



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

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

Carl J. Amento, Executive Director

EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
Wednesday October 28, 2015 – 9:00A.M.

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

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

1. Call to order- *First Selectman Michael Freda, Chairman*
2. Adopt Minutes of May 27, 2015 Executive Committee Meeting- Pages 2,3
Mayor Benjamin Blake, Secretary
3. Review of Budget Revision #1 Pages 4-6
Carl Amento, Executive Director and Al Ruggiero, Business Manager
4. Review of Resolution Authorizing Executive Director to Negotiate and Execute Agreement Page 7
with Deltek, Inc. to upgrade SCRCOG's Accounting/Project Management Software
Carl Amento, Executive Director and Al Ruggiero, Business Manager
5. Review of Resolution Authorizing Executive Director to Execute Renewal of Lease Pages 8-10
with Candid Group, LLC.
Carl Amento, Executive Director
6. Review of Resolution Authorizing Executive Director to Execute Documents regarding Page 11
the Amending and Restating of the SCRCOG Section 457(b) Deferred Compensation Plan
7. Other Business
8. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrcog.org. Please contact SCRCOG for copy of agenda in a language other than English. Auxiliary aids/services and limited English proficiency translators will be provided with two week's notice.

"Necesidades especiales: a las personas con discapacidad auditiva se les proveerá con medios auditivos y/o intérpretes de signos. Igualmente intérpretes para personas que hablan poco inglés, pero será preciso avisar con dos semanas de antelación. Se puede solicitar la agenda en otro idioma que no sea inglés comunicándose con SCRCOG".

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

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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee**
FROM: **Mayor Benjamin Blake, Secretary**
DATE: **October 21, 2015**
SUBJECT: **SCRCOG Executive Committee Minutes of May 27, 2015**

Present:

East Haven Salvatore Brancati, *proxy for Mayor Joseph Maturo*
Guilford First Selectman Joseph Mazza
Madison First Selectman Fillmore McPherson – *Vice Chairman*
Milford Mayor Benjamin Blake – *Secretary*
North Haven First Selectman Michael Freda – *Chairman*
Wallingford Mayor William Dickinson
Woodbridge First Selectwoman Ellen Scalettar

SCRCOG Staff Carl Amento, *Executive Director*, Al Ruggiero, *Business Manager*

1. **Call to order** –
The Executive Committee meeting was called to order at 9:10 a.m. by Chairman Freda.
2. **Adopt Minutes of April 22, 2015 Executive Committee Meeting** –
Mayor Blake presented the minutes of the April 22, 2015 Executive Committee meeting, which were on page two of the agenda packet. Mayor Blake moved for their acceptance. First Selectman McPherson seconded. All were in favor of acceptance of the minutes.
3. **Review of SCRCOG Budget Proposal for FY 2015-16** –
Executive Director Amento and Business Manager Ruggiero reviewed the proposed budget for FY 2015-16, which was attached to the agenda packet. After discussion, Mayor Blake moved to approve the proposed budget with the exception that salary increases for the Executive Director and staff will be limited to 2.5%, with the remainder of the proposed increases being transferred to the Contingency line item. First Selectwoman Scalettar seconded the motion. It was approved unanimously.
4. **Approval of Auditor for 2014-2015 SCRCOG Financial Statements** –
Executive Director Amento explained that, in accordance with the Executive Committee’s instructions from last year, the RFP for the auditor this year was sent to a wide distribution of 31 accounting firms. Despite this year’s wide distribution of the RFP, there was only one submission in response to the RFP, the existing auditor, Kirkaldie Randall & McNab. Kirkalder quoted a fixed fee of \$8,250 for Years 1 and 2, and \$8,500 for Year 3. The cost of SCRCOG’s FY 2013-14 auditing services was \$8,250. First Selectman Mazza moved for approval. First Selectman McPherson seconded the motion. The motion was approved unanimously.

5. **Other Business** –
None
6. **Adjournment** –
Motion to adjourn was made by First Selectman Mazza and seconded by First Selectman McPherson. It passed unanimously. The meeting was adjourned at 9:57 a.m.

Respectfully submitted,

Mayor Benjamin Blake, *Secretary*

FY 2015-2016 Budget Revision # 1

Budget Revision # 1 increases SCRCOG's overall FY 2015-16 approved budget by \$184,547 to \$2,813,752. This revision will incorporate carryover FY 2014-15 State Grant-in-Aid (\$184,547) and to program the balance of FY 2015-16 State Grant-in-Aid (\$229,150, currently in Contingency).

