

MINUTES
Council of Governments of the Central Naugatuck Valley

Oxford House
441 Oxford Road (Route 67)
Oxford, CT

Friday, November 14, 2008, 12:00 Noon

COGCNV Members: Karen Wilson, Alternate, Beacon Falls; Joseph Salvini, Alternate, Middlebury; Michael Bronko, Mayor, Naugatuck; Mary Ann Drayton-Rogers, First Selectman, Oxford; Gina Ash, Alternate, Prospect; H. William Davis, First Selectman, Southbury; Maura Martin, First Selectman, Thomaston; Theresa Caldarone, Alternate, Waterbury; Roy Cavanaugh, Alternate, Watertown; Thomas Dunn, Mayor, Wolcott.

Speakers and Guests: Daisy Coco-DeFillipis, Ph.D., President, Naugatuck Valley Community College; Larry Smotroff, Dean of Economic Development, Naugatuck Valley Community College; Mary Ann Fontaine, Director, Center for Business and Industry Training, Naugatuck Valley Community College; Paul Nonnemacher, Connecticut Resource Recovery Authority; Robert Kenny, Region 5 Emergency Management Coordinator.

Staff: Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joseph 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

Vice Chairman Thomas Dunn called the meeting to order at 12:07 pm. Those present recited the Pledge of Allegiance and the roll was called.

Oxford First Selectman Mary Ann Drayton-Rogers welcomed those in attendance to the Town of Oxford. She mentioned that the Oxford House had been built in 1795, two years before the Town of Oxford was incorporated.

2. Administrative Items

- a. *Minutes of October 10, 2008 COGCNV Meeting* — On a motion by Michael Bronko, seconded by Gina Ash, it was unanimously

VOTED: To approve the minutes of the October 10, 2008 COGCNV meeting.

- b. *Financial Report* — Peter Dorpalen reported that as of October 31, 2008, the Council was 34% through the fiscal year and had expended 29% of its operating budget. Of the total budget, including pass-through funds, 31.5% has been expended. The reserve fund has a \$246,000 balance.

On a motion by Michael Bronko, seconded by Mary Ann Drayton-Rogers, it was unanimously

VOTED: To approve the financial report.

- c. *Budget revisions* — Referring to Memorandum 100908F, Peter Dorpalen explained that there had been a slight increase in income, but that some expense items needed to be increased, the biggest being Blue Cross & Blue Shield. Audit expenses and travel expenses had also increased. The contingency fund will be reduced to fund these operating budget line items. The pass-through budget also increased, the largest items being DEMHS FY07 Stage 2 funds and EPA funds for the City of Waterbury's Platts Mill pump station project.

On a motion by Michael Bronko, seconded by Gina Ash, it was unanimously

VOTED: To approve the revisions to the fiscal year 2008-09 budget, as presented in Memorandum 100908F.

- d. *Lease renewal* — Peter Dorpalen explained that the lease at 60 North Main Street, 3rd floor, Waterbury, Connecticut (COGCNV office) will be expiring shortly and that he would like to enter into negotiations with the landlord for its renewal.

On a motion by Michael Bronko, seconded by Bill Davis, it was unanimously

VOTED: To authorize the Executive Director to enter into lease negotiations with the landlord of the property at 60 North Main Street, 3rd Floor, Waterbury, Connecticut.

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

October 10, 2008	Letter to Southbury in support of its farmers' market application
October 16, 2008	Memorandum from Virginia Mason to COGCNV members on upcoming DEMHS Events, as requested at the October COGCNV meeting
October 17, 2008	Letter from Cheshire Town Manager Michael Milone thanking COGCNV for assistance with implementing the CodeRed Emergency Notification System
November 5, 2008	Letter to Bill Davis congratulating him on his appointment as Southbury's First Selectman
November 7, 2008	Memo to chief elected officials on COGCNV surplus equipment
November 12, 2008	Letter to Naugatuck EDC in support of an EPA brownfields assessment funding within the development area of Renaissance Place

3. **Personal Information Protection Policy**

Peter Dorpalen discussed a recent Connecticut Statute concerning the confidentiality and security of personal information, particularly Social Security numbers.

On a motion by Karen Wilson, seconded by Gina Ash, it was unanimously

VOTED: To approve the personal information protection policy and add the policy to the COGCNV Employee Handbook.

4. **Introduction of NVCC's New President, Daisy Coco-DeFillipis, Ph.D., and Presentation of NVCC's Executive Education Proposal**

NVCC Dean Larry Smotroff introduced NVCC President Daisy Coco-DeFillipis. Ms. DeFillipis spoke about the role of the community college, its effect on the local workforce, and the future of the area. She spoke of the dual support role the college and the municipalities share with each other.

