



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 · 203-757-0535 · 203-735-8688 · nvcogct.org

MINUTES

Naugatuck Valley Council of Governments

NVCOG Conference Room
49 Leavenworth St., 3rd Floor
Waterbury, CT

10 a.m., Friday, September 14, 2018

NVCOG Representatives: Sheila O'Malley, Alternate, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Andrew Baklik, Alternate, Derby; Ed St. John, First Selectman, Middlebury; Pete Hess, Mayor, Naugatuck; George Temple, First Selectman, Oxford; David Merchant, Mayor, Plymouth; Bob Chatfield, Mayor, Prospect; Mark Lauretti, Mayor, Shelton; Ed Mone, First Selectman, Thomaston; Neil O'Leary, Mayor, Waterbury; Tom Winn, Town Council Chair, Watertown; Tom Dunn, Mayor, Wolcott; Maryellen Edwards, Alternate, Woodbury.

Speakers/Guests/Other: Mary Glassman, Capitol Region Education Center; Matt Galligan, South Windsor Town Manager and CT Prime President; Senator George Logan; Sara Radacsi, CTDOT; Judy Mancini, Mack Demac, Michael LeBlanc, City of Waterbury; April Chapman, Kennedy Center; Samantha Sojka, Eversource; Ellen Graham, Senator Richard Blumenthal's Office; Tracy May, Gallagher (phone); members of the public.

Staff: Rick Dunne, Mark Nielsen, Aaron Budris, Joanna Rogalski, Glenda Prentiss, Trish Bauer, Lauren Rizzo, Christian Meyer, John DiCarlo, Max Tanguay-Colucci, Karen Svetz, Ben Muller, Michael Szpryngel, Zach Guarino, Richard Crowther, Jr.

1. **Commencement of Meeting (Pledge of Allegiance, Roll Call, Public Comment)**

Secretary Ed Mone called the meeting to order at 10:05 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called. There was no public comment.

2. **Captive Stop Loss Insurance Presentation by CT Prime**

John DiCarlo said health insurance costs were an area that towns had indicated high interest in during a survey conducted a couple of years ago to evaluate municipal shared service opportunities. NVCOG has monitored opportunities since that time, and is now looking to receive feedback on the concept of Captive Insurance Company participation. He explained that a Captive is essentially a risk-bearing entity formed to insure or fund the risks of its owners. It allows members to negotiate better terms and stabilize and reduce insurance costs. The first Captive created for municipalities was formed by the Regional Education Service Center (RESC) for the Hartford Region – the Capitol Regional Education Center (CREC), of which the Town of Cheshire is a member. Mr. DiCarlo noted that Tracy May, area Vice President for Gallagher, which facilitates the CT Prime Captive, was on the phone to answer any technical questions. Mr. DiCarlo introduced Mary Glassman, the manager for CREC's Office of Regional Efficiencies, and Matt Galligan, Town Manager for South Windsor and CT Prime's Board President.

Ms. Glassman provided additional details about Captives and their formation. She said Captives are limited to employers that self-insure. Over time, Captives allow towns to manage their own insurance risks. As a pool, Captives may negotiate their own terms and conditions. Ms. Glassman reviewed highlights of her PowerPoint presentation detailing a reinsurance Captive, the benefits of creating a Captive, and how a stop-loss risk pool works. Risk distribution and policy structure were discussed. She said that CT Prime is the first municipal Captive insurance company in Connecticut. She detailed CT Prime board members, current offers, benefits to joining, and next steps. She explained that a Captive is a cooperative bidding of reinsurance and does not alter existing health insurance contracts

or claims. She also spoke about the CT Prime EAP program and, along with Matt Galligan, responded to questions.

3. **NVCOG Administrative Items**

- a. *Approval of the Minutes of the June 8, 2018 CNVMPO & NVCOG Meeting* – On a motion by Bob Chatfield, seconded by Ed Mone, it was unanimously

VOTED: To approve the minutes of the June 8, 2018 CNVMPO and NVCOG meeting.

