

MINUTES
Council of Governments of the Central Naugatuck Valley
Council of Governments Conference Room
60 North Main Street, 3rd Floor
Waterbury, CT
Wednesday, July 16, 2008, *1:00 p.m.*

COGCNV Members: Susan Cable, First Selectman, Beacon Falls; Jerry Sitko, Alternate, Cheshire; Thomas Gormley, First Selectman, Middlebury; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; Mary Ann Drayton-Rogers, First Selectman, Oxford; Robert Chatfield, Mayor, Prospect; Mark Cooper, First Selectman, Southbury; Theresa Caldarone, Alternate, Waterbury; Chuck Frigon, Town Manager, Watertown; Thomas Dunn, Mayor, Wolcott; Paul Hinckley, First Selectman, Woodbury.

Speakers and Guests: Chuck Berger, Town Engineer, Watertown; Mike Carlo, Congressman Chris Murphy's Office; Bob Kenny, Region 5 Emergency Management Coordinator.

Staff: Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joe Perrelli, Regional Planner; Jeff Cormier, Regional Planner/GIS Specialist; Lauren Rizzo, Administrative Assistant.

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

Chairman Susan Cable called the meeting to order at 1:08 pm. Those present recited the pledge of allegiance and the roll was called. There was no public comment.

2. Administrative Items

- a. *Minutes of June 13, 2008 COGCNV Meeting* — On a motion by Robert Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the minutes of the June 13, 2008 COGCNV meeting.

- b. *Financial Report* — Peter Dorpalen stated that the financial report was not ready at this time, as the year end closing was not complete.

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

June 17, 2008	Letter of thanks to Charles Rutledge for his service to the CNV Emergency Planning Committee and negotiating a regional discount for CodeRED.
June 18, 2008	Letters to the CT Congressional Delegation urging restoration of the Federal Highway Trust Fund to avoid a 34% cut in highway funding.
June 20, 2008	Email to social service directors reporting the status of the social service client tracking software and reasons for its delay.
June 26, 2008	Letters to RPOs in DEMHS Region 5 transmitting signed copies of MOU extension letters concerning the Region 5 Collaborative Emergency Planning Program (COGCNV serves as the fiduciary agency for the program).
July 1, 2008	Letters to COGCNV members transmitting invoices for FY09 dues.

- July 1, 2008 Letters to participating towns transmitting invoices for the FY09 HHW administrative fees.
- July 15, 2008 Email to Watertown Town Manager Chuck Frigon recommending that Watertown withdraw its Sylvan Lake road project because it is unlikely to be constructed within the federally-acceptable time period and the need to focus funding on existing projects.

3. **July 2008 Amendments to the Transportation Improvement Plan**

Peter Dorpalen reported on the TIP amendments, as outlined in Memorandums 071008 and 071008A. He stated that a \$2 million increase in Watertown’s Guernseytown II project necessitated an amendment to move the project forward. With the dramatic rise in highway project costs and the Waterbury area’s \$2.3 million annual allocation for the STP-Urban highway program, fewer projects can be completed. For most STPU projects, construction funding has to be spread out over several years. Prospect’s Scott Rd Phase 2 ROW and Sylvan Lake ROW and construction are shifted beyond the TIP schedule period. The final amendment is the DEP Recreational Trails program which includes funding for a proposed trail in Oxford. On a motion by Robert Chatfield, seconded by Jerry Sitko, it was unanimously

VOTED: To approve the July 2008 amendments to the 2007-2011 Transportation Improvement Plan.

4. **Project Updates**

a. *Social Service Client Data Entry Software* — Peter Dorpalen reported that in June security vulnerabilities were found in the software. To correct the security issues, COG staff would like to hire a programmer from Naugatuck Valley Community College rather than go back to the original software designer. There are no contractual obligations with the original programmer of the software, and no budget changes are involved. On a motion by Thomas Gormley, seconded by Robert Chatfield, it was unanimously

VOTED: To authorize COGCNV staff to decide which vendor to use to complete the social service client data entry software.

b. *NVCC Municipal Training Program* — Peter Dorpalen stated that no data for the first quarter had been received yet. Feedback, so far, has been positive.

c. *Emergency Planning* — Virginia Mason reported that the St. Mary’s Hospital exercise planned for the fall has not been funded. Instead, in the first quarter of 2009, it is now hoped that a tabletop exercise, such as was done in 2004, will take place at UConn-Waterbury.

She also reported that DEMHS sent a letter concerning MOUs that need to be signed to authorize DEMHS to fund 2007 grants and two other major grant initiatives. She also stated that the Waterbury-Oxford Airport crash exercise is being finalized. Seven towns will need to sign off on it.

Bob Kenney reported that the 2009 Emergency Planning Performance Grant applications are in the process of being sent to local jurisdictions. He encouraged all jurisdictions to apply and to contact his office if assistance is needed during the application process. He also stated that preliminary disaster damage assessment training sessions will be offered. These sessions will use the same forms that FEMA uses, and should help streamline the process if a disaster impacts a jurisdiction enough to qualify for FEMA assistance.

Virginia Mason reported that the Emergency Planning Committee will be reorganized into emergency support functions subgroups, i.e., fire, public works, communications, etc. This new set up recognizes that emergency planning is being done everywhere by emergency support functions (ESF). To stay relevant and get “our fair share,” we must be structured to participate. The CNVEPC will still be the oversight group for this activity. Municipalities are encouraged to allow staff to participate.

d. *Other - Greenway Committee* — Sam Gold reported that Peter Dorpalen and he will be meeting with ConnDOT on a regional greenway study between Thomaston and Beacon Falls. The chief elected officials of the 5 towns on the river will be asked for the names of individuals to serve on a committee to provide guidance, and to assist with the scope of work and the consultant selection process.

5. **Regional Business**

Nothing to report.

6. **Other**

No other business.

7. **Adjournment** — At 1:37 p.m., on a motion by Bob Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant

for

Michael Bronko
Secretary