The current 2015-16 budget includes \$35,000 of capital expenditures for the update of SCRCOG's server and computers. These capital expenditures were originally planned to be charged to the federal transportation planning project account (U.S. DOT FY 2015-2016, \$28,000, CDOT – FY 2015-2016, \$3,500, and Local, \$3,500). Since, the carryover FY 2014-15 State Grant-in-Aid must be expended by March 31, 2016, we are recommending funding this capital expense with these funds and deferring transportation and local funding to contingency and future operations.

In addition to being used for updating SCRCOG's server and computers (\$35,000), the carryover FY 2014-15 State Grant-in-Aid funds will be used for the Recreational Trails Mapping Project consultant/other fees (\$103,000), upgrading SCRCOG's accounting/project management software (\$30,000), Regional Human Services Coordination Project mandated by state statute (\$9,500), and housing data acquisition (\$7,047). The \$103,000 for a Recreational Trails Mapping Project was approved by the SCRCOG Board in September 2015. This budget revision allocates \$30,000 for upgrading SCRCOG's accounting/project management software from Deltek Advantage to Deltek Vision. Upgrading this software is necessary to ensure compatibility with current and future computer operating systems. This will allow SCRCOG to continue to maintain financial records and develop reports in accordance with U.S. DOT and CT DOT regulations and guidance. This project was planned and approved within the context of the 2014-15 budget, but not completed.

Total State-Grant-in-Aid (SGIA) for FY 2015-16 is \$410,000. Within the approved 2015-16 budget, only \$180,850 of the \$410,000 was programmed, with \$229,150 reserved in the Contingency line item. This budget revision programs the balance (\$229,150) for (1) a Business Assistance Collaboration with the Greater New Haven Chamber of Commerce (\$150,000); (2) local match for transportation studies (\$52,500) (3) additional funding for Regional Human Services Coordination Project (\$9,500), and (4) additional funding for SCRCOG's Shared Services Initiative (\$17,150). The Business Assistance Collaboration will have three components: (1) Business Assistance to Start-Ups in the region (including entrepreneurs, co-working and maker spaces, innovation districts and incubators); (2) Business Retention and Expansion Program for Existing Small Businesses in the region (utilizing SCRCOG's GIS-based Business Analyst demographic and marketing data); and (3) Technical Assistance to Local Governments from Regional Businesses (as part of SCRCOG's Shared Services Initiative).

Budget Revision #1 includes the following additional revenue and expenditure items:

1. Revenue increases totaling \$184,547:
 - a. \$184,547 for CT OPM – State Grant-in-Aid (SGIA) – FY15 (carryover)
 - b. Programming \$229,150 of CT OPM – State Grant-in-Aid (SGIA) – FY16

2. Expenditure increases totaling \$329,697:
 - a. \$150,000 for Business Assistance Collaboration with GNHCC (FY 2015-2016 SGIA)
 - b. \$103,000 for Recreational Trails Mapping Consultant (FY 2014-15 SGIA)
 - c. \$30,000 for Computer Supplies & Software (FY 2014-15 SGIA)
 - d. \$17,150 for additional funding for Shared Services Initiative (FY 2015-16 SGIA)
 - e. \$9,500 for Regional Human Services Coordination Project (FY 2014-15 SGIA)
 - f. \$9,500 for Regional Human Services Coordination Project (FY 2015-16 SGIA)
 - g. \$7,047 for Housing Data Analysis (FY 2015-16 SGIA)
 - h. \$3,500 for Reserved for Future Operations

Actual line item revisions are below, followed by a resolution authorizing Budget Revision #1.

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Municipal Contribution			
Municipal Contribution	154,200		154,200
Transportation Planning			
U.S. DOT - FY 2015-2016	935,538		935,538
U.S. DOT - Mobility Management	87,006		87,006
CDOT - FY 2015-2016	116,943		116,943
CDOT - Mobility Management	21,751		21,751
CDOT - LOTCIP	232,320		232,320
Regional Planning			
CT OPM - State Grant-in-Aid (SGIA) - FY16	410,000		410,000
CT OPM - State Grant-in-Aid (SGIA) - FY15 (carryover)	-	184,547	184,547
Regional GIS Program	62,000		62,000
Coastal Resilience Planning Grant			
NFWF - Coastal Resilience Planning Grant	608,447		608,447
Investment Income	1,000		1,000
TOTAL	2,629,205	184,547	2,813,752

