



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 July 25, 2018 – 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 - *First Selectman James Cosgrove, Chairman*
2. Adopt Minutes of June 27, 2018 Executive Committee Meeting - Pages 2,3
First Selectwoman Beth Heller, Secretary
3. Recommendation of Approval of SCRCOG FY 2018-19 Regional Services Grant (RSG) Pages 4-17
Spending Plan
4. Recommendation of Approval of Budget Revision #1 - FY 2018-19 Pages 18,19
5. Recommendation of Approval of Resolution Authorizing the Executive Director to enter into Pages 20,21
agreements for FY 2018-19 Regional Services Grant-funded Consultant Services
6. Other Business
7. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrkog.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”.

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TO: **SCRCOG Executive Committee**
FROM: **First Selectwoman Beth Heller, *Secretary***
DATE: **July 18, 2018**
SUBJECT: **SCRCOG Executive Committee Minutes of June 25, 2018**

Present:

Branford	First Selectman James Cosgrove, <i>Chairman</i>
Madison	First Selectman Thomas Banisch, <i>Vice-Chair</i>
Milford	Mayor Benjamin Blake
New Haven	Michael Piscitelli, <i>proxy for Mayor Toni Harp, Immediate Past Chairwoman</i>
North Haven	First Selectman Michael Freda, <i>Treasurer</i>
Wallingford	Mayor William Dickinson
Woodbridge	First Selectwoman Beth Heller, <i>Secretary</i>
SCRCOG Staff	Carl Amento, <i>Executive Director</i> , Stephen Dudley, <i>Deputy Director and Transportation Director</i>
Other guests	Ginny Kozlowski, <i>REX Development</i>

1. **Call to order**

The Executive Committee meeting was called to order at 9:22 a.m. by Chairman Cosgrove.

2. **Adopt Minutes of June 25, 2018 Executive Committee Meeting**

First Selectwoman Heller presented the minutes of the June 25, 2018 Executive Committee meeting, which are on Pages 2-3 of the agenda packet. She moved for their acceptance. Mayor Dickinson seconded. All were in favor of adoption of the minutes.

3. **Approval of SCRCOG FY 2018-2019 Regional Services Grant Spending Plan**

Executive Director Amento reviewed a Memorandum found at Pages 4-8 of the agenda packet. After discussion, it was decided that no action would be taken. Chairman Cosgrove indicated that he would appoint a committee to investigate alternatives to the funding proposals included in the proposed Spending Plan.

4. **Resolution Authorizing the Executive Director to enter into agreements for FY 2018-2019 Regional Services Grant-funded Consultant Services**

Because the Executive Committee decided to take no action on the Spending Plan, there was also no action taken on the Resolution.

5. **Other Business**

None.

6. **Adjournment**

First Selectman Freda moved to adjourn the meeting. First Selectman Banisch seconded. The motion was approved by all. The meeting adjourned at 10:15 am.

Respectfully submitted,

First Selectwoman Beth Heller, *Secretary*

PROPOSED SCRCOG REGIONAL SERVICES GRANT (RSG) SPENDING AND WORK PLAN AND SELECTION OF CONSULTANTS FOR FY 2018-2019 (7-18-18)

INTRODUCTION

The SCRCOG proposed RSG Spending and Work Plan for FY 2018-19 represents an effort to expand SCRCOG's products and services to its member municipalities in the non-transportation area. The Spending Plan seeks to meet state legislative goals associated with the RSG funding for regional approaches to inter-municipal service/operations sharing, tourism and economic development, GIS mapping, and environmental and sustainability initiatives.

With funding almost doubled for the current year over the previous year, SCRCOG proposes to accomplish several long-standing objectives by utilizing third-party consultants in a similar manner to what has been successfully employed on the transportation side of SCRCOG's work program.

The objectives of the RSG Spending Plan are to:

- Utilize the RSG funds in the best interests of all of the SCRCOG municipalities;
- Utilize the RSG funds to advance the legislative purposes of the grant funding, and in a manner which will encourage the state to continue to support substantial RSG funding for COGs;
- Leverage state RSG funding to provide match for federal transportation funding allowing the latter to be fully utilized;
- Expand SCRCOG's regional GIS program for the benefit of its member municipalities, and to add additional data layers to the GIS program;
- Fund SCRCOG staff work in the non-transportation area of shared services/operations, which is the primary purpose of the RSG;
- Fund consultants that will identify and assist SCRCOG municipalities in implement inter-municipal shared services/operations opportunities;
- Fund new and unique tools for regional and municipal economic development by partnering with REX Development to create a comprehensive business inventory database of businesses located in each SCRCOG municipality, and to create GIS mapping of cultural, historic and agricultural assets in each municipality to promote tourism;
- Fund consultant that will organize a statutorily-mandated Human Services Coordinating Council.

The language of the RSG statute, excerpted below, states that the purpose of the funding is for "planning purposes and to achieve efficiencies in the delivery of municipal services".

