



**MINUTES**  
**Council of Governments of the Central Naugatuck Valley**

Bin 300 World Bistro  
 300 Wolcott Road  
 Wolcott, CT 06716  
 Friday, October 23, 2009, 12 Noon

**COGCNV Members:** Karen Wilson, Alternate, Beacon Falls; Jerry Sitko, Alternate, Cheshire; Tom Gormley, First Selectman, Middlebury; Bob Mezzo, Mayor, Naugatuck; Mary Ann Drayton-Rogers, First Selectman, Oxford; Bob Chatfield, Mayor, Prospect; Bill Davis, First Selectman, Southbury; Maura Martin, First Selectman, Thomaston; Terry Caldarone, Alternate, Waterbury; Roy Cavanaugh, Alternate, Watertown; Tom Dunn, Mayor, Wolcott; Paul Hinckley, First Selectman, Woodbury.

**Speakers and Guests:** David LeVasseur, Undersecretary, OPM; Bruce Wittchen, OPM; Tom Vannini, DEMHS; Paul Nonnemacher, CRRRA.

**Staff:** Peter Dorpalen, Executive Director; Virginia Mason, Assistant Director; Joe Perrelli, Regional Planner; Glenda Prentiss, GIS Coordinator; Jeff Cormier, Regional Planner/GIS Specialist; Lauren Rizzo, Administrative Assistant.

**1. Pledge of Allegiance, Roll Call, Introductions, Public Comment**

Chairman Tom Dunn called the meeting to order at 12:05 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 September 11, 2009 Meeting* — On a motion by Bob Chatfield, seconded by Bill Davis, with Paul Hinckley abstaining, it was

VOTED: To approve the minutes of the September 11, 2009 COGCNV meeting.

- b. *Financial Report* — Peter Dorpalen reported that, as of September 30, 2009, COGCNV was 25% through the fiscal year and had expended 22.5% of its operating budget. Including pass-through funds, 25.5% of the total budget has been expended. All fiscal year 2010 dues have been received. On a motion by Mary Ann Drayton-Rogers, seconded by Bob Chatfield, it was unanimously

VOTED: To approve the financial report.

- c. *Correspondence* — Peter Dorpalen summarized recent correspondence:

September 21, 2009 COGCNV memo announcing the availability of the regional TIP for review and comment.

September 23, 2009 Letter to DEMHS requesting an extension for DEMHS Region 5's FY 2007 grants.

September 24, 2009 Letter from Virginia Mason to Bethlehem's Plan of Conservation and Development Committee on Bethlehem's draft plan.

- September 25, 2009 Letter to ConnDOT requesting a revision to the UPWP budget to better reflect anticipated task costs.
- September 30, 2009 Letter from Oxford assessor to Virginia Mason and Glenda Prentiss thanking them for their help with the town's GIS parcel mapping project.
- October 21, 2009 Email from Bethlehem Conservation Commission expressing the Commission's appreciation for Jeff Cormier's GIS map work.

**3. Transportation Planning Actions**

- a. *Transportation Improvement Program: 2010-2013* — Joe Perrelli discussed the TIP, a federally required four-year funding schedule of highway and transit projects paid for by federal, state, and local funding sources. He outlined the sections of the draft TIP, noting that Section III lists the projects, with the schedule and funding amounts. If approved by COGCNV, the TIP 2010-2013 will be forwarded to ConnDOT. If accepted by ConnDOT, the CNVR's TIP will become part of the Statewide Transportation Improvement Program (STIP). ConnDOT will submit the STIP to the Federal Highway Administration and the Federal Transit Administration for their review and approval. On a motion by Bob Chatfield, seconded by Paul Hinckley, it was unanimously

VOTED: To endorse the Central Naugatuck Valley Region Transportation Improvement Program 2010-2013.

