



**NAUGATUCK VALLEY  
COUNCIL of GOVERNMENTS**

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 203-735-8688

**MINUTES**

**Naugatuck Valley Council of Governments – Transitional Executive Committee**

COGCNV Conference Room

49 Leavenworth Street, Suite 303

Waterbury, CT 06702

12:30 p.m., Friday, December 12, 2014

**NVOG Members:** Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Ken Cockayne, Mayor, Bristol; Jerry Sitko, Proxy, Cheshire; Anita Dugatto, Mayor, Derby; Ed St. John, First Selectman, Middlebury; Bob Mezzo, Mayor, Naugatuck; Joanne Pelton (by phone), Proxy, Oxford; Tom Galvin, Proxy, Prospect; Kurt Miller, First Selectman, Seymour; Mark Lauretti, Mayor, Shelton; Ed Edelson, First Selectman, Southbury; Ed Mone, First Selectman, Thomaston; Neil O’Leary, Mayor, Waterbury; Tom Dunn, Mayor, Wolcott; Bill Butterly, First Selectman, Woodbury.

**Speakers and Guests:** John Monteleone, Southbury; Kevin DelGobbo, Waterbury; Attorney Steve Mednick; Attorney Tom Welch.

**Staff:** Peter Burns, Interim Management Consultant; Samuel Gold, Pat Gallagher; Glenda Prentiss; Aaron Budris; Joanna Rogalski; Lauren Rizzo; Virginia Mason; Rick Dunne; Clare Falcha; Mark Nielsen; Sean Kelleher.

**1. Roll Call, Introductions, Public Comment**

Co-Chairman Ed Edelson called the meeting to order at 12:30 p.m. Interim Management Consultant Peter Burns called the roll and determined that a quorum was present. There was no public comment.

**2. Approval of the Minutes of the November 14, 2014 NVCOG TEC Meeting**

On a motion by Mark Lauretti, seconded by Ed Mone, it was unanimously

VOTED: To approve the minutes of the November 14, 2014 NVCOG-TEC meeting.

**3. Appointment of the Executive Director**

Ed Edelson said that through the selection process, the position of executive director had been offered to Rick Dunne, and he had accepted. Jerry Sitko and Ed Mone raised some questions concerning compensation package and salary. Ed Edelson outlined terms concerning salary, pension, and vacation. He explained that the committee that conducted the executive search and the formation committee negotiated terms.

Mr. Lauretti said the compensation issues should have been outlined in writing and distributed. Mr. Mone agreed that the members should have had some advance on what was being offered prior to it being brought out at this point. Mr. Lauretti felt there was still an opportunity to do that without holding up the appointment. He felt the appointment could be done and the compensation package could be approved at the next

meeting. Ed St. John concurred, and both he and Mr. Mone felt further discussion was warranted. Jerry Sitko said representations had been made during the interview process and he would like to see progress against those goals every three to six months. He said he was also interested in seeing the personnel policy, rules and regulations for the new organization, and procurement policies for services and goods, including professional consultants. Ed Edelson said a presentation had been made by Mr. Dunne, and the group may want to formalize that for the record at the January meeting, as the goals for three months, six months, etc.

Mr. Dunne said he was not concerned about not having a document, what he desired at this point was to have the ability to operate and get things rolling. He stated he would put together the entire plan between now and when the executive committee meets for the first time in January and then the first full board meeting in January should have everything there for adoption. Mr. Lauretti said the appointment process allows Mr. Dunne to do that, but what is being discussed is looking at and evaluating the compensation package and letting the board put their blessing on it, so those are two separate issues. Kevin DelGobbo said that when the executive committee or small group had last met, the executive committee had been empowered to negotiate terms and that Randi Frank had also been involved. One key point, he stated, was that when the salary range had been established, the survey that had been done could arguably have called for a larger range, an outside number that was higher than what was actually established. When the CEOs see what was settled on, he wants them to keep in mind that they had self-selected early on in the process an amount that was less than what could have reasonably been arrived at. He said the group had said whatever was the collective standard of benefits, the executive director would get no other, with the exception of the retirement package. Mr. DelGobbo felt this was reasonable in negotiations, but the overall plan was that no employee within the combined organizations be harmed and the pension issue was a legacy one, and it had been determined it was appropriate to offer the package in that manner. Mr. Lauretti said there was an opportunity to have that dialog with the board when they have it in front of them and can evaluate and most people will figure it out, but he felt it was premature to have the discussion right now, and perhaps next month the board enter into executive session, come out of executive session, and vote on it. Mr. St. John said Mr. Dunne had outlined goals he was going to meet, and if these goals are tied to the compensation package, he would be on board.

On a motion by Len Assard, seconded by Chris Bielik, it was unanimously

VOTED: To appoint Rick Dunne as the executive director of the Naugatuck Valley Council of Governments.

