

MINUTES
Council of Governments of the Central Naugatuck Valley

Brookside Inn
231 Oxford Road
Oxford, CT 06478

12:00 Noon, Friday, January 11, 2013

COGCNV Members: Dominick Sorrentino, Alternate, Beacon Falls; Jeff Hamel, First Selectman, Bethlehem; Ed St. John, First Selectman, Joseph Salvini, Alternate, Middlebury; Bob Mezzo, Mayor, Naugatuck; George Temple, First Selectman, Joanne Pelton, Alternate, Oxford; Tom Galvin, Alternate, Prospect; Ed Edelson, First Selectman, Southbury; Ed Mone, First Selectman, Thomaston; Ron Pugliese, Alternate, Waterbury; Ray Primini, Town Council Chairman, Watertown; Tom Dunn, Mayor, Wolcott; Jerry Stomski, First Selectman, Woodbury.

Speakers and Guests: Susan Rubinsky, Susan Rubinsky Marketing Consulting; Rich Minnick, RPC Chairman; John Brantley, CTRides; Ed Roden, Selectman, Bethlehem; James Hliva, Finance Director, Oxford; David D'Amico, Selectman, Beacon Falls; John DiCarlo, Public Policy & Economic Development Director, Waterbury Regional Chamber.

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

1. Pledge of Allegiance, Roll Call, Public Comment

Chairman Bob Mezzo called the meeting to order at 12:07 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 December 14, 2012 Meeting* — On a motion by Ron Pugliese, seconded by Tom Dunn, it was unanimously

VOTED: To approve the minutes of the December 14, 2012 meeting.

- b. *Financial Report* — Peter Dorpalen reported that as of December 31, 2012, COGCNV was 50% through the fiscal year and had expended 46% of its operating budget. Including pass-through funds, 46% of the total budget has been expended. He also mentioned that the recent COGCNV audit, a copy of which had been sent to all COG members, had no findings. On a motion by Jerry Stomski, seconded by Tom Dunn, it was unanimously

VOTED: To approve the financial report.

- c. *New Office Status* — Peter Dorpalen said the new office space is under construction. The target move-in date is February 1. In terms of moving expenses, the contractor installed the computer network and telephone cabling work, and all that remains is for the IT people to put in terminal boxes and hook up patch panels. A resolution had passed last month to authorize a particular vendor to do the work, but as it was necessary to get a re-bid because of the scope change, the other vendor ended up being less expensive in the re-bidding process. The cost will be under \$1,000. On a motion by Ed Edelson, seconded by Jerry Stomski, it was unanimously

VOTED: To authorize the low bid vendor to proceed with the installation of terminal boxes and the connection of patch panels as part of COGCNV's moving expenses, at a cost of less than \$1,000.

Also concerning moving expenses, additional quotes for the physical move were received. Dorpalen will compare the quotes to determine which is the most cost effective and requested authorization to cover moving expenses. On a motion by Ed St. John, seconded by Ed Edelson, it was unanimously

VOTED: To authorize moving expenses at a cost up to \$6,000.

d. *Correspondence* — Peter Dorpalen summarized recent correspondence

December 21, 2012	Email transmitting results from COGCNV's survey of municipal financial software, as requested by Beacon Falls
December 31, 2012	Email from Michaud & Accavallo, CPAs, forwarding COGCNV's FY 2011-12 audit
January 2, 2013	Email transmitting a RFP for a household hazardous waste contractor
January 7, 2013	Email transmitting a RFP for a regional animal shelter feasibility study
January 10, 2013	Email from CTDOT Traffic Engineering responding to Joe Perrelli's traffic analysis and recommendations for the intersection of Route 69 at Scott Rd in Prospect

3. **Legislative Agenda**

The 2013 legislative agenda was discussed. Ed Edelson requested that the west of Waterbury study be included. Legislation on public school security was also requested. It was decided to review CCM's statement on this issue. On a motion by Ed Edelson, seconded by Ron Pugliese, it was unanimously

VOTED: To approve the 2013 legislative agenda with the additions discussed.

