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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Carl Amento, Executive Director*

**EXECUTIVE COMMITTEE**  
**MEETING NOTICE & AGENDA**  
**March 23, 2011 – 9:00 A.M.**

Location: 127 Washington Avenue, 4<sup>th</sup> Floor West  
North Haven, CT 06473

**Full agenda materials can be found at our website – [www.scrkog.org](http://www.scrkog.org)**

1. Call to order- Edward Sheehy, *Chairman*
2. Adopt Minutes of December 8, 2010 Executive Committee Meeting –  
John Picard, *Secretary* Pages 2-3
3. Progress Report on SCRCOG 2010-11 Work Plan - Carl Amento Pages 4-6
4. Review of Personnel Evaluations – Carl Amento
5. Presentation of 2011-12 SCRCOG Draft Budget - Carl Amento and Albert Ruggiero Pages 7-11
6. Discussion re: ROOF Regional Foreclosure Prevention Proposal
7. Other Business
8. Adjournment

Special needs: Hearing impaired closed audio loops and/or sign language interpreter and limited English proficiency translator will be provided upon two weeks notice. Agenda can be requested in a language other than English by contacting SCRCOG.

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**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Carl Amento, Executive Director*

TO: **SCRCOG Executive Committee**  
FROM: **First Selectman Anthony DaRos, SCRCOG Secretary**  
DATE: **February 4, 2011**  
SUBJECT: **SCRCOG Executive Committee Minutes of December 8, 2010**

**Present:**

Bethany First Selectwoman Derrylyn Gorski  
Branford First Selectman Anthony DaRos – *Secretary*  
Milford Mayor James Richetelli, Jr.  
New Haven Mayor John DeStefano, Jr.  
Orange First Selectman James Zeoli- *Chairman*  
Wallingford Mayor William Dickinson, J  
Woodbridge First Selectman Edward Sheehy - *Vice Chair*

SCRCOG Staff Carl J. Amento – *Executive Director*

**ITEM 1- Call to Order and Introductions**

Chairman Zeoli called to order the December 8, 2010 meeting of the Executive Committee of the South Central Regional Council of Governments at 12:00 noon.

**ITEM 2– SCRCOG Executive Committee Minutes of November 17, 2010**

Board Secretary, First Selectman DaRos, stated that the *SCRCOG Minutes* were on pages 2 -5 in the agenda packet. A motion to adopt the *SCRCOG Executive Committee Minutes of November 17, 2010*, as presented, was offered by First Selectman DaRos and seconded by Mayor Richetelli. Upon the vote, the motion passed unanimously.

**ITEM 3 – Approval of SCRCOG Legislative Agenda**

Executive Director Carl Amento reviewed the proposed 2011 SCRCOG Legislative Agenda which is on page 6 of the agenda packet. A motion by Mayor DeStefano, and seconded by First Selectwoman Gorski, was offered to adopt the *2011 SCRCOG Legislative Agenda*. With no further discussion, the motion approved with one “no” vote (Mayor Dickinson)

**ITEM 4-Approval of Regional Legislative Agenda**

Executive Director Amento explained that SCRCOG was one of seven regional organizations that had created a proposed 2011 Regional Legislative Agenda. The other regional organizations are: Greater New Haven Chamber of Commerce, South Central Connecticut Regional Alliance, Arts Council of Greater New Haven, REX Development, Workforce Alliance, and New Haven Manufacturers Association. The proposed Regional Agenda is on pages 7-8 of the agenda packet.

Mayor DeStefano moved approval of the Regional Legislative Agenda, with First Selectman DaRos seconding the motion. The motion was approved with one “no” vote (Mayor Dickinson).

**ITEM 5 –Approval of Support on Extending Recreational Liability Protections to Municipalities**

Executive Director Amento explained that many statewide and regional organizations were pushing this year for restoration of recreational liability immunity for municipalities in the coming state legislative session. Several other Regional Planning Organizations have voted to support this concept. A list of entities supporting the measure is on page 10 of the agenda packet. The statement supporting restoration of recreational liability protection for municipalities is on page 9 of the agenda packet. Mayor Richetelli moved to approve the Resolution. First Selectman Sheehy seconded the motion, and it passed unanimously.

**ITEM 6- Other Business**

There was no other business.

