

**MINUTES**  
**Council of Governments of the Central Naugatuck Valley**  
Bin 300 World Bistro  
300 Wolcott Road  
Wolcott, CT  
Friday, June 11, 2010, 12 Noon

**COGCNV Members:** Susan Cable, First Selectman, Karen Wilson, Alternate, Beacon Falls; Jeff Hamel, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Tom Gormley, First Selectman, Middlebury; Mary Ann Drayton-Rogers, First Selectman, Oxford; Bob Chatfield, Mayor, Prospect; Ed Mone, First Selectman, Thomaston; Terry Caldarone, Alternate, Waterbury; Tom Dunn, Mayor, Wolcott; Barbara Perkinson, Alternate, Woodbury.

**Speakers and Guests:** James Ryan, Executive Director, Shelton Economic Development Corporation; Commissioner Jerry Farrell, Connecticut Department of Consumer Protection; Herman Schuler, Director, Oxford Economic Development Commission; Lou Mangini, Congresswoman Rosa DeLauro's Office; Liam Sweeney, Senator Chris Dodd's Office; Stephen Livingston, CTDOT; Kathy McNamara, City of Waterbury Grants Administrator.

**Staff:** Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Glenda Prentiss, GIS Coordinator; Joe Perrelli, Regional Planner; Lauren Rizzo, Administrative Assistant.

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

Chairman Tom Dunn called the meeting to order at 12:05 p.m. Those present recited the Pledge of Allegiance and the roll was called. There was no public comment.

**2. Administrative Items**

- a. *Minutes of May 14, 2010 Meeting* — On a motion by Bob Chatfield, seconded by Ed Mone, it was unanimously

VOTED: To approve the minutes of the May 14, 2010 COGCNV meeting.

- b. *Financial Report, including Budget Revisions* — Peter Dorpalen reported that as of May 31, 2010, COGCNV was 92% through the fiscal year and had expended 77% of its operating budget. Including pass-through funds, 69% of the total budget had been expended. He also reviewed changes to the fiscal year 2009-10 operating and pass-through budgets, as presented in Memorandum 060310F. On a motion by Bob Chatfield, seconded by Jerry Sitko, it was unanimously

VOTED: To approve the financial report and the revisions to the fiscal year 2009-10 budget, as presented in Memorandum 060310F

- c. *Bylaws – Telephone Participation and Voting at COGCNV Meetings* — Peter Dorpalen said that occasionally there is a need for COGCNV action on transportation improvement amendments, grant agreements, and other non-controversial items. There are other times when quick action is needed on routine items, or a storm forces the cancellation of a COGCNV meeting. For these situations, it would be beneficial to hold meetings with the ability for COGCNV members to participate and vote by telephone. Since bylaw changes require presentation and discussion at one meeting, with action at the next meeting, he suggested approving the telephone participation at meetings as an interim

operating policy. On a motion by Ed Mone, seconded by Jeff Hamel, it was unanimously

VOTED: To approve as an interim operating policy on telephone participation and voting at meetings as presented in Memorandum 060410.

- d. *Personnel Policies – Holidays: Change Lincoln to Columbus Day, Washington to Presidents’ Day* — Peter Dorpalen proposed a change to COGCNV paid holidays permitted as an employee benefit, with Columbus Day replacing Lincoln’s Birthday. On a motion by Mary Ann Drayton-Rogers, seconded by Jeff Hamel, it was unanimously

VOTED: To approve a change in the paid holidays permitted as employee benefits, with Columbus Day replacing Lincoln’s Birthday.

- e. *CRCOG Purchasing Council – COG Administration of Local Cooperative Purchasing* — Peter Dorpalen explained that it would be more efficient and cost effective for COGCNV to handle membership fees for local cooperative purchasing through the CRCOG Purchasing Council. On a motion by Tom Gormley, seconded by Jerry Sitko, it was unanimously

VOTED: To approve COGCNV administering membership fees for the Capitol Region Purchasing Council for towns in the CNVR.

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

May 28, 2010 Letters from CTDOT notifying Oxford, Southbury, and Wolcott that their Section 5310 minibus applications were approved for funding.

June 2, 2010 Letter to the Shelton Economic Development Corporation with comments and suggestions for the draft Comprehensive Economic Development Strategy: 2010.

June 7, 2010 E-mail from Bill Richards, Emergency Planning Consultant, Milford Health Department, requesting that COGCNV support its three-year emergency preparedness grant to assist health districts in DEMHS Region 2.

Concerning the June 7 email, Peter Dorpalen requested COGCNV authorization to write a letter of support. On a motion by Jeff Hamel, seconded by Bob Chatfield, it was unanimously

VOTED: To authorize COGCNV to write a letter of support for the Milford Health Department.

**3. Nominating Committee Report and Election of Officers and Executive Committee**

Terry Caldarone reported that the Nominating Committee, consisting of Terry Caldarone, Bill Davis, and Bob Mezzo, recommended the following slate of Officers and Executive Committee members for Fiscal Year 2010-11:

*Officers:* **FY 2010-11**

Chairman Thomas Dunn  
Vice Chairman Susan A. Cable  
Treasurer Mary Ann Drayton-Rogers  
Secretary Robert Chatfield

*Executive Committee:* William Davis  
Thomas Gormley  
Michael Jarjura

On a motion by Jeff Hamel, seconded by Jerry Sitko, it was unanimously

VOTED: To accept the nominating committee's recommendations for Officers and Executive Committee members for Fiscal Year 2010-11.

4. **Draft COGCNV Work Program: FY 2010-11** — Peter Dorpalen reviewed the draft COGCNV work program for fiscal year 2010-11. On a motion by Susan Cable, seconded by Ed Mone, it was unanimously

VOTED: To approve the Draft COGCNV Work Program for FY 2010-11.

