

MINUTES
Council of Governments of the Central Naugatuck Valley

Regency at Prospect – Community Room

120 Scott Road

Prospect, CT

Friday, June 12, 2009, 12:00 Noon

COGCNV Members: Susan Cable, First Selectman, Beacon Falls; Jerry Sitko, Alternate, Cheshire; Thomas Gormley, First Selectman, Middlebury; Tamath Rossi, Alternate, Naugatuck; Kathleen O’Neil, Alternate, Oxford; Robert Chatfield, Mayor, Prospect; Jennifer Naylor, Alternate, Southbury; Terry Caldaroni, Alternate, Waterbury; Chuck Frigon, Town Manager, Watertown; Tom Dunn, Mayor, Wolcott; Paul Hinckley, First Selectman, Woodbury.

Speakers and Guests: Dan Walton, Toll Bros., CT; Jeffrey Parker, Deputy Commissioner, ConnDOT; Thomas Harley, Chief Engineer, ConnDOT; Lou Mangini, Congressman Rosa DeLauro’s Office; Kristina Bensley, Intern, Congressman Rosa DeLauro’s Office; Jim Stewart, Engineer, Borough of Naugatuck; Tom Crowe, Director of Public Works, Southbury; Ed Bea, Public Works, Beacon Falls; Tom Galvin, Town Council Chairman, Prospect; Roy Cavanaugh, Director of Public Works, Watertown; Mark Pronovost, Engineer, Waterbury; Jeff Olsen, Alta Planning; Stephen Livingston, ConnDOT; Kenny Curran, Congressman Chris Murphy’s Office; Jim Galligan, Engineer, Oxford.

Staff: Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joseph Perrelli, Regional Planner; Jeff Cormier, GIS Specialist/Regional Planner; 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 12:15 p.m. Those present recited the Pledge of Allegiance and the roll was called. There was no public comment.

2. **Welcome** — Dan Walton of Toll Bros. welcomed all and provided information about Regency at Prospect and its concept.

3. **Administrative Items**

a. *Minutes of May 8, 2009 Meeting* — On a motion by Robert Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the minutes of the May 8, 2009 COGCNV meeting.

b. *Financial Report (including revised budget)* — Peter Dorpalen reported that as of the end of May, COGCNV was 92% through the fiscal year and had expended 77% of its operating budget. Of the total budget, including pass-through funds, 57% has been expended. Under-expenditures are due to consultant services for GIS mapping and an EPA grant. On a motion by Tamath Rossi, seconded by Jerry Sitko, it was unanimously

VOTED: To approve the financial report.

Peter Dorpalen recommended that various line items in the budget be adjusted to reflect new contracts and anticipated expenses. On a motion by Robert Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED: To approve the revisions in the fiscal year 2008-09 budget, as presented in Memorandum 060509F.

- c. *Appointment of CCR LLP as Auditor* — Following recommendation by Peter Dorpalen, on a motion by Robert Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To appoint CCR LLP as COGCNV auditor.

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

May 13, 2009	Letter to Congressman Chris Murphy in support of Thomaston's application for funding of its portion of the Naugatuck River Greenway
May 13, 2009	Letter from the Capital Region Cooperative Purchasing Council offering COGCNV members an annual membership fee of \$500 per town to join the cooperative purchasing program if municipalities join regionally through COGCNV
May 19, 2009	Letters from ConnDOT notifying Cheshire, Naugatuck Human Resource Development Agency, Oxford, Waterbury Association for Retarded Citizens, Wolcott, and Woodbury that they have been awarded Section 5310 minibus grants (7 out of 40 awarded statewide).
May 19, 2009	Letter of support to the USDA-NRCS for Flanders Nature Center's application for funding for the purchase of the Fleming Preserve to preserve as farmland
May 27, 2009	Letter of support for Bethlehem's Small Cities application for renovations of the North Purchase housing development
May 27, 2009	Letter of support for Wolcott's Small Cities application for its housing rehabilitation revolving loan fund
May 29, 2009	Email to Jesse Young of Congressman Chris Murphy's office with a proposed Revision in Local Road Project Design Review to be considered in the new National Transportation Bill
June 1, 2009	Letter to BPS Waterbury Holdings with signed copies of the office lease
June 3, 2009	Email to ConnDOT on its requested TIP action to remove the last phase of the I-84 upgrade in eastern Waterbury from the TIP. Mayor Jarjura and COGCNV staff did not concur with the proposed action.
June 3, 2009	Email from Virginia Mason requesting nominations for the Duncan M. Graham Regional Leadership Award.
June 12, 2009	Email notice of an OPM presentation on the ARRA energy conservation program for municipalities on June 29 at 9:00 AM at the Naugatuck Town Hall

