

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

Junipers Restaurant
1383 Whittemore Road
Middlebury, CT 06762

12:00 Noon, Friday, February 10, 2012

COGCVN Members: Gerald Smith, First Selectman, Dominick Sorrentino, Alternate, Beacon Falls; Jeff Hamel, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Edward St. John, First Selectman, Joseph Salvini, Alternate, Middlebury; Bob Mezzo, Mayor, Naugatuck; George Temple, First Selectman, Oxford; Bob Chatfield, Mayor, Tom Galvin, Alternate, Prospect; Ed Edelson, First Selectman, Southbury; Ed Mone, First Selectman, Thomaston; Ron Pugliese, Alternate, Waterbury; Ray Primini, Town Council Chairman, Watertown; Tom Dunn, Mayor, Wolcott; Jerry Stomski, First Selectman, Barbara Perkinson, Second Selectman, Woodbury.

Speakers and Guests: Bob Zarnetske, Regional Administrator, U.S. General Services Administration; Rich Minnick, RPC Chairman; John DiCarlo, Public Policy & Economic Development Director, Waterbury Regional Chamber; Paul Nonnenmacher, CRRA; Marge Warner, Town of Woodbury.

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; Lauren Rizzo, Administrative Assistant.

1. Pledge of Allegiance, Roll Call, Public Comment

Chairman Bob Mezzo called the meeting to order at 12:02 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 January 20, 2012 Meeting* — On a motion by Bob Chatfield, seconded by Ed Mone, it was unanimously

VOTED: To approve the minutes of the January 20, 2012 COGCVN meeting.

- b. *Financial Report* — Peter Dorpalen reported that as of January 31, 2012, COGCVN was 59% through the fiscal year and had expended 53% of its operating budget. Including pass-through funds, 56% of the total budget has been expended. On a motion by Bob Chatfield, seconded by Ed Mone, it was unanimously

VOTED: To approve the financial report.

- c. *FY2010-11 COGCVN Audit* — Peter Dorpalen reported that COGCVN had a clean audit. Copies of the audit were sent to COG members earlier. Mr. Dorpalen mentioned that, as requested, he had prepared an RFP for selection of an auditor for the next fiscal year. On a motion by Ron Pugliese, seconded by Ed Mone, it was unanimously

VOTED: To accept the FY2010-11 COGCVN audit.

- d. *Nominating Committee Report* — Tom Dunn said the Nominating Committee, consisting of Bob Chatfield, Tom Dunn, and Bob Mezzo, recommends the following COGCNV members to fill officer and executive committee vacancies for the balance of the Fiscal Year 2011-12:

Vice Chairman Jeffrey Hamel

Executive Committee Neil O'Leary
 Ed Edelson

On a motion by Bob Chatfield, seconded by Ed Mone, it was unanimously

VOTED: To accept the recommendations of the COGCNV Nominating Committee to fill officer and executive committee vacancies for the balance of Fiscal Year 2011-12.

- e. *Computer Server and Technical Support* — Referring to a February 2, 2012 memorandum, Peter Dorpalen said that, through an RFP process, the selection committee chose Absolute Logic. Dorpalen noted the great assistance of the committee, the IT managers for Cheshire and Southbury, in the RFP process.

On a motion by Bob Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To authorize the Executive Director to purchase a new server and related equipment and software, including installation, from Absolute Logic at a price not to exceed \$12,000.

On a motion by Bob Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To authorize the Executive Director to enter into a monthly computer support service agreement with Absolute Logic at a cost of \$432.