In accordance with Section 259 of Public Act 17-2 of the June 2017 Special Session, "Each regional council of governments shall use such grant funds for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services. On or before October 1, 2018, and annually thereafter, each regional council of governments shall submit a report, in accordance with section 11-4a of the general statutes, to the joint standing committees of the General Assembly having cognizance of matters relating to planning and development and finance, revenue and bonding, and to the secretary. Such report shall (1) summarize the expenditure of such grant funds, (2) describe any regional program, project or initiative currently provided or planned by the council, (3) review the performance of any existing regional program, project or initiative relative to its initial goals and objectives, (4) analyze the existing services provided by member municipalities or by the state that, in the opinion of the council, could be more effectively or efficiently provided on a regional basis, and (5) provide recommendations for legislative action concerning potential impediments to the regionalization of services."

SCRCOG's approved FY 2018-19 budget passed by the Board on May 23, 2018 assumed an RSG budget of \$252,504, which was the amount SCRCOG received for the FY 2017-18 SCRCOG budget.

Regional Planning Budget Narrative, excerpted below from Approved SCRCOG FY 2018-19 Budget.

"SCRCOG is committed to continued improvements and enhancements to its Geographic Information System (GIS) program. Planned upgrades include recreational trails updates, open space database integration, and tree canopy mapping. Additionally, SCRCOG will be assisting its municipalities with projects under the statewide Sustainable CT project including with multi-town or region-wide projects. Possible projects include open space and natural resource inventories, watershed management, mapping of tourism and cultural assets, and development of agricultural asset mapping to complement the recently-awarded Farm Viability grant. SCRCOG will continue its municipal shared services initiative, focusing on collaborations between Towns and Boards of Education and collaborations between municipalities in the areas of technology, procurement, permitting, human resources, assessment, energy conservation, and data."

SUMMARY OF RSG SPENDING PLAN

Ultimately, the state approved an allocation to SCRCOG in early June in the amount of \$493,504. SCRCOG's original (May) and revised (July) staff proposals for the expenditure of the additional \$241,000 in funding are as follows, with notes as to SCRCOG staff's recommended revisions:

2018-19 Regional Services Grant

		Approved Budget Allocation	July 18th Revision	Total RSG Allocation
1	Regional Planning (Staff Labor and Expenses)	\$ 166,145	10,000	\$ 176,145
2	Transportation Planning (Match)	25,259	-	\$ 25,259
3	GIS Hosting and Maintenance	-	25,000	\$ 25,000
4	GIS Mapping Consultants	15,500	4,500	\$ 20,000
5	Sustainable CT/Municipal Program Consultants	10,000	-	\$ 10,000
6	Shared Services/Operations Consultants (8/1 - 12/31/18)	-	65,000	\$ 65,000
7	Shared Services/Operations Consultants (1/1 - 6/30/19)	35,600	44,400	\$ 80,000
8	MS4 Technical Consultant	-	35,000	\$ 35,000
9	Regional Asset Mapping/Tourism Initiative (REX)	-	25,000	\$ 25,000
10	Regional Business Inventory Database Consultant (REX)	-	27,500	\$ 27,500
11	Human Services Coordinating Council Consultant	-	4,600	\$ 4,600
	Total	\$ 252,504	\$ 241,000	\$ 493,504

- \$176,145 for staff labor and expenses for Regional Planning and Municipal Assistance. This amount included the \$166,145 approved in May for the SCRCOG budget.
- \$25,259 for match for Transportation Planning Funds. This amount was approved in the SCRCOG budget in May.
- \$25,000 in GIS Program Hosting and Maintenance. This annual fee was originally planned to be paid from UPWP federal transportation funds, but paying it from RSG funds will allow the same amount to be available for additional transportation studies.

- \$20,000 for GIS Mapping Consultants. This amount included the \$15,500 already approved in the SCRCOG budget in May.
- \$10,000 for Sustainable CT/ Municipal Programs Consultants. This amount was in the approved SCRCOG budget in May). \$7,500 will be used to pay dues to the Capitol Region Purchasing Consortium on behalf of SCRCOG municipalities.
- \$65,000 for Shared Services/Operations Consultants from August 1, 2018 to December 31, 2018 (Phase 1). This amount included the \$35,600 approved in the SCRCOG budget.
- \$80,000 for Shared Services/Operations Consultants from January 1, 2019 to June 30, 2019 (Phase 2).
- \$35,000 for MS4 Technical Consultant. These funds will be utilized for an MS4 Technical Consultant after a Scope of Work and an RFP are developed from input from meetings of municipal officials involved in MS4 Regulatory Compliance.
- \$25,000 to REX for Regional Asset Mapping/ Tourism Initiative.
- \$27,500 to REX for Regional Business Inventory Database Consultant.
- \$4,600 for Human Services Coordinating Council Consultant. This is a statutorily-mandated project for COGs. The funding amount will need to be reduced to \$4,600 from \$5,000 to account for the fact that SCRCOG's total RSG allocation is \$493,504, not \$493,904 as listed in the May agenda budget submission.