- b. *Air Quality Conformity Determination: Ozone and Small Particulate Matter (PM 2.5)*  
Joe Perrelli requested COGCNV approval of two air quality conformity resolutions — one for ozone and one for small particulate matter (PM 2.5). Two ConnDOT air quality analysis reports, *PM 2.5 Air Quality Conformity Determination* (September 2009) and *Ozone Air Quality Conformity Determination* (September 2009), contain data demonstrating that the regional and state transportation programs are in conformance with the Clean Air Act of 1970, as amended. Endorsement of the air quality statement by COGCNV and Connecticut's other Metropolitan Planning Organizations will allow the State of Connecticut to avoid transportation funding sanctions for noncompliance with emissions budgets. On a motion by Tom Gormley, seconded by Bob Chatfield, it was unanimously

VOTED: Resolution on Conformity with the Clean Air Act — Ozone

WHEREAS, the Council of Governments of the Central Naugatuck Valley is required to submit an Air Quality Conformity Statement to the US Federal Highway Administration (FHWA) and to the US Environmental Protection Agency (EPA) in accordance with the final conformity rule promulgated by EPA (40 CFR 51 and 93) when adopting an annual Transportation Improvement Program or when effecting a significant revision of the Region's Transportation Plan; and

WHEREAS, Title 42, Section 7506 (3) (A) states that conformity of transportation plans and programs will be demonstrated if:

1. the plans and programs are consistent with recent estimates of mobile source emissions;
2. the plans and programs provide for the expeditious implementation of certain transportation control measures;
3. the plans and programs contribute to annual emissions reductions consistent with the Clean Air Act of 1977, as amended; and

WHEREAS, the results of the required emissions analysis performed by the Connecticut Department of Transportation on the *Long Range Regional Transportation Plan 2007-2035* and the *TIP: 2010-2013* shows that the implementation of the projects contained therein will result in emissions of PM 2.5 in each analysis year that are less than the emissions of the baseline year; and

Now, THEREFORE BE IT RESOLVED, that the Council of Governments of the Central Naugatuck Valley finds that the *Long Range Regional Transportation Plan 2007-2035* and the *TIP: 2010-2013* conform to air quality requirements of the U.S. Environmental Protection Administration (40 CFR 51 and 93), related U.S. Department of Transportation guidelines (23 CFR 450) and with Title 42, Section 7506 (3) (A) and hereby approves the existing September 2009 *PM 2.5 Conformity Determination* contingent upon no major adverse comments are received during said period.

**4. State ARRA Ombudsman Services**

David LeVasseur, Undersecretary, OPM, said Governor Rell appointed him as ARRA Ombudsman to municipalities. He introduced Bruce Wittchen as the new contact person for RPOs at OPM. He stated it is imperative that municipalities check the OPM website for grant opportunities. Projects must meet ARRA guidelines in order to be funded. With regard to the list of ARRA projects that was put together last year, the stimulus bill, as passed, may or may not bear any resemblance to the types of projects on the list. No one should assume that because a project was put on the list, that an application has been put through for it. The towns need to follow through with their own applications. The state was awarded \$3.1 billion from ARRA; projects on the list totaled \$14 billion. A considerable amount of the award has gone towards unemployment benefits and other projects. Davis-Bacon training sessions have taken place, and more are planned, to ensure that towns are in compliance with wage regulations for ARRA funded construction projects.

**5. Regional Emergency Operations Plan**

Tom Vannini, DEMHS Region 5 Planner, spoke about the regional emergency operations support plan (REOP) being developed for the 42 communities in Region 5. The plan will be voted on at the regional REPT meeting on November 9. Mr. Vannini then outlined the chain of operation that would be followed in case of a regional incident.

**6. Project Updates**

- a. *Regional Roundtable Recommendations* — Peter Dorpalen said that at September's Regional Planning Commission meeting, the RPC passed a motion expressing support for the regional roundtable recommendations that have been developed and refined over the course of the past six months. The recommendations will give OPM a sense of what is important in the various planning regions and will be shared with other state agencies. On a motion by Maura Martin, seconded by Terry Caldarone, it was unanimously

VOTED: To approve the regional roundtable recommendations as presented in Memorandum 101509 and supported by the RPC at its September 15, 2009 meeting.