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

January 4, 2012	Letters to mayors and first selectmen stating COGCNV's dues for FY2013
January 24, 2012	Letters to state legislators with COGCNV's legislative priorities
January 29, 2012	Letter to DEEP Commissioner Esty, thanking him for his presentation at the January COGCNV meeting

- January 30, 2012 Email from Flanders Nature Center to members complementing Glenda Prentiss on her open space map and COGCNV for its assistance over the years
- February 1, 2012 Email noting that two former COGCNV chairmen will be inducted into the CT Firefighters Hall of Fame: Bob Chatfield, Prospect, and Kip Brammer, Thomaston
- February 7, 2012 Letters and emails from Sam Gold announcing another round of state elderly and disabled transportation funding. (The deadline is April 2.)
- February 7, 2012 Letter from Representative Selim Noujaim acknowledging receipt of the legislative statement and his support of COGCNV's mission

3. Transportation Planning

- a. *Waterbury Regional Bus Ridership Study: 2011* — Sam Gold said COGCNV staff has completed a study that analyzes bus ridership trends and makes recommendations for the CTTransit-Waterbury bus system. The study is based on bus route ridership counts conducted in the spring and early summer of 2009 by North East Transportation and COGCNV staff. A public meeting was held in November 2011, at which many good suggestions from bus riders were received. The public input was incorporated into the draft study. In January 2012, the Regional Planning Commission voted to recommend the Waterbury Regional Bus Ridership Study: 2011 to COGCNV for approval. Mr. Gold presented highlights of the study's findings and recommendations and answered questions. On a motion by Bob Chatfield, seconded by Tom Dunn, it was unanimously

VOTED: To approve the Waterbury Regional Bus Ridership Study: 2011.

- b. *Transportation Enhancement Priority Project Funding* — Sam Gold said that at the January 20, 2012 COGCNV meeting, COGCNV voted to approve a ranking of the regions's STP-Enhancement projects. Seven STP-Enhancement projects from five municipalities were submitted to COGCNV. The submitted projects request a total of \$4.9 million from the STP-E program. The Central Naugatuck Valley Region's total estimated allocation of STP-Enhancement funds for federal fiscal years 2013-2016 is only \$1,148,016. COGCNV only has enough STP-E funds to fully fund the region's first two priority projects. The remaining \$143,546.40 is insufficient to fund the region's third priority STP-E project under CTDOT's program rules. After discussion with both the City of Waterbury and the Town of Cheshire, staff recommends that COGCNV's remaining STP-E funds, along with the associated match obligation, be given to CTDOT for the state's Farmington Canal Trail project in Cheshire. For Waterbury, any cost overruns on its two STP-E projects would be the City's responsibility. On a motion by Ed Mone, seconded by Ed St. John, it was unanimously

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VOTED: To approve that COGCNV's remaining STP-E funds, along with the associated match obligation, be given to CTDOT for the state's Farmington Canal Trail project in Cheshire (CTDOT Project Number 25-144). Any cost overruns on funded Waterbury STP-E projects would be the responsibility of the City.

4. Taking Advantage of GSA's Municipal Programs

Bob Zarnetske, Regional Administrator for New England for the U.S. General Services Administration, spoke about the agency. GSA is a federal procurement and property management agency created to improve government efficiency and help federal agencies better serve the public. He described a number of available programs, including donation, low cost purchasing, and procurement, and outlined how they could be useful to municipalities. Mr. Zarnetske answered questions from COG members. He will email a copy of his presentation so that COG members will have contact information about the programs.

5. Emergency Planning

- a. *Long Term Care Facilities Emergency Plan Agreement* — Virginia Mason noted that the DESPP FY2010 grant has a project entitled "long term care facilities emergency plan." It has a \$70,000 allocation. This will fund phases one to three of the plan. Phase four will have to be financed from another year's grant. Region 5 is piggybacking on a Region 1 contract.

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

VOTED: To authorize the chairman to enter into a long term care facilities emergency plan agreement with Russell Phillips & Associates

- b. *Expenditure of Remaining 2008 Funds* — Ms. Mason said DESPP, from the 2008 grant, has "leftover" funds of approximately \$150,000 to \$200,000 for each DESPP region. The funds must be expended by June 30, 2012. COGCNV approval is needed for the Chair to sign documents pertaining to the expenditure of these additional funds by Region 5 on items approved by the REPT.

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

VOTED: To authorize the chairman to sign documents pertaining to the expenditure, on items approved by the REPT, of DESPP Region 5 "leftover" funds from the FY08 grant.