4. **Nominating Committee Report and Election of Officers and Executive Committee**
Bob Chatfield presented the nominating report for fiscal year 2009-2010:

Chairman Thomas Dunn
Vice-Chairman Maura Martin
Treasurer Paul Hinckley
Secretary Bob Chatfield

Executive Committee: Susan A. Cable
 Chuck Frigon
 Michael Jarjura.

On a motion by Bob Chatfield, seconded by Tom Gormley, it was unanimously

VOTED: To approve the Nominating Committee report of COGCNV Officers and Executive Committee members for fiscal year 2009-2010.

5. **Local ARRA Projects — Status of Projects and Answers to Your Questions on the Process**

ConnDOT Deputy Commissioner Jeffrey Parker and Chief Engineer Thomas Harley spoke about ARRA shovel-ready projects, ConnDOT’s approach to the stimulus package, and the process for funding. ConnDOT has been working with the municipalities, primarily at the town engineer and town manager level, on specific projects. Mr. Harley spoke about federally eligible projects and stated a list of projects had been received from nearly every town. He said ConnDOT is reviewing projects for eligibility, pricing them, and will be setting up meetings with the towns to review the scopes of their projects. Following the meetings, ConnDOT will finalize the financials and ask towns to create contract plans for review. Resurfacing projects will require the least amount of detail. ConnDOT anticipates streamlining the contract review process. Mr. Harley also spoke about the reimbursable agreement system. Mr. Parker discussed the steps ConnDOT must take to reach federal aid agreements and how that process is also being streamlined.

6. **Regional Naugatuck River Greenway Routing Study – Recommended Consultant for Scope and Budget Negotiations: Alta Planning + Design**

Sam Gold stated that approval had been received from ConnDOT to move forward with the Naugatuck River Greenway Routing Study. The consultant selection committee chose Alta Planning + Design. Mr. Gold introduced Jeff Olsen from Alta, who described his firm and its plans for the routing study.

On a motion by Robert Chatfield, seconded by Thomas Gormley, it was unanimously

VOTED: To authorize Chairman Thomas G. Dunn to enter into an agreement with Alta Planning + Design to conduct the Regional Naugatuck River Greenway Routing Study upon the negotiation of a satisfactory budget and scope of work.

7. **Transportation Planning**

a. *COGCNV ARRA Project Funding Policy* — Joe Perrelli said several projects under the 2009 ARRA Program, Local Highway and Bridge Funding, have begun moving forward. To assure the full use of funds, COGCNV should decide on a method to disburse uncommitted and potentially uncommitted funds. Funds should be allocated to each municipality with ARRA projects based on its proportional share urban population. On a motion by Jennifer Naylor, seconded by Terry Caldarone, it was unanimously

VOTED: To use uncommitted ARRA Funds towards existing ARRA projects to cover the cost of overruns. Uncommitted ARRA funds will be allocated based on each municipality’s proportional share of urban population.

- b. *I-84/Route 8 Interchange Study – Preferred Alternative Recommendation* — Peter Dorpalen noted the presentation by ConnDOT at the May COGCNV meeting. Members had chosen not to vote on an alternative at that time, pending further review and input from the City of Waterbury. Terry Caldarone affirmed that Mayor Jarjura supports the preferred alternative. On a motion by Terry Caldarone, seconded by Bob Chatfield, it was unanimously

VOTED: To recommend a combination of Alternatives 6 & 8 as the preferred alternative for the I-84/Route 8 Waterbury Interchange Needs Study.