- b. *DEMHS Region 5* — Virginia Mason said DEMHS approved the FY 07 grant extension. A few major items are left to expend. She mentioned the importance of voting members or proxies attending the November 9 meeting. The REOP will be voted on, which is a required deliverable of the 07 grant. She will prepare a memo with further details about the meeting. FY 08 paperwork is nearly complete and should be submitted the week of October 26.

WHEREAS, the results of the required emissions analysis performed by the Connecticut Department of Transportation on the *Long Range Regional Transportation Plan 2007-2035* and the *TIP: 2010-2013* shows that the implementation of the projects contained therein will result in emissions of PM 2.5 in each analysis year that are less than the emissions of the baseline year; and

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- c. *E-Waste RFP* — Jeff Cormier said the E-Waste RFP was sent to hazardous waste coordinators for review. The E-Waste law is not likely to be implemented until June or July of 2010. He also said in order to move the paint initiative forward and maintain early roll-out status, it is imperative that paint legislation be passed in the 2010 session. To ensure Connecticut's inclusion in the early roll-out of the program, he asked COGCNV members to send a letter to their legislators, the DEP commissioner, and CCM, stating that they support the paint initiative of the Connecticut Product Stewardship Council. Jeff will prepare a draft of this letter and send it out to COGCNV members.
- d. *Naugatuck River Greenway Routing Study* — Virginia Mason said notification was received from Congressman Chris Murphy's office that the application to have John Monroe of the National Park Service coordinate Litchfield Valley and Central Naugatuck Valley greenway development has been approved. Public workshops on the greenway routing study will be held on November 17 and November 18.
- e. *Incentive Housing Zone* — Virginia Mason stated that Watertown's application had been held in abeyance, pending budget approval. It has now been approved for \$20,000.

7. **Regional Business**

- a. *Beyond the CRRA Agreement* — Peter Dorpalen said the CRRA agreement period will be coming to an end. Options include continuing with CRRA, or looking into alternatives, as some municipalities in the Hartford area are doing. Speakers are available to come to the November COGCNV meeting.

8. **Other**

There was no other business.

9. **Adjournment** — At 12:50 p.m., on a motion by Bob Chatfield, seconded by Bill Davis, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by  
Lauren Rizzo  
Administrative Assistant

