

**MINUTES**  
**Council of Governments of the Central Naugatuck Valley**  
Casa Dijanna  
545 Main Street  
Watertown, CT 06795  
12:00 Noon, Friday, April 13, 2012

**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; Joanne Pelton, Alternate, Oxford; Bob Chatfield, Mayor, Tom Galvin, Alternate, Prospect; Ed Edelson, First Selectman, Southbury; Ray Primini, Town Council Chairman, Watertown; Tom Dunn, Mayor, Wolcott; Jerry Stomski, First Selectman, Woodbury.

**Speakers and Guests:** Joshua Wojcik, Helen Sullivan, Katie Longley, Office of the State Comptroller; John DiCarlo, Waterbury Regional Chamber; Edgar Wynkoop, CTDOT; Paul Nonnenmacher, CRRRA.

**Staff:** Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Samuel Gold, Senior Planner; Joe Perrelli, Senior Planner; Glenda Prentiss, GIS Coordinator; Mark Berube, GIS Planning Assistant; 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 12:01 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 the March 9, 2012 Meeting* — On a motion by Tom Dunn, seconded by Jeff Hamel, it was unanimously

VOTED: To approve the minutes of the March 9, 2012 meeting.

- b. *Financial Report* — Peter Dorpalen reported that as of March 31, 2012, COGCNV was 75% through the fiscal year and had expended 68% of its operating budget. Including pass-through funds, 73% of the total budget has been expended. On a motion by Jerry Stomski, seconded by Ray Primini, it was unanimously

VOTED: To approve the financial report.

- c. *Auditor Selection* — Peter Dorpalen said that in 2011, COGCNV recommended that staff conduct a competitive process for selecting an auditor, since the same firm had been used for a number of years. In early 2012 an RFP was released, based on a model RFP created by the Government Finance Officers Association and RFPs of several Connecticut council of governments. After review of the RFP responses, staff proposes appointing Michaud and Accavallo as COGCNV's auditor for FY2011-12. On a motion by Bob Chatfield, seconded by Ed Edelson, it was unanimously

VOTED: To appoint Michaud and Accavallo as COGCNV's auditor for FY2011-12, with annual options for two additional fiscal years.

- d. *ESRI GIS Software Maintenance License* — Peter Dorpalen explained that this is an annual maintenance fee for the GIS software. Most of the cost will be covered by COGCNV's transportation planning program. On a motion by Ed Edelson, seconded by Jeff Hamel, it was unanimously

VOTED: To authorize Executive Director Peter Dorpalen to enter into a GIS maintenance software agreement for a period of one year at a cost of \$3,200.

- e. *Telephone Participation at COGCNV Meetings* — Peter Dorpalen said a bylaws change concerning telephone participation and voting at COGCNV meetings was presented at the June 2010 COGCNV meeting. Since a bylaws change requires presentation and discussion at one meeting with action at the next meeting, an interim policy was approved at the time, but there was never a vote on the bylaws. After problems with existing phone equipment, COGCNV recently acquired a high-quality conference call speaker phone. Dorpalen said it would now be appropriate to incorporate telephone participation into the bylaws. On a motion by Jerry Stomski, seconded by Bob Chatfield, it was unanimously

VOTED: To amend the bylaws to include telephone participation and voting at meetings, as presented in Memorandum 040412.

- f. *Office Building* — Peter Dorpalen stated he has continued to look for new office space due to various issues (including heating and air conditioning) at the current building. One building in particular is of interest, and a visit to view the space by COGCNV members could be arranged. Things are still at a preliminary stage, but COG staff will become month-to-month tenants with the existing landlord, as signing a new lease does not appear to be in COGCNV's best interest.

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

March 1, 2012	Letter from CTDOT approving Naugatuck's local road accident reduction project, but noting that the cost of the project would exceed the program's cap
March 8, 2012	Email from DEEP announcing another round of funding for the DEEP open space acquisition program
March 16, 2012	Letter from Virginia Mason stating that after nineteen years she plans to retire from COGCNV in mid-August
March 20, 2012	Email from Joe Perrelli announcing the next meeting of the COGCNV Public Works Working Group on April 24, 2012 at 9 a.m. at the COGCNV office to discuss culvert rehabilitation technology

