



NAUGATUCK VALLEY COUNCIL of GOVERNMENTS

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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, January 13, 2017

NVCOG Representatives: Rich Dziekan, Alternate, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Len Assard First Selectman, Bethlehem; Bob Flanagan, Alternate, Bristol; Anita Dugatto, Mayor, Derby; Ed St. John, First Selectman, Middlebury; Pete Hess, Mayor, Naugatuck; David Merchant, Mayor, Plymouth; Tom Galvin, Alternate, Prospect; Mark Lauretti, Mayor, Shelton; Jeff Manville, First Selectman, John Monteleone, Alternate, Southbury; Neil O’Leary, Mayor, Waterbury; Ray Primini, Town Council Member, Watertown; Tom Dunn, Mayor, Wolcott; Bill Butterly, First Selectman, Woodbury.

Guests/Other: Janet Serra, Jim Whitney, Western Connecticut Convention & Visitors Bureau; Judy Mancini, City of Waterbury; Mary Ellen Edwards, Town of Woodbury; members of the public.

Staff: Mark Nielsen, Aaron Budris, Joanna Rogalski, Glenda Prentiss, Trish Bauer, Lauren Rizzo, Christian Meyer, John DiCarlo, Max Tanguay-Colucci, Karen Svetz, Ben Muller, Bill Leverage.

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

Chairman Neil O’Leary called the meeting to order at 10:05 a.m. Those in attendance recited the Pledge of Allegiance and the roll was called. First Selectman Butterly introduced Mary Ellen Edwards, Woodbury’s new Town Planner.

Following the meeting’s commencement, there was a presentation by Janet Serra and Jim Whitney of the Western Connecticut Convention & Visitors Bureau. They explained that the Bureau’s funding had been zeroed out in the State’s 2016-2017 budget. Following the presentation, on a motion by Tom Dunn, seconded by Bill Butterly, it was unanimously agreed that a letter of support that did not jeopardize municipal funding would be written.

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

a. *Approval of TIP Amendments* – Mark Nielsen reviewed the two amendments to the Transportation Improvement Program:

- i. Project No. 0017-0189: Vehicle Routing Management Software for the Bristol Department of Public Works to Improve Fleet Efficiency
- ii. Project No. 0170-3439: Preliminary Engineering for Transportation Alternatives Set-Aside Program

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

VOTED: To approve the amendments to the FFY 2015-2018 TIP to include the projects as described in Memorandum 01132017TIP and Memorandum 01032017TIP(2).

- b. *Transportation Alternative Program (TAP) Update* – Mark Nielsen said applications for five projects had been submitted for this program. CTDOT will review them and decisions should be made by March or April.

3. **NVCOG Administrative Items**

- a. *Approval of the Minutes of the December 9, 2016 NVCOG & CNVMPO Meeting* – On a motion by Ed St. John, seconded by Chris Bielik, it was unanimously

VOTED: To approve the minutes of the December 9, 2016 NVCOG & CNVMPO meeting.

- b. *Approval of the Proposed 2017 Holiday Schedule* – On a motion by Ed St. John, seconded by Bill Butterly, it was unanimously

VOTED: To approve the 2017 Holiday Schedule.

- c. *Approval of Financial Report* – Bill Leverage reviewed the financial report. Total salaries, fringe and general expenses are at 67% of budget through six months of the fiscal year, due to direct pass-through contractor expenses being at 100% of the annual budget (through six months). Direct pass-through contractor expenses are funded 100% directly from federal and/or state sources. Total program revenues are 66% of budget through six months of the fiscal year, ahead of budget primarily due to additional pass-through federal funding and local revenues received at the beginning of the fiscal year. There is a net position year to date decrease of \$25,228 through six months of the fiscal year, primarily due to the change in SGIA reimbursements to quarterly for FY 2017. On a motion by Tom Dunn, seconded by Bob Flanagan, it was unanimously

VOTED: To approve the Financial Report.

- d. *Adoption of Preliminary Dues Schedule Based on Preliminary Budget* – Mr. Leverage said NVCOG intends to send out notification of dues in January 2017 based on the preliminary budget, with no increase in municipal dues. Actual bills will be delivered in July 2017 pursuant to determination of required programming levels and availability of state funding. Budget estimates for FY 2018 will be updated over the next few months and a final budget version for review will be presented at the May 2017 meeting. On a motion by Tom Dunn, seconded by Bob Flanagan, it was unanimously

VOTED: To adopt the preliminary dues schedule based on the preliminary budget.

Additionally, Mr. Leverage said an audit draft was received that does not yet have any financial data in it. It reflects two findings on general ledger maintenance, year-end closing, and financial reporting. He is working with the auditor to finalize numbers for last year. An Executive Committee meeting will be scheduled to review the audit, but at the current time the auditor anticipates requesting another one month extension. Mark Nielsen added that the preliminary dues schedule was being provided now in order to assist the towns with the setting of municipal budgets.

- e. *Director's Report*

- i. *Scheduling of Executive Committee Meeting for 2016 Audit and 2018 Budget* – Mark Nielsen said, as Mr. Leverage had mentioned, an Executive Committee meeting would be scheduled dependent upon completion of the audit. The Executive Committee serves as the Audit

Committee. While the audit is presently due by the end of January, an extension would put the Audit Committee meeting off for another month.