SPECIFIC PROJECT DESCRIPTIONS

1. Regional Planning (Staff Labor and Expenses)

The approved SCRCOG budget included \$166,145 in Staff Labor and Expenses to support the Regional Planning Program, specifically staff work on non-transportation areas of regional concern, including shared services, environmental and land use planning. SCRCOG will complete the mapping portion of a Regional Asset Mapping program conducted by REX with RSG funds which includes identifying cultural, historic, and agricultural assets for each town. The final product will include digital mapping and a map brochure for each municipality to be used for local promotion and tourism.

Funding will also allow SCRCOG staff to manage the consultants selected to complete other RSG-funded projects, and to continue operating regular non-transportation programs, such as overseeing the Regional Planning Commission or providing technical assistance to municipalities. SCRCOG has no other sources of funding besides the state RSG for non-transportation programs except local dues. The vast majority of SCRCOG's local dues are programmed for match of federal transportation funding.

An additional allocation of \$10,000 to fund an intern until June 30, 2019 is requested. SCRCOG's current summer intern, Andy Cirioli, has completed his undergraduate degree at Salve Regina University and is beginning his Masters in Public Administration program at the University of Connecticut in the fall. Andy intends to work at SCRCOG part-time throughout the school year, and will specialize in the shared services/operations area. Andy has interned in North Haven for First Selectman Freda and was previously a summer intern at SCRCOG.

2. Match for Federal Transportation Funding

Due to reduced funding in the state budget, the state's traditional 10% match of federal transportation funding has been reduced to 7.6%. \$25,259 of the SCRCOG RSG funding will be used to provide match for federal PL funds to provide planning studies for the benefit of SCRCOG municipalities and the region. Utilizing \$25,259 of RSG funds as match will allow full utilization of the federal transportation funding available to SCRCOG in FY 2018-19.

3. Regional GIS Program Hosting and Maintenance

During FY 2018-19, the Regional GIS Program hosting and maintenance will be sustained through SCRCOG RSG funding in the amount of \$25,000. This annual fee was originally planned to be paid from UPWP federal transportation funds, but paying it from RSG funds will allow the same amount to be available for additional transportation studies

The regional web-based GIS program consists of a uniform regional parcel database, and the following data layers: Zoning, Land Use, ESRI Demographics, Environmental, Points of Interest, and Regional Trails. In addition, 2013 Aerial Imagery, 2016 Aerial Imagery and 2016 Oblique Imagery have been included within the Regional GIS Viewer. These data layers allow municipal planners and other users to view and analyze data in a broader context across municipal boundaries. The regional GIS program continues to be available and utilized extensively by our member municipalities as a regional asset and shared service.

4. Regional GIS Mapping Consultants

SCRCOG RSG funding in the amount of \$20,000 will be used to develop a Regional Tree Canopy Assessment, integrate the Open Space Inventory database (which was grant funded) into the SCRCOG GIS Viewer, and update the popular Regional Recreational Trails Mapping program for the benefit of SCRCOG municipalities and the region.

The Tree Canopy Assessment will allow SCRCOG and its member municipalities to understand the current tree coverage and plan/prioritize for future planting goals of each community. The assessment can also determine the location and amount of impervious cover. Improving a community's tree canopy can have a variety of benefits including climate resiliency, ecological, social and economic benefits.

The Tree Canopy Assessment would be developed with the assistance of the University of Vermont Spatial Analysis Laboratory, which has completed other studies for Connecticut COGs and for COGs and municipalities throughout the Northeast

The Regional Open Space Inventory funded through the Regional Performance Incentive Grant program categorizes open space by type, use, ownership, and protection status. The completed open space database will be integrated within the SCRCOG GIS Viewer.

SCRCOG will continue to make necessary updates to the Regional Recreational Trails program, including the GIS Trail Database and Viewer. Upon request, SCRCOG will provide additional printing of the Trail Brochures. A consultant will be contracted to meet with each municipality to update the trails data, content (narrative/photos) and mapping. In addition, the consultant will update the SCRCOG Trails Webpage to integrate a Search Functionality option.

5. Sustainable CT/Municipal Program Consultants

The \$10,000 in RSG funding was approved in the SCRCOG budget in May. \$7,500 will be used to pay dues to the Capitol Region Purchasing Consortium on behalf of SCRCOG municipalities. The remainder will be used for responding to requests for assistance by SCRCOG municipalities.