for

Robert Chatfield  
Secretary

MONTHLY FINANCIAL REPORT  
Sep-09

EXPENDITURES

Budget Item	Budget Through June 30, 2010	Expended During Sep-09	Expended Year-to Date	Unexpended Balance 9/30/2009	Percent Expended Yr-to-Date
<b>SALARIES:</b>					
FY 2009-2010	\$399,520.00	\$33,599.28	\$100,481.41	\$299,038.59	25.2%
<b>FRINGE BENEFITS</b>					
FICA Match	\$30,600.00	\$2,570.33	\$7,686.78	\$22,913.22	25.1%
Blue Cross/Blue Shield	\$74,800.00	\$6,203.96	\$18,101.08	\$56,698.92	24.2%
Retirement	\$25,000.00	\$1,623.25	\$5,380.37	\$19,619.63	21.5%
Unemployment	\$2,309.00	\$0.00	\$0.00	\$2,309.00	0.0%
Disability Insurance	\$3,500.00	\$308.97	\$907.63	\$2,592.37	25.9%
<b>OTHER EXPENSES</b>					
Travel	\$12,000.00	\$1,376.59	\$2,125.15	\$9,874.85	17.7%
Reproduction & Printing	\$6,000.00	\$403.04	\$1,150.04	\$4,849.96	19.2%
Rent	\$45,126.00	\$3,739.15	\$11,217.45	\$33,908.55	24.9%
Insurance & Bond	\$7,500.00	\$0.00	\$7,888.00	(\$388.00)	105.2%
Utilities & Misc. Office	\$11,500.00	\$1,193.37	\$2,326.94	\$9,173.06	20.2%
Supplies	\$6,000.00	\$1,062.39	\$1,903.67	\$4,096.33	31.7%
Dues, Bks, Subscriptions	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0%
Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0%
Audit	\$16,700.00	\$0.00	\$11,400.00	\$5,300.00	68.3%
Professional Services	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0%
<b>CONSULTANT SERVICES</b>					
Emergency Planning	\$900.00	\$0.00	\$0.00	\$900.00	0.0%
New Transp Study/Greenway	\$75,000.00	\$0.00	\$0.00	\$75,000.00	0.0%
Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Contingency	\$25,433.00	\$73.85	\$73.85	\$25,359.15	0.3%
<b>SUBTOTAL - OPERATING</b>	<b>\$756,888.00</b>	<b>\$52,154.18</b>	<b>\$170,642.37</b>	<b>\$586,245.63</b>	<b>22.5%</b>
<b>PASS-THROUGH FUNDS</b>					
EPA Sewer & Water Projects	\$95,080.00	\$0.00	\$0.00	\$95,080.00	0.0%
DEMHS Stage II - Equip. et.al.	\$650,000.00	\$40,648.06	\$227,391.44	\$422,608.56	35.0%
OPM-Municipal Training Adademy	\$52,000.00	\$0.00	\$0.00	\$52,000.00	0.0%
HHW Project	\$52,000.00	\$568.19	\$11,072.41	\$40,927.59	0.0%
	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>TOTAL</b>	<b>\$1,605,968.00</b>	<b>\$93,370.43</b>	<b>\$409,106.22</b>	<b>\$1,196,861.78</b>	<b>25.5%</b>

Percent of Year Completed: 25.00%

Prepared: 10/13/2009

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## Council of Governments of the Central Naugatuck Valley

10/12/09

**Balance Sheet**

Accrual Basis

As of September 30, 2009

	<u>Sep 30, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010-00 · Webster Checking	285,771
1020-00 · STIF # 566948	132,004
1040-00 · Bank North/Americ- 1st Instance	9,782
1060-00 · Reich & Tang Account	0
1080-00 · STIF # 572240 - Reserve	258,782
<b>Total Checking/Savings</b>	<u>686,338</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	78,985
<b>Total Accounts Receivable</b>	<u>78,985</u>
<b>Other Current Assets</b>	
1250-00 · Ofc Emergency Mngmt. - Receivbl	6,320
1290-00 · Household Hazardous Waste	181
1390-00 · FHWA/PL - ConnDOT	-1
1410-00 · FTA - ConnDOT	-2
1800 · 1800 - Security Deposit	6,650
<b>1900 · Fixed Assets</b>	
1900-02 · Fixed Assets - Local	131,192
<b>Total 1900 · Fixed Assets</b>	<u>131,192</u>
<b>Total Other Current Assets</b>	<u>144,340</u>
<b>Total Current Assets</b>	<u>909,663</u>
<b>TOTAL ASSETS</b>	<u><u>909,663</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000-00 · Accounts payable	-0
<b>Total Accounts Payable</b>	<u>-0</u>
<b>Other Current Liabilities</b>	
2010-00 · 1st Instance fund/Conn DOT	26,440
2060-00 · Household Hazardous Waste -	5,060
2080-00 · MTA - Deferred Revenue	42,841
<b>Total Other Current Liabilities</b>	<u>74,342</u>
<b>Total Current Liabilities</b>	<u>74,342</u>
<b>Total Liabilities</b>	74,342
<b>Equity</b>	
3000 · Opening Bal Equity	0
3010-00 · Fund balance - beginning	230,403
3020-00 · Investment in Fixed Assets	131,192
3900 · Retained Earnings	125,556
Net Income	348,171
<b>Total Equity</b>	<u>835,321</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>909,663</u></u>