



# 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., 3<sup>rd</sup> Floor

Waterbury, CT

10 a.m., Friday, November 17, 2017

**NVCOG Representatives:** Sheila O'Malley, Alternate, Ansonia; Chris Bielik, First Selectman, Beacon Falls; Len Assard, First Selectman, Bethlehem; Bob Flanagan, Alternate, Bristol; Jerry Sitko, Alternate, Cheshire; Anita Dugatto, 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; Ed Mone, First Selectman, Thomaston; Judy Mancini, Proxy, Waterbury; Roy Cavanaugh, Proxy, Watertown; Tom Dunn, Mayor, Wolcott; Mary Ellen Edwards, Alternate, Woodbury.

**Guests/Other:** Mayor-Elect Rich Dziekan, Derby; Andrew Baklik; Sara Radacsi, CTDOT; Kristen Rosa, Oxford; members of the public.

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

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

Treasurer Tom Dunn called the meeting to order at 10:00 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 TIP Amendment*

- i. Project No. 0084-0114 – Preliminary Design for the Relocation of Route 34 Crossing Housatonic River – Mark Nielsen said this project was not included in the FFY 2018-2021 TIP at the time of its adoption by the MPO. The new TIP became effective October 1, 2017; therefore, an amendment is being requested by CTDOT to add the preliminary design (PD) phases previously approved in the FFY 2015-2018 TIP to the current TIP. The amendment will allocate federal aid funds for the PD phase only. Allocation of funds to complete the final design phase, acquire necessary rights-of-way and construct the project will be considered at a later date. This project will be funded under the National Highway Performance Program – Bridge Replacement. Following discussion, it was unanimously

VOTED: To approve CNVMPO Resolution 2018-01.

#### 3. NVCOG Administrative Items

- a. *Approval of the Minutes of the October 13, 2017 NVCOG Meeting* – On a motion by Pete Hess, seconded by Ed Mone, with Bob Chatfield abstaining, it was

VOTED: To approve the minutes of the October 13, 2017 NVCOG meeting.

- b. *Approval of September & October 2017 Financial Reports* – Bill Leverence reviewed the September and October financial reports. Revenue and expenses are in line with the existing budget. Mr. Leverence said he expects the draft 2016 audit report soon. Upon its receipt, an Executive Committee/Audit Committee meeting will be scheduled. Executive Director Rick Dunne said this meeting is tentatively scheduled for November 30. Following discussion, including an expenditure and revenue question from Ed Mone, on a motion by Len Assard, seconded by Ed Mone, it was unanimously

VOTED: To approve the September and October 2017 financial reports.

- c. *Discussion of NVCOG FY 2018 Budget, per Approved State Budget* – Rick Dunne said OPM has not yet released a distribution formula or agreement to the councils of government. He is hopeful that a revised NVCOG budget will be ready for consideration at the December meeting.
- d. *Director’s Report* – Pending the distribution formula and agreement from OPM, Rick Dunne affirmed that NVCOG will continue to operate under the default budget that uses the same expenditure and appropriation levels as the prior year.

**4. Appointment of a Three Member Nominating Committee to Recommend a Slate of Four Officers and Five At-Large Members of the Executive Committee**

Rick Dunne said it was at the discretion of the board to either appoint the nominating committee today or in December. The report is due at the January meeting, at which the new board will be voted in and take office immediately. Mr. Temple was not in agreement with the committee appointment taking place at today’s meeting, as all newly elected municipal CEOs had yet to be seated. Mr. Dunne noted that the newly elected mayor of Bristol has been seated, and will be the acting NVCOG Secretary until the selection of new officers in January. On a motion by George Temple, seconded by Ed Mone, it was unanimously

VOTED: To table this item until the December 2018 NVCOG meeting.

**5. Municipal Shared Services Update**

John DiCarlo stated that there are savings to be had by utilizing municipal shared services. However, without an all-in by the municipalities, these savings may not be realized. He reminded the NVCOG representatives of the NVCOG shared equipment database. He discussed shared staffing and regional law enforcement, and said he would be sending out an email inquiry. Rick Dunne had additional comments concerning regional revaluation.