6. SCRCOG Shared Services Work Plan (August 1 to December 31, 2018)

Consultant Work (Phase1)

General Conditions

- This proposed Work Plan focuses on the time period until December 31, 2018, except for a couple of full fiscal year projects near the end of the Work Plan. A Progress Report will be made to the Executive Committee for the November 2018 meeting. A proposed work plan and proposed consultants or consultant selection process for the January 1, 2019 to June 30, 2019 timeframe will be submitted to and will be reviewed by the Executive Committee at that same November meeting. The SCRCOG Executive Director will report on the status of each Consultant's work at each monthly SCRCOG meeting.
- Consultants will report informally at least weekly and submit Written Progress Reports monthly to the assigned Project Manager. Executive Director Carl Amento will be project manager for Mr. Celotto's projects. Senior Regional Planner Eugene Livshits will be Project Manager for Mr. Marchand's work, and Regional Planner Rebecca Andreucci will be Project manager for Ms. Roach's projects.
- SCRCOG Intern Andy Cirioli will assist in scheduling and convening of meetings of relevant officials from SCRCOG municipalities, as well as assisting in scheduling of presenters for above meetings, creating meeting agendas, and creating meeting summaries. He will also assist the Consultants by researching issues and prepare informational materials for meetings.
- SCRCOG staff proposes to perform the following shared services/operations tasks without consultant assistance:
 1. Convene and schedule quarterly meetings of a SCRCOG Regional Planners' Council.
 2. Convene and meet with SCRCOG towns registered for Sustainable CT program.
 3. Investigate other issues not included in specified Consultant tasks when regional groups of municipal officials meet.

- Compensation to consultants will be paid in accordance with the assigned tasks and on the basis of a percentage of each task completed as determined jointly by the Consultant and the Project Manager. However, project managers will have some flexibility to allow for re-allocation of funding between and among tasks and between and among Consultants so long as the total compensation for each Consultant is not increased and assigned Deliverables are completed.
- The specific subject areas that are the focus of this Work Plan have been selected because of their likelihood to yield opportunities for inter-municipal and Town-Board of Education (BOE) service sharing as reported in shared service studies conducted by SCRCOG, CRCOG, SECCOG and CCM in recent years.
- Initial work on many of the specific subject areas proposed in this Work Plan occurred in meetings of Regional Councils of Finance Directors, Purchasing Agents, IT Directors and Permitting Officials which were formed and met in 2013-2015. SCRCOG's ability to continue convening these meetings and to continue working on shared services was greatly reduced in 2016-2017 due to lack of funding.
- The consultants will exert best efforts to involve and obtain input from representatives from all SCRCOG municipalities in doing their work. If in-person meetings are not feasible, telephone conferences, email exchanges and surveys will be employed. SCRCOG staff will assist in trying to reach as many town representatives as possible. SCRCOG mayors, First Selectmen, and City/Town Managers will be notified in advance of meetings with any of their town officials.
- The Consultants will exert their best efforts to bring their tasks to completion. However, many tasks will involve decisions to be made by the municipalities, and the Consultants role will only be to assist the municipalities in implementing a project. Work on the Consultants' tasks will be an iterative process which will undoubtedly encounter forks in the road and obstacles which cannot now be foreseen. If the Consultants are unable to implement a project or projects, they will take the projects as far along towards implementation as possible.
- There will be contracts between SCRCOG and the Consultants which will be very similar to the contracts used for transportation study UPWP consultants, which also provide for a not to exceed amount and a payment on the basis of an agreed percentage of task completed.

Proposed Consultant - Joseph Celotto

Joe served as Finance Director for 2 years and Public Works Director for two years for the Town of Hamden. Before his local government service, Joe worked for Pitney Bowes, IBM, and Tandem Computers for 36 years in the areas of management, finance, and technology. Since leaving government service, he has been the Director of Planning and Technology at Trash Master LLC and was Chief Financial Officer at Carla's Pasta, Inc. Joe holds an Executive Master's degree in Business Administration from the University of New Haven. Joe has experience and expertise in the interface of technology and local government financial, operational and public works functions. He recently prepared specifications for an Enterprise Resource Planning (ERP) system for West Hartford as commissioned by CRCOG.

Proposed tasks (detailed below) and compensation by task (total compensation: \$22,000) -

- Finance - \$7,000
- Purchasing - \$5,000

- Animal Shelter - \$2,000
- Information Technology - \$3,000
- Public Works - \$5,000

Finance

- Specific Project –Assisting in the implementation of Town of Bethany contracting with Town of Woodbridge for Bethany’s financial recordkeeping and reporting utilizing Woodbridge’s MUNIS financial system.
- General Project - Meeting with SCRCOG Finance Directors and School Business Managers. Review of financial/operating software used by municipalities and Boards of Education and identifying opportunities for: sharing of financial systems between towns and between a town and its Board of Education (BOE), improvements in technology, increasing purchasing power by the adoption of common financial/operational technology systems, creating user groups among those towns/BOEs using same financial software platforms, and exploring adoption of Enterprise Resource Planning (ERP) systems.
- Deliverables-
 1. Convene and meet with a SCRCOG Regional Finance Directors’ Council.
 2. Produce research findings and best practices, a template for one town contracting to provide financial services for another town, a report of dealings with financial software vendors, and a contract between towns.
 3. Create spreadsheet of financial/operational software utilized by each SCRCOG municipality and BOE, including vendor, year entered into service, terms of contract, cost, and functions included in the software.
 4. Create a list of existing software user groups in the region.
 5. Report on opportunities for service sharing, joint purchasing, user groups and upgrading to an ERP system.
 6. Assist in implementing, as desired, service sharing, joint purchasing, user groups, and any requested upgrading to ERP systems.