4. **Transportation Planning**

a. *Regional Transportation Trends* — Pat Gallagher gave a presentation on regional transportation trends from a recently completed COGCNV report. The report used 2010 data from the Census LEHD dataset. Findings include a dramatic increase in inter-regional commuting. The majority of employed residents in the region are now commuting outside the region for work, and 44% of individuals who work in the region commute from outside the region. 85% of the region's occupants drive alone to work, 8% carpool, 3% work at home, and 2% use transit. Average commute time for the region is just over 25 minutes. In the last ten years, the number of CNV residents commuting to the Capitol region to work, as well as the number of Capitol region individuals commuting to the CNV region, has doubled. This affects the I-84 drive during commuting hours. Top employment destinations in the region are Waterbury and Cheshire. For CNVR residents, top employment

destinations outside the region are the South Central (New Haven-Meriden), Capitol (Hartford), Housatonic Valley (Danbury), Central Connecticut (Bristol-New Britain), and Greater Bridgeport regions. The report will be available soon on the COGCNV website.

- b. *Unified Response Training Video Project* — Joe Perrelli said DEMHS Region 5 received funds to create a 20 minute training video on the Unified Response Manual for Highway Incidents in CT (URM). He will be administering the project as chair of the ESF-1, Transportation subcommittee. The URM is a guide for first responders and any responders who arrive on the scene at an incident on limited-access highways. The URM was written by the State Incident Management Task Force in 2008. It is intended to support incident management goals of improving the safety of responders, reducing the potential of secondary incidents, and reducing congestion. While the manual was drafted a few years ago and received support from several commissioners, it has not been incorporated into training and is not well known among responders. The URM was used in Region 5 in 2010 as a guide for the traffic diversion plans for I-84 and Routes 7 and 8, to ensure that the consultants had a model to work with, but it needs to be disseminated in the responder community.

On a motion by George Temple, seconded by Ron Pugliese, it was unanimously

VOTED: To add Item 5c, Naugatuck River Greenway Trailhead Amenities at CT-Transit Bus Garage to the agenda.

- c. **Naugatuck River Greenway Trailhead Amenities at CT-Transit Bus Garage** — Samuel Gold said a meeting on the Waterbury Bus Maintenance Facility project in Watertown was recently held. Watertown is asking for COGCNV support to ask CTDOT to include a Naugatuck River Greenway trailhead as part of the bus garage facility project. The Regional Planning Commission voted to recommend this to COGCNV for a vote. COGCNV will be requesting that CTDOT pave the parking area for the trailhead and put in lateral water line connections. On a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To support Naugatuck River Greenway trailhead amenities at the CT-Transit Bus Garage in Watertown.

5. **COGCNV Logo Design Options**

Susan Rubinsky of Susan Rubinsky Marketing Consulting presented a variety of options for the new COGCNV logo and explained the thought process behind the various logo concepts. Discussion followed. The group seemed most interested in Logo Family C.

6. **Regional Business**

Ed Edelson suggested having the State Tourism Commission come to speak at a COG meeting. Tom Dunn spoke about having speakers come in to discuss school security and adding more personnel to the schools. Jerry Stomski said Woodbury is working with government organizations to develop school profiles. They also plan to work with security professionals. Tom Dunn and Jerry Stomski will look into things as a subcommittee and report back to COGCNV as a whole.

7. Other

- a. *Emergency Planning* — Joe Perrelli reported that in December, Southbury received an award notice from FEMA to update the hazard mitigation plans for Beacon Falls, Bethlehem, Middlebury, Naugatuck, Southbury, and Thomaston. The first group – Watertown, Woodbury, and Oxford – received funding in the fall to update their plans. Watertown will oversee those plans. Notification should be received soon as to whether the last four municipalities will receive funds to update their plans. That last grant would be administered by Waterbury.

The Statewide Citizens Corps Council approved the three CERT (Citizens Emergency Response Teams) applications from the CNVR. Two were trainings for Wolcott, and an application for semi-annual funds for COGCNV.

DEMHS Region 5 recently acquired database software called FileMaker Pro, under the FY 09 supplemental grant, to track regional assets. The database software will create a central inventory of assets and track when and where they are lent out.

- b. *Fate of New RPIP Applications – GIS Mapping Upgrade, Economic Strategic Plan* — Peter Dorpalen explained that due to the state’s deficit, funding was largely cut for this round of regional incentive performance grants. It is not known at this time if either project will go through.
- c. *Regional Animal Shelter Study Update* — Peter Dorpalen said the RFP for this project has gone out to companies that have worked on animal shelters before, and to general architecture/engineering firms. It has also been posted with the state’s Department of Administrative Services website.

8. Adjournment

At 1:00 p.m., on a motion by Jerry Stomski, seconded by Tom Galvin, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by

Lauren Rizzo
Administrative Assistant
for
Ed Mone
Secretary