

VALLEY COUNCIL OF GOVERNMENTS

Railroad Station, 12 Main St., Derby, CT 06418
203-735-8688

VCOG MEETING NOTICE

Wednesday, January 11, 2006

8:30 a.m.

at VCOG Offices

AGENDA

1. **Public Session**
2. **Acceptance of Minutes of November 16, 2005 Regular Meeting and December 28, 2005 Joint VCOG/VTD Meeting (Enc.)**
3. **Election of Officers for Two-Year Term--Chairman, Vice-Chairman, Secretary/Treasurer**
4. **Treasurer's Report (Enc.)**
 - (a) **FY 2005-06 Budget Amendments (to be emailed)**
 - (b) **Review Municipal Budget Requests FY '06-07 (to be emailed)**
5. **Communications: (Enc.)**
 - (a) **Letter from James Ryan, Chm., Valley Advisory Committee, Re: Appointment to 2006 VAC**
 - (b) **Letter from Richard Knoll, Pres., TEAM, Inc., Re: CT Energy Assistance Program**
 - (c) **Info from Alert Alarms Inc., Re: Vehicle Tracking Beacon**
 - (d) **Letter from Rachael Valakas, Owner of Railroad Café**
 - (e) **Memo from CNVCOG Re: Land Use Educational Partnership**
6. **Endorsement of Community-Based Transportation Planning Grant Application**
7. **Discussion Re: Assignment of Railroad Café Lease; Possible Action**
8. **Monthly Reports: (Enc.)**
 - (a) **Brownfields Pilot Progress Report**
 - (b) **Valley Needs & Opportunities Project Report**

**MINUTES OF MEETING
VALLEY COUNCIL OF GOVERNMENTS
Wednesday, January 11, 2006
at VCOG Offices**

Persons Present:

Mayor James Della Volpe, Ansonia
Mayor Anthony Staffieri, Derby
1st Sel. Robert Koskelowski, Seymour
Mayor Mark Lauretti, Shelton (arrived at 9:05 a.m.)
Lou Mangini, Congresswoman DeLauro's Office
Elizabeth Benton, New Haven Register
Daniel Waleski, Derby Resident
Rick Dunne, VCOG Staff
Jan Jadach, VCOG Staff
Clare Falcha, VCOG Staff

Vice-Chairman Della Volpe called the meeting to order at 8:50 a.m. and the Pledge of Allegiance was said. He then asked for a motion to amend the agenda to add an Executive Session at the end of the meeting to discuss contractual obligations and strategy.

Motion: By Robert Koskelowski; To amend agenda to add an Executive Session; Second: Anthony Staffieri; Vote: Unanimous

The Vice-Chairman then asked if anyone wished to speak during the public session. Dan Waleski of Derby indicated he simply wanted to wish all of the Chief Elected Officials a Happy New Year. Lou Mangini of Congresswoman DeLauro's Office then briefly addressed the COG indicating that their office is now taking requests for the appropriations process. If there are any projects that any of the municipalities are interested in regarding transportation, education, economic development, etc., they should get something in writing to Rep. DeLauro's office and they will get their requests to the proper appropriations committee in DC. Once the bills are passed, that earmark is law and goes directly to the municipality. Lou indicated they should call his office with any questions. He also mentioned the annual Mayors' meeting is February 13th in Wallingford.

Rick Dunne mentioned that Arthur Bogen has been working for an appropriation to help pay for the costs involved with O'Sullivan's Island. Rick also mentioned that if any of the Mayors submit a request for transportation projects, they should also notify him. Mayor Della Volpe asked Lou to check on a project he submitted earlier for this round. Lou will check on it for him.

The **Minutes** of the 11/16/05 VCOG meeting and the 12/28/05 joint VCOG/VTD meeting were accepted.

Motion: By Robert Koskelowski; Second: Anthony Staffieri; Vote: Unanimous

The next item, Election of Officers, was put off until later in the meeting as Mayor Lauretti had not yet arrived.

Treasurer's Report – Rick Dunne handed out the profit & loss statement through December which had been previously emailed to the Mayors. He complimented Clare Falcha for the good job she

did on reviewing the budget processes and controls. He noted that we are pretty much on target for a balanced budget. The Mayors had a few questions regarding the report.

The FY 05-06 amended budget was then handed out and discussed. Rick noted that the approved budget was established at the beginning of the fiscal year. The amended budget represents our increases in revenue from programs that were not anticipated at the beginning of the year. The increased revenue is for special projects and increased expenses due to those projects. Rick said that, at this time, this is for presentation and discussion only. At the next meeting, he will ask them to approve the amended budget. We are not proposing to make any transfers at this point.

Clare Falcha then indicated there were two FTA grants received that were not anticipated at the beginning of the year. The projects were for the tank replacement at Valley Transit. There were problems with the prior tank installation and it had to be redone. Clare said there also was an EPA Hazmat grant received for \$188,250. Most of that money is going to Brownfields projects. Rick went on to explain the salary allocation page. We are now able to account for each project each staff member is spending time on. First Selectman Koskelowski said he would like to see the salaries on the first page broken down by employee. Clare said she would do that. Since Mayor Lauretti had just arrived, Rick recapped the discussion for his benefit. This was then tabled until the next meeting.

