



Bethany - Branford - East Haven - Guilford - Hamden - Madison - Meriden - Milford
New Haven - North Branford - North Haven - Orange - Wallingford - West Haven - Woodbridge

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Carl Amento, Executive Director

EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
June 23, 2010 – 9:00 A.M.

Location: 127 Washington Avenue, 4th Floor West
North Haven, CT 06473

Full agenda materials can be found at our website – www.scrkog.org

1. Adopt Minutes of May 26, 2010 – *Anthony DaRos, Secretary*..... pages 2-3
2. SCRCOG Executive Director’s Report - *Carl Amento*
3. Proposed revisions to Personnel Management Procedures
4. Salary adjustments for SCRCOG’s Executive Director and staff for FY 2010-2011
5. Recommendation on SCRCOG’s appointment to the Tweed New Haven Airport Authority
6. Other Business
7. Adjournment



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SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Carl J. Amento, Executive Director

To: SCRCOG Board Members
From: Secretary Anthony DaRos
Date: June 10, 2010
Subject: Executive Committee Minutes for meeting of May 26, 2010

Members present:

Bethany: First Selectman Derrylyn Gorski
Branford: Anthony DaRos, *Secretary*
Milford: Mayor James Richetelli
New Haven: Mayor John DeStefano, Jr.
Orange: First Selectman James Zeoli, *Chairman*
Wallingford: Mayor William Dickinson, Jr.
West Haven: Mayor John Picard, *Treasurer*
Woodbridge: Joseph Hellauer, Administrative Officer, Proxy for First Selectman Sheehy, *Vice Chairman*
Staff: Carl Amento, Executive Director; A. Ruggiero, Jr., Principal Planner

The meeting of the SCRCOG Executive Committee was called to order at 9:15 A.M. by Chairman James Zeoli.

Item #1 Adoption of Minutes

A motion to adopt the minutes of April 28, 2010 was made by First Selectman Gorski and seconded by First Selectman DaRos. The vote was unanimous to adopt with no changes.

Item #2 Executive Director Report

Executive Director Amento reported on the Sustainable Communities Planning Grant, an appointment needed to the Tweed-New Haven Airport Authority, proposed changes to the employee health insurance plan, the “fit out” of SCRCOG office to accommodate RGP, and a graduate student summer intern starting work. The Executive Director’s written report detailing these matters was distributed to the members. Beyond the written report, Executive Director Amento noted that he had just received the documents for a 5-year lease extension from SCRCOG’s landlord and that he needed to be authorized to sign them in order for the “fit out” work to begin on new office spaces for RGP. The new lease begins at a rental rate 5% lower than the current year lease with 2% increases per year. The “fit out” work will be performed without charge. It was agreed that the matter would be added to the Council meeting agenda for a vote.

Item #3 Proposed Amendments to SCRCOG By-Laws

Executive Director Amento reviewed proposed changes to the *SCRCOG By-Laws* which would allow notices of meetings to be hand delivered, faxed or e-mailed rather than mailed, the yearly audit to be completed by the end of November rather than by the end of September, and which would allow for direct deposit of payroll checks. These proposed changes were first considered at last month’s Council meeting. Mayor DeStefano moved to recommend the proposed By-laws changes to the full Board. Mayor Picard seconded the motion. The motion was approved by majority vote.

Item #4 Recommendation on SCRCOG’s appointment to Tweed-New Haven Airport Authority

Executive Director Amento pointed out that a vacancy on the Tweed-New Haven Airport Authority needed to be filled by SCRCOG by July 1. It was agreed that this item should be taken up at next month’s meeting to allow time for persons interested to come forward.

Item #5 Vote on additional COBRA benefits for Robert Gott

Executive Director Amento reported that the changeover to the new health benefits plan, approved by the Executive Committee on March 24, 2010, will occur on June 1, 2010. Robert Gott has been receiving COBRA benefits since former Executive Director Judy Gott, his spouse, retired in December. Mr. Gott must now switch over to the new health insurance plan adopted for active employees. This will result in a \$2200 deductible for Mr. Gott. SCRCOG is funding 90% of the deductible as health savings accounts for the employees. Should SCRCOG, as a matter of equity, fund all or some of Mr. Gott’s deductible? The matter was discussed at length. It was determined that there was sufficient savings in the base premium paid by Mr. Gott to mostly offset the deductible. Mayor Picard moved that no additional payment be made to Mr. Gott. Mayor DeStefano seconded the motion. The motion passed unanimously.

