

**MINUTES**  
**Council of Governments of the Central Naugatuck Valley**  
Juniper's Restaurant  
Route 188 east of Route 64, West Jct  
Middlebury, CT  
Friday, April 11, 2008, 12:00 Noon

**COGCNV Members:** Susan Cable, First Selectman, Karen Wilson, Alternate, Beacon Falls; Jeff Hamel, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; Margaret Potts, Alternate, Oxford; Robert Chatfield, First Selectman, Prospect; Mark Cooper, First Selectman, Jennifer Naylor, Alternate, Southbury; Maura Martin, First Selectman, Bob Flanagan, Alternate, Thomaston; Thomas Dunn, Mayor, Wolcott; Paul Hinckley, First Selectman, Woodbury.

**Speakers and Guests:** Barbara Buddington, DEMHS 5 Emergency Planning Consultant.

**Staff:** Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joe 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 12:01 pm. Those present recited the pledge of allegiance and the roll was called. Peter Dorpalen announced that Administrative Assistant Selma Alves would be leaving the agency in May.

**2. Administrative Items**

- a. Minutes of March 14, 2008 COGCNV Meeting – On a motion by Robert Chatfield, seconded by Mark Cooper, it was unanimously

VOTED: To approve the minutes of the March 14, 2008 COGCNV meeting.

- b. Financial Report — Peter Dorpalen reported that, as of March 31, 2008, the Council was 75% through the fiscal year and had expended 55.4% of the \$810,376 operating budget. Of the total budgeted amount which includes pass-through funds, 27.2% of the \$2,446,210 budget has been expended. The STIF account totaled \$25,753. The Webster Checking account balance was \$10,502. The STIF Reserve Fund had a balance of \$243,093. He noted that line item adjustments in the budget would be requested at the May COGCNV meeting.

On a motion by Robert Chatfield, seconded by Michael Bronko, it was unanimously

VOTED: To approve the financial report.

- c. Correspondence — Peter Dorpalen summarized recent correspondence:

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| April 4, 2008 | Letter from Selma Alves resigning from her position as Administrative Assistant as of May 7, 2008.  |
| April 7, 2008 | Letter to New England Geosystems transmitting a fully executed agreement for the GIS Parcel Mapping Project.  |
| April 7, 2008 | Email from Greater Bridgeport RPA with a revised draft of a Memorandum of Understanding on the coordination of Urban STP funding within the Bridgeport-Stamford Urbanized Area. (This affects Beacon Falls, Oxford, Southbury, and Woodbury.) |

April 8, 2008      Memorandum notifying towns of DEP's Spring 2008 round of the Open Space and Watershed Land Acquisition Grant Program.

April 8, 2008      Letter from Sam Gold to ConnDOT transmitting applications for the Municipal Elderly and Disabled Demand Responsive Transportation Program from Southbury, Bethlehem, and the Greater Waterbury Transit District.

3. **DEMHS Region 5 Emergency Planning — SWOT Analysis** — Barbara Buddington discussed the SWOT Analysis for Region 5, which is posted in final draft on the COGCNV website. The SWOT Analysis will be used in the review of projects for the regional spending plan. The Region 5 Steering Committee will meet on Monday to review and vote on the spending plan. She distributed copies of the criteria that will be used to evaluate proposed projects.

The spending plan will be submitted to the Regional Emergency Planning Team following the steering committee's review of all projects. CEO's are strongly encouraged to attend the REPT meeting or send a representative to vote on the proposed spending plan.

4. **Face of CT Campaign** — Melissa Spear, Connecticut Director of the Trust for Public Land, was scheduled to speak at this time. She was unable to attend.
5. **Transportation Planning**
  - a. Transportation Improvement Program — Peter Dorpalen presented the following amendments:
    - i. Cheshire – Culvert replacement on CT 68/70, Design, ROW, Construction (Project No. 0025-0140)
    - ii. Statewide – STP funds for engineering/scope and project development, Design (Project No. 0170-2776)

On a motion by Jerry Sitko, seconded by Robert Chatfield, it was unanimously

VOTED: To approve the April 2008 amendments to the 2007-2011 Transportation Improvement Program.

- b. Safe Routes to School Workshop — Sam Gold discussed the upcoming Safe Routes to School workshop in Thomaston on April 30. The workshop is for public works officials, educators, and planning officials interested in learning about issues that may prevent school children from safely biking or walking to school.
  - c. Local Road Accident Reduction Program — Joe Perrelli reported that the COGCNV is soliciting projects for the 2008 round of funding for the Local Road Accident Reduction Program. The program funds safety improvement projects up to \$325,000. Memos were sent out to municipal officials in late March. Project proposals are due at the COGCNV office by May 16, 2008.
6. **Project Updates**
  - a. Municipal Training Academy — Peter Dorpalen reported that the steering committee has new members with additional towns participating. COGCNV will establish a work program with OPM to receive a grant-in-aid award and have the money in advance to run the program.
  - b. Regional Plan of Conservation and Development — Peter Dorpalen reported that COGCNV met with all towns to discuss the plan and held a public hearing on March 4. The Plan will go before the RPC for a recommendation in May and then will come before COGCNV for possible adoption.
  - c. Bus route count survey — Sam Gold reported that TranSystems was selected to create the software to perform the bus route counts.
  - d. GIS Parcel Mapping Project — Peter Dorpalen reported that COGCNV is purchasing high-definition aerial photos from AT&T for the whole CNVR. The formal agreement has been negotiated and settled with New England Geosystems to do the parcel-mapping work.

7. **Regional Business**

- a. Greenway workshop – Maura Martin invited everyone to a workshop on the proposed greenway along the Naugatuck River in Thomaston. The National Park Service will facilitate the event at Thomaston High School on May 17, 2008. The town received a grant through DEP to put together the workshop and possibly develop a logo for the proposed trail. The event will be useful for all towns in the region interested in being a part of the Naugatuck River Greenway, and other towns that are interested in connecting to the trail.

8. **Other**

- a. CEDS Pre-Application – Joe Perrelli reported that the Comprehensive Economic Development Strategy group for the Naugatuck Valley has extended the deadline to submit municipal investment questionnaires for the next CEDS report until the end of April. The questionnaires function as pre-applications if towns would like to tap into EDA funding for economic development projects.
- b. Justice Assistance Grant for Local Law Enforcement – Virginia Mason reported that police departments in Thomaston, Watertown, Naugatuck, Middlebury, and Wolcott will each be receiving five CS-PERN radios through OPM's JAGLLE grant.

9. **Adjournment** ) At 12:31 pm, on a motion by Robert Chatfield, seconded by Thomas Dunn, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Joe Perrelli  
Regional Planner

for

Michael Bronko  
Secretary