

MINUTES
Council of Governments of the Central Naugatuck Valley
Southbury Crowne Plaza
1284 Strongtown Road (Route 188 - North of I-84, Exit 16)
Southbury, CT
Friday, June 13, 2008, **12:00 Noon**

COGCNV Members: Susan Cable, First Selectman, Beacon Falls; Jeff Hamel, First Selectman, Bethlehem; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; Robert Chatfield, Mayor, Prospect; Mark Cooper, First Selectman, Southbury; Chuck Frigon, Town Manager, Watertown; Paul Hinckley, First Selectman, and Charles Bartlett, Selectman, Woodbury.

Speakers and Guests: Tom Kirk, Michael Pace, Paul Nonnemacher, CRRRA; Grayson Wright, ConnDOT; Kenny Curran, Congressman Chris Murphy's Office; Lou Mangini, Congressman Rosa DeLauro's Office.

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 12:02 pm. Those present recited the pledge of allegiance and the roll was called. There was no public comment.

2. Administrative Items

- a. *Minutes of May 9, 2008 COGCNV Meeting* – On a motion by Robert Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the minutes of the May 9, 2008 COGCNV meeting.

- b. *Financial Report* — Peter Dorpalen reported that, as of April 30, 2008, the Council was 92% through the fiscal year and had expended 68% of the \$810,376 operating budget. Of the total budgeted amount which includes pass-through funds, 35% of the \$2,446,210 budget has been expended.

On a motion by Mike Bronko, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the financial report.

- c. *Correspondence* — Peter Dorpalen summarized recent correspondence:

May 21, 2008 Letter of support for Naugatuck's Small Cities application for renovations of the Goodyear cultural center to meet ADA requirements.

May 22, 2008 Letter of support for Prospect's Small Cities application for a townwide housing rehabilitation program.

May 28, 2008 Letter from Senior Planner Sam Gold to the CT Public Transportation Commission with comments on public transportation issues in the region.

May 29, 2008 Letter to Virginia Mason from Town of Cheshire thanking her for her participation in a panel interviewing for an assistant town planner.

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| May 29, 2008 | Letter to Bob Chatfield from ConnDOT notifying him that Prospect will receive a cash grant for a minibus under the FTA Section 5310 program. |
| May 30, 2008 | Letter from Paul Hinkley appointing Charles Bartlett as his COGCNV Alternate. |
| June 4, 2008 | Letter of support for the Southbury Land Trust's application to DEP for the purchase of a conservation easement for 17 acres of the Daffodil Hill Farm. |
| June 9, 2008 | Email from ConnDOT concerning 34% drop in the Federal Highway Trust Fund, and a request for RPOs to write Congressional Delegation in support of restoring funds. |

In response to the ConnDOT email, Peter requested authorization to prepare a letter to the congressional delegation in support of restoring funds to the Federal Highway Trust Fund

On a motion by Chuck Frigon, seconded by Mike Bronko, it was unanimously

VOTED: To authorize the Executive Director to prepare a letter to the Congressional delegation in support of restoring funds to the Federal Highway Trust Fund.

3. **Report of Nominating Committee and Election of FY 2008-09 Officers and Executive Committee** — Robert Chatfield reported on the recommended slate of COGCNV officers and the Executive Committee for the FY 2008-09: Susan Cable, Chairman; Thomas Dunn, Vice-Chairman; Maura Martin, Treasurer; Michael Bronko, Secretary; and Mark Cooper, Michael Jarjura, and Michael Milone as members of the Executive Committee.

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

VOTED: To approve the slate of Officers and Executive Committee members recommended by the nominating committee.

4. **DEP Municipal Outreach Initiative** – Postponed until September

5. **CRRA Update**

Michael Pace, Tom Kirk, and Paul Nonnemacher spoke about the future of the mid-Connecticut facility, tipping fees, closing of the Hartford landfill, the Enron case, the municipal lawsuit, and options after the existing CRRA agreement expires.

6. **COGCNV Administrative Actions — Consent Agenda**

- a. *Appointment of Carlin, Charron & Rosen LLP as auditor for FY2007-08 audit* (\$16,700)
- b. *Computer maintenance agreement with Millennium Computer Services* (\$3,600 per year)
- c. *Business Safe Deposit Authorization Resolution*

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

VOTED: To approve items 6a. - 6c. on the agenda.

7. **FY 2008-09 Program**

- a. *COGCNV Work Program approval* – Peter Dorpalen presented the proposed work program for the upcoming fiscal year.

On a motion by Jeff Hamel, seconded by Michael Bronko, it was unanimously

VOTED: To approve the FY 2008-09 COGCNV Work Program.

- b. *COGCNV Transportation Planning Work Program approval* – Sam Gold presented the proposed

work program for the next two fiscal years. Some of the main projects include a bus route ridership study, GIS parcel mapping, and an I-84 Incident Management study.

On a motion by Mark Cooper, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the FY 2009 and FY 2010 Transportation Planning Work Program.

c. *EPA Sewer and Water Grant authorization (new application form)*

COGCNV has been assisting Middlebury and Waterbury with an EPA earmark grant since 2002. Middlebury's grant is in the final stages of being revised with the completion of the EIE for the Regional Interconnection for their water supply. The application needs an authorization for the Chair to apply.