Larry Smotroff discussed the municipal training academy, which was an outgrowth of corporate training offered by the college. Business goals and corporate training are applied to the knowledge and skills required for top level leaders in municipalities to address the priority interests of participating towns.

Mr. Smotroff would like to submit a proposal to Northeast Utilities for a grant that would enable NVCC to offer an executive education forum for municipal leaders. To develop an effective program, he would like input from a planning committee consisting of chief elected officials.

On a motion by Michael Bronko, seconded by Mary Ann Drayton-Rogers, it was unanimously

VOTED: To support Larry Smotroff's submittal of a proposal with Northeast Utilities for an executive education forum for municipal leaders.

5. **Congestion Management Study - Conditional Approval**

Subject to recommendation by the Regional Planning Commission, Joe Perrelli asked for conditional approval of the Congestion Management Study. The study identifies congested sections of highways, expressways, and arterials in the area.

On a motion by Michael Bronko, seconded by Gina Ash, it was unanimously

VOTED: To conditionally approve the Congestion Management Study, subject to recommendation by the Regional Planning Commission.

6. **Project Updates**

- a. *GIS parcel mapping project* — Virginia Mason reported that GIS parcel mapping for Thomaston, Beacon Falls, and Bethlehem had been completed and would be presented at town meetings next week.
- b. *Emergency planning* — Ms. Mason stated that the Emergency Planning Committee had met and endorsed the concept of having the region go ahead with finding funding for a traffic diversion plan. ConnDOT does not have the funding. I-84 from Plainville to the New York state line is the only Connecticut interstate highway without a diversion plan. In case of traffic disruption, diversion plans reroute traffic and help to minimize impacts on motorists and the community.

Ms. Mason said the EPC requested that someone come to speak to the committee about how best to handle the special needs population in the event of an emergency. Ms. Mason contacted the state and has secured a speaker to discuss this. The speaker is also willing to come to Region 5 and conduct a conference on this issue.

Bob Kenny spoke about the full REPT meeting held on November 10. At this meeting a framework for a DEMHS Region 5 Regional Emergency Operations Plan, which will work through sub-regional zones that generally follow RPO boundaries to facilitate necessary resources for a large scale event, was presented. The framework of the plan was endorsed. Approval of an actual plan is not anticipated until December 2009.

Mr. Kenny stated that a few communities have still not submitted their local emergency operations plans (LEOPs). LEOPs need to be reviewed by DEMHS on an annual basis and are the foundation to receive certain types of funding. Mr. Kenny's office and the Hartford office are available to assist with LEOPs. There are also online templates that may be used.

Another MOA is also necessary to receive equipment under the Stage II grant. COGCNV will be disseminating them shortly.

Web Emergency Operation Center (EOC) training for Region 5 was conducted on October 30 and 31, and additional training sessions will be available for the better part of a year.

- c. *HomeCT* — Virginia Mason reported that Middlebury has decided not to participate. A presentation was made to the Woodbury selectmen, and it will be presented to the zoning commission there on November 24. Zoning and town council presentations are scheduled for December with Cheshire. In Watertown, the program has been approved by planning and zoning, and will be brought to the town council. Thomaston is currently drafting their application with COGCNV assistance.
- d. *Municipal Training Academy* — Peter Dorpalen reported that there has been positive feedback concerning the training. Mary Ann Fontaine of NVCC said that new programs are being developed and will be added. She thanked the planning committee for their input.
- e. *Social service client software* — Peter Dorpalen said that the software had been completed. It allows social service directors to enter data on clients and track visits and other contacts. It will also be useful in reporting to state, local, and federal agencies, and in tracking workloads. Training will be conducted through the Municipal Government Training Academy.

7. Regional Business

Peter Dorpalen asked for suggestions on topics for this year's legislative statement. Group homes, unfunded mandates, municipal responsibility in evictions, and the Freedom of Information requirement of posting on the internet within a week were suggested.

8. Other

Paul Nonnemacher, Director of Public Affairs of CRRA, advised that due to a FY 2008 surplus, tipping fees for towns and private haulers will be lowered by \$10 per ton starting 1/1/09. The decrease will last through 6/30/09. Also, many CEOs of municipalities in the Central Naugatuck Valley region attended a municipal advisory meeting with CRRA in October. The next quarterly meeting is scheduled for January 2009. CRRA will notify the towns of the meeting details.

9. Adjournment — at 1:17 p.m., on a motion by Gina Ash, seconded by Karen Wilson, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant

for

Michael Bronko
Secretary