

MINUTES

Council of Governments of the Central Naugatuck Valley

Curtis House Inn
506 Main Street South
Woodbury, CT

Friday, November 16, 2007, 12:00 Noon

COGCNV Members: Susan Cable, First Selectman, Karen Wilson, Alternate, Beacon Falls; Jerry Sitko, Alternate, Cheshire; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; Mark Cooper, First Selectman, Southbury; Theresa Caldarone, Alternate, Waterbury; Chuck Frigon, Town Manager, Watertown; Tom Dunn, First Selectman, Wolcott; Richard Crane, First Selectman, Paul Hinckley, Alternate, Woodbury. **Speakers and Guests:** Thomas Gormley, First Selectman-Elect, Middlebury; Lou Mangini, Office of Rep. Rosa Delauro; Jason Newman, Federal Highway Administration.

Staff: Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Jeffrey Cormier, Regional Planner/GIS Specialist; Joseph Perrelli, Regional Planner; Patricia Bauer, Financial Manager; 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 October 12, 2007 COGCNV Meeting — On a motion by Richard Crane, seconded by Jerry Sitko, it was unanimously

VOTED: To approve the minutes of the October 12, 2007 COGCNV meeting.

- b. Financial Report — Peter Dorpalen reported that as of October 31, 2007, the Council was 33% through the fiscal year and had expended 25% of the \$810,376 operating budget. Of the total budgeted amount, which includes pass-through funds, 11% of the \$2,224,338 budget has been expended. The STIF account totaled \$94,131. The Webster Checking account balance was \$22,859. The STIF Reserve Fund had a balance of \$238,688. All the FY08 dues and HHW administrative fees have been received. On a motion by Richard Crane, seconded by Mark Cooper, it was unanimously

VOTED: To approve the October 2007 financial report.

- c. Correspondence — Peter Dorpalen summarized recent correspondence:

November, 2007 Congratulatory letters to newly elected officials

November, 2007 Letter received stating that the application has been approved to be the DEHMS Region 5 lead agency for the emergency planning program next year.

3. **Emergency Planning - DEHMS Region 5 Planning Update**

Virginia Mason reported that there will be a meeting with the DEHMS Region 5 representatives on December 5 for the Resource Typing program COG is undertaking. In addition, COG hopes to have an RFP prepared and sent out to hire a consultant to work with the RPOs in Region 5 and the steering committee.

4. **NVCC Municipal Training Program**

a. Upcoming Courses — Peter Dorpalen reported that the first course was held and had positive feedback from participants. The two upcoming courses are *Taking Effective Minutes for Municipal Meetings* designed for recording clerks and *How to Run Effective Meetings* for chairmen/vice-chairmen. The first session for the *Effective Minutes* course is scheduled for December 4th, 9-11a.m. The *Effective Meetings* course will be offered in January 2008.

b. OPM Regional Performance Incentive Grant — Peter Dorpalen reported that he had completed a draft grant application. The grant provides funding for one year to towns that are not currently participating in the Municipal Training Academy program and should be completed by December 3rd. In order to participate in the Regional Performance Incentive Grant program, municipalities must approve a resolution in support of the grant by December 31, and the Chief Elected Official must sign a certification that there are no legal obstacles to entering into the agreement. Funding will be requested for March 1 to June 30, and for July 1 to June 30 the following year. The draft application shows the cost difference between the program being implemented individually by each town or at the regional level. On a motion by Tom Dunn, seconded by Jerry Sitko, it was unanimously

VOTED: To authorize Susan A. Cable to enter into an agreement with OPM for a Regional Performance Incentive Grant concerning the Municipal Training Academy.

c. Social Services Grant — Peter Dorpalen reported that the Leever Grant ends in December but has a stipulation requiring the coordinator to develop software to aid social service directors in data entry/client tracking. Several Microsoft Excel training sessions were offered to facilitate the use of the software.

5. **Project Updates**

a. Regional Plan of Conservation and Development — Virginia Mason reported that COG is in the process of meeting with all planning and zoning commission for input on the regional plan update. The local presentations should be completed by mid-January.

b. Transportation Work Program Amendment: Bus Route Ridership Survey — Joe Perrelli reported that at the October 2007 meeting COG members voted to authorize a request for proposals for bus rider counting software and training. The FY08 Unified Planning Work Program should be updated to include the hiring of a transit software consultant. On a motion by Tom Dunn, seconded by Theresa Caldarone, it was unanimously

VOTED: To approve the draft UPWP amendment on the hiring of a consultant to develop bus rider counting software and associated training.

c. STPU Highway Projects — Peter Dorpalen reported that he and Joe Perrelli met with ConnDOT engineers to review all projects in the STP-U program. Due to escalating project costs and delays, they concluded that new projects cannot be started until progress has been made in funding and implementing existing ones. Peter Dorpalen encouraged towns to proceed expeditiously with

projects to avoid future costs. Michael Bronko inquired to the status of the Cross Street project in Naugatuck, which is unlikely to receive funding for 8-10 years.

6. Regional Business

Lou Mangini reported that the recently passed Transportation HUD bill approves money for the Naugatuck River Greenway Study. It is unlikely that the federal budget will be in place until January 2008 or later, causing delays for some grants. Jerry Sitko reported that in the newly approved bond package from OPM there will be \$20 million available in each of the following two years for the small town economic assistance program.

7. Other

- a. A Profile of the CNVR: 2007 — Peter Dorpalen reported that Selma Alves has been working on updating the regional profile. This annual document analyzes regional as well as individual town trends and is a useful source of information for local governments and developers. Action will be taken at the December meeting.
- b. Meeting Schedule: 2008 — Peter Dorpalen reported that the schedule for 2008 COG and RPC meetings has been completed. On a motion by Mark Cooper, seconded by Tom Dunn, it was unanimously

VOTED: To approve the COGCNV and RPC 2008 meeting schedule.

- c. Pomperaug River Watershed Coalition (PRWC) — Virginia Mason distributed flyers on behalf of the PRWC on a River Management Seminar. The seminar is for land use professionals and provides comprehensive floodplain education.

8. Adjournment

At 1:14 pm, on a motion by Richard Crane, seconded by Mark Cooper, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Jeffrey Cormier
Regional Planner/GIS Specialist

for

Michael Bronko
Secretary