Item #6 Vote on salary adjustments for SCRCOG Executive Director and staff for FY 2010-2011

Executive Director Amento reported that he had met with Chairman Zeoli, as instructed by the Executive Committee at its last meeting. The FY 2010-2011 budget had been approved with a line item for “Reserve for Salary Adjustments” of \$31, 316. The joint recommendation of Executive Director Amento and Chairman Zeoli was to utilize \$13,920 of the reserve as follows: increase the Executive Director’s compensation by \$6,750 from \$93,250 to \$100,000 to fulfill the Council’s original salary offer to him when he was hired, and to increase the salary of SCRCOG staff by either 2% or 3% depending upon individual performance evaluations for a total of \$7,170 or 2.4%. A discussion ensued. Mayor DeStefano moved that the Executive Committee go into executive session to discuss personnel matters. Mayor Picard seconded the motion. A vote to go into executive session was approved. A motion to leave executive session was moved by Mayor DeStefano and seconded by Mayor Picard, with all voting in favor. Mayor DeStefano moved that the matter of salary adjustments for the Executive Director and SCRCOG staff be tabled to next month’s meeting. Mayor Picard seconded, and the vote was in favor.

Item #7 Recommendation of Resolution of Support for Economic Development District Designation for Region

Executive Director Amento reviewed the proposed Resolution. First Selectman Gorski moved that the Executive Committee recommend approval of the Resolution. First Selectman DaRos seconded, and the motion passed unanimously.

Item #8 Recommendation of Resolution of Support for the City of West Haven’s Application for a federal Economic Development Administration Grant

Executive Director Amento reviewed the proposed Resolution. Mayor Picard moved that the Executive Committee recommend approval of the Resolution. Mayor Richetelli seconded the motion, which passed unanimously.

Item #9 Other Business

There was no other business.

Item #10 Adjournment

A motion to adjourn was made at 10:15 A.M. by Mayor Picard, seconded by Mayor Dickinson. The vote was unanimous.

Respectfully submitted,
Anthony DaRos, Secretary

1. Sustainable Communities Planning Grant

SCRCOG is working cooperatively with other regions to eventually apply jointly for a \$5 million federal grant for planning and implementation of projects that enhance transportation, housing, environmental and economic development objectives. Our consultant planner, Phil Micholowski and I have continued to be actively involved in meetings of a Tri-State Metropolitan applicant team that includes northern New Jersey, New York City, Westchester County, and the Stamford and Bridgeport areas. We have also monitored activities of the Hartford-Springfield applicant team. Recently, Commissioner MacDonald of DECD summoned us to a meeting in her office to discuss the possibility of the two teams combining forces into one application. We are still awaiting issuance of the Notice of Funding Availability (NOFA), which will define which entities can be applicants and to what extent grant funds can be used for implementation.

2. REX Development's Move to SCRCOG Offices

REX Development, formerly Regional Growth Partnership (RGP), will be completing their move to SCRCOG's offices by the end of June. SCRCOG's landlord (Candid Group, LLC) has built three new offices within SCRCOG's office space for use by REX. The work is being done at no cost to SCRCOG or REX. We have been busy coordinating furniture, computers, phone systems, printers, copiers, etc. to make the transition go smoothly.

3. Barbara Bograd Leaving SCRCOG Employment

Secretary / Receptionist, Barbara Bograd, will be leaving SCRCOG's employment at the end of the month. Barbara has worked part-time for SCRCOG for nearly ten years. We will miss her always positive and personable demeanor, and we wish her well on her new endeavors.

4. Rental Rate for SCRCOG Offices Compares Favorably

SCRCOG has renewed its lease at our current location for the next five years. We negotiated for next year's rental, a rate that is 5% lower rate than our current rental rate. At the last Executive Committee meeting, it was requested that we document whether or not our rental rate compared favorable to other office space that may be available. Attached is a map showing the geographic center of the region and a three mile radius around the center. Also attached is an informal analysis performed by commercial realtor, Kristin Geenty, which demonstrates that the \$19.50 per sq. ft. gross rental rate of our current location compares favorably to other rentals in the region.