- b. *Approval of the Minutes of the August 27, 2018 NVCOG Special Meeting* – On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To approve the minutes of the August 27, 2018 NVCOG special meeting.

- c. *Authorization for Executive Director Rick Dunne to Execute Agreements for Previously Approved Program Applications* – Mr. Dunne explained that, as in past years, this resolution would allow him to execute agreements for programs the board has previously approved or authorized NVCOG to apply for. On a motion by Mark Lauretti, seconded by Ed Mone, it was unanimously

VOTED: To approve NVCOG Resolution 2019-02 authorizing Executive Director Rick Dunne to execute agreements for previously approved program applications.

- d. *Authorization for Executive Director Rick Dunne to Enter into an MOU with the Connecticut Department of Administrative Services Regarding Annual Fee Payments for the nvcogct.gov Domain Name* – On a motion by Bob Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To authorize Executive Director Rick Dunne to enter into an MOU with the Connecticut Department of Administrative Services regarding annual fee payment for the nvcogct.gov domain name.

- e. *Endorsement of Updated Maximum Salary Schedule* – Upon a recommendation by Rick Dunne, this item was deferred to Executive Session.

- f. *Comptroller's Report* – Michael Szpryngel reviewed Memorandum 09122018-FIN-01. He reported that NVCOG's financials are on track for July and August. There have been no significant unexpected expenses or reductions in funding sources. Ed Mone suggested that expenditure percentages be shown on financial reports in addition to showing their dollar amount variances, and Mr. Szpryngel said he would look into implementing this. He also said that the auditors are analyzing FY 2018. Subsequent events from July 1 onward have been tested with no errors found. There are some items from the reconstruction that need to be resolved during the audit, and staff is working with the auditor to rectify them. On a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To accept the Comptroller's Report as presented.

- g. *Director's Report* – Rick Dunne said there are currently 11 towns in the household hazardous waste collection program that NVCOG administers, and there are towns between Cheshire and Bristol that are interested in joining. Options for expansion of the program will be explored.

Mr. Dunne also said Connecticut Water is being purchased and there is a docket before PURA. He wanted to bring this to everyone's attention due to the potential for disposition of lands of primarily greater than 10 acres that are owned by Connecticut Water. These lands mainly exist in Prospect, Naugatuck and Plymouth. NVCOG staff wants to make sure that language continues to exist that allows enough time for towns, land trusts, and additional groups that want to preserve these lands as open space, to have the opportunity to purchase them. Ed St. John offered input on tax advantages that could possibly be granted to municipalities. NVCOG will continue to track activity.

4. Municipal Shared Services

- a. *Endorsement of the Shared Municipal Planner Agreements and Authorization for Chairman Neil O'Leary to Sign Said Agreements when Executed and Returned by the Towns of Oxford and Seymour (as recommended by the Executive Committee at its August 27, 2018 meeting)* – Rick Dunne said this item was not yet ready for discussion.

5. NVCOG Planning/Transportation

- a. *Regional Planning Commission Update* – Joanna Rogalski said a quorum was achieved at the last RPC meeting and thanked the NVCOG members for their support in approving the amendments to the RPC operating policies and encouraging participation.

- b. *Sustainable CT – Summer Activities Update* – Ms. Rogalski said the summer had started with one NVCOG municipality (Bristol) registered for this voluntary sustainable certification program. By summer's end, three more NVCOG municipalities (Naugatuck, Prospect and Thomaston) passed resolutions to pursue certification.

- c. *LOTICIP Update*

- i. *Approval of New Project Application – Thomaston/Watertown NRG* – Christian Meyer said this project will provide access and connection to Watertown and the Mattatuck State Forest trails, and will construct a section of the Naugatuck River Greenway trail in Thomaston and Watertown. It will also purchase and install a new bridge over Branch Brook. Parking for approximately nine vehicles will be provided. The NVCOG Transportation Technical Advisory Committee (TTAC) has reviewed and evaluated the proposed project and recommends endorsement by the NVCOG board. On a motion by Jerry Sitko, seconded by Ed Mone, it was unanimously

VOTED: To endorse NVCOG Resolution 2019-08, committing regionally apportioned LOTICIP funds to the above described portion of the NRG.

