

MINUTES

Council of Governments of the Central Naugatuck Valley

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300 Wolcott Road

Wolcott, CT 06716

12:00 Noon, Friday, February 15, 2013

COGCNV Members: Jerry Smith, First Selectman, Beacon Falls; Ed St. John, First Selectman, Joe Salvini, Alternate, Middlebury; Bob Mezzo, Mayor, Naugatuck, Joanne Pelton, Alternate, Oxford; Tom Galvin, Alternate, Prospect; Ed Edelson, First Selectman, Carol Hubert, Alternate, Southbury; Jeremy Liefert, Alternate, Thomaston; Ron Pugliese, Alternate, Waterbury; Ray Primini, Town Council Chairman, Watertown; Jerry Stomski, First Selectman, Woodbury.

Speakers and Guests: Ron Offutt, FBI; John DiCarlo, Waterbury Regional Chamber; Lou Mangini, Congresswoman Rosa DeLauro's Office; Rich Minnick, RPC Chairman; Kathy McNamara, Waterbury Grants Administrator; Edgar Wynkoop, CTDOT.

Staff: Peter Dorpalen, Executive Director; Samuel Gold, Senior Planner; Joe Perrelli, Senior Planner; Pat Gallagher, Regional Planner; Glenda Prentiss, GIS Coordinator; Trish Bauer, Financial Manager; Lauren Rizzo, Administrative Assistant.

1. Pledge of Allegiance, Roll Call, Public Comment

Chairman Bob Mezzo called the meeting to order at 12:15 p.m. Those in attendance recited the Pledge of Allegiance and the roll was called. There was no public comment.

2. Administrative Items

- a. *Minutes of the January 11, 2013 Meeting* — On a motion by Jerry Stomski, seconded by Ron Pugliese, it was unanimously

VOTED: To approve the minutes of the January 11, 2013 meeting.

- b. *Financial Report* — Peter Dorpalen reported that as of January 31, 2013, COGCNV was 60% through the fiscal year and had expended 54% of its operating budget. Including pass-through funds, 52% of the total budget has been expended. On a motion by Jerry Stomski, seconded by Ed Edelson, it was unanimously

VOTED: To approve the financial report.

- c. *Retirement Plan Change* — Peter Dorpalen reviewed proposed changes to the COGCNV retirement program as outlined in Memorandum 013113R. The overall cost of the new plan will be about \$4,000 less than the present one. The proposed plan uses salary and years of service to determine contributions. Ed St. John recommended that staff consult with local officials with retirement plan expertise for future refinement to the plan. Following discussion, on a motion by Ed St. John, seconded by Ed Edelson, it was unanimously

VOTED: To approve the proposed change in the COGCNV Retirement Program, as presented in Memorandum 013113R, effective for the FY2012-13 plan year.

- d. *Staff Position Changes* — Peter Dorpalen recommended that Senior Planner Samuel Gold be promoted to Assistant Director and that Aaron Budris, who was hired as a part-time employee, be made full-time, as outlined in Memorandum 013113. Funding would come from contingency if not already available. On a motion by Jerry Smith, seconded by Ed St. John, it was unanimously

VOTED: To approve staff position changes as outlined in Memorandum 013113.

- e. *Household Hazardous Waste Contractor Authorization* — Joe Perrelli said the Household Hazardous Waste Committee reviewed the responses to its request for proposals and recommended the contract be awarded to MXI Environmental Services based on the criteria of price, references, and suitability to operate under the upcoming paint product stewardship program. The agreement between COGCNV and MXI would be for one year with two optional one-year extensions. On a motion by Ed St. John, seconded by Ed Edelson, it was unanimously

VOTED: To authorize the Chairman to enter into an agreement with MXI Environmental Services for the administration and operation of the household hazardous waste drop-off program.

- f. *New Office Move* — Peter Dorpalen said the move went smoothly and recognized Glenda Prentiss for her design of the new space. He also acknowledged the contributions of the entire staff to assure that the move went well. It is hoped that the next COGCNV meeting will take place in the conference room of the new office space.