4. **NVCOG Planning/Transportation Items**

a. *NRG Economic Impact Study* – Mark Nielsen said this study is now in final draft form. A link to its location on NVCOG’s website will be emailed. Outreach to the towns will start after the NRG Steering Committee adopts the study.

b. *LOTICIP*

i. Adoption of Project Cost Re-endorsement – Christian Meyer said that any time a LOTICIP project increases by 20% or more, it must be approved by NVCOG. In the course of design and review by NVCOG staff and CTDOT, site specific conditions were identified for the Holbrook Road reconstruction project in Seymour that led to the recommendation of a more intensive road reconstruction process, therefore, the project cost increased by 20% or greater. NVCOG staff has a financial plan that allows for all currently approved projects, with proposed cost increases, to be completed under LOTICIP. Based on this financial program, TTAC voted to recommend that NVCOG approve the construction cost estimates on revised project applications and re-endorse the project. On a motion by Tom Dunn, seconded by Chris Bielick, it was unanimously

VOTED: To adopt Resolution 2017-18 approving construction cost estimates based on revised project applications and re-endorsing proposed LOTICIP projects as outlined in Memorandum 01062017-LOTICIP Cost Estimate Increases.

ii. Adoption of LOTICIP Third Party Review Agreement – Following discussion of this item (blanket authorization for LOTICIP Third Party Review Agreements) NVCOG members opted not to entertain a motion for it, and instead to proceed with the LOTICIP Third Party Review Agreement Alternate.

iii. Adoption of LOTICIP Third Party Review Agreement Alternate – On a motion by Tom Dunn, seconded by Ed St. John, it was unanimously

VOTED: To adopt Resolution 2017-17B, approving the agreement with WMC to provide design review of reconstruction of the bridge on Waverly Road over the Farmill River project in the City of Shelton and to allocate LOTICIP funds available to NVCOG for administration and design review service in an amount not to exceed \$10,400. Additionally, NVCOG authorizes the Executive Director to execute the agreement with WMC on behalf of NVCOG.

c. *Alternative Modes Assessment Project Authorizing Resolution* – Mark Nielsen said agreement on scope of work, contract, and fee has been reached with the consultant for the Route 8 and Waterbury Branch Line Corridor Transit Oriented Development and Alternate Modes Assessment Project. On a motion by Pete Hess, seconded by Chris Bielick, it was unanimously

VOTED: To empower and authorize Executive Director Rick Dunne to sign and execute any and all documents and contracts required in the conduct of the Route 8 and Waterbury Branch Line Corridor Transit Oriented Development and Alternate Modes Assessment Project.

- d. *NRG: Thomaston-Watertown Design & Construction of Trailhead and Trail Authorizing Resolution*
Mr. Nielsen said funding had been received under the federal Recreation Trails Program to assist Thomaston and Watertown in the design and construction of a trailhead and trail in their towns. Scope, contract, and fee have been agreed upon with the consultant. On a motion by Bob Flanagan, seconded by David Merchant, it was unanimously

VOTED: To empower and authorize Executive Director Rick Dunne to sign and execute any and all documents and contracts required in the conduct of the Thomaston-Watertown Design & Construction of Trailhead and Trail Project.

- e. *Derby-Shelton Bridge Design Project Authorizing Resolution* – Mr. Nielsen said staff has been working with CTDOT, the City of Shelton, and the City of Derby on designing aesthetic improvements on the Derby-Shelton Bridge crossing the Housatonic River between the two cities' downtowns. Agreement on initiating the design project has been reached with CTDOT. On a motion by Anita Dugatto, seconded by Mark Lauretti, it was unanimously

VOTED: To empower and authorize Executive Director Rick Dunne to sign and execute any and all documents and contracts required in the design of the Aesthetic Enhancement and Rehabilitation of Bridge 01659, the "Derby/Shelton Bridge," SR 712 over the Housatonic River Project.

5. Emergency Management Update

Joanna Rogalski said the MOU for the Homeland Security Grant Program for FY 2016 was due last Wednesday. Membership in the Citizens Emergency Response Teams (CERT) has been dwindling. A report of CERT activities is due on January 31. She suggested that if a town has an inactive CERT, it might considering joining with another town.

6. Public Participation – Environmental Justice Policy Update

Ms. Rogalski said these policy documents had been discussed at the last Regional Planning Commission meeting. They are now out to the public for comment. A public hearing will be held on February 2.

7. Smart Growth Technical Assistance Application Update

Max Tanguay-Colucci said the application has been submitted. Successful applicants will be contacted by January 27.

8. Other

Chairman O'Leary said January 25 is the tentative roll-out date for the CCM report to the legislature and Governor. The report will include recommendations concerning funding, municipal aid, ECS cost sharing, and a variety of other topics. He encouraged NVCOG members to read the report and to weigh in with their thoughts at the next NVCOG meeting.

9. **Adjournment**

At 11:25 a.m., on a motion by Bill Butterly, seconded by Bob Flanagan, it was unanimously

VOTED: To adjourn the meeting.

Respectfully submitted by
Lauren Rizzo
Administrative Services Coordinator
for
Ken Cockayne
Secretary