March 22, 2012	Letter to LHCEO recommending that it assume DEMHS Region 5 fiduciary responsibilities after Assistant Director Virginia Mason's retirement
March 27, 2012	Email from OPM requesting that COGCNV co-sponsor a statewide workshop on public-private partnerships (by participating in the planning, promoting the event in the region, and allowing use of the COGCNV logo)
March 28, 2012	Email from NVCEDs stating that the deadline for submitting economic development projects has been extended to April 27 and requesting municipal letters of support for the Naugatuck Valley Economic Development District
March 28, 2012	Email to area legislators on the Legislative Judiciary Committee urging defeat of Senate Bill 445, which would reduce the liability relief achieved last year for municipalities from the recreational use of municipally-owned land
March 29, 2012	Memorandum from Sam Gold to CTDOT Public Transportation, the local bus operator, municipal public works directors, and town planners, transmitting a summary of the Bus Route Ridership Study: 2011 with a link to the full report
April 2, 2012	Memorandum from Joe Perrelli requesting projects for a new round of the local road accident reduction program
April 6, 2012	Email from Senator Blumenthal's office thanking COGCNV for support for a Naugatuck River Valley National Heritage Area Study Act

### 3. Transportation Planning

- a. *Updated Title VI Civil Rights and Public Outreach Policy Documents* — Joe Perrelli said COGCNV staff has prepared a draft updated public participation plan and Title VI policy statement to encourage public involvement in the transportation planning process, and to ensure that no person is excluded from participating in the process on the basis of race, color, or national origin. As a federally-designated metropolitan planning organization, COGCNV is responsible for transportation planning activities in the Central Naugatuck Valley region. The federal Transportation Act, SAFETEA-LU, requires that states and MPOs incorporate public involvement in the planning process. Title VI requires that no person is excluded from participation or otherwise discriminated against on the basis of race, color, or national origin.

The draft public participation plan will be available for a 45-day public comment period beginning Monday, April 16, 2012. Copies will be available at the offices of town clerks and on the COGCNV website: [www.cogcnv.org](http://www.cogcnv.org). Public informational meetings will be held on April 26 and May 1 to provide additional opportunities for comment.

- b. *FTA 5310 Minibus Priorities* — Virginia Mason said that for fiscal year 2012, COGCNV received seven applications for the Section 5310 minibus funding. Ranking criteria are set by CTDOT and continue to include questions related to the Locally Coordinated Public Transit Human Services Transportation Plan (LOCHSTP). For fiscal year 2012, the grants cover 80% of the cost of a vehicle, not to exceed \$40,000 per vehicle. The process takes approximately 18 months from the time CTDOT approves the grant to delivery of the vehicle. CTDOT has not yet received an allocation of funds for the 2012 year from the Federal Transit Administration. Staff evaluated the applications based on CTDOT criteria described in the application, including a specific requirement of public notices. The criteria and point system are shown in Memorandum 041312F. On a motion by Jerry Stomski, seconded by Dominick Sorrentino, it was unanimously

VOTED: To approve the FY 2012 Federal Transit Administration 5310 priority list as presented in Memorandum 041312F.

- c. *Surface Transportation Program-Urban Funds for ARRA Project 151-320*

On a motion by Bob Chatfield, seconded by Jeff Hamel, it was unanimously

VOTED: To add item 3c – Surface Transportation Program-Urban Funds for ARRA Project 151-320 to the agenda.

Joe Perrelli said COGCNV was informed by CTDOT that Waterbury’s ARRA project, providing sidewalk improvements on a 1.8 mile section of Cooke Street, will require approximately \$350,000 in additional funds. The project was originally funded with 100% federal funds through the ARRA program.

The region has unprogrammed STP-Urban funds available in the Waterbury Urbanized Area for FFY 2012, and CTDOT recommends applying these funds toward this project to cover the cost increase.

On a motion by Bob Chatfield, seconded by Jerry Stomski, it was unanimously

VOTED: To use unallocated STP-Urban funds from the Waterbury Urbanized Area towards the ARRA sidewalk project on Cooke Street in Waterbury to cover the cost of overruns.

#### 4. **Emergency Planning**

- a. *Ending DEMHS Region 5 Lead Agency Role* – Peter Dorpalen said that as Assistant Director Virginia Mason, who is COGCNV’s in-house emergency planning expert and has been overseeing the financial component of DEMHS Region 5, plans to retire in mid-August, and federal emergency management funding is declining, it would be best to hand over the fiduciary responsibilities for Region 5 to another agency. The Litchfield Hills Council

of Elected Officials is interested in serving as the lead agency for Region 5. It is a logical choice, as its director has been very engaged with DEMHS and understands the state's emergency planning program. The other regional planning organizations in Region 5 support the move.

On a motion by Bob Chatfield, seconded by Jeff Hamel, it was unanimously

VOTED: To transfer DESPP/DEMHS's 2010 Regional Collaboration Grant and fiduciary responsibilities to the Litchfield Hills Council of Elected Officials as of July 31, 2012, and to not renew the fiduciary role for the 2011 grant.