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	497,325		497,325
Benefits	209,378		209,378
Travel	14,600		14,600
Computer Supplies & Software	29,750	30,000	59,750
Rent	107,700		107,700
General Office Expenses	77,250		77,250
Transportation Consultants	525,000		525,000
Other Consultants			
GIS Consultant	15,000		15,000
Shared Services Study Implementation	15,000	17,150	32,150
Capitol Region Purchasing Council	7,500		7,500
Coastal Resilience - Nature Conservancy	179,045		179,045
Coastal Resilience - GBRC	58,923		58,923
Coastal Resilience - Environmental Eng. Firm	131,077		131,077
Mobility Management	89,422		89,422
Recreational Trails Mapping Consultant	-	103,000	103,000
Business Assistance Collaboration	-	150,000	150,000
Regional Human Services Coordination	-	19,000	19,000
Housing Data Analysis	-	7,047	7,047
Capital	35,000		35,000
Contingency	429,255	(145,150)	284,105
Reserved for Future Operations	-	3,500	3,500
Reserved for Coastal Resilience Planning Grant (future FYs)	207,981		207,981
Total	2,629,205	184,547	2,813,752



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Carl J. Amento, Executive Director

Resolution

**Executive Committee of the South Central Regional Council of Governments
Fiscal Year 2015-2016 - Budget Revision # 1**

Whereas: South Central Regional Council of Governments on May 27, 2015 adopted an operating budget for Fiscal Year 2015-2016, and

Whereas: SCRCOG By-Laws require any revision to the operating budget during the course of the year, which exceeds 10% of the approved budgeted item be approved by the Council of Governments.

Now, therefore be resolved by the South Central Regional Council of Governments:

That Fiscal Year 2015-2016 Budget Revision # 1 is adopted.

Certificate:

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 October 28, 2015.

Date: October 28, 2015

By:

Benjamin Blake, *Secretary*
South Central Regional Council of Governments



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Carl J. Amento, Executive Director

Resolution Authorizing Executive Director to Negotiate and Execute Agreement with Deltek, Inc. to upgrade SCRCOG's Accounting/Project Management Software

Whereas: SCRCOG has utilized the Deltek Advantage accounting/project management software since the late 1990s;

Whereas: Deltek Advantage is at its end-of-life/end-of-support and is not compatible with current computer operating systems and an upgrade is necessary to ensure compatibility with current and future computer operating systems;

Whereas: Deltek Vision is the next generation upgrade of the Deltek Advantage software; and

Whereas: Upgrading to the Deltek Vision accounting/project management software will allow SCRCOG to continue to maintain financial records and develop reports in accordance with U.S. DOT and CT DOT regulations and guidance.

Therefore, be it Resolved:

That the Executive Director, Carl J. Amento, is hereby authorized to act on behalf of the Council to negotiate and execute all appropriate and necessary contractual instruments with Deltek, Inc. to upgrade SCRCOG's accounting/project management software to Deltek Vision.

Certificate:

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 SCRCOG on October 28, 2015.

Date: October 28, 2015

By:

Mayor Benjamin Blake, *Secretary*
South Central Regional Council of Governments

FOURTH ADDENDUM TO LEASE

This AGREEMENT dated as of July __, 2015 by and between Candid Group, LLC, with an office at 110 Washington Avenue, 4th Floor, North Haven, Connecticut, 06473 as LESSOR and South Central Regional Council of Governments, with a principal place of business at 127 Washington Avenue, North Haven, CT 06473 as LESSEE:

WHEREAS, LESSOR and LESSEE are parties to a certain Lease dated October 3, 1995, a First Addendum to Lease dated July 2000, and a Second Addendum To Lease dated June 23, 2005 and a Third Addendum To Lease dated May 28, 2010, (collectively, the "Lease"), respecting the premises described in the Lease containing approximately 4,928 square feet on the 4th Floor of the building located at 127 Washington Avenue, North Haven, Connecticut (the "Premises"); and

WHEREAS, the parties desire to extend the term of the Lease for an additional five (5) years as well as provide for a change in the terms of the rental structure and the Landlord has agreed to perform certain work within the Premises,

NOW THEREFORE, in view of the foregoing and in consideration of the Lease, and one dollar and other good and valuable considerations, given and received by the parties hereto, the parties do hereby agree as follows:

1. **LEASE TERM:** The term of the Lease shall be extended an additional five (5) years commencing on December 1, 2015 and ending November 30, 2020.