- ii. *Approval of Project Cost Increase – Hawley Road, Oxford* – Mr. Meyer said the application for the reconstruction of Hawley Road in Oxford was endorsed by NVCOG for \$2.0 million. The current construction estimate will require a LOTICIP allocation of \$2.6 million. Factors contributing to the cost increase include restrictions that CTDOT guidelines place on early estimates, and expected cost increases precipitated by the finalization of quantities and specs. TTAC recommends the approval of the revised construction cost estimates for Hawley Road. On a motion by Ed Mone, seconded by Chris Bielick, it was unanimously

VOTED: To adopt NVCOG Resolution 2019-06 approving revised construction cost estimates for Hawley Road in Oxford.

- d. *Community Connectivity Program – Awarded Projects* – Mr. Meyer announced that grants were awarded to Derby, Ansonia, Bristol and Thomaston. Although NVCOG has no formal role in the administration of the projects, staff is available for support.
- e. *Corridor Planning Studies – Awarded Projects* – Mr. Meyer said CTDOT reviewed the list of NVCOG endorsed regional priority corridors and supports NVCOG’s regional priorities. The West Main Street in Waterbury and Route 229 in Bristol projects will move forward.
- f. *Metropolitan Transportation Plan*
 - i. *Outline and Schedule* – Mark Nielsen distributed copies of his presentation and explained that the Metropolitan Transportation Plan (MTP) is one of NVCOG’s planning requirements as an MPO and COG. Federal regulations guide the plan and it must be updated every four years. The target is endorsement of the plan by the MPO in March or April of 2019.
 - ii. *List of Projects* – Mr. Nielsen said projects must address adopted performance measures, consider a 20 year timeframe and be financially constrained. Advance project lists were submitted by NVCOG municipalities and have been forwarded to CTDOT. Economic development based transportation projects will also be accepted.
 - iii. *Crowd Source Reporter Application* – Mr. Nielsen stated that this app will allow members of the public to identify what they consider some of the main issues.
- g. *Regional GIS Viewer* – Glenda Prentiss demonstrated two apps that the GIS team has been working on. They are both available on the nvcogct.org website. The first app pertains closely to the Long Range Transportation Plan, and affords the public the opportunity to make suggestions for transportation related projects or to point out issues they feel should be addressed. The second app is a regional GIS map viewer that allows the user to see parcels that are adjacent to town boundaries. The viewer also highlights the layers that NVCOG has put together and maintains, such as sidewalk layers, zoning that has been aggregated from the towns, land use layers, and open space layers.
- h. *Recreational Trails Grant Opportunity* – Aaron Budris said CT DEEP is accepting grant proposals for the Recreational Trails Grant program. This will be a competitive round with a deadline of October 31. If any town would like letters of support from NVCOG or the Naugatuck River Greenway Steering Committee, it should submit a summary of the project to Mr. Budris by October 1. Additionally, NVCOG staff can assist with maps or putting the grant application together.

6. Brownfields

- a. *Thomaston DECD BAR Grant Resolution Revision* – Max Tanguay-Colucci said this resolution is a revision to one that was passed in December 2017 for Thomaston’s Brownfield Area-Wide Revitalization Grant. The project was awarded, but the resolution contained an error. NVCOG is resubmitting the resolution so that documents can be executed with DECD. On a motion by Sheila O’Malley, seconded by Tom Dunn, it was unanimously

VOTED: To adopt NVCOG Resolution 2019-04 authorizing Executive Director Rick Dunne to execute and file a BAR Planning Grant Application with DECD in an amount not to exceed \$200,000 for the Thomaston East Main Street River Frontage Reuse Plan, and to execute any other documents required.

7. **Emergency Management**

- a. *Authorization for the Executive Director to Enter into an Agreement with WestCOG and NHCOC Regarding Functions and Responsibilities for DEMHS Region 5 Under FFY 2018 Homeland Security REPT Grant Program* – Joanna Rogalski said the goal of this annual MOU is to enhance mutual emergency planning. NVCOG receives emergency planning funds through the grant. On a motion by Chris Bielick, seconded by Ed Mone, it was unanimously

VOTED: To adopt NVCOG Resolution 2019-05.

