

MINUTES
Council of Governments of the Central Naugatuck Valley
Prospect Fire House
Route 69 south of Route 68
Prospect, CT
Friday, May 9, 2008, *12:00 Noon*

COGCNV Members: Susan Cable, First Selectman, Beacon Falls; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; Herman Schuler, Alternate, Oxford; Robert Chatfield, First Selectman, Prospect; Mark Cooper, First Selectman, Southbury; Maura Martin, First Selectman, Thomaston; Theresa Caldarone, Alternate, Waterbury; Chuck Frigon, Town Manager, Watertown; Thomas Dunn, Mayor, Wolcott; Paul Hinckley, First Selectman, Woodbury.

Speakers and Guests: David Fink, Partnership for Strong Communities; Ken Hanks, Asst. Fire Chief, Naugatuck; Chris Edson, Police Chief, Naugatuck; John Lawlor, Public Works Director, Waterbury; Grayson Wright, ConnDOT.

Staff: Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joe Perrelli, Regional Planner; Jeff Cormier, Regional Planner/GIS Specialist; Patricia Bauer, Financial Manager; Lauren Rizzo, 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. There was no public comment.

2. Administrative Items

- a. Minutes of April 11, 2008 COGCNV Meeting – On a motion by Robert Chatfield, seconded by Michael Bronko it was unanimously

VOTED: To approve the minutes of the April 11, 2008 COGCNV meeting.

- b. Financial Report — Peter Dorpalen reported that, as of April 30, 2008, the Council was 83.3% through the fiscal year and had expended 61.6% of the \$810,376 operating budget. Of the total budgeted amount which includes pass-through funds, 29.5% of the \$2,446,210 budget has been expended. The STIF account totaled \$5,753. The Webster Checking account balance was \$11,432. The STIF Reserve Fund had a balance of \$233,093. Referring to Memorandum 050108F (Revised), Peter Dorpalen recommended line item changes in the budget.

On a motion by Robert Chatfield, seconded by Herman Schuler, it was unanimously

VOTED: To approve the financial report and budget revisions.

- c. GIS Conference Authorization — Peter Dorpalen

On a motion by Michael Bronko, seconded by Mark Cooper, it was unanimously

VOTED: To approve Glenda Prentiss, GIS Coordinator's, attendance at the August 2008 ESRI International User Conference in San Diego, CA at a cost not to exceed \$3,600.

- d. Correspondence — Peter Dorpalen summarized recent correspondence:

- April 3, 2008 Sample letter to CEO notifying the town of available funding for updating its municipal plan of conservation and development
- April 24, 2008 Memorandum from OPM requesting that RPOs check with municipalities with municipal plans of conservation and development that are approaching or are over ten years since adoption (over 10 yrs: Wolcott; nearing 10 yrs: Bethlehem, Woodbury).
- May 1, 2008 Memorandum from Virginia Mason and Peter Dorpalen to COGCNV members and emergency management officials in the region encouraging them to participate in a May 12 meeting at the Bantam Fire House to approve the draft DEMHS Region 5 Spending Plan (or to send an alternate).
- May 7, 2008 Letter from Oxford First Selectman designating Herman Schuler as her Alternate for the May COGCNV meeting.
- May 7, 2008 Letter to Lauren Rizzo of Watertown confirming her hiring as administrative assistant starting May 8, 2008.
- May 9, 2008 Fax from Watertown Town Manager designating Roy Cavanaugh as Watertown's Alternate for the May COGCNV meeting.

3. **Appointment of a Nominating Committee for FY 2008-09 Officers and Executive Committee** — Susan Cable recommended Robert Chatfield, Michael Bronko, and herself to the nominating committee.

On a motion by Mark Cooper, seconded by Thomas Dunn, it was unanimously

VOTED: To appoint the nominating committee represented by Robert Chatfield, Michael Bronko, and Susan Cable.

4. **DEMHS Region 5 Emergency Planning**

- a. Spending Plan — Virginia Mason reported that the spending plan was adopted by the DEMHS Region 5 steering committee and encouraged municipalities to attend the next DEMHS meeting. Ken Hanks discussed a proposal from the SWOT analysis involving training for public works and emergency services. Planning is also of primary importance and needs to be in place for various organizations. Chris Edson described the concern with major disruptions of transportation arteries and how individual departments deal with emergencies. It is important to provide SOP's for town law enforcement agencies and devise a regional operations plan. John Lawlor commended COG and participating municipalities for their representation in regional emergency management. He described the public works/ESF variable message signs that are available to all municipalities in the region and can be used for support issues.

Virginia Mason reported that the Region 5 coordinator will move into Southbury on July 1st. The state has installed wiring and additional services to the Southbury office, designating it the alternate state EOC.

5. **FY 2008-09 Program**

- a. FY 2008-09 COGCNV Budget — Susan Cable reported that the executive committee had no concerns and was comfortable with the budget. Peter Dorpalen explained that the operating budget will increase by 11% but the total budget, which includes pass-through funds, will decline due to an EPA sewer and water grant that will be completed next year. Federal and state transportation funding continues to be the largest funding source, followed by OPM, Emergency Management, and dues. The largest increase in expenditures was from medical insurance. More staff are using the coverage, and insurance co-pay increases from 9% to 10%. Based on the cost of living, the basic salary increase is 4% plus an additional half percent grade increase attributed to experienced staff.

