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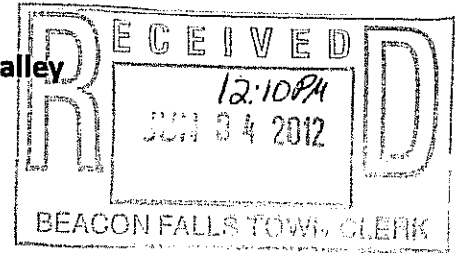
Council of Governments of the Central Naugatuck Valley

Carole Peck's Good News Café

694 Main Street South

Woodbury, CT 06798

12:00 Noon, Friday, May 11, 2012



COGCNV Members: Jerry Smith, First Selectman, Dominick Sorrentino, Alternate, Beacon Falls; Jeff Hamel, First Selectman, Bethlehem; Jerry Sitko, Alternate, Cheshire; Ed St. John, First Selectman, Middlebury; Bob Mezzo, Mayor, Naugatuck; Joanne Pelton, Alternate, Oxford; Tom Galvin, Alternate, Prospect; Ed Edelson, First Selectman, Southbury; Ed Mone, First Selectman, Thomaston; Ray Primini, Town Council Chairman, Watertown; Tom Dunn, Mayor, Wolcott; Jerry Stomski, First Selectman, Barbara Perkinson, Alternate, Woodbury.

Speakers and Guests: April Capone, Municipal Outreach Coordinator, OPM; Dan Bolognani, Jim Whitney, Western Connecticut Convention and Visitors Bureau; Rich Minnick, RPC Chairman; John DiCarlo, Waterbury Regional Chamber, Fran Owen, Heritage Village Master Association; Paul Nonnenmacher, CRRRA; Edgar Wynkoop, CTDOT.

Staff: Peter Dorpalen, Executive Director; Samuel Gold, Senior Planner; Joe Perrelli, Senior Planner; Lauren Rizzo, Administrative Assistant.

1. Pledge of Allegiance, Roll Call, Public Comment

Chairman Bob Mezzo called the meeting to order at 12:04 p.m. Those present recited the Pledge of Allegiance and the roll was called. First Selectman Stomski welcomed everyone to the Town of Woodbury.

2. Administrative Items

- a. *Minutes of the April 113, 2012 Meeting* — On a motion by Ed Edelson, seconded by Jeff Hamel, it was unanimously

VOTED: To approve the minutes of the April 13, 2012 meeting.

- b. *Financial Report* — Peter Dorpalen reported that as of April 30, 2012, COGCNV was 83% through the fiscal year and had expended 76% of its operating budget. Including pass-through funds, 91% of the total budget has been expended. On a motion by Ed Edelson, seconded by Jerry Stomski, it was unanimously

VOTED: To approve the financial report.

Dorpalen mentioned that some COGCNV computers are becoming quite old and that COGCNV's computer consultant has noted that they should be replaced. Mr. Dorpalen requested authorization to purchase three desktop computers and related equipment and software at a cost not to exceed \$5,000.

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

VOTED: To authorize Executive Director Peter Dorpalen to purchase three desktop computers and related equipment and software at a cost not to exceed \$5,000.

- c. *Appointment of a Nominating Committee* — Chairman Mezzo said the suggested nominating committee consists of Jerry Smith, Ed Mone, and Tom Dunn. On a motion by Jerry Sitko, seconded by Jeff Hamel, it was unanimously

VOTED: To appoint a COGCNV nominating committee consisting of Jerry Smith, Ed Mone, and Tom Dunn.

- d. *Office Building* — Peter Dorpalen explained that the office space COGCNV is interested in occupying is contingent upon purchase of the building by another firm. Negotiations between seller and purchaser continue.

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

- April 16, 2012 Letter to Darin Offerdahl notifying him that COGCNV selected his accounting firm, Michaud & Accavalla, to audit COGCNV's FY12 financial statements
- April 16, 2012 Memorandum from Joe Perrelli to regional officials and organizations on COGCNV's draft public participation plan
- April 20, 2012 Letter from Sam Gold to CPTC presenting the region's priority transit issues and commending the commission for its public outreach and work on transit related issues
- April 25, 2012 Letter from Sam Gold to CTDOT noting the importance of including the Naugatuck River Greenway in the plans for the CT-Transit bus maintenance garage parcel
- April 25, 2012 Letter from Virginia Mason to CTDOT with COGCNV's priorities for the FTA Section 5310 priorities
- April 30, 2012 Letter from the Cheshire Town Manager thanking Sam Gold for his advice for possible funding for the Farmington Canal bike path
- May 7, 2012 Email to local officials on a Public-Private Partnership workshop to be held on June 14, 2012 (COGCNV is a co-sponsor)