- c. *Local Road Accident Reduction Program – Project Priorities* — Joe Perrelli said that COGCNV has three proposals to submit to ConnDOT for funding. The projects are in Oxford, Woodbury, and Thomaston. ConnDOT will select projects for funding according to a statewide ranking. Implementation of projects is dependent upon availability of funds through the Federal Hazard Elimination Program. On a motion by Paul Hinckley, seconded by Robert Chatfield. It was unanimously

VOTED: To approve the Local Road Accident Reduction Program proposals as presented in Memorandum 060509B for submittal to the Connecticut Department of Transportation, Bureau of Engineering and Highway Operations, for review and ranking for the Federal Fiscal Year 2009 Local Road Accident Reduction Program.

- d. *Transportation Improvement Program Amendments – Project Priorities* — Jeff Cormier said there were four June 2009 amendments to the 2007-2011 Transportation Improvement Program.

- P Beacon Falls – pavement preservation on Route 8, Seymour to Naugatuck (Project No. 0006-0120).
- P Statewide – pavement preservation on various expressways, Route 8, I-84, I-95, I-384 (Project No. 0170-2877).
- P Statewide – increase funding for recreation trails (Project No. 0170-RT09).
- P Statewide – upgrade bus purchase to hybrid (Project No. 0170-XXXX).

On a motion by Paul Hinckley, seconded by Tom Gormley, it was unanimously

VOTED: To approve the June 2009 amendments to the 2007-2011 Transportation Improvement Program.

- e. *Certification of the Urban Transportation Planning Process* – Peter Dorpalen said the U.S. Department of Transportation requires COGCNV to certify annually that the terms and provisions of the March 16, 2007 Metropolitan Transportation Planning regulations are satisfied. In addition, COGCNV must demonstrate that the provisions relative to involvement of public and private providers of mass transit, Civil Rights, involvement in minority business enterprises, special efforts for elderly and disabled persons, the Clean Air Act, 23 U.S.C. and 49 U.S.C. have also been satisfied. Mr. Dorpalen affirmed that COGCNV has successfully met these requirements. On a motion by Tom Gormley, seconded by Chuck Frigon, it was unanimously

VOTED: The Council of Governments of the Central Naugatuck Valley, the designated Metropolitan Planning Organization for the Central Naugatuck Valley Region, hereby certifies that the metropolitan transportation planning process has been conducted in accordance with the terms and provisions of the March 16, 2007 Metropolitan Transportation Planning regulations and that all applicable provisions relative to involvement of public and private providers of mass transit, Civil Rights, involvement of minority business enterprises, special efforts for elderly and handicapped persons, the Clean Air Act, 23 U.S.C. and 49 U.S.C. have been satisfied.

- f. *2-1-1 Transportation Hotline* – Sam Gold said COGCNV is working with United Way on a project to provide a transportation services hotline. Each town will be contacted to verify or update information for the database.

8. **Project Updates**

- a. *Emergency Planning* – Virginia Mason stated that the 2007 budget was revised at the recent Region 5 REPC meeting. As a result, Wolcott, Oxford, and a third undetermined location will receive shelter trailers. A line item was moved to provide support for emergency notification systems. The amended budget was accepted as proposed. Also, a survey had recently been sent out to the towns and emergency planning committee, asking for suggestions to increase attendance at emergency planning meetings. Results will be announced at a later date.
- b. *GIS Municipal Parcel Mapping* – Virginia Mason said that the project is going well and should be concluded soon.
- c. *HomeCT Program* – Virginia Mason said that COGCNV needs to enter into a Memorandum of Understanding with Thomaston for COGCNV to administer the grant. On a motion by Bob Chatfield, seconded by Chuck Frigon, it was unanimously

VOTED: To authorize COGCNV to enter into a Memorandum of Understanding with Thomaston with respect to the administration of the Office of Policy and Management’s 2008 Incentive Housing grant for the assessment and planning of workforce housing in Thomaston.

9. **Regional Business**

There was discussion about the cooperative purchasing program offered through the Capitol Region Council of Governments, as presented at the May 8, 2009 COGCNV meeting. Four towns expressed interest in the program.

10. **Other**

Jeff Cormier said he had received calls from several hazardous waste coordinators concerning regional bidding for treated road salt. He contacted the Litchfield Hills Council of Elected Officials and obtained copies of the bid documents they use for this item. If any towns are interested in taking part in a regional purchase of treated road salt, they should contact Jeff.

11. **Adjournment** – At 1:40 p.m., on a motion by Susan Cable, seconded by Tom Dunn, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Assistant

for

Robert Chatfield
Secretary