- b. *Contract Extension with Russell Phillips for Exercise Planning and Execution* — Virginia Mason said that last month COGCNV approved a contract with Russell Phillips involving long term care facilities. The budget was reallocated and approved by the REPT so that Russell Phillips can now complete the final phase of the project, which involves planning and implementing a full scale exercise. COGCNV approval is now required to have the chairman enter into an addendum to the existing contract.

On a motion by Jerry Stomski, seconded by Ed Edelson, it was unanimously

VOTED: To authorize the COGCNV chairman to enter into an addendum to the existing contract with Russell Phillips, in order to complete the final phase of the long term care facilities project.

Ms. Mason also referenced an email from DEMHS that expands the role of the towns and the number of days required for the July exercise.

5. **Western CT Convention and Visitors Bureau – Tourism Initiatives**

As the speaker was unable to attend, this item was tabled.

6. **Partnership Plan – State Medical Insurance for Municipalities** — Helen Sullivan, Retirement and Benefits Officer, Partnership Plan, of the State Comptroller's office spoke about the Connecticut Partnership Plan. The plan opens the State of Connecticut Employee Health Benefits Plan to non-state government employers, including municipalities and boards of education. She said the plan offers rate stabilization and guaranteed premiums. A two-year minimum commitment is required and exit penalties may apply. Ms. Sullivan answered questions and invited those in attendance to contact her for further information.

7. **Regional Business**

Samuel Gold reported that Rich Minnick, Regional Planning Commission Chairman, learned that, as part of a project to replace three bridges along the Waterbury Branch Rail Line, public access to the western portion of the Naugatuck State Forest from Beacon Falls may be permanently cut off. One of the bridges to be replaced is over Spruce Brook in the state

forest. CTDOT plans to fence off the entrance of Cold Spring Road in Beacon Falls prior to this summer's construction work. Chairman Minnick was told that a study would be required to determine if the fence would be removed after construction was completed. Cold Spring Road is an unpaved road on state land immediately adjacent to the railroad tracks. It is identified as a potential route for the Naugatuck River Greenway. There is a public parking area on Cold Spring Road a quarter of a mile before the railroad bridge construction site. The road is in poor condition and is a single lane. Chairman Minnick does not recall any accidents or safety issues regarding the road or its proximity to the railroad during the last 50 years.

In an email, Chairman Minnick points out that the Naugatuck State Forest is an important draw for visitors to the Town of Beacon Falls. Local businesses will be hurt if public access to the state forest is blocked. Additionally, the town will continue providing fire protection to the state forest, although the state does not pay property taxes and may not allow residents access. Chairman Minnick requested that this situation be brought to COGCNV's attention.

Following discussion, on a motion by Jeff Hamel, seconded by Dominick Sorrentino, with Ed Edelson voting nay, it was

VOTED: To request that the Connecticut Department of Transportation maintain public access to the western portion of the Naugatuck State Forest, including High Rock Grove via Cold Spring Road from Beacon Falls, and that any disruption to public access during the replacement of the railroad bridge over Spruce Brook be minimized in scope and duration.

Referencing the March 27 email from OPM, as shown in Item 2g, Correspondence, Peter Dorpalen requested a motion supporting the workshop be added to the agenda. On a motion by Ed Edelson, seconded by Tom Dunn, it was unanimously

VOTED: To add support for COGCNV to co-sponsor a statewide workshop on public-private partnerships to the agenda.

On a motion by Ed Edelson, seconded by Jerry Stomski, it was unanimously

VOTED: To support OPM's request that COGCNV co-sponsor a statewide workshop on public-private partnerships (by participating in the planning, promoting the event in the region, and allowing use of the COGCNV logo).

## 8. **Other**

*Bike to Work Day (May 18)* — Samuel Gold said that Bike-Walk Connecticut approached COGCNV about participating in Bike to Work Day. The Waterbury YMCA was already planning for this event, and is allowing anyone who bikes to work in downtown Waterbury on this day to park their bike at its facility. The YMCA has asked COGCNV to partner with them for the event, including contributing to the cost of refreshments and mapping out routes in other

interested towns from parking lots to central areas in those towns. On a motion by Jeff Hamel, seconded by Jerry Stomski, it was unanimously

VOTED: At a cost no greater than \$100, to partner with the Waterbury YMCA for Bike to Work Day on May 18.

9. **Adjournment**

At 1:04 p.m., on a motion by Ray Primini, seconded by Jerry Stomski, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by

Lauren Rizzo  
Administrative Assistant

for

Edmond Mone  
Secretary