3. **Draft FY2012-13 COGCNV Budget**

Peter Dorpalen summarized Memorandum 051012B concerning the revised draft FY2012-13 COGCNV budget. He said the executive committee met on May 2 to review and revise the budget. The budget was also reviewed with COGCNV's new auditor, and with his guidance, some additional changes were made. The estimated FY2012-13 operating budget will be \$844,470, a 4% increase from the present year's budget. The complete budget, including pass-through funds, will total \$978,470, a drop of -33.3% from last year's budget. Pass-through funding will be less next year. Last year the major pass-through was funding for DEMHS Region 5 emergency preparedness equipment, services, and training — COGCNV serves as the fiduciary for Region 5, but that will end in August with Litchfield Hills CEO taking over that function.

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Ed Edelson suggested COGCNV staff prepare a report comparing health insurance costs among the towns. Peter Dorpalen said such a report had been prepared in the past comparing, among other things, the health insurance plans of bargaining and non-bargaining employees. If there is true interest in such a report, he suggests a small committee be put together to define parameters. Ed St. John said that CCM currently publishes a similar report that might be of use.

4. Transportation Planning

- a. *Regional Transportation Planning Work Program (UPWP)* — Samuel Gold said the UPWP outlines COGCNV transportation planning work for the next two fiscal years. The UPWP lists the transportation planning tasks to be conducted and completed, the budget for transportation planning, and the schedule for the planning activities. Major projects identified in the draft UPWP include a study of congested intersections, bus route change recommendations, a new COGCNV website, and bus passenger count survey. The largest task remains providing technical assistance to the region's municipalities on transportation projects. The draft UPWP has been reviewed by CTDOT, FHWA, and FTA. CTDOT requested some minor changes and additions, including a map of the region and specifying that COGCNV would use the most up-to-date census data in planning projects. The Regional Planning Commission reviewed the draft UPWP at the May 1, 2012 meeting.

On a motion by Ed Edelson, seconded by Ed Mone, it was unanimously

VOTED: To approve the COGCNV Unified Planning Work Program FY2013 and FY2014 and to authorize Chairman Robert A. Mezzo and/or Executive Director Peter Dorpalen to act on behalf of the Council of Governments of the Central Naugatuck Valley in negotiating and executing all appropriate and necessary contractual instruments with the Connecticut Department of Transportation concerning the COGCNV Unified Planning Work Program FY2013-14.

- b. *Transportation Improvement Program Amendment* — Joe Perrelli summarized the May 2012 amendments to the 2010-2013 Transportation Improvement Program, as outlined in Memorandum 050412TIP. On a motion by Jerry Stomski, seconded by Bob Mezzo, it was unanimously

VOTED: To approve the May 2012 amendments to the 2010-2013 Transportation Improvement Program listed in Memorandum 050412TIP.

5. OPM Municipal Outreach

April Capone, OPM's Municipal Outreach Coordinator, said she will be visiting all the towns in the state. She said her role is that of an ombudsman for the state, directing municipalities towards appropriate agencies and services. She has also begun speaking with the municipal CEOs about grants and programs and the different services that OPM provides. Ms. Capone also spoke about the governor's policy initiatives, including public-private partnerships. She noted that COGCNV is a public co-sponsor of the Implementing Public-Private Partnerships in Connecticut workshop that is being held on June 14 at CCSU.

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6. **Western CT Convention and Visitors Bureau – Tourism Initiatives**

Dan Bolognani, Chairman of the Western CT Convention and Visitors Bureau, spoke about marketing and promoting tourism in Connecticut. He said that some things are imperiling tourism in Connecticut, including reduced state funding, and consolidation or loss of autonomy for the Bureau to represent small towns and small businesses that are tourism related. He mentioned that the state lodging tax went from 12% to 15% on July 1, 2011, higher than neighboring states, and representing a new challenge to small inns to attract visitors to the area. The increase was designed with 1% of it to go to the municipality where the lodging is located, 1% to go to the economic development corporation that serves the town where the lodging is located, and the final 1% to go to the convention and visitors bureau serving the town where the lodging tax is collected. However, the funds are going into the general fund and not being returned to the communities as had been designed. Mr. Bolognani would like to see the lodging tax dispersed back to the towns where it was intended to go. He would also like for the convention and visitors bureaus to retain their autonomy and state funding. A question and answer session followed.

7. **Waterbury Region Arts and Culture Collaborative**

This agenda item was tabled until next month.

