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SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Carl Amento, Executive Director

EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
August 25, 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. Call to order
2. Adopt Minutes of July 28, 2010 – *Anthony DaRos, Secretary* Pages 2-3
3. SCRCOG Executive Director’s Report - *Carl Amento*..... Page 4
4. Progress Report on SCRCOG FY 2010-2011 Work Program - *Carl Amento*..... Pages 5-6
5. Executive Director Performance Evaluation Process – *Carl Amento*..... Pages 7-8
6. SCRCOG 2011 Legislative Agenda Process – *Carl Amento*..... Pages 9-10
7. Report on REX Development Move – *Carl Amento*
8. Report on Pre-Disaster Hazard Mitigation Planning Grant – *Carl Amento*..... Pages 11-12
9. Recommendation for SCRCOG appointment to Tweed New Haven Airport Authority
10. Other Business
11. Adjournment



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SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Carl J. Amento, Executive Director

To: SCRCOG Board Members
From: Chairman James Zeoli
Date: August 19, 2010
Subject: Executive Committee Minutes for meeting of July 28, 2010

Members Present:

Bethany First Selectman Derrylyn Gorski
Milford Mayor James Richetelli
New Haven Mayor John DeStefano, Jr.
Orange First Selectman James Zeoli
Wallingford Mayor William Dickinson, Jr.
West Haven Mayor John Picard, *Treasurer*
Woodbridge First Selectman Sheehy, *Vice Chairman*
Staff: Executive Director Carl Amento; REX Development Executive Director Ginny Kozlowski
(present for Item #3 only)

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

Item #1 Adoption of Minutes

A motion to adopt the minutes of July 28, 2010 was made by First Selectman Sheehy and seconded by Mayor Richetelli. The vote was unanimous to adopt with no changes.

Item #3 Report on Economic Development District Designation

Executive Director Carl Amento asked that this matter be taken up before Item #2, his Executive Director’s Report. Executive Director Amento and REX Development Executive Director Kozlowski presented a written Report on Economic Development District (EDD) Designation -7/28/10, which is attached. The Executive Committee agreed with the REX Development Board that SCRCOG did not share a common economic market area with the MidState and Connecticut River Estuary regions, and that we should explore possible collaborations with the Naugatuck Valley Region. If these explorations were unsuccessful, the consensus was that we should remain a CEDS/EDD region of 15 towns. Mayor DeStefano indicated, and the other Executive Committee members agreed, that the Executive Director should express SCRCOG’s concern and objection that the map showing SCRCOG joining in an EDD/ CEDS region with MidState and CRERPA was sent to DECD as a “recommendation” rather than a “proposal”.

Item #2 Executive Director’s Report

Executive Director Amento Mayor reported that the federal Sustainable Communities Regional Planning Grant application is due on August 23rd. SCRCOG is partnering with Greater Bridgeport RPA, South Western RPA (Stamford and Norwalk), New York Metropolitan Transportation Council (New York City, western Long Island, lower Hudson Valley) on the application.

Executive Director Amento also reported on REX Development’s move to SCRCOG offices, work on upgrades to SCRCOG’s website, several training sessions attended by SCRCOG staff, the initiation of direct deposit and weekly payroll for staff, and SCRCOG’s collaboration with Greater New Haven Transit District in planning a Regional Transit Forum. The Executive Director’s written report is attached.

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Executive Committee Meeting Minutes of July 28, 2010

Item #4 Approval of First Addendum to Executive Director's Employment Contract

Before the Executive Committee was an approval of an Addendum (attached) to the Executive Director's Employment Contract increasing the Executive Director's compensation from \$93,250 to \$100,000 for the fiscal year commencing July 1, 2010 to fulfill the Council's original salary offer to him when he was hired. The Executive Committee had approved the increase at the previous month's meeting. The Addendum was to formalize the increase in the Employment Agreement. Mayor DeStefano moved to approve the Addendum. First Selectman Sheehy seconded the motion. Six members were in favor and Mayor Dickinson was opposed.

Item #5 SCRCOG FY 2010-11 Goals and Work Program

In response to a request from the Committee last month, Executive Director Amento had submitted a written proposal detailing goals and a work program for the fiscal year. He indicated that he would report to the Executive Committee monthly regarding these goals and progress on the Work Program.

Item #6 Executive Director Evaluation Process

In response to a request from the Committee last month, Executive Director Amento had submitted an *Evaluation Process* for the position of the Executive Director for the Executive Committee's review. The Committee determined that it would review and discuss the process at its next meeting.

Item #7 SCRCOG Legislative Process for 2011 Legislative Session

In response to a request from the Committee last month, Executive Director Amento had submitted a proposed *Legislative Process*. Amento was advised to consider the Executive Committee as the Legislative Committee, and that the Legislative Committee would meet monthly at the same time, or on the same date as the regular Executive Committee meetings. The Executive Director will re-draft the *Legislative Process* in accordance with the Committee's recommendations.