Joe Perrelli was given an additional increment to keep his salary competitive with other agencies. Overall, the salary line-item increases 4.4 %.

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

VOTED: To adopt the COGCNV FY 2008-2009 budget.

- b. Unified Transportation Planning Work Program (UPWP) - Authorizing resolution and non-discrimination certification — Sam Gold explained that the UPWP will now be a two year plan, FY 2008-2009 and FY 2009-2010. He outlined major projects in the plan including incident management, bus ridership count study, and GIS parcel mapping.

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

VOTED: To authorize the Chairman, Susan A. Cable, to act on behalf of the Council of Governments of the Central Naugatuck Valley in negotiating and executing all appropriate and necessary contractual instruments with the Connecticut Department of Transportation.

On a motion by Robert Chatfield, seconded by Herman Schuler, it was unanimously

VOTED: To adopt as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142

- c. **OPM Regional Planning Grant Authorization** — Peter Dorpalen reported that COG receives a state grant from OPM for comprehensive planning which supports involvement in regional planning projects. After decreases in the past, the grant has been increased.

On a motion by Michael Bronko, seconded by Mark Cooper, it was unanimously

VOTED: To authorize the Chairman, Susan A. Cable, or Executive Director, Peter Dorpalen, to sign the state OPM grant for regional planning.

- d. **COGCNV Work Program - Proposed Tasks** — Peter Dorpalen reported that an initial draft of the work program has been completed. The largest item over the past several years is updating the regional plan of conservation and development, which is in its final stages. Future project considerations include a regional housing assessment or regional housing seminar addressing issues and funding opportunities. New state legislation may require reviews of projects of regional significance within 500 feet of town line. Hazardous waste initiatives including electronics waste and paint stewardship programs. Municipal labor negotiations database of salaries and benefits of various bargaining units is also an activity in the work program.

6. **Other Transportation Planning Actions**

- a. Interregional STPU Agreement with the Greater Bridgeport-Valley Metropolitan Planning Organization (MPO) — Peter Dorpalen explained that an MOU is needed to pool STP-urban funding for the Bridgeport-Stamford urbanized area. Beacon Falls, Oxford, Woodbury, and Southbury are part of the Bridgeport-Stamford urbanized area and are designated a proportional share. An MOU would allow sharing of the STP funds between the planning regions. Funds will be accounted for by the regional planning organizations and ConnDOT and can be used for future projects such as Christian Street in Oxford.

On a motion by Herman Schuler, seconded by Michael Bronko, it was unanimously

VOTED: To adopt the MOU for coordination of programming of Federal Highway Administration funds from the surface transportation program Bridgeport-Stamford urbanized area attributable to the Greater Bridgeport planning region, the Valley planning region and that portion of the Central Naugatuck Valley planning region included in the Bridgeport-Stamford urbanized area.

- b. FTA Section 5310 minibus grant priorities — Virginia Mason reported that two applications were received from Prospect and Naugatuck for the Section 5310 funding. For FY 2008, the grants cover 80% of the cost of a vehicle not to exceed \$40,000 per vehicle. Based on ConnDOT criteria and staff evaluation, Prospect is eligible for the grant.

On a motion by Thomas Dunn, seconded by Maura Martin, it was unanimously

VOTED: To approve the FY 2008 Federal Transit Administration Section 5310 priority list (Prospect) as presented in Memorandum 043008.

- c. Transportation Improvement Program 2007-2011 Amendments
 - i. Southbury - Update signs on I-84 from NY state line to Exit 13, Construction (Project No. 0174-0308)

On a motion by Robert Chatfield, seconded by Mark Cooper, it was unanimously

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

- 7. **Regional Plan of Conservation and Development - Discussion and Action** — Peter Dorpalen reported that a regional plan is prepared by COG every ten years. The draft plan has gone through public review process and the Regional Planning Commission, and will be presented at the June COG meeting for adoption.
- 8. **Connecticut Housing Incentives**
David Fink reported that the legislature awarded \$4 million to the HomeConnecticut Plan to help create mixed income housing. This moderate income housing is for the local workforce, 20% of the units have a household income of \$60,000. Several towns and regional agencies have taken advantage of this program for affordable housing needs assessments. A number of towns are prepared to apply next year for the incentive funding to create housing.
- 9. **Project Updates**
 - a. Bus route count survey status — Sam Gold reported that COG is working with a consultant to plan and implement a bus ridership study in Waterbury. The study will begin in fall, 2008.
 - b. GIS parcel mapping project status — Peter Dorpalen reported that the consultant, New England Geosystems, has already visited participating municipalities and started work on the project. Mapping of Oxford and Beacon Falls is underway and the project will continue into the next fiscal year. All towns will be receiving high resolution color aerials.
 - c. Municipal Training Academy — Peter Dorpalen reported that the training academy is successfully progressing and new classes will be offered including *Performance Measures for Employees* and *Customer Service*.
- 10. **Regional Business** — Susan Cable inquired as to how many towns have a board of assessors. Peter Dorpalen requested new places to host future COG meetings.
- 11. **Other** — None

12. **Adjournment** — At 1:10 pm, on a motion by Michael Bronko, seconded by Mark Cooper, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Jeff Cormier
Regional Planner/GIS Specialist

for

Michael Bronko
Secretary

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