4. **Authorization to Assume COGCNV and VCOG Contracts and Assets**

Attorney Steve Mednick said that for those who had been at the COGCNV meeting, this was the acceptance end of the resolution. An Omnibus Resolution had been prepared on the part of all three organizations, and Valley COG and COGCNV had already voted to

transfer, and this vote would be for the assumption of the assets and contracts of the two COGs that are part of this consolidation. There is a signatory set up so that when the new organization meets next month, NVCOG will ratify this action and Chairman O'Leary will sign on behalf of NVCOG.

Mr. Laretti asked if Attorney Welch would speak about the Valley Transit District and the recipient of the grant status. Attorney Welch said in trying to get the grant status of the Valley Transit District to Valley COG, it was an issue, and there were a number of items that are going to take a number of months to happen, and the Valley Transit District is one of them. Attorney Mednick said this is the Schedule B that is attached to the document. The Schedule B contracts for that interim period will be operated under an MOU. The new organization will administer them, but the decision makers will remain the current members of Valley COG until such time that all of the assignments are granted by the agencies with which there are relationships. The assignment document is meant to assign those as soon as they are completed and get through the MOU. Before the end of the month, the co-chairs of NVCOG TEC will be asked to sign the actual transfer and assignment documents and the MOU. Mayor Mezzo asked if the same held true for the brownfields program and Mr. Mednick affirmed that. Mr. Mednick said the necessary documents would be delivered to Mr. Edelson and Mr. Miller.

On a motion by Tom Dunn, seconded by Ed St. John, it was unanimously

VOTED: To vote on items 4b (COGCNV PL Assignment Agreement Endorsement) and 4c (VCOG PL Assignment Agreement Endorsement) with one motion.

On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To authorize Ed Edelson and Kurt Miller to sign as co-chairs to accept the COGCNV PL Assignment Agreement and the VCOG PL Assignment Agreement.

5. **NVCOG Formation Update** – *a., Policy Subcommittee Report; b., Human Resources Subcommittee Report; c., Finance Subcommittee Report*

Peter Burns said a number of subcommittee meetings had taken place recently. The code of ethics, personnel policy and procurement policy had all been discussed. There were a few suggested changes which staff will incorporate in the final document. All three items were voted on, and the subcommittees' decisions were unanimous, with the recommendation that these things be brought forth today. Petty cash will be going to a card system, and Clare Falcha will be meeting with Cheshire's Town Manager in order to model NVCOG's card system after theirs. The code of ethics was modeled after West Hartford's.

Sean Kelleher said there were two recommendations worth noting. Smokeless tobacco will be banned, and this will be included in the personnel policy. Censure for NVCOG members found in violation of the code of ethics by the commission will consist of public

notification to the member's constituents, leaving judgment up to them. Finance policy and procedures of both COGCNV and Valley COG had been reviewed by MAWC, as discussed at previous meetings, and best practices had been established for NVCOG. Staff decided that VCOG's document was more comprehensive than COGCNV's, so the NVCOG document had been based off of that. The finance subcommittee had a few recommendations, and one of them was the card system spoken of by Mr. Burns. Staff will review the card system prior to the January NVCOG meeting and report back at that time. NVCOG will identify the treasurer as the preferred signer on all checks, with the option of the executive director or other officers on the board signing those checks as well. There will also be quarterly budget reports made to the board.

Mr. Kelleher said the procurement policies were also based upon VCOG's, as they were more comprehensive. He said those policies were made with the blessing of FTA, that they had been sanctioned by them and represented best practice, although some changes were made. The threshold for a formal bid is being lowered from \$100,000 to \$25,000. The subcommittee also recommended that NVCOG should be able to go off state bids rather than go out and do the bid itself. He said the procurement policy should also allow NVCOG to cooperatively bid with other COGs in the region. Staff will be reviewing a number of \$5,000 for the Davis-Bacon Act in the FTA policies, as there were some concerns the figure might be too constricting or possibly inaccurate.

Mr. Kelleher said the subcommittee recommends the board accept the documents as working documents to be reviewed and finalized for internal and external consistency in time for the January meeting.

In response to a question by Jerry Sitko, Peter Burns said it was hoped that the documents be adopted now. They may need to be amended in the future, but they would be the basis to move forward. He said what is being looked for is adoption of the documents with recommendations. Legal counsel will also look at and have input on the final product. Ed Edelson said they wanted to have something in place for staff on 1/1/15, and encouraged everyone to read through the documents and forward any comments to Rick Dunne.

On a motion by Jerry Sitko, seconded by Tom Dunn, it was unanimously

VOTED: To approve the working documents and have the final documents approved at the next meeting.

d. *Update on Lease Agreement* – Mr. Burns said the landlord and his designer have prepared a plan that is now being reviewed by Rick Dunne. The plans will be taken to a contractor for pricing and reviewed subject to the budget. Mr. Dunne asked the board to keep an open mind on the lease's term.

