



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

and

Central Naugatuck Valley MPO

NVCOG Conference Room

49 Leavenworth St., 3rd Floor

Waterbury, CT

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

NVCOG Representatives: Sheila O'Malley, Alternate, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Ellen Zoppo-Sassu, Mayor, Bristol; Jerry Sitko (by phone), Alternate, Cheshire; Rich Dziekan, Mayor, Derby; Ed St. John, First Selectman, Middlebury; Pete Hess, Mayor, Naugatuck; George Temple, First Selectman, Oxford; David Merchant, Mayor, Plymouth; Bob Chatfield, Mayor, Prospect; Kurt Miller, First Selectman, Seymour; Mark Lauretti, Mayor, Shelton; John Monteleone, Alternate, Southbury; Ed Mone, First Selectman, Thomaston; Neil O'Leary, Mayor, Waterbury; Tom Winn, Town Council Chair, Watertown; Tom Dunn, Mayor, Wolcott.

Speakers/Guests/Other: Senator George Logan; Sara Radacsi (by phone), CTDOT; Mack Demac, City of Waterbury; members of the public.

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

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

Chairman Neil O'Leary called the meeting to order at 10 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called. There was no public comment.

2. CNVMPO Activities (*Voting members for these items are limited to the 15 CEOs in the CNVMPO area*)

- a. *Approval of the Minutes of the July 24, 2018 CNVMPO Special Meeting* – On a motion by Tom Dunn, seconded by Ed Mone, it was unanimously

VOTED: To approve the minutes of the July 24, 2018 CNVMPO special meeting.

- b. *FAST Act Rescission Update* – Mark Nielsen spoke about the rescission of dollars from the USDOT that have been put into FAST Act. He explained that it is not a rescission of monies allocated to the MPOs. The USDOT allocates funds, but only 90% of it may be spent. What is affected is the difference between what is actually appropriated and the obligation authority. CTDOT is trying to reallocate projects from programs that are subject to the rescission to programs that are not. A number of administrative actions will be taken statewide so that the state can shift projects into exempt funding sources. Mr. Nielsen said the emphasis is that this will not really affect any programs that are on the TIP and that it's more of an accounting on the federal level to zero out unobligated balances that are created due to the way funds are appropriated.

- c. *Approval of Amendment to 2018-2021 TIP*

- i. Project No. 0166-0103: Replacement of Bridge Number 03240 over the Mad River, Wolcott – Christian Meyer explained that funding for this project is being moved from 100% state funded to the federal Surface Transportation Block Grant program as part of the rescission mitigation

plan. Replacement of the bridge is necessary due to poor conditions of both the superstructure and substructure. On a motion by Ed Mone, seconded by Pete Hess, it was unanimously

VOTED: To approve CNVMPO Resolution 2019-01.

- d. *Adoption of 2019 CTDOT Safety Targets* – Christian Meyer said MPOs are required to establish and use a performance based approach to transportation decision making to support national goals in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project deliver delays. CTDOT’s goal is always to reduce all highway fatalities and serious injuries and develops strategies and projects each year to help achieve that goal. However, for federal reporting purposes, targets must be set annually that are attainable or CTDOT will risk federal penalties. For that reason, the federal targets selected reflect the nationwide trend of increasing fatalities and injuries that has been observed since 2015. CTDOT, upon review and analysis of data from 2012-2016, is recommending adoption of the five year rolling average for each measure. By agreeing to the state safety targets, the MPO will integrate said targets, objectives and performance measures into the planning process. This will include a description of how the transportation improvement program will contribute to achieving these targets. On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To approve CNVMPO Resolution 2019-02.

3. **NVCOG Administrative Items**

- a. *Approval of the Minutes of the October 12, 2018 NVCOG Meeting* – On a motion by Bob Chatfield, seconded by Sheila O’Malley, it was unanimously

VOTED: To approve the minutes of the October 12, 2018 NVCOG Meeting.

- b. *Approval of the NVCOG & CNVMPO 2019 Meeting Schedule* – On a motion by Bob Chatfield, seconded by Sheila O’Malley, it was unanimously

VOTED: To approve the NVCOG & CNVMPO 2019 meeting schedule.

- c. *Approval of the NVCOG & CNVMPO 2019 Holiday Schedule* – On a motion by Bob Chatfield, seconded by Sheila O’Malley, it was unanimously

VOTED: To approve the NVCOG and CNVMPO holiday schedule.