Item #8 Approval of Resolutions for Sustainable Communities Grant Applications

Before the Committee were two resolutions authorizing SCRCOG's participation in applying as part of a consortium with other regions for the Sustainable Communities Regional Planning Grant. The first resolution referring to SCRCOG's participation in the New York, Stamford, Bridgeport, New Haven consortium was approved unanimously after a motion by Mayor DeStefano and second by Mayor Picard. The second resolution, which referred to SCRCOG's possible participation in the Hartford- Springfield consortium application, was approved upon condition that the Executive Committee, upon being polled, determined that SCRCOG would participate in that consortium application. Executive Director Amento reported that such participation was a remote contingency. The motion to approve upon condition was made by Mayor Picard and seconded by Mayor DeStefano.

Item #9 Recommendation on SCRCOG's appointment to Tweed-New Haven Airport Authority

Executive Director Amento pointed out that there was a vacancy on the Tweed-New Haven Airport Authority to be filled by SCRCOG effective 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 #10 Other Business

There was no other business.

Item #11 Adjournment

A motion to adjourn was made at 10:05 am by Mayor Picard, seconded by Mayor Dickinson. The vote was unanimous.

Respectfully submitted,
James Zeoli
Chairman

Carl Amento

Executive Director's Report - August 25, 2010

1. HUD Sustainable Communities Regional Planning Grant

The grant application requesting \$5 million was submitted on August 23. SCRCOG partnered with Greater Bridgeport RPA, South Western RPA (Stamford and Norwalk), and New York Metropolitan Transportation Council (New York City, western Long Island, lower Hudson Valley). If our application is successful, SCRCOG would receive approximately \$250,000 for planning and project implementation.

2. Consultant Selections for UPWP Studies

Twenty-four engineering and planning firms submitted written proposals in response to a *Request for Qualifications* (RFQ) for fifteen UPWP studies. A selection panel consisting of myself; Madison Assistant Town Engineer, John Iennaco; North Haven Town Engineer, Jonathan Bodwell; Hamden Town Engineer, Robert Brinson; and Wallingford Town Engineer, John Thompson, reviewed the written submissions and viewed the in-person presentations. Ten firms were selected by the panel. Transportation Planner Stephen Dudley coordinated the entire process.

3. Regional Transit Forum

SCRCOG is working with the Greater New Haven Transit District in planning a Regional Transit Forum for late October.

SCRCOG FY2010-11 Goals and Work Program

SCRCOG Meeting – August 25, 2010

ADMINISTRATIVE AND LEGISLATIVE

Due Date: **Tasks:**

July 2010

- o Complete move of REX Development into SCRCOG offices- *COMPLETED*
- o Initiate direct deposit of employee payroll checks-*COMPLETED*

August-October 2010

- o Legislation Committee meets, develops and adopts legislative agenda

September 2010

- o Complete personnel evaluations of employees

September-December 2010

- o Executive Director resumes active involvement in legislature's MORE Commission
- o Executive Director visits mayors and first selectmen

November-December 2010

- o Executive Director and Legislation Committee meet with legislators and advocate legislative agenda

November 2010

- o Complete updates to SCRCOG website

December 2010

- o Complete re-write of Personnel Management Procedures

February 2011

- o Complete personnel evaluations of employees

January - May 2011

- o Executive Director and Legislation Committee members advocate legislative agenda during General Assembly Session
- o Executive Director visits mayors and first selectmen

March 2011

- o Submit draft FY 2011-12 SCRCOG Budget and proposed Work Program/ Goals

May 2011

- o Adopt FY 2011-2012 Budget and Work Program/Goals

July 2010 - June 2011

- o Executive Director's continued participation in Transportation Strategy Board, Regional Growth Connection, Workforce Alliance, Rideworks, Regional Alliance, C-Med Board, 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

TRANSPORTATION

Due Date: **Tasks:**

July-August 2010

- o Review 24 RFQ submissions for 15 UPWP studies, conduct interviews, select consultants-*COMPLETED*
- o Submit application(s) for federal Sustainable Communities Regional Planning Grant -*COMPLETED*

September 2010

- o Obtain SCRCOG approval and execute consultant contracts for UPWP Studies

October 2010

- o Plan and hold Regional Transit Forum along with Greater New Haven Transit District

September - December 2010

- o Outreach to Region for input on update of Regional Long Range Transportation Plan

January - February 2011

- Solicit, if necessary, additional proposals for UPWP studies from municipalities

January - March 2011

- Update region's locally-coordinated Public Transit Human Services Transportation Plan (LOCHSTP)

January - May 2011

- Prepare, review and approve update to Regional Long-Range Transportation Plan

March - April 2011

- Approve any revisions to UPWP and submit to DOT for approval

April 2011

- Submit municipal grant applications for senior and disabled transportation in the region