5. Liability Insurance Company Requests Addendum of Sexual Harassment Policy

We reduced our expenditures from \$15,000 to \$4,100 for liability insurance, workers' compensation and public officials' liability. Our new insurance carrier, the Hartford, has asked us to add a Sexual Harassment Policy to our *Personnel Management Procedures* in order for us to obtain the favorable premium rate quoted. Attached is the Sexual Harassment Policy which we proposed to be added to our *Personal Management Procedures*.

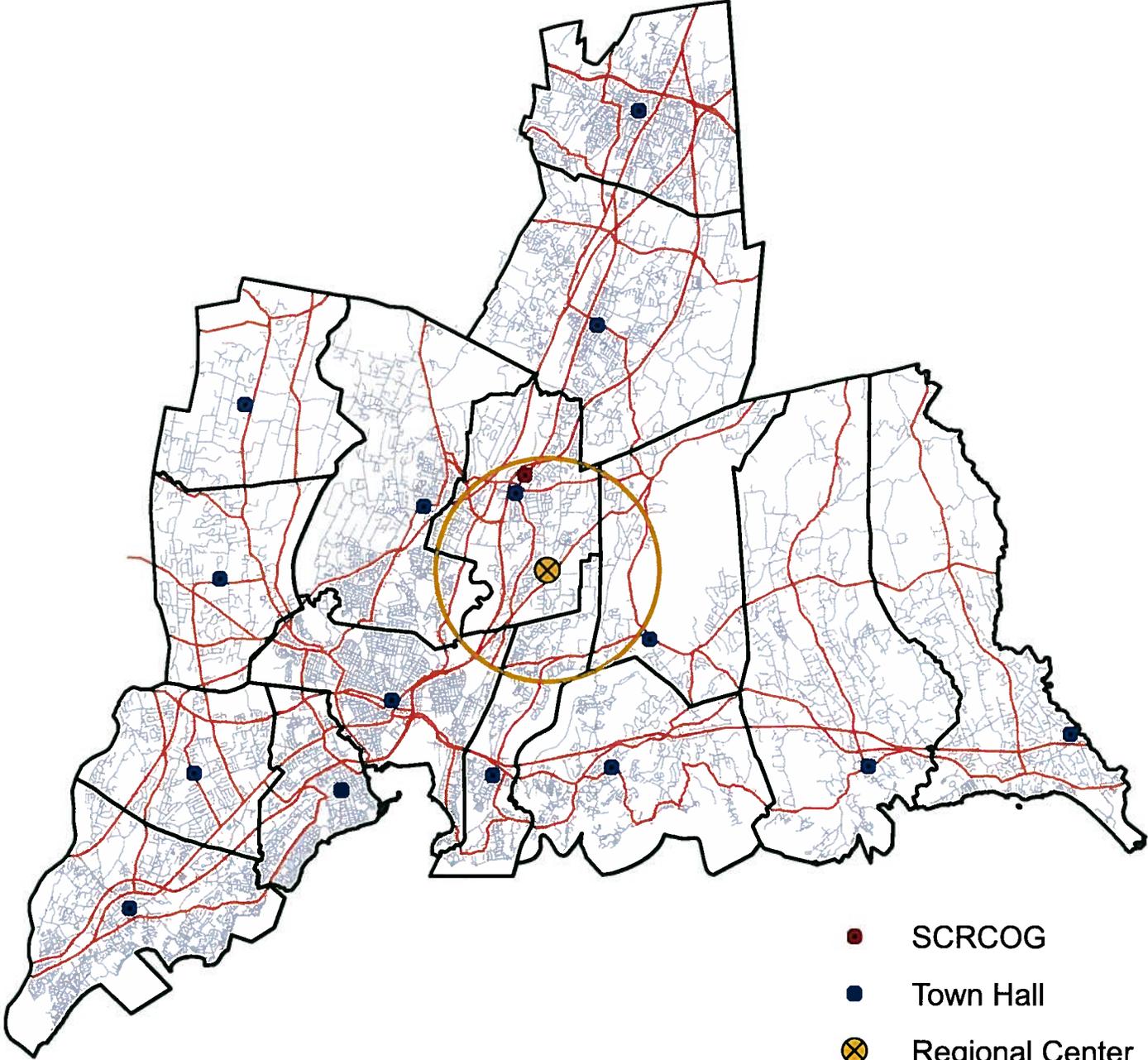
Executive Director's 6-Month Report – Carl Amento