Purchasing

- Specific Project - Review of City of New Haven’s on-line purchasing system and comparison of it to the Capitol Region Purchasing Consortium’s BidSync on-line purchasing system, to determine if either system can be utilized on a multi-town or region-wide basis.
- General Project - Meeting with Purchasing Agents to determine interest in on-line purchasing systems, and to explore other technology needs of Purchasing Departments.
- Investigate technology procurement by local government from Purchasing Agents perspective.
- Deliverables-
 1. Convene and meet with SCRCOG Regional Purchasing Agents’ Council.
 2. Report on comparison of City of New Haven and BidSync on-line purchasing system, as well as other such systems available, with regard to suitability and feasibility for use by SCRCOG municipalities.
 3. Report on other technology needs of Purchasing Departments.

4. Report on technology procurement by municipal Purchasing Departments.
5. Report on available procurement consortia.
6. Assist in implementing, as desired, utilization of an on-line purchasing system by SCRCOG municipalities, as well as best practices in technology procurement, and increasing participation in purchasing consortia.

Animal Shelter

- Specific Project – Assisting in the implementation of Town of Woodbridge contracting with Town of Hamden to provide Animal Control facility for shared use by Town of Hamden.
- General Project - Meeting with municipal officials engaged in Animal Control facilities planning. Investigation of other opportunities among SCRCOG municipalities for sharing of Animal Control facilities or services.
- Deliverables-
 1. Meet with municipal officials involved in Animal Control facilities planning.
 2. Research findings, provide template for one town contracting to provide use of an Animal Control facility to another town, and contract between towns.
 3. Spreadsheet of Animal Control staffing, services and facilities for all SCRCOG municipalities.
 4. Assist in implementing, as desired, shared use of Animal Control facilities.

Information Technology

- General Project - Meeting with IT Directors of SCRCOG towns and BOEs. Investigation of opportunities among SCRCOG municipalities and BOEs for sharing software systems, increasing purchasing power by adopting common software platforms, forming user groups, and sharing best practices. Investigate technology procurement from IT Directors' perspective. Investigate opportunities for town and BOE sharing of IT functions.
- Deliverables-
 1. Convene and meet with SCRCOG Regional IT Directors' Council.
 2. Create inventory of software systems utilized by SCRCOG municipalities and BOEs.
 3. Report on opportunities for sharing of software systems, joint purchasing, forming user groups, and best practices.
 4. Implement, as desired, sharing of software systems, joint purchasing, formation of user groups, and sharing of best practices among SCRCOG municipalities and with BOEs.

Public Works

- General Project - Investigation of opportunities among SCRCOG municipalities for sharing software systems, equipment, and operational best practices. Investigation of project, asset, fleet, and fuel management systems, as well as opportunities for joint purchasing among SCRCOG towns and with BOE, and through available purchasing consortia. Investigate opportunities for town and BOE sharing of Public Works functions.
- Deliverables-

1. Convene and meet with SCRCOG Regional Public Works Directors' Council.
2. Spreadsheet of each town's public work functions, divisions and number of assigned personnel.
3. Inventory of public works software systems utilized by SCRCOG municipalities.
4. Inventory of public works equipment utilized by SCRCOG municipalities.
5. Report on operational best practices.
6. Inventory of project, asset, fleet, and fuel management systems.
7. Report on opportunities for joint public works purchasing among SCRCOG towns and their BOEs.
8. Report on opportunities for sharing of public works functions between and among towns and BOEs.
9. Assist in implementing, as desired, sharing of best practices, adoption of software solutions, and sharing of services/operations and equipment among SCRCOG municipalities.

Proposed Consultant - Christopher Marchand

Chris served in various capacities for the Town of Hamden over a period of 10 years, including serving as Grants Administrator, Community Development Manager, Fair Housing Officer, Energy Conservation Coordinator and ADA Coordinator. Before his local government service, Chris was the Grants Administrator at the Urban Resources Initiative of the Yale School of Forestry and Environmental Sciences. Since leaving town service, Chris was statewide development manager for StreetScan Inc., which provides pavement inspection services to municipalities. Chris has a Bachelor's degree in Business Management from Indiana University.

Proposed tasks (detailed below) and compensation by task (total compensation: \$20,000)-

- Energy Conservation- \$5,000
- Urban Forestry- \$5,000
- Permitting- \$5,000
- Grants Finding and Administration-\$5,000

Energy Conservation

- Meeting with municipal officials engaged in energy conservation and municipal energy task force members to learn of on-going and proposed municipal projects.
- Assist in organizing projects, as desired, at the regional level to promote best practices, energy efficiencies and economies of scale.
- Investigate opportunities for service sharing in the areas of renewable energy, purchasing through energy consortia, building and fleet energy usage, and indoor, street and outdoor lighting, and promotion of C-PACE and solar energy programs.
- Deliverables-
 1. Form a Regional Energy Conservation Council with representatives from each SCRCOG municipality, and hold regular meetings.
 2. Report on on-going and proposed municipal energy conservation projects and analysis of which projects are feasible or desired for regional follow-up.