**ITEM 7- Adjournment**

First Selectman Sheehy moved to adjourn the meeting. Mayor Richetelli seconded the motion, which passed unanimously. Chairman Zeoli adjourned the meeting at 12:15 pm.

Respectfully submitted,  
Anthony DaRos  
SCRCOG Secretary

**SCRCOG FY2010-11 Goals and Work Program**  
**SCRCOG Meeting – March 23, 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-November 2010**

- o Legislation Committee meets, develops and adopts legislative agenda- COMPLETED

**September-October 2010**

- o Complete personnel evaluations of employees- DEFERRED UNTIL MARCH

**October-December 2010**

- o Executive Director visits mayors and first selectmen- DEFERRED UNTIL SPRING

**November-December 2010**

- o Executive Director resumes active involvement in legislature's MORE Commission-COMMISSION DEFUNCT

**November-December 2010**

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

**December 2010**

- o Complete updates to SCRCOG website- DEFERRED UNTIL SPRING

**December 2010**

- o Complete re-write of Personnel Management Procedures- DEFERRED

**February 2011**

- o Complete personnel evaluations of employees- DEFERRED UNTIL MARCH

**January - May 2011**

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

**March 2011**

- o Submit draft FY 2011-12 SCRCOG budget and proposed work program/ goals- IN PROGRESS

**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- CONTINUING

## **TRANSPORTATION**

### **Due Date: Tasks:**

#### **July-August 2010**

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

#### **September 2010**

- Obtain SCRCOG approval to execute consultant contracts for UPWP Studies-COMPLETED

#### **October 2010**

- Plan and hold Regional Transit Forum along with Greater New Haven Transit District- COMPLETED
- Awarded Sustainable Communities Regional Planning Grant- COMPLETED

#### **September - December 2010**

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

#### **January - February 2011**

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

#### **January - March 2011**

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

#### **January - May 2011**

- Prepare, review and approve update to Regional Long Range Transportation Plan- DRAFT COMPLETED, APPROVAL IN APRIL

#### **March - April 2011**

- Approve any revisions to UPWP and submit to DOT for approval- PENDING, REVISIONS IN APRIL

#### **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- PENDING

#### **July 2010 - June 2011**

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

## **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- COMPLETED

#### **September 2010**

- Prepare Sustainability Fact Sheets for Regional Planning Commission- COMPLETED

#### **October 2010**

- Address vacancies on Regional Planning Commission- COMPLETED

#### **November 2010 - January 2011**

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

#### **February - June 2011**

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

## **REGIONAL SERVICE DELIVERY INITIATIVES**

### **Due Date: Tasks:**

#### **October 2010**

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

#### **September - October 2010**

- Application to FEMA for Regional Pre-Disaster Hazard Mitigation Planning Grant- COMPLETED

#### **September - December 2010**

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

#### **January - June 2011**

- Implement new service delivery initiatives- DEFERRED

**FY2012 Draft SCRCOG Budget  
Executive Committee Review  
March 23, 2011**

The 2012 Draft SCRCOG Budget proposes:

- **No municipal dues increase**
- **A more diversified revenue stream with the addition of two multi-year federal grants (Sustainable Communities regional Planning Grant and FEMA pre-Disaster Hazard Mitigation Planning Grant) adding \$168,800 to our FY2012 work program**
- **Salaries and overall labor costs are budgeted at a reduced level from the current fiscal year**
- **Health insurance estimates for next fiscal year project reduced costs from the current year with our high deductible/ health savings account program**
- **Next year's Unified Planning and Work program will allow for \$503,000 in studies for the benefit of our members**
- **New initiatives proposed for the next fiscal year include replacement of six desktop computers, a new server and a new program of reimbursement for data plans (max. \$30/mo.) for employee-owned cell phone**
- **Overall operating expenditures reduced from \$826,325 to \$806,400.**