6. Hazardous Waste Program

- a. *Revised HHW Contract with Care Environmental* — Joe Perrelli said the CNVR HHW committee met on January 24 to discuss renewal of the HHW contract for 2012. The committee recommended renewing the contract with Care Environmental. They also recommended that the contract include a clause allowing COGCNV to renegotiate the

billing fee or initiate a new bidding process if the new product stewardship legislation related to paint begins in 2012. On a motion by Jeff Hamel, seconded by Ed St. John, it was unanimously

VOTED: To authorize the Chairman to enter into a revised contract with Care Environmental Services as described in Memorandum 020312H.

- b. *Mattress Product Stewardship Initiative* — Joe Perrelli described the resolution in support of extended producer responsibility for mattresses. The resolution outlines the problems with mattress disposal and the expense to municipalities. The HHW committee recommended COGCNV support for extended producer responsibility legislation. On a motion by Ed Edelson, seconded by Ed Mone, it was unanimously

VOTED: To support extended producer responsibility initiative for mattresses in the State of Connecticut.

7. Regional Business

Virginia Mason said three land use education classes will be held in February and March. Classes will be on low impact development and site plan reading, roles and responsibilities, and how to run a meeting. Anyone interested should contact COGCNV for further information and to register for a session. The classes are very good training for new commissioners.

8. Other

- a. *Municipal Solid Waste Options – What are Municipalities Doing?* — Peter Dorpalen spoke about options for the disposal of municipal solid waste, noting that most CRRA-Mid-CT municipalities decided to stay with CRRA. COGCNV members and Paul Nonnenmacher of CRRA discussed.

- b. *Regional Animal Control Feasibility Study* — Peter Dorpalen said the participating towns had approved the required resolutions, including two new towns: Bethlehem and Woodbury.

- c. *Regional Cross-Acceptance Facilitator for State Plan of Conservation & Development* — Virginia Mason said that OPM had attended a planners' lunch at COGCNV in January to explain the new cross-acceptance process required by the legislature for the State Plan of Conservation and Development. OPM is seeking a regional facilitator to coordinate review of the local and regional plans and forward comments to OPM for resolution. She recommends that COGCNV serve as the regional facilitator, working with OPM and the municipalities.

On a motion by Jeff Hamel, seconded by Ron Pugliese, it was unanimously

VOTED: To authorize COGCNV to be the regional cross-acceptance facilitator for the State Plan of Conservation and Development for the Central Naugatuck Valley Region.

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- d. *Regional Sustainability Committee* — Virginia Mason said staff had a debriefing by HUD on the Sustainability Grant that was not awarded to COGCNV. Although COGCNV had scored very well (83 out of 104), funding was not awarded largely due to the reviewers' desire to spread the grant among the 50 states. COGCNV will be in a priority position whenever additional funds become available. Staff would like to continue working with the excellent collaboration group to position COGCNV for the next round of funding.

9. **Adjournment**

At 1:22 p.m., on a motion by Ed Mone, seconded by Tom Dunn, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by

Lauren Rizzo
Administrative Assistant

for

Edmond Mone
Secretary

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MONTHLY FINANCIAL REPORT
Jan-12

