronics Recycling* – Sam Gold reported that the CT Resources Recovery Authority will be conducting a residential electronics recycling event on Saturday, June 23rd from 9 am to 1 pm at the Waste Treatment Facility, 210 Municipal Rd. in Waterbury. Materials will be accepted at no charge.

- e. *Animal Sheltering and Treatment Tabletop* – Roy Piper distributed fliers reminding everyone about an upcoming Animal Sheltering and Treatment Tabletop for DEMHS Region 5 on July 18 from 9:30 am-2 pm at the UConn Extension Center in Torrington. The exercise is in response to a new state requirement that each town have an animal shelter plan in place.

- 10. **Adjournment** — At 10:23 am, on a motion by Richard Crane, seconded by Thomas Dunn, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Joseph Perrelli
Regional Planner

for

Michael Bronko
Secretary