3. Report on opportunities for service sharing in the areas of renewable energy, purchasing through consortia, building and fleet energy usage, and indoor, street and outdoor lighting, and promotion of C-PACE and solar energy programs.
4. Assist in implementing, as desired, regional energy conservation projects in the areas of renewable energy, purchasing through energy consortia, building and fleet energy usage, and indoor, street and outdoor lighting, and promotion of C-PACE and solar energy programs.

Urban Forestry

- Meet with municipal officials involved in municipal trees and forestry and identify opportunities for collaboration, service sharing and joint purchasing.
- Investigate feasibility of developing one or several municipal street tree nurseries on public property versus purchasing street trees from a common commercial vendor, and which alternative would result in reduced cost and ready availability.
- Deliverables-
 1. Convene and meet with SCRCOG Regional Forestry Council with representatives from SCRCOG municipalities.
 2. Inventory existing tree planting programs in SCRCOG municipalities and report on best practices for such programs.
 3. Report on feasibility of a municipal street tree nursery versus purchasing trees jointly from a commercial vendor.
 4. Assist in implementing, as desired, an efficient, cost-effective way to buy street trees by either creation of a municipal street tree nursery or by joint purchasing from a commercial vendor.

Permitting

- Work with Capitol Region Council of Governments to assess their on-line permitting offerings, ViewPermit and Municipity, as well as other possible options.
- Meet with municipal permitting officials and assess their interest in on-line permitting, and the creation of user groups.
- Meet with permitting officials and encourage the sharing of best practices and opportunities for further technology improvements.
- Deliverables-
 1. Convene and meet with SCRCOG Regional Permitting Officials' Council.
 2. Inventory existing on-line permitting systems being utilized by SCRCOG municipalities.
 3. Compare features of available on-line permitting systems available to SCRCOG municipalities.
 4. Report on best practices and opportunities for technology improvements for the permitting officials.

Grants Finding and Administration

- Compile a list of annual, periodic and on-going grants available to SCRCOG municipalities.
- Meet with municipal officials involved in grants administration to implement technology solutions and best practices for the administration of municipal grants on a regional basis.

- Deliverables-
 1. Convene and meet with SCRCOG Regional Grant Writers' Council.
 2. Create a list of annual, periodic and on-going grants available to SCRCOG municipalities.
 3. Identify or develop systems for effective grants administration for SCRCOG municipalities.

Proposed Consultant - Pamela Ricci Roach

Pam was the Town of Hamden's Solid Waste and Recycling Coordinator for 10 years where she initiated many new and successful programs, and created and managed Hamden's Annual Earth Day Celebration which drew 4,000 attendees annually. She also served as an Environmental Analyst at the Metropolitan District (MDC) in Hartford, and as Land Management Coordinator and Coordinator of the Household Hazardous Waste Collection Program at the Regional Water Authority. She most recently was Director of the Residential Electronics Collection Program at Take 2 Inc. she acquired experience with stormwater issues as advisor to Hamden Clean and Green Commission, as a member of the Cheshire Land Trust, and in her work at MDC and RWA. She has a Masters in Environmental Science with a concentration in GIS from the University of New Haven.

Proposed tasks (detailed below) and compensation by task (total compensation: \$20,000)-

- Solid Waste and Recycling/Materials Management-\$10,000
- Stormwater Regulatory Compliance (MS4)- \$10,000

Solid Waste and Recycling/Materials Management

- Meet with municipal officials and organize projects, as appropriate, at the regional level to promote best practices, efficiencies and economies of scale.
- Investigate opportunities for service sharing in the areas of solid waste and recycling collections, and joint purchasing of services among towns and between towns and Boards of Education.
- Explore new areas of recycling such as organics and food waste, composting, textile and WRAP-plastic film recycling, and assist in implementing multi-town or regional collaborations.
- Determine feasibility of participating in the CT DEEP Pilot Program (Public Act No. 18-181) "Collection of Glass Separate from Curbside Program and Separated at Transfer Station".
- Meet with municipal officials and develop best practices and efficiencies in materials management, including, without limitation, electronic and mattress recycling, on a multi-town, regional or Town-BOE basis.
- Deliverables-
 1. Convene and meet with SCRCOG Regional Solid Waste and Recycling Council.
 2. Inventory existing solid waste and recycling collection programs in SCRCOG municipalities, including curbside collection and transfer station operations.
 3. Report on opportunities to implement best practices, efficiencies and economies of scale.