Election of Officers – Vice-Chairman Della Volpe asked if there were any new nominations for Chairman. Mark Lauretti nominated Robert Koskelowski for Chairman. Tony Staffieri seconded the nomination. The Vice-Chairman then asked three times if there were any other nominations. There being none, nominations were closed and the Secretary cast one vote for Robert Koskelowski for Chairman. Unanimous. All congratulated the new Chairman who then took over the chair.

The Chairman then asked if there were any nominations for Vice-Chairman. Mark Lauretti nominated James Della Volpe for Vice-Chairman. Tony Staffieri seconded the nomination. The Chairman then asked three times if there were any other nominations. There being none, nominations were closed and the Secretary cast one vote for James Della Volpe for Vice-Chairman. Unanimous.

The Chairman then asked if there were any nominations for Secretary/Treasurer. James Della Volpe nominated Mark Lauretti for Secretary/Treasurer. Tony Staffieri seconded the nomination. The Chairman then asked three times if there were any other nominations. There being none, nominations were closed and Mayor Della Volpe cast one vote for Mark Lauretti for Secretary/Treasurer. Unanimous.

Chairman Koskelowski then made a recommendation to change the time of the VCOG meetings to a noon meeting instead of 8:30 a.m. After a brief discussion, it was decided to try 11:30 a.m. on the second Wednesday for a few months. Sandwiches will be provided.

Motion: By James Della Volpe; To change the time of VCOG meetings to 11:30 a.m.; Second: Tony Staffieri; Vote: Unanimous

Communications – (a) Letter from James Ryan, Valley Advisory Committee; Rick indicated that in the past, the director has been a member of the Valley Advisory Committee. Additionally, Marc Garofalo had expressed a desire to serve on the committee. Rick asked if any of the CEOs wanted

to be appointed or did they want Rick to attend on their behalf. Mark Lauretti thought it was important that from time to time some of the CEOs attend. They requested that Rick notify them of meetings of the Valley Advisory Committee and the Valley Needs and Opportunities Project.

Motion: By Mark Lauretti; To appoint the VCOG Executive Director as their representative to the VAC and VNOP; Second: James Della Volpe; Vote: Unanimous

(b) Letter from Richard Knoll, TEAM; Rick said this is an update on the status of the CT Energy Assistance Program and is for their information. No action is required.

(c) Information from Alert Alarms; Rick thought this information regarding vehicle tracking might be of interest to the Mayors. This is a GIS product that tracks vehicles and seems to be less expensive than the systems the police departments have. Bob Koskelowski said they are looking into this for the public works department in Seymour.

(d) Letter from Rachael Valakas, Owner of Railroad Café; Rick said he has consulted with Attorney Welch about this. He received a letter from the owner of the Railroad Café indicating she is selling the business. Since the receipt of this letter, there is a different buyer who Rick met with yesterday. He has consulted with Tom Welch regarding the language of the lease. The assignment clause calls for action by the State of CT to assign the lease. Tom Welch suggested that we enter into a clean lease with the new buyer. The State owns the building and leases to Derby. Derby subleases to VCOG and we sublease to the tenant. Basically, it is a rent-free lease; however, the tenant has to maintain a waiting area for commuters. The tenant pays utilities and complies with the provision to keep a waiting room open.

Motion: By Mark Lauretti; To direct the VCOG Executive Director to have counsel draw up a clean lease with the new buyer for the same terms; Second: James Della Volpe; Vote: Unanimous

(c) Memo from COGCNV; Rick explained that the COGCNV is sponsoring a land use seminar for municipal officials. Dave Elder is forwarding this to the land use staff of each municipality.

Endorsement of Community-Based Transportation Planning Grant Application – Rick explained he was contacted about this application recently by Coordinated Transportation Solutions (CTS) which is a local non-profit transit company. The grant is a community-based transportation grant given by the Community Transportation Association of America (CTAA) and \$60,000 is the maximum grant. Ten grants will be awarded nationwide. This grant requires a community consortium, and some of the agencies partnering in this effort are VNOP, VUW, Chamber of Commerce and VCOG (The WorkPlace is also a partner-RTD). One requirement is to receive MPO approval. The deadline to get proposals in is January 27th, so a motion is needed to recommend to the MPO Chairman that he sign a letter endorsing the application. Mark Lauretti commented that Valley Transit District should be the lead in this. Rick said they are also a partner. He said the majority of the money will go to CTS as they will do most of the work at their office. Rick then read some of the requirements mentioned in the application.

Motion: By James Della Volpe; To send a letter of support for the current application and to recommend that VTD be pro-active in this effort. Second: Anthony Staffieri; Vote: Unanimous

Agenda item #7 regarding the Railroad Café lease was already taken up earlier in the meeting.

There were no questions regarding any of the monthly reports.

Executive Session: The Chairman asked for a motion to go into Executive Session.

Motion: by James Della Volpe – To go into Executive Session for personnel reasons, subject to adjournment; Second: Anthony Staffieri. Vote: Unanimous.

The VCOG members went into Executive Session at 9:30 a.m. and came out of Executive Session at 9:55 a.m. after which they adjourned.

Respectfully submitted,

Mark A. Lauretti,
Secretary