**South Central Regional Council of Governments  
Proposed Revenues - Fiscal Year 2012**

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Budget</i>
<b><i>Municipal Contribution</i></b>	<b>151,100</b>	<b>151,400</b>
<b><i>Transportation Planning</i></b>		
<i>U.S. Department of Transportation</i>	1,157,444	949,700
<i>Connecticut Department of Transportation</i>	144,681	118,800
<b><i>Regional Planning</i></b>		
<i>Connecticut Office of Policy &amp; Management</i>	0	30,000
<b><i>REX Development</i></b>		
<i>Reimbursement for SCRCOG Support</i>	25,000	10,000
<b><i>Investment Income</i></b>	<b>2,500</b>	<b>3,000</b>
<b><i>Emergency Response Planning</i></b>		
<i>NHASH Homeland Security Grant - FY 08</i>	38,000	0
<i>NHASH Homeland Security Grant - FY 07</i>	0	0
<b><i>Sustainable Communities Grant <sup>1</sup></i></b>		
<i>Sustainable Communities Reg Planning Grant</i>	0	47,200
<b><i>Pre Disaster Mitigation Plan <sup>2</sup></i></b>		
<i>Federal Emergency Management Agency</i>	0	119,600
<i>Municipal - In-Kind Contribution</i>		15,000
<b><i>TOTAL</i></b>	<b>1,518,725</b>	<b>1,444,700</b>



**South Central Regional Council of Governments  
Proposed Expenses - Fiscal Year 2012**

		Fiscal Year 10 Actual Expenses	To Date - 1/31	Fiscal Year 11 Current Budget	Fiscal Year 12 Proposed Budget
<b>1.00</b>	<b>Labor</b>				
<b>1.10</b>	<b>Salaries</b>				
	Full & Part-Time Staff	400,843	237,352	443,316	416,700
	Reserve for Salary Adjustment	0		0	0
	Temporary & Interns	261	2,013	3,700	4,000
		<b>401,105</b>	<b>239,365</b>	<b>447,016</b>	<b>420,700</b>
<b>1.20</b>	<b>Benefits</b>				
	<b>Permanent Employees</b>				
	Social Security	23,840	14,727	26,300	25,900
	Medicare	5,575	3,354	6,200	6,100
	Unemployment Compensation	2,524	28	2,700	4,000
	Health Insurance	153,001	70,743	111,400	109,400
	Life Insurance	2,183	1,015	2,300	2,300
	Pension - Contribution	17,672	11,375	21,300	20,900
	Pension - Administration Fee	3,528	1,896	2,600	2,700
	Longevity	1,500	1,500	1,500	500
	Reserve for Salary Adjustment	0	0	0	0
	<b>Temporary / Intern Employees</b>				
	Social Security	16	125	300	300
	Medicare	4	29	100	100
	Unemployment Compensation	3	50	300	300
		<b>209,846</b>	<b>104,842</b>	<b>175,000</b>	<b>172,500</b>
	<b>Total Labor &amp; Benefits</b>	<b>610,951</b>	<b>344,207</b>	<b>622,016</b>	<b>593,200</b>
<b>2.00</b>	<b>Travel</b>				
2.10	Travel - In State	4,353	1,913	4,800	4,900
2.20	Travel - Out of State	863	129	1,500	3,000
	<b>Total Travel Expense</b>	<b>5,217</b>	<b>2,042</b>	<b>6,300</b>	<b>7,900</b>
<b>3.00</b>	<b>Data Process</b>				
3.10	Computer Supplies	1,608	63	3,300	3,300
3.20	Computer Software	5,227	3,748	13,300	8,500
	<b>Total Data Processing</b>	<b>6,836</b>	<b>3,811</b>	<b>16,600</b>	<b>11,800</b>
<b>4.00</b>	<b>General Operations</b>				
4.10	Rent	98,957	65,388	96,300	97,800
4.20	Postage & Telephone	4,818	3,168	7,200	9,200
4.30	Print & Reproductions	1,452	0	2,500	2,200
4.40	Office Supplies	1,875	1,093	3,800	3,700
4.50	Equipment Lease & Maintenance	10,475	8,041	17,200	17,200
4.60	Publications	635	476	4,900	4,900