8. **Regional Business**

Bob Mezzo thanked the town of Beacon Falls for its part in the 7th Annual Naugatuck River Race.

Peter Dorpalen said the regional animal shelter study application was submitted to OPM in December. OPM has not completed its evaluation of the applications.

Rich Minnick, Regional Planning Commission Chairman, spoke about the draft State Plan of Conservation and Development. He urged the CEOs to read the plan and discuss it with their town planners. Sam Gold said there will be a presentation by OPM about the draft plan on May 29 at the COGCNV office. Information about the presentation has been sent out.

9. **Other**

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

VOTED: To add Southbury to agenda item 9a.

- a. *Beacon Falls, Bethlehem, and Southbury Housing Rehabilitation – Small Cities Applications* — Sam Gold said that each of these towns is applying for housing rehabilitation grants and is looking for COGCNV support of their applications. On a motion by Tom Dunn, seconded by Jerry Stomski, it was unanimously

VOTED: To support the housing rehabilitation Small Cities Grant applications of Beacon Falls, Bethlehem, and Southbury.

- b. *Southbury's Pomperaug River Greenway Designation* — Sam Gold said Southbury has an application to designate its portion of the river land as a state greenway and is looking for

a letter of support. On a motion by Jerry Stomski, seconded by Ed Mone, it was unanimously

VOTED: To support Southbury's Pomperaug River Greenway Designation application.

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

VOTED: To add Open Space Proposals: Naugatuck and Watertown to the agenda.

- c. *Open Space Proposals: Naugatuck and Watertown* — Sam Gold said Naugatuck is looking for support of its application for an Andrews Road open space grant through DEEP, and Watertown is looking for support of its application for an open space action area at the junction of Woodbury, Watertown, and Bethlehem. On a motion by Jerry Stomski, seconded by Jeff Hamel, it was unanimously

VOTED: To support the open space proposals of Naugatuck and Watertown.

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

VOTED: To also add support for the open space proposals of Wolcott and Southbury to the agenda.

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

VOTED: To support the open space proposals of Wolcott and Southbury.

- d. *Regional Planning Boundaries Legislation - LCO No. 4711* — Peter Dorpalen discussed proposed legislation concerning regional planning regions. The legislation passed the house, but was not acted on by the senate by the end of the session. Under the bill, OPM must complete an analysis of the boundaries of the regional planning organizations by January 1, 2014. Any changes they recommend would occur on January 1, 2015. As part of the planning process, OPM will be required to consult with the legislature's planning and development committee, CCM, COST, and the regional planning organizations. Municipalities would have the right to object to any revisions concerning the region in which they are located. Mr. Dorpalen said that regional planning boundaries were set up in the late 1950s. OPM is using new criteria when looking at the boundaries. Larger regions may mean more funding, and per capita costs may go down, although at this point there is no new funding for the regional organizations. A larger RPO may also be able to provide more services. However, the larger the region, the more it becomes a sub-state district and is less cohesive. Historical ties may become lost. Technical studies and completed work will also be affected. Mr. Dorpalen also discussed possible consolidation possibilities. Tom Galvin of Prospect said his town would prefer to see the boundaries stay with Waterbury as the hub of the region. Bob Mezzo said Naugatuck would not support any regionalization plan that does not keep the valley corridor together. He feels that Naugatuck's region is that corridor. Ed Edelson suggested a small committee come together to propose COGCNV's recommendation. Ed Mone mentioned Thomaston's ties with several regions of the state.

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- e. *Emergency Preparedness – REPT Meeting (May 14), Statewide Hurricane Exercise (July 28-31)* — Joe Perrelli said the REPT steering committee has been working on the FY 2011 budget, which has decreased by 40% from previous years. There is an REPT budget meeting on Monday, May 14. Towns are encouraged to send representatives or get proxy notifications to COGCNV. The statewide hurricane exercise on July 28-31 is a deliverable for this fiscal year. The state wants all municipalities to take part for a two day period.
- f. *Upcoming Events* — Joe Perrelli said a household hazardous waste event will take place on May 19 in Woodbury. An electronics recycling/paper shredding event will take place in Watertown on June 16 at the CRRA transfer station. Sam Gold said a bike to work day occurs on Friday, May 18. The Waterbury YMCA is hosting the event. He also reminded those assembled of the May 29 State Plan of Conservation and Development presentation by OPM at the COGCNV offices.