May - June 2011

- Solicit consultants for FY 2012 UPWP Studies

May 2011

- Develop Section 5310 funding priorities for purchase of wheelchair accessible vehicles

March - June 2011

- Work closely with consultants to complete UPWP planning studies

July 2010 - June 2011

- Regular maintenance and amendments to Transportation Improvement Plan (TIP)

LAND USE PLANNING:

Due Date: Tasks:

July - September 2010

- Organize and update GIS data, zoning regulations/maps, Plans of Conservation and Development from all of the region's cities and towns

September 2010

- Prepare Sustainability Fact Sheets for Regional Planning Commission
- Executive Director visits mayors and first selectmen

October 2010

- Address vacancies on Regional Planning Commission

November 2010 - January 2011

- Plan and hold 2011 Regional Planning Commission Annual Meeting and Dinner

February - June 2011

- Begin initial stages of five-year update to the Regional Plan of Conservation and Development

REGIONAL SERVICE DELIVERY INITIATIVES

Due Date: Tasks:

September 2010

- Present proposal for regional SeeClickFix service
- Present proposal for regional bid matching service

September - October 2010

- Possible application to FEMA for Regional Pre-Disaster Hazard Mitigation Planning Grant

September - December 2010

- Meet with mayors and first selectmen and determine interest in regional housing, energy, recycling and other initiatives

January - June 2011

- Implement new service delivery initiatives

SCRCOG Evaluation Process for Executive Director's Performance

By-Laws Provisions

The *SCRCOG By-Laws* make scant reference to the evaluation of the performance of the Executive Director. Article VII, which deals with the Executive Committee, provides in subsection I.: "The Executive Committee shall consider a budget, as prepared by the Executive Director, and recommend for approval a budget to the Council during April of each year. Budget proposals shall reflect: (1) annual Council goals advanced by the Committee and approved by the Council at the time of budget approval; and (2) January personnel evaluations conducted by the Executive Director, including his (her) self-evaluation, under the direction of the Committee.

Article IX, dealing with the Executive Director, contains the following provisions: "C. (2) The Executive Director shall keep the Council advised as to progress of work of the work program of the organization by monthly reports accompanying meeting agendas..."

Personnel Management Procedures and Employment Agreement

The *Personnel Management Procedures* contain no provisions dealing with evaluation of the performance of the Executive Director. The Employment Agreement between SCRCOG and the Executive Director also contains no evaluation procedure.

Recommendation

The best place to insert an evaluation procedure would be in Article VII of the *By-Laws*, dealing with the Executive Committee. Since the process of amending the By-Laws is formal and time-consuming, I am setting out an outline of a proposed evaluation procedure below. After discussion and revision by the Executive Committee, the language for the procedure could be submitted to the Council as a *By-Laws Amendment*.

Outline of Proposed Evaluation Process

1. The Executive Director shall submit goals and a proposed work program to the Executive Committee, along with the proposed budget, in April of each year. The budget and work program should be approved by the Council at its May meeting.
2. The Executive Director shall submit a progress report on the approved work program for discussion at each monthly Executive Committee meeting.
3. The Executive Director may submit proposed revisions, adjustments, additions and/or subtractions to the approved work program at any monthly meeting of the Executive Committee; such amendments of the work program must be approved by the Executive Committee in order to become effective.
4. Monthly work program progress reports should be discussed at each meeting of the Executive Committee, and the Executive Committee should convey its satisfaction or dissatisfaction with such progress, and any recommendations for corrective action, to the Executive Director at such meeting.

5. If, at any time, the Executive Committee believes it would be beneficial, it may request the Council Chairman or the Personnel Committee to meet at another date with the Executive Director to discuss any issues that have arisen as to the Executive Director's performance. The Council Chairman and/or the Personnel Committee would then report on the outcome of such meetings.
6. The Executive Director shall submit a self-evaluation of his/her performance to the Executive Committee as part of the agenda package for both its January and its July meetings. The Executive Committee shall discuss with the Executive Director the self-evaluations and the Executive Director's progress with regard to the approved work program, as it may be amended.
7. Any salary increase for the Executive Director shall be determined in conjunction with the annual budget and shall be based upon the Executive Committee's review and assessment of the Executive Director's performance with regard to the approved work program and its review and assessment of the Executive Director's self-evaluations.
8. If, at any time, and after exhausting all reasonable attempts to resolve the matter otherwise, the Executive Committee believes that the performance of the Executive Director is so deficient as to warrant termination, it may vote to recommend such action to the Council. The Council would then proceed in accordance with the termination provisions of the *By-Laws* and the *Employment Agreement*.

August 25, 2010

SCRCOG Legislative Process for 2011 Legislative Session

August 2010 - Executive Director and staff develop draft Legislative Agenda, include draft in August meeting agenda packet, discuss at August meeting.