Accomplishments since I assumed the duties of Executive Director on January 11, 2010:

- Developed positive working relationship with DOT and other state officials
- Completed FY11 and FY12 Unified Planning Work Program (UPWP) with 23 transportation studies planned
- STP-Urban funds for FFY2010 have been fully obligated with six new projects added to the program for FFY10. These projects are
- # 59-152 Drainage & Roadway Rte146, # 59-158 Stepstone Hill Rd Pavement Preservation, # 92-561 State Street Bridge, #100-175 Sacket Point Road Bridge Replacement, #100-176 Universal Drive Pavement Preservation, and #156-XXX1 Campbell Ave Pavement Preservation.
- \$14 million ARRA funds in our region have been fully obligated with the addition of a pavement project in North Haven.
- Combined the STP-Urban and ARRA programs will fund over 20 million dollars in transportation projects in our region
- We continue to work with ConnDOT in support of the New Haven-Hartford-Springfield Rail Line
- FY 2010-2011 Budget approved with operating expenditures reduced by \$1,000 or 7%.
- New Aetna Health Insurance Plan for employees, including high-deductible insurance and employee health savings accounts, saving over \$90,000.
- New dental insurance plan for employees
- Employees increase contribution to health insurance from 7% to 10%.
- New 5-year lease at 5% reduction of rent
- Fit-out of three new offices for REX Development at no cost
- New liability and workers' compensation insurance saves \$9,000
- Successful move of REX Development into SCRCOG office
- Revisions to By-Laws to facilitate direct deposit of pay checks and e-mailing and faxing of meeting notices to save mailing costs
- Revisions to Personnel Management Procedures to allow for weekly payroll, elimination of longevity pay, and addition of Equal Opportunity and Affirmative Action Policy and Sexual Harassment Policy
- Active participation in MORE Commission reflects favorably on SCRCOG and addresses goals of regionalism
- Working with other regions on Federal Sustainable Communities Grant
- Director and staff have been actively attending educational seminars and training in land use planning, transit-oriented development, low-impact development, affordable housing, and transportation planning.
- Director attends meetings of Transportation Strategy Board, Regional Growth Connection, Workforce Alliance, Rideworks, Regional Alliance, Regional Planning Commission, Regional Growth Partnership, Regional Economic Development Directors, Connecticut Association of Regional Planning Organizations and Department of Emergency Management and Homeland Security – Region 2
- Executive Director has made presentations concerning SCRCOG to Orange Senior Leadership Association, West Haven Chamber of Commerce, Yale University Presidential Service Fellows, and to graduate courses at UNH and SCSU.

June 23, 2010

South Central Region



- SCRCOG
- Town Hall
- ⊗ Regional Center
- Three Mile Buffer
- Town Boundary
- Highway
- Street

0 2.5 5 10 Miles



MEMO

To: Mr. Carl Amento
From: Kristin Geenty, SIOR
Re: Class "A" Office Space
Date: June 14, 2010

Hi Carl,

It was a pleasure to speak with you last week. I thought this note might be of help to you in regard to our discussion about market rates for office space in the central New Haven County area. I have reviewed available Class "A" office space in New Haven county, more specifically, those sites currently available to lease within 3 miles of South Central Regional Council of Government's present location.

The rental rate for SCRCOG's present space, 4,928 sf on the third floor of a modern elevated office building, is \$19.50 per square foot gross. Gross in lease language defines a rental rate that includes Common Area Maintenance charges, Real Estate Taxes and Insurance, and utilities. Additionally the lease rate includes: new paint, carpet cleaning and the construction of three offices.

The search area, a three mile circle around SCROG's present location encompasses most of North Haven, the northern portion of East Haven and the west end of North Branford.

There is one true Class "A" office building in East Haven, however, its location is well south of your search area. Similarly, there is one smaller office building in North Branford that is comparable to other Suburban Class "A" office buildings, though it is not situated in a campus, but it is also outside the search area, located within a mile of the intersection of Routes 80 & 22.

In New Haven, Office Space at 900 Chapel Street is available for \$18.50 sf + electric. Electric charges will likely run \$1.50 to \$2.00 per square foot annually. A max of two parking spaces may be included in the rent, per negotiation; the balance of the parking is an additional cost.

