

MINUTES

Council of Governments of the Central Naugatuck Valley

Painted Pony Restaurant

74 Main Street (Route 61)

Bethlehem, CT

Friday, October 12, 2007, 12:00 Noon

COGCNV Members: Susan Cable, First Selectman, Karen Wilson, Alternate, Beacon Falls; Leo Bulvanoski, First Selectman, Bethlehem; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; Mark Cooper, First Selectman, Southbury; Maura Martin, First Selectman, Robert Flanagan, Alternate, Thomaston; Chuck Berger, Alternate, Watertown; Richard Crane, First Selectman, Paul Hinckley, Alternate, Woodbury. **Speakers and Guests:** Ron Thomas, CCM; Lou Mangini, Office of Rep. Rosa Delauro.

Staff: Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Jeffrey Cormier, Regional Planner/GIS Specialist; Joseph Perrelli, Regional Planner; Selma Alves, Administrative Assistant.

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

Chairman Susan Cable called the meeting to order at 12:10pm. Those present recited the pledge of allegiance, and the roll was called. There was no public comment.

2. Administrative Items

- a. *Minutes of September 14, 2007 COGCNV Meeting* – On a motion by Richard Crane, seconded by Leo Bulvanoski, it was unanimously

VOTED: To approve the minutes of the September 14, 2007 COGCNV meeting.

- b. *Financial Report*) Peter Dorpalen reported that as of September 30, 2007, the Council was 25% through the fiscal year and had expended 18.8% of the \$810,376 operating budget. Of the total budgeted amount which includes pass-through funds, 7.7% of the \$2,224,338 budget has been expended. The STIF account totaled \$93,800. The Webster Checking account balance was \$24,617. The STIF Reserve Fund had a balance of \$217,734. FY08 dues and HHW administrative fees have been received from all towns with approved budgets. On a motion by Richard Crane, seconded by Joseph Salvini, it was unanimously

VOTED: To approve the September 2007 financial report.

c. Correspondence

September 10, 2007 Memorandum from OPM with guidelines for a new Regional Performance Incentive program.

September 18, 2007 Memorandum transmitting 2008 municipal wage and benefit information.

September 21, 2007 Memorandum to COG Members from Peter Dorpalen on the Regional Performance Incentive Grant Program and requesting ideas.

September 24, 2007 Email message to municipal planners announcing COGCNV's 2008 schedule of Land Use Education Seminars.

September 25, 2007	Testimony of Peter Dorpalen before the State Legislative Program Review and Investigations Committee on its study of Regional Planning Organizations.
September 27, 2007	Letter to the CT Community Foundation submitting a grant for a Municipal Training Academy through Naugatuck Valley Community College.
October 3, 2007	Letters to planning and zoning commissions requesting time at an upcoming meeting to present the draft regional plan of conservation and development.
October 3, 2007	Letter to DEMHS stating COGCNV's vote not to apply for the DEMHS regional collaborative grant.
October 4, 2007	Letter from DEMHS to LHCEO accepting that one of the organizational alternatives recommended by the RPOs in DEMHS Region 5 for the FY07 regional collaborative grant program.
October 12, 2007	Letter from Chuck Frigon to COGCNV appointing Chuck Berger alternate for the October 12, 2007 COGCNV meeting.

3. **Emergency Planning**

- a. *REPT Representative Appointment* — Virginia Mason reported that the EPC has recommended Charles Rutledge to be a representative to the DEMHS Region 5 REPT. On a motion by Mark Cooper, seconded by Leo Bulvanoski, it was unanimously

VOTED: To appoint Charles Rutledge, Assistant Emergency Management Director to the REPT.

- b. *DEMHS Region 5 Planning Organization* — Peter Dorpalen reported that DEMHS will now allow each of the four planning regions in DEMHS Region 5 to do their own planning, instead of having one region being responsible for the planning of all Northwest Connecticut. The four regional analyses will be consolidated into one Region 5 analysis. A consultant will be hired to do the analyses for each of DEMHS Region 5's areas. The consultants will be paid with a DEMHS grant. COGCNV would be the lead in the project, but would only have a fiduciary responsibility.

On a motion by Richard Crane, seconded by Theresa Calderone, it was unanimously

VOTED: To rescind the resolution not to pursue the DEMHS Regional Collaborative Grant Program.

On a motion by Richard Crane, seconded by Michael Bronko, it was unanimously

VOTED: To authorize Susan A. Cable to enter into an agreement on the DEMHS Regional Collaborative Grant Program.