- b. *FEMA Pre-disaster Mitigation Planning Grant*

- i. *Update and Schedule* – Ms. Rogalski explained that municipal natural hazard mitigation plans are required by FEMA to be updated every five years in order for a municipality to be eligible for non-emergency hazard mitigation project funding. Disaster relief funds are not affected by this requirement. FEMA offers planning grants to municipalities to create and/or update their plans. NVCOG is applying for a FEMA Pre-disaster Planning Grant and would like to update all 19 municipalities. The application submission deadline is October 17. FEMA will announce awards in May 2019.
- ii. *Authorization for the Executive Director to Sign a FEMA Pre-disaster Mitigation Planning Grant Application and any Associated Documents* – On a motion by Ed Mone, seconded by Pete Hess, it was unanimously

VOTED: To adopt NVCOG Resolution 2019-07.

- c. *Update on Regional Emergency Planning (REPT) Activity* – Ms. Rogalski noted that 13 NVCOG towns are a part of the Region 5 REPT. DEMHS funding was used to procure a one year damage assessment software license. There are 43 total members in Region 5, and all members have the opportunity to use this software for one year, free of charge to the municipality. She encouraged all Region 5 members to try the software.
- d. *Update on Community Emergency Planning Team (CERT) Activity* – Ms. Rogalski said a statewide CERT training date will be held on Saturday, November 3, at the Connecticut Fire Academy in Windsor Locks.

8. **Other**

Chairman Neil O’Leary recognized Senator George Logan. Senator Logan said he was there to observe and stay informed of what is going on in the area and district. Mark Lauretti noted some operational issues with the Valley Transit District and he and the Senator agreed to discuss this after the meeting. Pete Hess noted that Senator Logan would be at a bridge dedication in Naugatuck on September 29 and invited all to attend.

9. **Executive Director’s Performance Review and Employment Agreement (possible Executive Session)**

Chairman O’Leary said this item would be tabled until he has the opportunity to review attorney comments concerning the agreement.

Executive Session

At 11:36 a.m., on a motion by Ed Mone, seconded by Andrew Baklik, with an invitation extended to Rick Dunne, it was unanimously

VOTED: To enter into Executive Session to discuss Item 3.e. – Endorsement of Updated Maximum Salary Schedule.

Mr. Dunne noted that the session would also include the performance reviews of the rest of the NVCOG staff and the proposed salary schedule.

At 11:43 a.m., on a motion by Ed Mone, seconded by George Temple, the board voted unanimously to exit Executive Session. The following action was taken:

On a motion by Chris Bielik, seconded by Pete Hess, with Neil O’Leary abstaining, it was

VOTED: To approve the updated maximum salary schedule.

10. Adjournment

At 11:45 a.m., on a motion by Mark Lauretti, seconded by Ed Mone, it was unanimously

VOTED: To adjourn the meeting

Respectfully submitted by
Lauren Rizzo
Administrative Services Coordinator
for
Ed Mone
Secretary

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
 STATE OF CONNECTICUT
 (AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, **Mayor Neil M. O’Leary, Chair** certify that below is a true and correct copy of a resolution duly adopted by the **Naugatuck Valley Council of Governments (NVCOG)** at a meeting of its **Council** duly convened on **September 14, 2018** and which has not been rescinded or modified in any way whatsoever and is at present in full force and effect.

9/14/18
 (Date)


 (Signature and Title of Official)
 Neil O’Leary
 Chairman

SEAL

WHEREAS, pursuant to **C.G.S Section 32-763**, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for developing a comprehensive plan for the remediation and redevelopment of multiple brownfields (called the **Brownfield Area-Wide Revitalization (BAR) Planning Grant**); and

WHEREAS, it is desirable and in the public interest that the **Naugatuck Valley Council of Governments** make an application to the State for **\$200,000** in order to undertake the **Thomaston E Main Street River Frontage Reuse Plan** and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by **C.G.S Section 32-763 and the Guidelines of the BAR Planning Program**;
2. That the filing of an application for State financial assistance by **the Naugatuck Valley Council of Governments in an amount not to exceed \$200,000** is hereby approved and that **Rick Dunne, Executive Director** is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of **the Naugatuck Valley Council of Governments**
3. That it agrees to fulfill the required 10% cash match of the BAR Planning Grant Program if the application is successful.