2. **MODIFICATION OF RENTAL CONSIDERATION:** Paragraph 5 of the Lease is modified so that the rent shall be payable in accordance with the following schedule:

<u>Lease Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
12/1/2015 through 11/30/2016	\$106,110.68	\$8,842.56
12/1/2016 through 11/30/2017	\$108,232.90	\$9,019.41
12/1/2017 through 11/30/2018	\$110,397.55	\$9,199.80
12/1/2018 through 11/30/2019	\$112,605.50	\$9,383.79
12/1/2019 through 11/30/2020	\$114,857.61	\$9,571.47

3. **RENEWAL OPTION:** Paragraph 23 of the Lease is hereby deleted in its entirety and the following is substituted in its place and stead:

"23. **RENEWAL OPTION:** Provided that Lessee is not then in default under the terms of the Lease, Lessee shall have the option to extend the term of the Lease for two (2) additional periods of five (5) years each. Lessee must exercise the right to extend the term, if at all, by written notice to Landlord by no later than twelve (12) months prior to the expiration date of the

term (as the same may be extended), **TIME BEING OF THE ESSENCE**. Each extended term shall be on the same terms and conditions of the Lease, but for the provisions of this Paragraph 23 and the rent payable during such period. Said rental rate for each year of each such extension period shall be based on the rental rate of the immediately preceding lease year plus a two percent (2%) annual rental increase. In the event that the Tenant fails to provide the notice as aforesaid, then the options shall be deemed null and void and of no further force and effect and this Lease shall, unless sooner terminated, terminate on the original expiration date of the Term, as the same may have been extended hereunder.

4. **LANDLORD'S WORK.** In consideration of the execution hereof by the parties hereto, Landlord hereby agrees to perform the following:

(i) Paint the interior of the Premises; and (ii) replace the existing carpeting in the Premises.

Landlord shall use commercially reasonable efforts to substantially complete the foregoing items by November 30, 2015.

5. **OTHER TERMS AND CONDITIONS:** Unless changed by this AGREEMENT, all other terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals.

CANDID GROUP, LLC

By: _____
Stephen C. Longobardi, Manager

SOUTH CENTRAL REGIONAL COUNCIL OF
GOVERNMENTS

By: _____
Carl J. Amento
Executive Director



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Carl J. Amento, Executive Director

***Resolution Authorizing Executive Director to Execute Renewal of Lease
with Candid Group, LLC.***

Whereas: SCRCOG entered into a Lease with Candid Group, LLC, dated October 3, 1995, for 4,928 square feet on the fourth floor of the west building located at 127 Washington Avenue, North Haven, CT; and

Whereas: SCRCOG has renewed the Lease three times, with each renewal lasting a period of five years (July 2000, June 2005, and May 2010); and

Whereas: The Third Addendum to the Lease expires on November 30, 2015; and

Whereas: SCRCOG's Executive Director has negotiated a Fourth Addendum to the Lease (attached), commencing December 1, 2015 and ending November 30, 2020.

Therefore, be it Resolved:

That the Executive Director, Carl J. Amento, is hereby authorized to execute all appropriate and necessary contractual instruments with Candid Group, LLC. to extend the term of the Lease for an additional five years.

Certificate:

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 SCRCOG on October 28, 2015.

Date: October 28, 2015

By: _____
Mayor Benjamin Blake, *Secretary*
South Central Regional Council of Governments



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Carl J. Amento, Executive Director

Resolution

South Central Regional Council of Governments

Authorizing Execution of Documents Regarding the Amending and Restating of the SCRCOG Section 457(b) Deferred Compensation Plan

RESOLVED, that the South Central Regional Council of Governments Deferred Compensation Plan (the "Plan"), under Section 457(b) of the Internal Revenue Code, be amended to permit participant loans for any reason up to the maximum amount permitted under Internal Revenue Code Section 72(p) for repayment by payroll deduction over a term of five years or less provided that (1) the minimum amount of any loan be \$1,000.00; (2) participants have no more than one participant loan outstanding at any time; and (3) loans are due and payable in full within 90 days following termination of employment;

RESOLVED, that the Executive Director and any other appropriate officers of South Central Regional Council of Governments be, and each one of them is, authorized and directed to take all action and execute any and all documents as such officer deems appropriate or advisable (with the advice of and recommendation of counsel to SCRCOG) to effectuate the foregoing resolution.

Certificate:

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 SCRCOG on October 28, 2015

Date: October 28, 2015

By: _____
Mayor Benjamin Blake, *Secretary*
South Central Regional Council of Governments