**6. Authorization for NVCOG Application to Revolving Loan Fund Program**

Max Tanguay-Colucci requested authorization for NVCOG to submit an application to the EPA Revolving Loan Fund for \$1,000,000 to continue brownfields remediation services. On a motion by Ed Mone, seconded by Bob Chatfield, it was unanimously

VOTED: To approve NVCOG Resolution 2018-03, authorizing NVCOG to apply for a FY 2018 EPA Revolving Loan Fund grant in an amount not to exceed \$1,000,000.

## 7. NVCOG Planning/Transportation

### a. LOTCIP Status & Update

#### i. Project Endorsement

- (1) Lakewood Road Sidewalk Project, City of Waterbury – Mark Nielsen reviewed the cost estimates for this project, which had been approved by NVCOG at its December 2015 meeting. The NVCOG Transportation Technical Advisory Committee (TTAC) met on 11/14/17 and recommended endorsement of the proposed cost increase by the NVCOG board. Ed Mone had questions on the cost increases and the effect on other LOTCIP projects. Mr. Nielsen and Christian Meyer explained the increases and explained why they would have negligible effect. On a motion by Len Assard, seconded by Pete Hess, it was unanimously

VOTED: To endorse the allocation of regionally programmed LOTCIP funds not exceeding the new construction cost estimate as outline in Memorandum 20171117-LOTICIP2.

- (2) East Main Street Rehabilitation Project, City of Waterbury – Mr. Nielsen said this new project includes intersection improvements at North and South Elm Streets. Bus rider amenities will also be included. TTAC has reviewed and evaluated the proposed project and recommends endorsement by the NVCOG board. George Temple had a question on contingencies and incidentals, Bob Chatfield had a question about underground utilities, and Ed Mone had a question on the project's scheduling and timeline. These questions were answered by Mr. Nielsen and Rick Dunne. On a motion by Ed Mone, seconded by Chris Bielick, it was unanimously

VOTED: To endorse the allocation of regionally programmed LOTCIP funds not exceeding the construction cost estimate, as outlined in Memorandum 20171117-LOTICIP1, for the rehabilitation of East Main Street in the City of Waterbury.

- b. *Approval of CTDOT Corridor Planning Studies* – Mr. Nielsen said that CTDOT annually solicits ideas for up to two corridor planning studies from the NVCOG for further screening. NVCOG reviewed the Long Range Transportation Plan for regionally significant projects and solicited municipalities through the TTAC for additional locations for internal review. Projects were reviewed and ranked based on congestion, population, transit access, functional classification, vulnerable populations served, daily traffic, safety, regional significance, and if they were included as priorities in local planning documents. Categories were selected based on CTDOT and Federal Highway Administration priorities. The ranked list was reviewed by the NVCOG TTAC at their November 14 meeting. Mr. Nielsen noted that this is a discretionary program and it is not guaranteed that CTDOT will accept either planning study. Christian Meyer said the TTAC top five ranked projects were: (1) Waterbury - West Main Street from the Waterbury Green to Route 8; (2) Bristol – Rt. 229 from Farmington Avenue to the town line; (3) Waterbury - Meriden Road (State Rt. 844); (4) Waterbury - North Main Street; and (5) Naugatuck - Route 63 from Main Street going south to the town line. Mr. Nielsen said he believed the number of Waterbury projects was due to safety data and high volume. Mr. Dunne clarified that a motion by NVCOG would be endorsing the top two projects. On a motion by Ed Mone, seconded by Chris Bielick, it was unanimously

VOTED: To endorse the recommended Proposed List of Projects, as developed by the NVCOG's TTAC, for submission to CTDOT for further consideration.

- c. *Route 8 & Waterbury Branch Line Alternate Transit Modes Study* – Mark Nielsen provided a status update on this project. AECOM Technical Services, Inc. was engaged to conduct the study, the purpose of which is to investigate opportunities for providing convenient and enhanced transit services along the Rt. 8 and Waterbury branch line corridors between Waterbury and Bridgeport. The study area generally includes the cities of Ansonia, Derby, Shelton and Waterbury, the Borough of Naugatuck, and the towns of Beacon Falls and Seymour. A bus site tour was conducted on October 24, an Existing Conditions Report was received for review, and design workshops or charrettes have been or will be held in each of the communities. Pete Hess spoke about the benefits of transit oriented development.
- d. *Derby-Shelton Bridge Rehabilitation Project* – Mark Nielsen said preliminary design plans from the consultant have been submitted for review and comment. The intent of this project is to create an aesthetically pleasing public space along the Derby-Shelton Bridge and provide an attractive gateway to the downtown areas of Derby and Shelton. A public information meeting is tentatively scheduled for December 12 at Shelton City Hall.
- e. *MAP Forum Annual Meeting at NYMTC, December 7, 2017* – Mr. Nielsen explained that the MAP Forum is a consortium of metropolitan planning organizations in New York, New Jersey, Connecticut and Pennsylvania that has signed a memorandum of understanding for the coordination of planning activities in the multi-state metropolitan region. NVCOG staff members will be attending this meeting.