September-October 2010 - Legislative Committee produces SCRCOG Legislative Agenda by end of October. Committee invites to its meetings any subject matter, experts, or any legislators as appropriate.

November-December 2010 - Executive Director and/or Legislative Committee explore beneficial alliances with other groups and meet with legislators from region and legislative leadership to press Agenda. Executive Director works with legislators to develop language for proposed bills.

January-May 2011- Executive Director and/or Legislative Committee lobby General Assembly members during legislative session to advance SCRCOG Legislative Agenda.

2011 Legislative Session / Proposed Legislation:

- Providing “seed” funding for Regional Planning Organizations to create regional service and resource sharing projects
- Restoring funding for regional land use planning activities
- Amending EDD legislation to allow for a maximum of 10 rather than 8 districts
- Legislation restoring municipal immunity for recreational liability
- Legislation allowing municipal employees to join the state health insurance plan
- Legislation funding the Incentive Housing Zone program
- Legislation providing incentives to manufacturers for job creation
- Legislation providing municipal mandate relief
- Legislation restoring funding for tourism promotion

South Central Region Hazard Mitigation Plan	
Background	<p>Disaster Mitigation Act of 2000 (DMA 2000)</p> <ul style="list-style-type: none"> ▪ Provides an opportunity for local jurisdictions to reduce their vulnerability to natural hazards. ▪ Allows them to streamline their access to and use of Federal Disaster Assistance. ▪ Requires the development and submission of mitigation plans as a pre-condition to receiving various types of grant assistance, including the Pre-Disaster Mitigation Program [PDM] and the Hazard Mitigation Grant Program [HMGP]. ▪ Grants for projects can be up to \$3 million with a 25% match (can be in-kind)
Potential Benefits	<ul style="list-style-type: none"> ▪ Access to Grant Funding ▪ Reduce Potential Damage Created by Hazards ▪ Comprehensive Approach to Mitigation of Inter-Jurisdictional Hazards ▪ Eliminates Duplication of Efforts ▪ Improve Post-Disaster Recovery Implementation ▪ Coordination of Updated Plans (required every 5 years)
Potential Issues	<ul style="list-style-type: none"> ▪ Perceived Liability Issues ▪ Potential Conflicts among Jurisdictions
Potential Hazards in Connecticut	<ul style="list-style-type: none"> ▪ River/Coastal Flooding ▪ Severe Thunderstorm/Tornado, ▪ Hurricane/Tropical Storm ▪ Nor'easter, ▪ Severe Winter Storm, Ice Jam ▪ Damaging High Winds
Examples of Hazard Mitigation Activities	<ul style="list-style-type: none"> ▪ Structural elevations ▪ Floodproofing ▪ Buyouts/Acquisitions ▪ Public Education ▪ Regulatory changes (Zoning, Floodplain) ▪ Buried Utilities
Regional Planning Organizations with approved or completed draft plan	<p>Completed</p> <ul style="list-style-type: none"> ▪ CRERPA, LHCEO, COGCNV, SWRPA, CRCOG, WINCOG, SECCOG, GBRPA, <p>In Review Process</p> <ul style="list-style-type: none"> ▪ CCRPA, MRPA, VCOG (Initial Stages), HVCEO (Just for Town of Sherman)
Municipalities in SCRCOG Region with approved or working on plans	<p>Completed</p> <ul style="list-style-type: none"> ▪ East Haven (exp. 1/10), Milford, New Haven (exp.10/10) <p>Initial Stages</p> <ul style="list-style-type: none"> ▪ Guilford, Meriden



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SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Carl Amento Executive Director

RESOLUTION

Executive Director Authorization to apply on behalf of the South Central Regional Council of Governments for a Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan Grant

Whereas: The South Central Region is exposed to natural hazards that constitute risks to life, property, the environment and the economy; and

Whereas: Only three municipalities in the South Central Region have completed a Pre-Disaster Hazard Mitigation Plan; and

Whereas: A Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan provides a comprehensive approach addressing hazard mitigation efforts; and

Whereas: Participating municipalities in a multi-jurisdictional plan will have access to FEMA funding for hazard mitigation projects; and

Whereas: The multi-jurisdictional plan will only involve those municipalities in the South Central Region that agree to participate in the grant application, or those that subsequently agree to participate in the plan.

Now, Therefore, Be It Resolved by the South Central Regional Council of Governments that:

The Executive Director be and hereby is authorized to apply for a grant to prepare a Multi-Jurisdictional Pre-Disaster Hazard Mitigation Plan on behalf of those municipalities in the South Central Region that agree to participate in the grant application, or those that subsequently agree to participate in the Plan.

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the South Central Regional Council of Governments on August 25, 2010.

Date: August 25, 2010

Anthony DaRos
Secretary