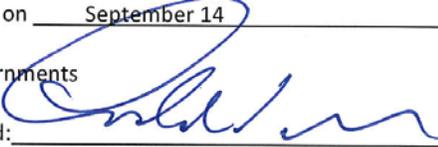
Revised - September 2015

RESOLUTION 2019-05

IT IS RESOLVED by the Naugatuck Valley Council of Governments that its Executive Director, Rick Dunne, be empowered to sign a Memorandum of Understanding with the Western CT Council of Governments and the Northwest Hills Council of Governments regarding functions and responsibilities for DEMHS Region 5 under the FFY 2018 Homeland Security Regional Emergency Planning Team (REPT) Grant Program.

Dated at Waterbury, Connecticut on September 14, 2018

Agency: Naugatuck Valley Council of Governments

Signed: 

Ed Mone, Secretary

RESOLUTION 2019-06

**LOTICIP
ENDORSEMENT OF REVISED PROJECT COST ESTIMATES**

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments at its meeting on September 14, 2018, in Waterbury, Connecticut, at which a quorum was present.

WHEREAS, The NVCOG is responsible for selecting and distributing funds to member municipalities under the Local Transportation Capital Improvement Program ("Program").

WHEREAS, Program guidelines stipulate that changes in cost greater than 20% require review and approval by the Council of Governments.

WHEREAS, the current cost estimate for the proposed project to reconstruct Hawley Road in Oxford, Connecticut, funded under the Program, has increased by 29% from the time the NVCOG previously endorsed project funding.

BE IT RESOLVED, that the Naugatuck Valley Council of Governments approves the revised construction cost estimate as enumerated in the attachment to this Resolution and described in Memorandum 09142018-LOTICIP1.

Dated at Waterbury, Connecticut, on September 14, 2018

Agency: Naugatuck Valley Council of Governments

Signed

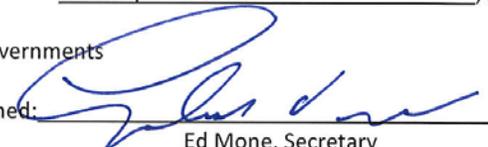

Neil O'Leary, Chairman

RESOLUTION 2019-07

IT IS RESOLVED by the Naugatuck Valley Council of Governments that its Executive Director, Rick Dunne, be empowered to sign and submit a FEMA Pre-disaster Mitigation Planning Grant application and to sign and execute all documents associated with said grant.

Dated at Waterbury, Connecticut on September 14, 2018

Agency: Naugatuck Valley Council of Governments

Signed: 

Ed Mone, Secretary



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

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RESOLUTION 2019-08

LOTICIP

**ALLOCATE NVCOG ATTRIBUTABLE FUNDS FOR THE CONSTRUCTION OF THOMASTON-
WATERTOWN NAUGATUCK RIVER GREENWAY**

I certify that the following is a true copy of the vote of the Naugatuck Valley Council of Governments at its meeting on September 14, 2018, in Waterbury, Connecticut, at which a quorum was present.

WHEREAS, The NVCOG is responsible for selecting and distributing funds to member municipalities under the Local Transportation Capital Improvement Program (“Program”).

BE IT RESOLVED, that the NVCOG approves the allocation of \$600,000 in Program funds attributable to the Naugatuck Valley planning region to fully fund the construction of the Thomaston-Watertown Naugatuck River Greenway as described in Memorandum 09142018-LOTICIP2. The funds will be drawn from the FY 2019 program allocations.

Dated at Waterbury, Connecticut, on September 14, 2018

Agency: Naugatuck Valley Council of Governments

Signed


Neil O'Leary, Chairman