

MINUTES
Council of Governments of the Central Naugatuck Valley
Brix Restaurant
1721 Highland Avenue, Cheshire
Friday, March 14, 2008, 12:00 Noon

COGCNV Members: Susan Cable, First Selectman, Karen Wilson, Alternate, Beacon Falls; Jeff Hamel, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Thomas Gormley, First Selectman, Middlebury; Michael Bronko, Mayor, Naugatuck; Mary Ann Drayton-Rogers, First Selectman, Oxford; Robert Chatfield, First Selectman, Prospect; Maura Martin, First Selectman, Thomaston; Paul Hinckley, First Selectman, Woodbury.

Speakers and Guests: Mary Ann Fontaine, NVCC; Lee Reynolds, Director of Community Affairs, and Jeff Regan, Legislative Assistant, Senator Christopher Dodd's Office; Roy Piper, DEMHS5; Grayson Wright, ConnDOT; Joe Stango.

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

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

Chairman Susan Cable called the meeting to order at 12:08 pm. Those present recited the pledge of allegiance. Roll was called. Under public comment, Joe Stango introduced a proposal for Medicaid reform in Connecticut that allows families to provide home care for relatives opposed to a convalescent home. A Long Term Care Needs Assessment in Connecticut conducted by the University of Connecticut showed that costs of patients serviced at home, \$700 million, is half of those institutionalized, \$1.5 billion. Joe Stango distributed a letter to towns requesting support at a bipartisan legislative forum on April 3, 2008. Robert Chatfield asked if the proposal requires relatives to be admitted to a convalescent home first before being permitted to return home. Joe Stango acknowledged that Congress enacted a provision requiring a person to be institutionalized for six months before returning home.

2. Administrative Items

- a. Minutes of February 8, 2008 COGCNV Meeting – On a motion by Michael Bronko, seconded by Thomas Gormley, it was unanimously

VOTED: To approve the minutes of the February 8, 2008, COGCNV meeting.

- b. Financial Report — Peter Dorpalen reported that, as of February 29, 2008, the Council was 66.6% through the fiscal year and had expended 49.1% of the \$810,376 operating budget. Of the total budgeted amount which includes pass-through funds, 23.3% of the \$2,446,210 budget has been expended. The STIF account totaled \$45,597. The Webster Checking account balance was \$15,095. The STIF Reserve Fund had a balance of \$242,429. He noted that line item adjustments in the budget would be requested at the April COGCNV meeting.

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

VOTED: To approve the financial report.

- c. Correspondence — Peter Dorpalen summarized recent correspondence:

February 8, 2008	Letter from ConnDOT notifying COGCNV that Naugatuck's Local Road Accident Reduction Program was approved, while projects in Waterbury and Watertown were not recommended for funding.
February 19, 2008	Letter from OPM stating that COGCNV has been awarded a Regional Performance Incentive Grant for the Municipal Training Academy (\$145,878).

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| February 19, 2008 | Memorandum from OPM requesting that each RPO director establish a Regional Roundtable, with OPM guidance on the roundtable. |
| February 29, 2008 | Letter from OPM formally stating that “OPM hereby determines that the Draft Plan is not inconsistent with the Development Policies Plan for Connecticut, 2005-2010” and commending COG staff on the plan. |

Peter Dorpalen explained that the following projects will be affected by the overall transportation budget which should be discussed first. On a motion by Robert Chatfield, seconded by Michael Bronko, it was unanimously

VOTED: To change the agenda under Transportation Planning by moving the Transportation Work Program budget revision before the two other items.

3. Transportation Planning

- a. Transportation Work Program (UPWP) budget revision — Peter Dorpalen requested an increase to the line-item for consultants in the transportation budget by \$20,000 coming out of salaries. Breakdown amounts will be readjusted between the GIS Parcel Mapping and Bus Ridership Survey projects. GIS Parcel Mapping increases from \$100,000 to \$107,811 and Bus Ridership Survey increases from \$20,000 to \$32,400. On a motion by Michael Bronko, seconded by Mary Ann Drayton-Rogers, it was unanimously

VOTED: To revise the 2007-2008 Transportation Planning Budget.

- b. Bus route count survey - Software consultant selection — Sam Gold reported that the bus company infrequently collects data and lacks current useful ridership information. Sam Gold sent out an RFP for bus ridership software capable of efficiently tracking service data. Two proposals were received and a panel selected the consultant TransSystems to supply software and training. On a motion by Robert Chatfield, seconded by Thomas Gormley, it was unanimously

VOTED: To authorize Chairman Susan A. Cable to enter into an agreement with TransSystems for Bus Count and Analysis Software and Training, subject to ConnDOT approval.

- c. GIS parcel mapping project update — Glenda Prentiss reported that the GIS Parcel Mapping includes mapping for eight towns in the region currently lacking parcel data. The cost ranges from \$7,800 for Bethlehem to \$52,500 for Cheshire. Included in the total price is color aerial photography from 2006 for the entire region. On a motion by Maura Martin, seconded by Jeff Hamel, it was unanimously

VOTED: To authorize Chairman Susan A. Cable to enter into an agreement with New England Geosystems for up to \$250,000 for regional aerial color photos and parcel mapping for eight municipalities.

- 4. Federal Grant Process & Opportunities** — Jeff Regan offered federal assistance to municipalities in the form of appropriations and grants from Senator Chris Dodd’s office. His office provides earmarks for projects involving transportation, social services, education, and economic development. Jeff Regan encouraged municipalities to contact his office in January 2009 regarding funding opportunities. Lee Reynolds discussed providing support for competitive federal grants to municipalities. Her office also helps towns identify available grants.

5. Project Updates

- a. Municipal Training Academy - OPM grant award — Peter Dorpalen reported that OPM approved eligibility for all towns interested in the Municipal Training Academy. Mary Ann Fontaine discussed possible course offerings including Leadership I and II, Customer Service, Conducting Effective Meetings, Taking Minutes, and Team Building/Process Building. Paul Hinckley requested input from other towns in course development and participation at the next planning meeting on April 16, 2008.

- b. DEMHS Region 5 Emergency Planning — Virginia Mason reported that Prospect is the only town that has expended its 2006 funding, and there is an extension until the end of 2008. The SWOT Analysis will be completed soon and the draft will be available on the COGCNV website. Voting will occur on May 12, 1:00 p.m., at the Bantam Fire House for the following year spending plan, and a regional exercise is scheduled for November 2008. Joe Perrelli is continuing resource typing for the towns not completed. Roy Piper explained that the CCM conference is on May 15 in Cromwell. On June 17 is the Annual Emergency Manager Director Conference in West Haven. Also the Governor passed a ruling that town Emergency Operations Plans must be reviewed annually. The state may provide future funding to towns for enhancement of EOC capabilities including an emergency notification system.
 - c. Regional Plan of Conservation and Development — Peter Dorpalen reported that COGCNV has met with all towns to discuss the plan and held a public hearing on March 4. Final revisions are underway.
 - d. Regional Roundtable - Regional Planning Commission — Peter Dorpalen reported that the regional planning commission will become the regional roundtable.
6. **Regional Business** — None.
7. **Other**
- a. Traffic sign retro-reflectivity requirements — Joe Perrelli presented new traffic sign retroreflectivity requirements for municipalities. Robert Chatfield discussed that many towns may be replacing signs already and in compliance of future requirements.
8. **Adjournment**) At 1:27 pm, on a motion by Robert Chatfield, seconded by Thomas Gormley, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Jeff Cormier
Regional Planner/GIS Specialist

for

Michael Bronko
Secretary