		Fiscal Year 10 Actual Expenses	To Date - 1/31	Fiscal Year 11 Current Budget	Fiscal Year 12 Proposed Budget
4.70	Insurance & Professional Services	23,998	6,275	16,600	19,400
4.80	Meeting Expenses & Advertising	8,459	2,837	8,500	8,000
4.90	Miscellaneous Expenses	234	408	300	900
	<b>Total General Operations</b>	<b>150,904</b>	<b>87,686</b>	<b>157,300</b>	<b>163,300</b>
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<b>5.00</b>	<b>Transportation Planning Consultants</b>				
<b>5.10</b>	<b>Transportation Consultants</b>				
5.12	TransCAD Model Enhancements	35,000	0	0	0
5.13	Regional Buildout Analysis	38,430	0	0	0
5.14	Congestion Management Planning	24,992	0	50,000	40,000
5.15	New Haven - Whalley Avenue Corridor Study	68,012	0	0	0
5.16	Meriden - Traffic Signal Study	53,526	0	0	0
5.17	Meriden - Roadway Planning Studies	65,474	0	0	0
5.18	Wallingford - Route 68 Corridor	67,071	0	0	0
5.19	East Haven - I-95 / US 1 / RT 100 Study	7,794	0	50,000	0
5.20	Madison - Transportation/Transit Study	0	0	0	0
5.21	North Haven - Spring Road Traffic Calming	0	0	0	0
5.22	Update Regional Housing Study	0	0	0	0
5.23	Bethany - Pavement Management System	0	0	0	0
5.24	Bethany - Transit Opportunities	0	0	0	0
5.25	Hamden - East / West Transportation Study	0	0	35,000	0
5.26	Wallingford - Transit Bus Ridership & Routing	0	0	25,000	0
5.27	Meriden - Trail System Study	0	0	120,000	0
5.28	New Haven - Downtown Modal Split Study	0	0	25,000	0
5.29	Sustainable Communities Initiative	15,000	0	20,000	0
5.30	Regional School Bus Study	0	0	44,000	0
5.31	Regional Traffic Signal Study	0	0	30,000	0
5.32	Regional Transit Data Acquisition	0	0	20,000	0
5.33	Regional Road Classification Study	0	0	35,000	0
5.34	East Haven - Hemingway Ave & Coe Ave Study	0	0	40,000	50,000
5.35	New Haven - Foxon Boulevard Corridor	0	0	25,000	55,000
5.36	Wallingford - Traffic Signal Study	0	0	35,000	45,000
5.37	Update TransCAD Transit Model	0	0	50,000	93,000
5.38	Regional Transit Study Update	0	0	100,000	80,000
5.39	Transit Oriented Development Study	0	0	0	40,000
5.40	Sustainable Communities Initiative	0	0	0	100,000
	<b>Total Transportation Planning Consultants</b>	<b>375,298</b>	<b>0</b>	<b>654,000</b>	<b>503,000</b>
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5.40	Land Use Planning Consultants				
5.4100	Pre Disaster Mitigation Plan	0	0	0	110,300
5.4200	Municipal - "In-Kind" Contribution - FEMA Grant	0	0	0	15,000
5.4300	Sustainable Communities Grant	0	0	0	10,000
	<b>Total Land Use Planning Consultants</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,300</b>
<b>5.00</b>	<b>Total Consultant Expense</b>	<b>375,298</b>	<b>0</b>	<b>654,000</b>	<b>638,300</b>
<hr/>					
<b>6.00</b>	<b>Capital</b>				
6.10	Computer Expenditures	920	0	0	30,000
6.20	Office Equipment & Furniture	0	0	0	200

	Fiscal Year 10 Actual Expenses	To Date - 1/31	Fiscal Year 11 Current Budget	Fiscal Year 12 Proposed Budget
<b>Total Capital</b>	<b>920</b>	<b>0</b>	<b>0</b>	<b>30,200</b>
<b>7.00 NHASH - Homeland Sec Grant</b>				
7.10 Homeland Security Grant	19,833	15,350	38,000	0
<b>Total NHASH - Homeland Security Grant</b>	<b>19,833</b>	<b>15,350</b>	<b>38,000</b>	<b>0</b>
<b>8.00 Regional Performance Incentive Program</b>				
8.10 Regional Economic Dev Web Portal	33,693	0	0	0
8.20 Regional Solid Waste Disposal Study	0	0	0	0
<b>Total Reg. Performance Incentive Prog.</b>	<b>33,693</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>9.00 Shoreline Greenways Trails Study</b>				
9.10 Shoreline Greenways Trails Study	260,310	0	0	0
<b>Shoreline Greenways Trails Study</b>	<b>260,310</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10.00 Contingency</b>				
10.10 Contingency			24,109	0
<b>Total Contingency</b>			<b>24,109</b>	<b>0</b>
<b>Total</b>	<b>1,463,961</b>	<b>453,096</b>	<b>1,518,325</b>	<b>1,444,700</b>