- d. *Approval of Financial Reports* – Mike Szpryngel reviewed the financial report for the period ending 10/31/18. There have been no unexpected reductions in funding sources and all items are in accordance with the budget. On a motion by Ed Mone, seconded by Chris Bielik, it was unanimously

VOTED: To approve, as presented, the financial report for the period ending 10/31/18.

Mr. Szpryngel continued with a review of the financial report for the period ending 11/30/18. Once again there were no reductions in funding sources, but he noted a small increase in funding from CT DEEP to cover administrative and contractor expenses through February.

Additionally, Mr. Szpryngel provided an update on the status of NVCOG's annual audit, which is expected to be filed on time. To date there have been no findings, and prior findings were resolved during the course of the year. The auditor will be present for the January Executive Committee/Audit Committee meeting.

Ed Mone commended Mr. Szpryngel for getting financial matters straightened out and squared away. Chris Bielik noted his approval that there had been no need for audit extensions.

On a motion by Ed Mone, seconded by Kurt Miller, it was unanimously

VOTED: To approve, as presented, the financial report for the period ending 11/30/18.

- e. *Authorization for Executive Director Rick Dunne to Enter into an Agreement with MRW Connected, Inc. for the NVCOG Website Design Project* – Glenda Prentiss provided a brief history of the NVCOG website and said the agency is now ready to move forward with a comprehensive and complete redesign of the website that will include increased public involvement. The project was included in the UPWP and funds were allocated for it under a budgetary line item. Twenty-six responses were received to NVCOG's RFQ. The top four scoring firms were selected for interviews. Ultimately, MRW Connected was selected and the fee for services negotiated. CTDOT has authorized direct charge expenses. On a motion by Bob Chatfield, seconded by Rich Dziekan, it was unanimously

VOTED: To authorize Executive Director Rick Dunne to enter into an agreement with MRW Connected, Inc. for the NVCOG website design project.

- f. *Authorization for the Purchase of a New Color Copier* – Mike Szpryngel explained that NVCOG needs to replace its primary copier. One copier broke down beyond repair in August and another copier, which had been leased for seven years, is aging. NVCOG will be taking ownership of the aging copier at no charge, if the new color copier is purchased. Approval is sought to procure the new copier from American Copy Services, Inc. utilizing the state contract to obtain it at a competitive price. In order to realize additional cost savings, Mr. Szpryngel recommended purchasing the copier rather than leasing it. The copier will come with a maintenance agreement. Rick Dunne noted that, in compliance with NVCOG procurement rules, this item was brought to the board because the cost was over \$5,000 and had not been anticipated in the budget. The dollar amount may be adjusted in the future to prevent the necessity of a vote on such items. On a motion by Tom Dunn, seconded by Ed Mone, it was unanimously

VOTED: To authorize the purchase of a new primary color copier from American Copy Services in the amount of \$7,995.00.

- g. *Director's Report* – Rick Dunne said a draft budget will be presented at the Executive Committee meeting on January 10. He briefly noted NVCOG's staffing plans.

4. **Municipal Shared Services Update – Household Hazardous Waste**

John DiCarlo reported that the number of towns participating in NVCOG's Household Hazardous Waste program is growing from 11 to 17 towns. Towns new to the program are Ansonia, Bristol, Derby, Prospect, Seymour and Wolcott. For the first year of additional town participation, the collection will remain at three events annually, rotating through the towns. Additional household hazardous waste "mini-districts" will be added, ensuring that there is at least one collection close to each participating town every year. The possibility of increasing annual events from three to four will be evaluated

following the first year of increased municipal participation. Vendor proposals have been received, and a meeting with municipal staff will be scheduled in early January to evaluate them. A contract should be executed shortly thereafter.

5. NVCOG Planning/Transportation

a. *LOTICIP Update*

- i. Approval of Project Cost Increase: Beach Road, Wolcott – Christian Meyer said the application for the reconstruction of Beach Road in Wolcott was endorsed by NVCOG for \$860,000, excluding the contingency and incidental set asides. The current construction estimate, based on preliminary design, will require a LOTICIP allocation of \$2.2 million, including the allocation of 10% for incidentals and 10% for contingencies. Factors that contributed to this cost increase include restrictions the CTDOT guidelines place on early estimates, and expected cost increases precipitated by the finalization of quantities and specifications. NVCOG staff reviewed the project cost estimate and accept that the pricing and quantities appear accurate. On a motion by Bob Chatfield, seconded by Rich Dziekan, it was unanimously

VOTED: To adopt NVCOG Resolution 2019-11 approving the revised construction cost estimates for Beach Road in Wolcott.

