

**10/15/2004 DRAFT MINUTES
HVCEO MEETING**

HELD AT BROOKFIELD, CT TOWN HALL

Chairman Natalie Ketcham of Redding

Vice Chairman Rudy Marconi of Ridgefield – Secretary-Treasurer Peggy Katkocin of New Fairfield

MEMBERS AND ALTERNATES IN ATTENDANCE

Bethel.....First Selectman Alice Hutchinson
Bridgewater.....Absent
Brookfield..... Absent
Danbury.....Alternate Planning Director Dennis Elpern
New Fairfield.....Absent
New Milford.....Alternate Mayoral Aide Tammy Reardon
Newtown.....Alternate Development Director Elizabeth Stocker
Redding.....First Selectman Natalie Ketcham, Chairman
Ridgefield.....First Selectman Rudy Marconi, Alternate Selectman Peter Yanity
Sherman.....First Selectman Andrea O'Connor

OTHERS IN ATTENDANCE

Lynn Waller of Danbury, Karen Burnaska of the Coastal CT Transportation Investment Area, Brookfield Zoning Commission member William Schappert, Brookfield Land Use Enforcement Officer George Benson, USGS Hydrologic Connecticut USGS District Chief Virginia de Lima and Dave Berkley of same.

Also, Cheryl Reedy of HRRRA, Danbury Traffic Engineer Abdul Mohamed, Eric Hampton of DECD, Danbury Emergency Director Paul Estafan, George Walker of Friends of the Lake, Cal Sutherland of WLAD, Richard Schreiner and Ann Risen of HART. Camille Acquanita, George Blake, David Hannon and Jonathan Chew of the HVCEO staff.

CALL TO ORDER/ PUBLIC COMMENT

The meeting was called to order by Chairman Natalie Ketcham 12:35 P.M. Under public participation Lynn Waller of Danbury spoke to the current difficulties obtaining flu shots, also commenting as to the difficulties experienced by seniors with obtaining appropriate housing.

MINUTES FROM 9/17/2004

On a motion made by Alice Hutchinson and seconded by Andrea O'Connor, the minutes of the meeting of 9/17/2004 were unanimously approved.

FINANCIAL STATEMENT FOR 9/2004

Then on a motion made by Alice Hutchinson and seconded by Dennis Elpern, the financial statement for 9/2004 was unanimously approved.

TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Dave Hannon spoke to this topic, describing the amendments that had been received from Conn DOT, with a request for HVCEO endorsement. After brief discussion and a motion made by Rudy Marconi and a second by Alice Hutchinson, a resolution of approval for the amendments was passed unanimously.

VOTE TO CREATE NOMINATING COMMITTEE

It was noted that a committee of 2-3 members would be needed to make nominations for HVCEO officers for 2005, this group to report at the January 2005 meeting. Then on a motion made by Andrea O'Connor and a second by Tammy Reardon, it was voted unanimously to appoint Alice Hutchinson and Rudy Marconi as the two members of this committee.

UPDATE ON THE CT TRANSPORTATION STRATEGY BOARD

Remarks were then made by Former Monroe First Selectman Karen Burnaska. Ms. Burnaska is now the representative of the Coastal Transportation Investment Area (TIA) Board to the CT Transportation Strategy Board, with HVCEO a member of the Coastal TIA as well as the I-84 TIA.

She distributed handouts summarizing Board activities. She noted that legislators are requesting a statewide plan with measurable goals, an area they see as a deficiency in the current TSB Transportation Plan. Plan funding would include gas tax and sales tax changes.

Members then discussed regional transportation project priorities. It was noted that commuter rail improvements were highly ranked in the other planning regions in the state as well. Alice Hutchinson discussed her role in CCM transportation task force activities. After additional discussion Mrs. Burnaska was thanked for her informative visit.

UPDATE ON TRANSPORTATION PROJECTS

Dave Hannon provided an update on various municipal transportation projects, distributing a bound report with color photos of the projects proceeding within each municipality. Then for Route 7 from Wilton to New Milford, he presented a PowerPoint roadway show with commentary wherever a project was active or a municipal transportation policy was interacting with the roadway.

EMERGENCY RESPONSE PLANNING UPDATE

Dave Hannon provided an update on the Red Cross contract for CERT activities and reviewed the draft chief elected official's Field Guide for Municipal Emergency Operations.