4. Report on opportunities for service sharing in the areas of solid waste and recycling collections, and joint purchasing of services among towns and between towns and Boards of Education.
5. Report on opportunities for new recycling opportunities such as food waste, composting, and textile recycling and multi-town or regional collaborations.
6. Inventory existing materials management programs in SCRCOG municipalities.
7. Report on best practices and efficiencies applicable to materials management programs.
8. Report on opportunities for collaboration between and among SCRCOG towns and BOEs in the area of materials management.
9. Assist in implementing, as desired, multi-town collaborations in the areas of solid waste collection and disposal, recycling, composting and materials management.

Stormwater Regulatory Compliance (MS4)

- Meet with municipal officials (engineers and public works directors) involved in MS4 compliance and develop collaborative and coordinated regional projects to create economies of scale among SCRCOG municipalities.
- Create content for municipal stormwater webpages.
- Develop MS4 Public Education and Outreach materials on a regional basis.
 1. Convene and meet with SCRCOG Regional Stormwater Collaborative.
 2. Create content for municipal stormwater webpages.
 3. Develop MS4 Public Education and Outreach materials on a regional basis.
 4. Investigate feasibility of regionalization of some stormwater mapping activities and coordinated regional procurement.

7. SCRCOG Shared Services Work Plan (January 1 to June 30, 2018)

Consultant Work (Phase 2)

Phase 1 of the proposed Shared Services Work Plan focuses on the time period until December 31, 2018. A Progress Report will be made to the Executive Committee for the November 2018 meeting. A proposed work plan and proposed consultants or consultant selection process for the January 1, 2019 to June 30, 2019 timeframe will be submitted to and will be reviewed by the Executive Committee at that same November meeting. The SCRCOG Executive Director will report on the status of each Consultant's work at each monthly SCRCOG meeting.

The proposed Work Plan for Phase 2 will be developed from meetings with SCRCOG municipal officials during Phase 1, and will either be carryover projects in the areas which were the focus of Phase 1, or will be in new areas identified by SCRCOG municipalities and SCRCOG staff during Phase 1.

Some possible areas of focus for Phase 2 might include: parks, recreation, human resources, risk management, and document management.

A budget of \$80,000 in RSG funding for Phase 2 is proposed for the hiring of consultants to identify and implement service and operations sharing opportunities on a multi-town basis within the region.

8. MS4 Technical Consultant

An MS4 Technical Consultant will be engaged by SCRCOG after a Scope of Work and an RFP are developed from input from meetings of municipal officials involved in MS4 Regulatory Compliance. Funding in the amount of \$35,000 will be reserved for this consultant.

9. Regional Asset Mapping/ Tourism Initiative

Proposed Consultant- REX Development

The mapping of cultural, historical and agricultural assets on a town-by-town basis will require extensive work-sharing between SCRCOG and REX Development. REX has existing data which will be supplemented by meetings, interviews and surveys of relevant local officials, and SCRCOG staff will do the GIS mapping. Identifying these assets and depicting them in map form, both on the web and in brochures, will provide an invaluable tourism tool for REX and the individual SCRCOG municipalities.

Proposed tasks and compensation by tasks below:

- Regional Business Inventory Database- \$27,500 (full fiscal year)
- Regional Asset Mapping/Tourism Initiative- \$25,000 (full fiscal year)

Deliverables-

1. Create a searchable database of businesses located within each SCRCOG municipality with a spreadsheet of several characteristics of each business, including address, contact information, industry, number of employees, etc.
2. Create digital mapping (SCRCOG) and printed brochures of maps showing cultural, historical and agricultural assets in each SCRCOG municipality.

10. Regional Business Inventory Database

Proposed Consultant- REX Development

SCRCOG and REX have worked jointly over the past year to develop a unique business inventory database for each town in the SCRCOG region. A list of businesses with contact and location information and identification of industry category does not exist in Connecticut and is rarely found anywhere in the United States. The creation of the existing list by SCRCOG and REX, which has been featured at a statewide data conference, was developed from open source databases by meticulous and time-consuming work. The next step is to merge the SCRCOG-REX list with a list of businesses created by CT Data Collaborative from the Secretary of the State's business registration database. After the data merger, further work will be needed to develop and refine the database. An important part of the process will be to compare and merge further business lists such as Chamber of Commerce membership lists, and to have the lists reviewed and field-checked by municipal and other local leaders in in each SCRCOG member municipality. The ultimate objective is to create the best possible town-by-town inventory of

businesses with several criteria collected for each business in a searchable database by the end of the FY 2018-19 Fiscal Year.

11. Human Services Coordinating Council

Proposed Consultant- United Way of Greater New Haven

Connecticut statutes mandate the creation and convening of a Human Services Coordinating Council in each COG region. The Coordinating Council provides a platform for municipal staff working in human services, youth services, and senior services to share resources and best practices with one another, while also hearing from representatives of state agencies and non-profits. With assistance from the United Way of Greater New Haven, SCRCOG has convened one meeting of such a council.