- g. *Correspondence* — Peter Dorpalen summarized recent correspondence

January 23, 2013	Letter from Greater Bridgeport and Valley MPO stating that STP Urban funds for Bridgeport-Stamford Urbanized Area will not be available for Oxford's Christian St project if the project is not ready this federal fiscal year
January 31, 2013	Letter to CTDOT requesting that the department include a trailhead for the Naugatuck River Greenway in its design plans for the CTTransit bus garage on Frost Bridge Rd in Watertown
February 1, 2013	Email transmitting the 2013 COGCNV Legislative Agenda area legislators
February 14, 2013	Email from Sam Gold on FY2014 State Dial-A- Ride Grant application
February 15, 2013	Letter to GBVMPO from Peter Dorpalen stating that the project is scheduled for obligation this fiscal year, and CTDOT is confident the schedule can be met.

3. **Transportation Planning**

- a. *Transportation Improvement Program (TIP) Amendment* — Joe Perrelli summarized the February 2013 amendment to the 2012-2015 Transportation Improvement Plan as listed in Memorandum 020113. On a motion by Ed St. John, seconded by Ron Pugliese, it was unanimously

VOTED: To approve the February 2013 amendment to the 2012-2015 Transportation Improvement Program listed in Memorandum 020113.

4. **Avoiding Contractor Fraud; Federal Perspective on School Security**

FBI Special Agent Ron Offutt of the Meriden office spoke about contractor fraud and public officials. He discussed fraudulent schemes, explained the sort of things federal regulators look for, and provided guidelines to follow when working with contractors. He also discussed active shooter scenarios and protocols.

5. **School Security**

Jerry Stomski discussed the school security presentation held in January at Waterbury City Hall. At the well attended event, information was obtained from vendors concerning their products and services. Mr. Stomski requested that the COGCNV school safety committee, of which he is co-chair, continue indefinitely. He encouraged the towns to contact him for information. Discussion followed.

6. **Regional Business**

Lou Mangini of Congresswoman Rosa DeLauro's office spoke about FEMA's potential response to winter storm Charlotte. Connecticut will begin sending out preliminary damage assessment forms next week to municipal emergency operations coordinators. After the state receives and tallies the completed forms, a request will then be made to FEMA for a full disaster declaration.

Jeremy Liefert of Thomaston read a letter from First Selectman Ed Mone seeking COGCNV support of a bill being presented on Thomaston's behalf "to the State of Connecticut Planning Committee to extend the state designated enterprise zone from Thomaston's southern border with Waterbury along the river to the Thomaston dam at its northern end to include all industrial properties located in said area plus industrial areas on Reynold's Bridge Road. In the process of designating the enterprise zone, Thomaston was overlooked. It shares many similar old industrial sites, as does the other communities along the Naugatuck River, yet lacks this designation. If designated an enterprise zone, it would greatly enhance Thomaston's ability to compete in a competitive market place and enhance economic development ." The request will be referred to the Regional Planning Commission.

7. **Other**

- a. *Emergency Planning – Unified Response Manual Training Video Project* — Joe Perrelli said a conference call with several ESF chairs took place in late January and a script is currently

being drafted for the training video. A public works meeting will be held on February 26 and will cover Region 5 assets and mutual aid. Storm response and e-waste will also be discussed. The CEOs were reminded to sign the MOAs for the 2011 DEMHS Region 5 grant and submit them to Litchfield Hills Council of Elected Officials. The Emergency Management Planning Grant has been extended until February 22. This grant helps to fund emergency management directors.

- b. *Regional Animal Shelter Study Update* — Peter Dorpalen said the RFP response deadline was extended due to the winter storm. Seven proposals were received. A committee meeting will be scheduled to review them.
- c. *COGCNV Website* — Samuel Gold said letterhead samples were recently received based on the favored logo design. He hopes to present items at the next COGCNV meeting.
- d. *State Municipal Grant for Elderly and Disabled Transportation* — Samuel Gold said the application for the eight towns that participate in the Greater Waterbury Transit District is being handled by Dr. Yvonne Smith-Isaac. An email, with application, was sent by Sam to the five non-participating municipalities.
- e. *National Recreational Trails Grant* — Samuel Gold said the application deadline for this program is March 29.
- f. *Annual Report* — Peter Dorpalen said the annual report was prepared by Regional Planner Pat Gallagher. Copies will be sent out soon.

8. Adjournment

At 1:20 p.m., on a motion by Jerry Stomski, seconded by Ron Perugini, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by

Lauren Rizzo
Administrative Assistant
for
Ed Mone
Secretary