Danbury Emergency Preparedness Director Paul Estefan then addressed the Council concerning the proposed purchase of video conferencing equipment. He stated that Rosemary Salerno of the CT Division of Homeland Security would be requesting a detailed breakdown of how each community would be paying for the video conferencing equipment, accompanied by an endorsing resolution from HVCEO and each participating community, prior to Homeland Security's authorization of this expenditure.

Once this process had been completed the Division of Homeland Security would put the system out to bid for purchasing and training. He added that it will also be necessary to bid out a maintenance agreement for the system.

In describing the operations of the video conferencing system, Paul Estefan noted that switching mechanisms for the operation can be located in any community, enabling Redding, for example, to video conference with Ridgefield alone. All video conferences do not necessarily have to be channeled thru the Danbury Emergency Operations Center. This operational aspect can be incorporated into the system's design specifications.

It was agreed that Mr. Estefan and HVCEO staff will prepare a memo for all participants defining the next steps to be taken, once the Division of Homeland Security has completed its review of the proposed video conferencing system. Mr. Estefan was then thanked for his presentation.

USGS STILL RIVER BASIN STUDY

Brookfield Zoning Commission member William Schappert made a presentation on this topic. It was noted that the U.S. Geological Survey has contacted the Town of Brookfield and offered to assist the local municipalities in updating the Still River flood elevation and other basic water resource planning data.

Towards this end a start needs to be made towards constructing a hydrological model of the Still River Basin. It was noted that currently there is not a usable model of the Still River.

When reviewing development proposals, planning, zoning and wetlands commissions review the engineering models for the hydrology of the projects tributaries, without the ability to correlate this information to a model of Still River flows. Such information would be valuable to the basin communities of Bethel, Brookfield, Danbury and New Milford.

USGS staff assisted with the discussion, distributing aerial photos of points in the Still River Basin and also a summary of the nearby Pomperaug Basin USGS study.

It was noted that HVCEO can assist by authorizing a budget line item and serving as fund manager for donations that Brookfield will be seeking from other potential beneficiaries. The USGS will match any funds that are allocated.

At this point the goal is to raise at least \$5,000 locally for a total of \$10,000, this resource to fund the activities defined in a USGS letter to Brookfield dated August 20, 2004 and attached to the agenda.

After discussion, and on a motion made by Alice Hutchinson and a second by Andrea O'Connor, it was voted unanimously for HVCEO to be a study contributor and to transfer \$1,000 from budget line "D5 Consultants" to a new budget line "USGS Still River Study", also to serve as fiduciary for contributions that are made to this effort.

LEGISLATIVE AGENDA FOR 2005

The Legislative Agenda for use at the 12/3/2004 meeting with legislators was then reviewed. numerous comments were made by members and recorded by staff. It was asked that when staff posts the revised listing to the web that members be provided with the link via email so that they can view the update for possible additional comment.

PROPOSED MUNICIPAL DUES FOR FY2006

Jon Chew reviewed a memo on this subject which recommended the same dues for FY2006 as were approved for FY2005. There was a discussion of the recent review of dues structure and how the current formula had withstood the test of time quite well.

Then on a motion made by Peter Yanity and a second by Andrea O'Connor, the proposal that dues amounts for FY2006 be unchanged from FY2005 was unanimously approved, with an abstention by Dennis Elpern.

USE OF REGIONAL PLANNING FUNDS

There was then a discussion of the annual contribution from HVCEO to HVEDP, which, as HVEDP is not active, is available to be redirected. An accompanying staff memo suggested that the first priority for use of these funds could be cancellation of the FY2004 HVEDP debt to HVCEO, as requested by the HVEDP co-chairs.

For a proposed second priority, and as HRRRA qualifies for HVCEO assistance as much as HVEDP, but has not received any and is now much in need of such assistance, the option of directing resources to HRRRA can be given consideration. Also, the cancellation of HRRRA debt from FY2004.

There was then brief discussion, followed by a motion by Alice Hutchinson and a second by Andrea O'Connor, to approval transfers from HVCEO budget Line D9 as defined in a staff memo dated 10/6/2004.

These transfers are \$13,729 to the Reserve Fund to cancel HVEDP debt, then \$9,381 to the Reserve Fund to cancel HRRRA debt, and third \$16,890 into a new line item to HRRRA to assist with its FY2005 operations. The motion was then unanimously approved.

OLD BUSINESS, NEW BUSINESS

There was no old business. As for new business, it was agreed that the November meeting would be cancelled, unless an important vote was needed on a grant, TIP or other item with a close deadline, the next meeting to be that with legislators on December 3, 2004.

ADJOURNMENT

On a motion duly made and seconded the meeting adjourned at 2:20.