Waterbury's grant needs an extension and budget revision. Because the original authorization did not have Susan Cable's name, staff would like a new authorization to apply for the amended application.

d. *DEMHS FY07 grant authorization* – A resolution is needed to apply for the FY 2007 Stage 2 grant from the Department of Emergency Management and Homeland Security (DEMHS) which was recently approved by the DEMHS Region 5 Regional Emergency Planning Team (REPT). COGCNV is serving as the fiduciary agency for this grant.

On a motion by Robert Chatfield, seconded by Chuck Frigon, it was unanimously

VOTED: To authorize the Chairman to negotiate and execute all appropriate and necessary contractual instruments with the Department of Emergency Management and Homeland Security (DEMHS).

Such contracts are for the purpose of obtaining financial assistance to carry on a mutually agreed upon Fiscal Year 2007 Stage 2 Regional Collaboration Program.

e. *Extension of MOU with other RPOs in DEMHS Region 5* – Virginia Mason requested an extension of the MOU between COGCNV and other RPOs in Region 5.

On a motion by Chuck Frigon, seconded by Robert Chatfield, it was unanimously

VOTED: To authorize Executive Director, Peter Dorpalen, to execute an extension of the Memorandum of Understanding for the Regional Collaborative Grant between COGCNV and the other four RPOs in DEMHS Region 5.

8. Municipal Training Academy Actions

- a. *OPM Regional Incentive Grant Award for Training Academy — Resolution of Authority*
- b. *MGTA-NVCC Agreement — Authorization*

On a motion by Paul Hinckley, seconded by Mark Cooper, it was unanimously

VOTED: To approve the resolutions presented as attachments under Items 8a. and 8b.

9. Regional Plan of Conservation and Development — Discussion and Action

Peter Dorpalen and Virginia Mason presented the Regional Plan of Conservation and Development with revisions recommended by municipal planners and the RPC.

On a motion by Mark Cooper, seconded by Paul Hinckley, it was unanimously

RESOLVED: The Council of Governments of the Central Naugatuck Valley, having complied with the provisions of Section 8-35a of the General Statutes of the State of Connecticut, as amended, in the

preparation of a regional plan of conservation and development, and in holding a duly noted public hearing thereon, adopts the Plan of Conservation and Development for the Central Naugatuck Valley Region.

10. Other Actions

- a. Local Road Accident Reduction Program (LRARP) – Joe Perrelli presented the four municipal road proposals submitted for consideration under the LRARP. The four proposals were evaluated and ranked by COGCNV staff, and the top three were selected for submission to ConnDOT for further review under the program.

On a motion by Michael Bronko, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the ranking of the Local Road Accident Reduction Program proposals, as presented in Memorandum 060608A, and to submit the top three eligible proposals to the Connecticut Department of Transportation, Bureau of Engineering and Highway Operations, for review and ranking for the Federal Fiscal Year 2008 Local Road Accident Reduction Program.

- b. Transportation Improvement Program 2007-2011 Amendments – Jeff Cormier presented three amendments to the COGCNV 2007-2011 Transportation Improvement Program:
 - i. Statewide, 511 Traveler information system development for traffic and transit
 - ii. DOT Camera Distribution System
 - iii. Oxford, Christian St reconstruction

On a motion by Mike Bronko, seconded by Paul Hinckley, it was unanimously

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

- c. DEMHS Region 5 Steering Committee appointment – Ken Hanks, COGCNV EPC Chair

Virginia Mason requested that Ken Hanks, Chair of the EPC, be appointed as an alternate for the COGCNV's EMD position on the DEMHS Region 5 REPT Steering Committee.

On a motion by Jeff Hamel, seconded by Paul Hinckley, it was unanimously

VOTED: To appoint Ken Hanks as an alternate to the DEMHS Region 5 REPT Steering Committee.

11. Project Updates

- a. *GIS parcel mapping project* – Virginia Mason reported that staff has been meeting with the towns to discuss the project. For those who do not have an opportunity to meet with staff, there will be a chance to review the project prior to completion at an upcoming public meeting.
- b. *Municipal Training Academy* – Peter Dorpalen provided an update on the training academy.
- c. *Bus route count survey* – Sam Gold reported that the software will be completed by the end of the month and that COGCNV staff and bus company employees will be trained to use the program. There are also bids out for new bus stop signs, so that bus routes will be properly signed.
- d. *Social Service Database* – Peter Dorpalen reported on the software program provided to social service directors in each town. The software developers have noticed security flaws in the software, so they will work on improving the program, which will delay any training. Peter will send out more information on training once it becomes available.

12. Regional Business

COGCNV should send out a note of appreciation to Charlie Rutledge for the work that he has done.

13. **Other** — The Chairman recommended scheduling the next COGCNV meeting for September 2008, unless an issue arises that requires immediate attention.

On a motion by Mike Bronko, seconded by Paul Hinckley, it was unanimously

VOTED: To schedule the next meeting of the COGCNV for September 2008.

14. **Adjournment** — At 1:25 pm, on a motion by Mark Cooper, seconded by Paul Hinckley, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Joe Perrelli
Regional Planner

for

Michael Bronko
Secretary

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