**8. Emergency Planning Update**

Joanna Rogalski said the Regional Emergency Planning Team (REPT) meeting for Region 5 will take place on November 20; proxies may be appointed. Homeland Security Grant Program (HSGP) annual MOAs will be due in January 2018. The statewide council for Community Emergency Response Teams (CERT) met on November 16. There has been some discussion about using CERTs for refugee resettlement programs, and tourniquets may be included in CERT backpacks. Ms. Rogalski also provided a brief history of CERTS, explained how they provide assistance in a variety of circumstances, and provided statistics on the number of teams, team members, documented events and funding.

**9. Other**

On behalf of NVCOG, Mayor Dunn thanked Mayor Dugatto for her service and offered best wishes for her future endeavors.

First Selectman Assard said the Bethlehem Christmas Town Festival would take place on December 1 and 2.

**10. Adjournment**

At 11:14 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  
 Ellen Zoppo-Sassu  
 Acting Secretary

**RESOLUTION 2018-01**

**AMENDMENT**

**FFY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM AND  
PROGRAM OF PROJECTS IN DRAFT 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 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 National Highway Performance Program – Bridge Replacement funds to initiate and complete the preliminary design phase of the replacement on a new alignment of Bridge #01843 carrying CT Route 34 over the Housatonic River located on the top of the Stevenson Dam between the towns of Monroe and Oxford.

**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 National Highway Performance Program – Bridge Replacement (NHPP-BRX) to initiate the preliminary design phase for the replacement of Bridge #01843 carrying CT Route 34 over the Housatonic River on a new alignment, as listed and described in the attachment to this resolution.

**BE IT FURTHER RESOLVED**, that Central Naugatuck Valley MPO will consider endorsing federal aid funds for the final design, rights-of-way, and construction phases upon completion of the preliminary design, a determination of the preferred alignment and concept for the new road, public outreach, and resolution of the legal question regarding the responsibility of the owner of the Stevenson Dam to construct the new crossing of the Housatonic River.

This resolution shall become effective as of November 17, 2017.

I do hereby certify that the resolution adopted by the Central Naugatuck Valley MPO at a public meeting held on November 17, 2017, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Respectfully submitted,

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Thomas Dunn  
CNV MPO Secretary

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Date

**RESOLUTION 2018-03**

**AUTHORIZING RESOLUTION FOR FY 2018 EPA REVOLVING LOAN FUND GRANT**

I certify that the above is a true copy of the resolution adopted by the NVCOG Executive Committee at its meeting on November 17, 2017, at which a quorum was present. I further hereby certify that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

**WHEREAS**, the EPA provides grant funds for Brownfields Assessments, Cleanup, and Revolving Loan Funds; and

**WHEREAS**, the Naugatuck Valley Council of Governments manages one EPA Revolving Loan Fund grant (total \$2.6 million) which has assisted Regional Brownfields Partnership municipalities in conducting environmental remediation on sites with potential petroleum and/or hazardous contamination; and

**WHEREAS**, such environmental assessments have facilitated the remediation, redevelopment, and reuse of brownfield sites in Regional Brownfields Partnership municipalities; and

**WHEREAS**, NVCOG is eligible to apply for a Revolving Loan Fund grant in an amount not to exceed \$1,000,000,

**BE IT RESOLVED** that the Council authorizes its Executive Director, Rick Dunne, to act on behalf of the Naugatuck Valley Council of Governments in executing any and all documents necessary to submit such application and finalize the associated cooperative agreement should it be awarded.

Dated at \_\_\_\_\_, Connecticut on \_\_\_\_\_, 2017.

Agency: Naugatuck Valley Council of Governments

Signed \_\_\_\_\_  
Thomas G. Dunn, Treasurer