#### 5. **Economic Development**

- a. *Draft Naugatuck Valley Corridor Comprehensive Economic Development Strategy (CEDS): 2010*  
James Ryan, Executive Director, Shelton Economic Development Corporation, gave an overview of the Comprehensive Economic Development Strategy (CEDS). CEDS will establish regional goals and objectives, develop a regional plan of action, and identify investment priorities and funding sources. A CEDS is required to access funding from the U.S. Economic Development Administration, and is a factor considered by the State in various funding decisions. Mr. Ryan said that written comments provided to him by Peter Dorpalen are being addressed and will be incorporated into revisions to the Draft Naugatuck Valley Corridor Comprehensive Economic Development Strategy: 2010. Dorpalen stated that the CEDS plan can be the most important part of the CEDS process, given the very limited EDA funding.
- b. *Economic Development Districts (Public Act No. 10-168) and DECD's Basic Criteria for EDDs*  
Peter Dorpalen said that municipalities must be part of an Economic Development District to participate in certain state and federal programs. He provided an overview of Public Act No. 10-1569 and DECD's requirements for economic development districts, as outlined in Memorandum 061010.

#### 6. **Transportation Planning**

- a. *Recommendation for the Use of Unused ARRA Funds* — Joe Perrelli reported that COGCNV staff recently met with CTDOT officials to discuss options for expending ARRA balances. All ARRA funds must be obligated by September 30, 2010. Upon review of all projects, COGCNV staff recommended using the remaining ARRA funds to cover the cost of overages of other ARRA projects, and to supplement the region's STP-Urban program. Initially, a motion for the use of unused ARRA funds was made, seconded, and unanimously approved, however, further discussion ensued whereby the motion, second, and vote were rescinded. The use of unused ARRA funds was tabled until the next meeting, allowing COGCNV members time to review alternatives to the staff suggestion.

- b. *June TIP Amendments* — Joe Perrelli summarized the June 2010 amendments to the 2010-2013 Transportation Improvement Program, as outlined in Memorandum 060410TIPREVISED. On a motion by Bob Chatfield, seconded by Terry Caldarone, it was unanimously

VOTED: To approve the June 2010 amendments to the 2010-2013 Transportation Improvement Program.

- c. *Local Road Accident Reduction Program 2010* — Joe Perrelli said that each RPO can submit up to three locations for statewide ranking for the Local Road Accident Reduction Program. This program funds safety-related road projects through the CTDOT Federal Hazard Elimination Program. Construction costs are funded through a 90% federal and 10% local split, with design and engineering the fiscal responsibility of the municipality. This year COGCNV received only one proposal – Oxford - safety improvements at the intersection of Jack’s Hill Road and Larkey Road, as outlined in Memorandum 060410LRARP. On a motion by Mary Ann Drayton-Rogers, seconded by Ed Mone, it was unanimously

VOTED: To approve the Local Road Accident Reduction Program as presented in Memorandum 060410LRARP for submittal to the Connecticut Department of Transportation, for review and ranking for the Federal Fiscal Year 2010 Local Road Accident Reduction Program.

- d. *Traffic Diversion Plan Agreement - Addendum*

Peter Dorpalen said that the Capitol Region Council of Governments (CRCOG) has approved funding to extend the study traffic diversion plan’s eastern boundary to Exit 34 (Crooked St) in Plainville. Following consultation with COGCNV’s attorney, it is recommended that an addendum be added to the Traffic Diversion Plan Agreement with Wilbur Smith & Associates to include this addition to the project. The addendum will create a three-way agreement among COGCNV, CRCOG, and Wilbur Smith & Associates. On a motion by Tom Gormley, seconded by Jeff Hamel, it was unanimously

VOTED: To authorize Chairman Thomas G. Dunn to execute an addendum to the Traffic Diversion Plan agreement among COGCNV, CRCOG and Wilbur Smith & Associates.

**7. Assistance on Liquor Related Issues: Meshing of State and Local Efforts**

Commissioner Jerry Farrell of the Department of Consumer Protection spoke about ways in which the DCP can assist municipalities with liquor related issues. Police departments can make referrals to the DCP concerning violations of the Liquor Control Act and its regulations. Instructions and forms may be found on the DCP website. The DCP will also coordinate the operation of compliance checks and will provide training for police as it relates to the Liquor Control Act. Remonstrance and summary suspension of liquor permits were also discussed.

**8. Emergency Planning – Update on Upcoming June 14 REPT Meeting**

Virginia Mason reported that MOUs for Fiscal Year 2009 must be mailed to COGCNV as the fiduciary agent. This is a change from previous years. The final 09 budget which was sent to the chief elected officials will be decided after the June 14 REPT meeting, and will then be presented to the DEMHS commissioner the following Wednesday. Both Peter and Virginia will be attending the meeting and are available to act as proxies. Full participation from the CNVR is encouraged.

**9. Regional Business**

- a. *Sustainable Development Grants* — Virginia, Sam, and Kathy McNamara are looking into applying for a Sustainable Communities Planning grant through HUD, EPA and DOT for the five municipalities in the Naugatuck River corridor. The grant would provide planning funds for economic development, housing analysis, and environmental planning for the corridor. She asked if the five municipalities were interested in them proceeding, but more information will follow. Beacon Falls and Thomaston were interested in learning more.

**10. Other**

Joe Perrelli said an electronics recycling event sponsored by Samsung Electronics will be held on Saturday, June 19, 2010 from 8 a.m. to 12 noon at Naugatuck High School.

**11. Adjournment**

At 1:10 p.m. on a motion by Terry Caldarone, seconded by Ed Mone, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Lauren Rizzo  
Administrative Assistant

for

Robert Chatfield  
Secretary