4. **Transportation Planning**

- a. *GIS Parcel Mapping* — Virginia Mason reported that COGCNV has not yet received a letter approving the GIS Parcel Mapping Project from US DOT. The contract for Oxford's data is being reviewed.
- b. *Bus Route Ridership Study Software and Training RFP* — Sam Gold reported that COGCNV usually conducts bus passenger counts every five years in Waterbury's bus routes and trippers.

The last bus passenger ridership count was conducted in 2001. For this round of passenger counts, new computer software and training in the use of the software will be needed. On a motion by Michael Bronko, seconded by Maura Martin, it was unanimously

VOTED: To authorize a request for proposals for bus passenger ridership counting software and software training.

- c. *Safe Routes to Schools* — Sam Gold reported that he met with Thomaston School District officials and Thomaston First Selectman to discuss the planning steps for a Safe Routes to School Plan. COGCNV will be eligible to receive a small grant from ConnDOT for this work. Gold is seeking state approval to use a small portion of the grant to fund pedestrian and bicycle safe programs at the school.

5. **CCM - Upcoming Legislative Season: Opportunities for Cooperation**

Ron Thomas, CCM Manager of State and Federal Relations, spoke about CCM's 2008 state legislative priorities. Thomas asked COGCNV members for issues that CCM should be aware of in drafting its legislative program. Mark Cooper asked CCM to take up the issue of giving municipalities the authority to remove signs from municipal rights of way.

6. **Project Updates**

- a. NVCC Municipal Training Program — Paul Hinckley reported that the advisory committee met on September 25, 2007 and decided on a supervisory skills curriculum developed by DDI, Development Dimension International. The course will start in November for five weeks. The course work for Conducting Effective Municipal Meetings and Taking Minutes at Municipal Meetings has not yet been decided. Conducting Effective Municipal Meetings will not start until February, after municipal elections. Taking Minutes at Municipal Meetings can start before February. Peter Dorpalen reported that a grant for the Municipal Training Program passed a preliminary screening from the Connecticut Community Foundation. On a motion by Mark Cooper, seconded by Michael Bronko, it was unanimously

VOTED: To authorize Chairman Susan A. Cable to enter into an agreement with the Connecticut Community Foundation for a grant to help fund the NVCC Municipal Training Program.

- b. Regional Plan of Conservation and Development — Peter Dorpalen reported that the plan will be completed this fiscal year. This month COGCNV staff will present the plan to regional planners at a planners lunch. The plan will also be presented to municipal planning commissions. The draft Plan will be made public by the end of December, and there will be a public meeting in the Spring. Regional Planning Commission action is expected in April or May. COG action is expected May or June.

7. **Regional Business**

Lou Mangini reported that Congressional spending bills will hopefully be finished by Thanksgiving or Christmas. Currently, there are continuing resolutions. Increases in spending bills and earmarks may be in jeopardy.

Richard Crane recommended that representatives from each of the region's towns attend the Municipal Shared Services Symposium on October 30st at CCSU from 7:45 am to 12:30pm. The symposium points out how municipalities can work together and the roadblocks in the way of cooperation. Crane also recommended attending ConnDOT's Transportation Plan listening session on December 3rd in Southbury from 7 to 9 pm.

8. **Other**

- a. *OPM Regional Performance Incentive Program* — Peter Dorpalen reported that OPM is providing funding to help municipalities consolidate services on a regional level. The program has \$8.6 million dollars, but it is a one year proposal. Dorpalen is soliciting proposals for this program. The municipal training program is a good candidate for funding under this program. Another idea is an electronic citizen management program, that helps direct citizen concerns to the relevant municipal department.
- b. *King's Mark Representative* — Peter Dorpalen reported that COGCNV does not have a representative to King's Mark Resource Conservation and Development area. Senior Planner Sam Gold has expressed interest. On a motion by Richard Crane, seconded by Mark Cooper, it was unanimously

VOTED: To appoint Sam Gold as the COGCNV representative to King's Mark Resource Conservation District.

- c. *Northwest Connecticut EMS Council Representative* — Peter Dorpalen reported that Robert Chatfield would like to step down as COGCNV's representative to the Northwest Connecticut EMS Council. On a motion by Richard Crane, seconded by Leo Bulvanoski, it was unanimously

VOTED: To appoint Frank Morgan COGCNV's representative to Northwest Connecticut EMS Council and Susan Webster as Alternate.

9. **Adjournment**) At 12:55 pm, on a motion by Leo Bulvanoski, seconded by Richard Crane, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Samuel Gold
Senior Planner

for

Michael Bronko
Secretary