- ii. LOTICIP Financial Update – Christian Meyer reviewed a chart showing LOTICIP program spending and state allocations for the region. Approximately 10 projects are currently in design and a number of them are expected to come out of design and proceed to construction.

- b. *LRTP Update* – Mark Nielsen said the MPO in the region is working on the update of its Long Range Transportation Plan. Federal regulations refer to it as the Metropolitan Transportation Plan. This region differs from other regions in that part of the municipalities are in the Central Naugatuck Valley MPO and others are in the Greater Bridgeport Valley MPO. A plan is being created for the entire region with separate focus areas between the two areas. NVCOG is working closely with MetroCOG on coordination of the MPP for the Greater Bridgeport and Valley areas. Federal requirements are that the plan be updated every four years. Accordingly, the target date is endorsement by March 2019. Mr. Nielsen spoke about the multi-modal nature of the plan and the need to address 10 planning factors that are listed in federal regulations.

6. Open Space & Watershed Land Acquisition Grant

Aaron Budris said there are two grant opportunities available through the CT Department of Energy and Environmental Protection. The first is the Open Space and Watershed Land Acquisition Grant Program and is open to all municipalities and provides funding to municipalities and land conservation organizations to acquire land for open space and to water companies to acquire land to be classified as Class I or Class II water supply property. The second is the Urban Green & Community Garden Initiative Grant Program and is open to municipalities and land conservation organizations in Targeted Investment Communities and Distressed Municipalities to construct, improve or restore a community garden or urban green. Both grants are competitive and require a local match. The deadline for submissions to both grant programs is February 7, 2019. Municipalities or organizations that are submitting a grant application and wish to have their applications endorsed by NVCOG before the grant deadline should send an endorsement request to NVCOG staff no later than December 28, 2018. Staff can provide assistance in the technical aspects of grant preparation such as mapping requirements, provided adequate lead time is given.

7. **Emergency Planning Update**

Joanna Rogalski said MOUs and resolutions for the 2018 Homeland Security Grant Program are due on January 7, 2019. The next full meeting of the Region 5 Regional Emergency Planning Team is also on January 7, 2019. The meeting will be in Watertown and proxy forms are available. Ms. Rogalski also noted that a Naugatuck CERT member who had regularly volunteered at the Naugatuck community event center was offered a part-time position with the Borough due to professionalism and work ethic demonstrated while volunteering for Borough events.

8. **Other**

There was no other business.

9. **Adjournment**

At 11:10 a.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 Services Coordinator
for
Ed Mone
Secretary



**CENTRAL NAUGATUCK VALLEY
METROPOLITAN PLANNING ORGANIZATION**

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

RESOLUTION 2019-01

AMENDMENT

**FFY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM
CENTRAL NAUGATUCK VALLEY MPO**

WHEREAS, the Central Naugatuck Valley MPO is authorized by the *Fixing America's Surface Transportation Act (FAST Act)* and related US Department of Transportation regulations to prepare, endorse, and periodically amend a short range Transportation Improvement Program for the 15-town MPO area within the Waterbury Urbanized Area and is required to maintain a fiscally-constrained program of priority projects.

WHEREAS, the CNV MPO endorsed the *FFY 2018-2021 Transportation Improvement Program for the Central Naugatuck Valley Planning Region (TIP)* at its June 9, 2017, meeting; and the US Department of Transportation (Federal Highway Administration and Federal Transit Administration) have approved the *State FFY 2018-2021 Transportation Improvement Program (STIP)*.

WHEREAS, the Connecticut Department of Transportation is requesting amendment of the FFY 2018-2021 TIP to allocate Federal Highway Administration, Surface Transportation Block Grant funds for project number 0166-0103, Replacement of Bridge Number 03240 over the Mad River.

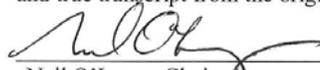
WHEREAS, the proposed project is exempt from the regional emissions analysis and does not necessitate a new Air Quality Conformity Determination.