10. Adjournment

At 1:16 p.m., on a motion by Ed St. John, seconded by Ed Mone, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by

Lauren Rizzo
Administrative Assistant

for

Edmond Mone
Secretary

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BEACON FALLS TOWN CLERK

MONTHLY FINANCIAL REPORT
Apr-12

EXPENDITURES

Budget Item	Budget Through June 30, 2012	Expended During Apr-12	Expended Year-to Date	Unexpended Balance 4/30/2012	Percent Expended Yr-to-Date
SALARIES:					
FY 2011-2012	\$439,997.00	\$36,435.02	\$366,584.60	\$73,412.40	83.3%
FRINGE BENEFITS					
FICA Match	\$33,700.00	2,787.28	\$28,043.78	\$5,656.22	83.2%
Medical Insurance	\$70,000.00	4,301.04	\$65,017.07	\$4,982.93	92.9%
Retirement	\$40,000.00	3,332.08	\$34,922.19	\$5,077.81	87.3%
Unemployment	\$2,629.00	-	\$2,108.21	\$520.79	80.2%
Disability Insurance	\$4,800.00	617.98	\$5,846.66	(\$1,046.66)	121.8%
OTHER EXPENSES					
Travel	\$12,000.00	1,117.10	\$7,263.09	\$4,736.91	60.5%
Reproduction & Printing	\$6,000.00	1,311.85	\$6,645.92	(\$645.92)	110.8%
Rent	\$45,577.00	3,791.65	\$37,916.50	\$7,660.50	83.2%
Insurance & Bond	\$8,500.00	-	\$8,388.62	\$111.38	98.7%
Utilities & Misc. Office	\$13,000.00	982.11	\$10,755.99	\$2,244.01	82.7%
Supplies	\$8,700.00	260.96	\$4,066.83	\$4,633.17	46.7%
Dues, Bks, Subscriptions	\$1,200.00	540.00	\$1,463.45	(\$263.45)	122.0%
Equipment	\$5,000.00	5,094.50	\$10,763.00	(\$5,763.00)	215.3%
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	\$3,200.00	\$7,551.80	\$32,432.20	18.9%
SUBTOTAL - OPERATING	\$812,087.00	\$63,771.57	\$614,423.21	\$197,663.79	75.7%
PASS-THROUGH FUNDS					
DEMHS FY2009 - et.al.	\$500,000.00	29,308.50	\$503,343.86	(\$3,343.86)	100.7%
DEMHS FY2010 - et.al.	\$100,000.00	164,260.00	\$178,587.00	(\$78,587.00)	178.6%
HHW Project	\$52,000.00	762.00	\$31,434.56	\$20,565.44	60.5%
CERT - Town Equip.et.al.	\$2,000.00	-	\$2,920.61	(\$920.61)	146.0%
			\$0.00	\$0.00	
TOTAL	\$1,466,087.00	\$258,102.07	\$1,330,709.24	\$135,377.76	90.8%

Percent of Year Completed: 83.3%

Prepared: 5/10/2012

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05/10/12

Balance Sheet

Accrual Basis

As of April 30, 2012

	<u>Apr 30, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
1010-00 · Webster Checking	32,595
1020-00 · STIF # 566948	112,654
1040-00 · TD Bank/Americ- 1st Instance	1,949
1060-00 · Reich & Tang Account	0
1080-00 · STIF # 572240 - Reserve	290,484
Total Checking/Savings	<u>437,682</u>
Accounts Receivable	
1200 · Accounts Receivable	46,258
Total Accounts Receivable	<u>46,258</u>
Other Current Assets	
1250-00 · Ofc Emergency Mngmt. - Receivbl	-0
1290-00 · Household Hazardous Waste	-0
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>137,842</u>
Total Current Assets	<u>621,781</u>
TOTAL ASSETS	<u><u>621,781</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts payable	
2111-00 · 2111-00 Accrued Expenses	
2111-42 · 2111-42 Accrued Exp DEMHS FY10	18,614
2111-41 · FY2009 DEMHS Accrued Expenses	4,288
2111-39 · 2111-39 DEMHS FY08 Accrued Exp.	-0
Total 2111-00 · 2111-00 Accrued Expenses	<u>22,902</u>
2000-00 · Accounts payable - Other	-0
Total 2000-00 · Accounts payable	<u>22,902</u>
Total Accounts Payable	22,902
Other Current Liabilities	
2010-00 · 1st Instance fund/Conn DOT	26,470
Total Other Current Liabilities	<u>26,470</u>
Total Current Liabilities	<u>49,372</u>
Total Liabilities	49,372
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	-25,459
Total Equity	<u>572,409</u>
TOTAL LIABILITIES & EQUITY	<u><u>621,781</u></u>

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