EXPENDITURES

Budget Item	Budget Through June 30, 2012	Expended During Jan-12	Expended Year-to Date	Unexpended Balance 1/31/2012	Percent Expended Yr-to-Date
SALARIES:					
FY 2010-2011	\$439,997.00	\$36,868.22	\$256,413.14	\$183,583.86	58.3%
FRINGE BENEFITS					
FICA Match	\$33,700.00	2,820.42	\$19,615.65	\$14,084.35	58.2%
Medical Insurance	\$70,000.00	5,801.04	\$52,113.95	\$17,886.05	74.4%
Retirement	\$40,000.00	2,989.08	\$24,968.95	\$15,031.05	62.4%
Unemployment	\$2,629.00	-	\$189.57	\$2,439.43	7.2%
Disability Insurance	\$4,800.00	627.32	\$3,992.72	\$807.28	83.2%
OTHER EXPENSES					
Travel	\$12,000.00	1,464.26	\$4,192.17	\$7,807.83	34.9%
Reproduction & Printing	\$6,000.00	869.10	\$3,734.62	\$2,265.38	62.2%
Rent	\$45,577.00	3,791.65	\$26,541.55	\$19,035.45	58.2%
Insurance & Bond	\$8,500.00	-	\$8,388.62	\$111.38	98.7%
Utilities & Misc. Office	\$13,000.00	652.89	\$6,847.64	\$6,152.36	52.7%
Supplies	\$8,700.00	807.88	\$3,067.71	\$5,632.29	35.3%
Dues, Bks, Subscriptions	\$1,200.00	420.37	\$526.37	\$673.63	43.9%
Equipment	\$5,000.00	-	\$0.00	\$5,000.00	0.0%
Audit	\$17,000.00	-	\$16,000.00	\$1,000.00	94.1%
Professional Services	\$4,000.00	-	\$1,085.50	\$2,914.50	27.1%
CONSULTANT SERVICES					
Emergency Planning	\$0.00	-	\$0.00	\$0.00	0.0%
New Transp Study	\$30,000.00	-	\$0.00	\$30,000.00	0.0%
Reserve Fund	\$30,000.00	-	\$0.00	\$30,000.00	0.0%
Contingency	\$39,984.00	\$0.00	\$3,301.80	\$36,682.20	8.3%
SUBTOTAL - OPERATING	\$812,087.00	\$57,112.23	\$430,979.96	\$381,107.04	53.1%
PASS-THROUGH FUNDS					
DEMHS FY2009 - et.al.	\$500,000.00	140,981.53	\$351,886.78	\$148,113.22	70.4%
DEMHS FY2010 - et.al.	\$100,000.00	312.93	\$312.93	\$99,687.07	0.3%
HHW Project	\$52,000.00	-	\$29,672.56	\$22,327.44	57.1%
CERT - Town Equip.et.al.	\$2,000.00	-	\$600.00	\$1,400.00	30.0%
			\$0.00	\$0.00	
TOTAL	\$1,466,087.00	\$198,406.69	\$813,452.23	\$652,634.77	55.5%

Percent of Year Completed: 58.6%

Prepared: 2/8/2012

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Balance Sheet

As of January 31, 2012

02/08/12

Accrual Basis

	<u>Jan 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
1010-00 · Webster Checking	7,133
1020-00 · STIF # 566948	112,616
1040-00 · TD Bank/Americ- 1st Instance	1,948
1060-00 · Reich & Tang Account	0
1080-00 · STIF # 572240 - Reserve	290,388
Total Checking/Savings	<u>412,085</u>
Accounts Receivable	
1200 · Accounts Receivable	93,887
Total Accounts Receivable	<u>93,887</u>
Other Current Assets	
1250-00 · Ofc Emergency Mngmt. - Receivbl	-0
1290-00 · Household Hazardous Waste	4,643
1800 · 1800 - Security Deposit	6,650
1900 · Fixed Assets	
1900-02 · Fixed Assets - Local	131,192
Total 1900 · Fixed Assets	<u>131,192</u>
Total Other Current Assets	<u>142,485</u>
Total Current Assets	<u>648,456</u>
TOTAL ASSETS	<u><u>648,456</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts payable	
2111-00 · 2111-00 Accrued Expenses	
2111-41 · FY2009 DEMHS Accrued Expenses	9,016
2111-39 · 2111-39 DEMHS FY08 Accrued Exp.	-0
Total 2111-00 · 2111-00 Accrued Expenses	9,016
2000-00 · Accounts payable - Other	-0
Total 2000-00 · Accounts payable	<u>9,016</u>
Total Accounts Payable	9,016
Other Current Liabilities	
2010-00 · 1st Instance fund/Conn DOT	26,469
Total Other Current Liabilities	<u>26,469</u>
Total Current Liabilities	<u>35,485</u>
Total Liabilities	35,485
Equity	
3000 · Opening Bal Equity	0
3010-00 · Fund balance - beginning	230,403
3020-00 · Investment in Fixed Assets	131,192
3900 · Retained Earnings	236,273
Net Income	15,103
Total Equity	<u>612,971</u>
TOTAL LIABILITIES & EQUITY	<u><u>648,456</u></u>

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