6. **Meeting Schedule for 2015**

Ed Edelson opened discussion concerning 2015 meeting dates for NVCOG. There was talk about keeping the meetings on the second Friday of the month, but with a 10 a.m. meeting time. Rick Dunne suggested the adoption of the meeting schedule be tabled until next month. He said the organizational meeting of NVCOG will be held next month, and it would be okay to adopt the meeting schedule at that point. In conversations he'd had with some executive committee members, it may be too soon to have the next NVCOG organizational meeting on January 9. There will not be much new business to take up. He suggested tabling the adoption of the schedule, with an executive committee meeting to be set up for a date near January 9. There are five Thursdays and Fridays in January and one of those will be set for the organizational meeting, and on that agenda the regular meeting schedule will be adopted. Mr. Dunne felt there was some leeway with supplying the meeting schedule to the Secretary of State and others as NVCOG does not technically exist until 1/1/15

Peter Burns suggested that a placeholder of dates be established as the second Friday of the month at 10 a.m. to satisfy FOI requirements. Mr. Lauretti felt it would be more appropriate to establish the meeting dates at the organizational meeting and just pick a January date for that meeting only. Upon further discussion, the date of 1/16/15 at 10 a.m. was selected as the date for the first organizational meeting, at which time a meeting schedule will be adopted.

7. **Regional Performance Incentive Program Endorsement**

Pat Gallagher said that at the October 27, 2014 Valley COG and COGCNV staff meeting, RPIP grant proposals were discussed and four eligible projects identified. Since neither COG's FY13 RPIP projects were funded due to consolidation, NVCOG will be in a good position to obtain multiple RPIP grants in FY15. At the November 20, 2014 CARPO meeting, strategies for funding state-wide orthophotography were discussed and the decision was made to have CRCOG be the lead in submitting a RPIP grant proposal for state-wide orthophotography and LIDAR data in partnership with all nine RPOs.

RPIP applications are due to OPM on December 31, 2014. OPM will require a municipal resolution from the legislative body of each participating municipality in support of the proposals no later than March 31, 2015.

The RPIP grant applications by ranking are: 1) Naugatuck Valley Regional Geographic Information Systems Upgrade; 2) Regional Animal Shelter Management Plan and Final Design; 3) Ansonia-Derby Wastewater Treatment Facility Interconnect Feasibility Study and Preliminary Design; 4) Senior Citizen Property Tax Loan Program Feasibility Study; and 5) State-wide Orthophotography and LIDAR Data (proposal to be submitted by CRCOG).

On a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To endorse the submission of RPIP grant applications to OPM as outlined in Memorandum 120514-RPIP and as ranked above.

8. **DEEP Storm Sewer Permits MS4**

Aaron Budris reported that DEEP has scheduled the MS4 public hearing for December 17 at DEEP's Hartford headquarters. Those assembled had previously indicated that they would like to weigh in on the subject. Since a comment will not be able to be approved before the submission deadline, Mr. Budris prepared a general statement from NVCOG which he summarized for the group. On a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: That the NVCOG on behalf of its 19 towns adopt the statement of position developed and presented by staff and further authorize staff and the Executive Director to respond to any new DEEP comments or revisions pursuant to the adopted statement of position.

9. **Household Hazardous Waste Contract Extension**

Pat Gallagher said the Household Hazardous Waste (HHW) Committee, which represents the 10 towns that participate in the regional HHW program, met on December 11 to discuss HHW contract renewal and select locations for next year's events. The current contract expires in February 2015 with the option for a one-year renewal through February 2016. This is the final one-year extension on the contract. In 2015 the committee will begin an RFQ process for future HHW contracts.

On a motion by Len Assard, seconded by Ed St. John, with Tom Dunn and Kurt Miller abstaining, it was

VOTED: To authorize the chairman to enter into a one-year contract extension with MXI Environmental Inc. for three (3) household hazardous waste and paint collections in 2015 as recommend by the HHW committee.

10. **Other**

Joanna Rogalski reported that the COGCNV Regional Planning Commission (RPC) recently met and began to review the NVCOG bylaws, in particular Article X, which applies to the RPC and how it will be organized under NVCOG. The RPC put together a list of amendments that they would like to see enacted. They were sent to VCOG and CCRPA for review. They would like to continue discussion with NVCOG concerning the amendments they would like to see to Article X. She presented a letter from RPC Chairman Ken Long to NVCOG-TEC Co-Chair Ed Edelson. Appointments to the RPC were also briefly discussed.

Peter Burns noted that this meeting ended his tenure as interim management consultant to NVCOG-TEC; he hoped his service had been of use to the group and thanked everyone involved for their assistance. He presented a memo addressed to the NVCOG-TEC co-

chairs stating that the major items of the consolidation had been achieved and accomplished and thanked a number of individuals by name.

11. **Adjournment**

At 1:20 p.m., on a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Lauren Rizzo  
Administrative Assistant  
for  
Ken Cockayne  
Secretary