WHEREAS, the public notification and review of these amendments was consistent with and followed the procedures set forth in the MPO's public involvement guidelines, and the proposed amendments are consistent with the long range transportation plan for the Central Naugatuck Valley planning region.

NOW, THEREFORE BE IT RESOLVED that Central Naugatuck Valley MPO approves the amendment of the FFY 2018-2021 TIP to allocate federal aid funds under the Surface Transportation Block Grant program as listed and described in the attachment to this resolution.

This resolution shall become effective as of December 14, 2018.

I do hereby certify that the resolution adopted by the Central Naugatuck Valley MPO at a public meeting held on December 14, 2018, at which a quorum was present and that the same is a correct and true transcript from the original thereof.


Neil O'Leary, Chairman

December 14, 2018
Date



Central Naugatuck Valley MPO
2018-2021 Transportation Improvement Program

Amendments - FFY 2018-2021 TIP/STIP

Project #:	0166-0103	Town:	Wolcott	Route/System:	CT 69	Region:	05
Replace Bridge Number 03240 (non-NBI) over the Mad River							
FACode:	AO Code:	Phase:	Year:	Fed\$(000):	Sta\$(000):	Loc\$(000):	Comments:
STPO	X6	CON	2020	\$2,400	\$600	\$0	New Project
							ChangeCode:
							05



RESOLUTION 2019-02

**ENDORSEMENT
TARGETS FOR SAFETY PERFORMANCE MEASURES ESTABLISHED BY THE
CONNECTICUT DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Central Naugatuck Valley MPO has been designated by the Governor of the State of Connecticut as the Metropolitan Planning Organization responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Naugatuck Valley planning region; and,

WHEREAS, the Highway Safety Improvement Program (HSIP) final rule (23 CFR Part 490) requires States to set targets for five safety performance measures by August 31, 2018, and,

WHEREAS, the Connecticut Department of Transportation has established targets for five performance measures based on five year rolling averages for:

- (1) Number of Fatalities,
- (2) Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
- (3) Number of Serious Injuries,
- (4) Rate of Serious Injuries per 100 million VMT, and
- (5) Number of Non-Motorized Fatalities and Non-motorized Serious Injuries, and

WHEREAS the CTDOT coordinated the establishment of safety targets with the eight Metropolitan Planning Organizations (MPOs) in Connecticut at the June 2018 RPO Coordination meetings; and,

WHEREAS, the CTDOT has officially adopted the safety targets in the Highway Safety Improvement Program annual report dated August 2018; and,

WHEREAS the Central Naugatuck Valley MPO may establish safety targets by agreeing to plan and program projects that contribute toward the accomplishment of the aforementioned State's targets, or establish its own target within 180 days of the State establishing and reporting its safety targets,

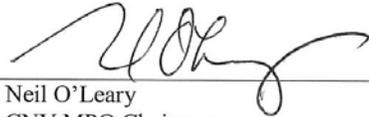
NOW, THEREFORE BE IT RESOLVED that Central Naugatuck Valley MPO has agreed to support CTDOT's 2019 targets for the five safety performance targets as attached herein.

BE IT FURTHER RESOLVED, that Central Naugatuck Valley MPO will plan and program projects that contribute to the accomplishment of said targets.

This resolution shall become effective as of December 14, 2018.

I do hereby certify that the resolution adopted by the Central Naugatuck Valley MPO at a public meeting held on December 14, 2018, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Respectfully submitted,



Neil O'Leary
CNV MPO Chairman



Date



**NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS**

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

RESOLUTION 2019-11

**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 November 9, 2018, in Waterbury, Connecticut, at which a quorum was present.

WHEREAS, the Naugatuck Valley Council of Governments is responsible for selecting and distributing funds to member municipalities under the Local Transportation Capital Improvement Program (“Program”).

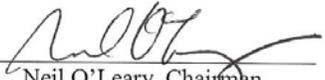
WHEREAS, Program guidelines stipulate that changes in cost greater than 20% require review and approval by the Council of Governments.

WHEREAS, the current cost estimate for the proposed project to reconstruct Beach Road in Wolcott, Connecticut, funded under the Program, has increased by 69% 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 11092018-LOTICIP1.

Dated at Waterbury, Connecticut, on December 14, 2018

Agency: Naugatuck Valley Council of Governments

Signed 
Neil O'Leary, Chairman