55 Church St offers up to 17,000 sf at \$18.00 + electric. There is no parking and spaces must be rented at an additional cost.

129 Church St offers up to 5,590 sf on two floors at \$20.00 - \$22.00 sf gross

In Hamden there are office suites available at 2989 Dixwell Avenue which is a Class "B" suburban office at best, for \$15.00 sf + utilities, however they are less than 3,000 sf, too small to accommodate the use, surface parking is included in the rent but covered spaces are additional and parking is limited.

Two buildings on Washington Avenue, Hamden offer space, however, they are both medical buildings.

The new Glen Terrace building offers up to 4700 s.f. at \$20.00 s.f. NNN (net charges are additional costs for Insur. RE Taxes and CAM likely run \$3.50 - \$4.00 sf).

Hamden Center I has offers Class "A" space at \$21.50 gross.

Those are the available spaces that are comparable to your present space. If you have any questions, please don't hesitate to call.

Kristin

SEXUAL HARASSMENT POLICY

The purpose of this policy is to set acceptable standards of conduct for all employees by providing a work place free of discrimination based on sex and sex orientation. Sexual harassment is a form of sexual discrimination and is, therefore, unlawful.

Sexual harassment is the introduction of unwelcomed sexual activities, advances, comments, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment (quid pro quo); or
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
- (c) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Forms of sexual harassment include unwanted sexual advances; employee harassment of non-employees; harassment of employees by non-employees; male harassing female co-worker; female harassing male co-worker; same sex harassment; and unwanted physical contact.

SCRCOG will take disciplinary action against any employee found to have engaged in sexual harassment. The extent of discipline will depend upon the nature and severity of the offense.

In the event an investigation determines that the complainant falsely accused another employee of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate disciplinary action.

Complaint Resolution

Informal Procedures - The informal process is discretionary and is not required prior to filing a formal complaint.

Any person who wishes to pursue the informal process, however, "should do the following:"

- promptly notify the offender that his/her conduct is unwelcome, inappropriate and illegal and should cease, immediately, or
- make the complaint known to the Equal Employment Opportunity Officer, or
- notify the Executive Director if the Equal Employment Opportunity Officer is the alleged offender.

Formal Procedures – In the event that the aggrieved party does not wish to pursue the informal procedure, or the informal procedure fails to produce satisfactory results, the following procedure should be followed to initiate a formal complaint:

- Immediately file the complaint, a written description of the offensive conduct, with the Equal Employment Opportunity Officer.
- All complaints must be filed within 180 days of occurrence in accordance with state law.
- The Equal Opportunity Officer must acknowledge receipt of the complaint within ten days.
- A thorough, objective and complete investigation of all allegations will be undertaken by the recipient of the complaint, or his/her designee.
- The investigator(s) shall make a written report of the results of the investigation to the Executive Director within 90 days of receipt of the complaint.
- Copies of the complaint and report will be provided to the complainant and respondent.
- The Equal Employment Opportunity Officer, Executive Director, and investigator will endeavor to protect the confidentiality and legal rights of all parties involved.
- The Executive Director shall take appropriate actions.

Approved: June 23, 2010

Staff Salary Recommendation

By Carl Amento, Executive Director & James Zeoli, Chairman

	FY 10 Salary	Performance Rating		FY 11 Salary
		% Increase	Amount (\$)	
M. Beavis	49,544	2	990	50,536
S. Dudley	65,983	3	1,979	67,965
E. Livshits	51,000	2	1,020	52,022
J. Rode	57,631	3	1,729	59,363
A. Ruggiero	72,597	2	1,452	74,051
	\$296,755	2.4%	\$7,170	\$303,937

**Proposed Salary Adjustment for SCRCOG's Executive Director for FY 2010-2011
By Executive Director, Carl Amento, and SCRCOG Chairman, James Zeoli**

- During interview, starting salary of \$100,000 requested by applicant.
- On December 15, 2008, when position was offered, salary of \$100,000 was indicated.
- When 3 ½ year employment agreement was signed in January, starting salary was reduced to \$93,250 because January – June 2010 were last 6 months of current fiscal year and salary had already been budgeted.
- Intention was for salary to be increased to \$100,000 for new budget year 2010-2011.

June 23, 2010 – Executive Committee Meeting