Proposed task and compensation by task below:

- Regional Human Services Coordinating Council - \$4,600 (full fiscal year)

Deliverables-

1. Convene two or more meetings of Regional Human Services Coordinating Council before June 30, 2019.
2. Maximize utility of meetings and any between meeting follow-up by setting agendas, creating issue briefings, etc.

FY 2018-19 Budget Revision # 1

Budget Revision #1 adds to the adopted FY 2018-19 budget funds related to the multi-year FEMA grant (Regional Hazard Mitigation Plan) not utilized in Fiscal Year 2017-18 that remain available this fiscal year –

- \$11,775 in FEMA funds
- \$6,625 in Municipal Contribution – Special Projects (to cover the 25% FEMA match)

This budget revision also accounts for the amount awarded by the Office of Policy and Management to SCRCOG for the Regional Services Grant (RSG). The adopted FY 2018-19 budget included \$252,504 of Regional Services Grant (RSG) funds and the additional \$241,000 results in a total of \$493,504.

Under Expenses, the additional \$10,000 (\$9,300 - Salary + \$700 - Benefits) is for a part-time SCRCOG Intern and the additional \$249,400 is for consultants (\$231,000 for RSG and \$18,400 for FEMA). This revision reflects the changes that are outlined in SCRCOG's RSG Spending Plan.

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 - Dues	193,000		193,000
Municipal Contribution - Special Projects	-	6,625	6,625
Transportation Planning			
U.S. DOT - FY 2018-2019	942,779		942,779
U.S. DOT - Carryover	128,668		128,668
U.S. DOT - Mobility Management	69,724		69,724
CTDOT - FY 2018-2019	89,564		89,564
CTDOT - Mobility Management	17,431		17,431
CTDOT - LOTCIP	219,529		219,529
Regional Planning			
CT OPM - Regional Services Grant (RSG)	252,504	241,000	493,504
CT Secretary of the State - Regional Election Monitor	8,800		8,800
CIRCA - Municipal Resilience Grants	-		-
Regional Open Space Inventory	5,400		5,400
Dept. of Agriculture - Farm Viability Grant	40,000		40,000
Regional Hazard Mitigation Plan			-
Federal Emergency Management Agency	6,500	11,775	18,275
Investment Income	4,000		4,000
TOTAL	1,977,899	259,400	2,237,299

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	570,411	9,300	579,711
Benefits	188,903	700	189,603
Travel	10,700		10,700
Computer Supplies & Software	17,000		17,000
Rent	107,700		107,700
General Office Expenses	83,321		83,321
Transportation Consultants	606,100		606,100
Other Consultants	183,600	249,400	433,000
Capital	-		-
Contingency	-		-
LOTICIP - Reserved	206,285		206,285
Regional Election Monitor - Reserved	3,878		3,878
Total	1,977,899	259,400	2,237,299



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

Resolution

**South Central Regional Council of Governments
Fiscal Year 2018-19 - Budget Revision # 1**

- Whereas: The South Central Regional Council of Governments adopted an operating budget for FY 2018-19 on May 23, 2018;
- Whereas: Funds from the multi-year FEMA grant (Regional Hazard Mitigation Plan) not utilized in Fiscal Year 2017-18 remain available this fiscal year (\$11,775);
- Whereas: Funds from Municipal Contribution – Special Projects not utilized in Fiscal Year 2017-18 remain available this fiscal year to cover the 25% FEMA Grant match (\$6,625);
- Whereas: The Office of Policy and Management has awarded SCRCOG \$493,504 for the Regional Services Grant (\$241,000 in additional funds); and
- Whereas: Expenses added to the budget include: \$10,000 for a part-time SCRCOG Intern and \$249,400 for consultants (\$231,000 for Regional Services Grant and \$18,400 for Regional Hazard Mitigation Plan).

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

That Fiscal Year 2018-19 Budget Revision # 1, which adds to the adopted FY 2018-19 budget funds related to the multi-year FEMA grant not utilized in FY 2017-18 that remain available this fiscal year and adjusts the Regional Services Grant to account for the amount awarded to SCRCOG by the Office of Policy and Management, 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 July 25, 2018.

Date: July 25, 2018

By: _____
First Selectwoman Beth Heller *Secretary*
South Central Regional Council of Governments



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

Resolution

Authorizing the Executive Director to enter into agreements for FY 2018-19 Regional Services Grant-funded Consultant Services

Whereas: SCRCOG's Regional Services Grant (RSG) Spending Plan for FY 2018-19 was adopted by the Council on July 25, 2018; and

Whereas: The RSG Spending Plan identifies programs and projects which are to be advanced by consultant services to complement SCRCOG staff efforts; and

Whereas: The RSG funding must be spent by June 30, 2019, and it is important to begin the programs and projects specified in the RSG Spending Plan as soon as possible; and

Whereas: Time is needed to organize representatives of the SCRCOG member municipalities into working groups and to solicit comments from municipal leaders in the field in order to provide input and direction on each program and project; and

Whereas: The consultants for the Shared Services/Operations program should have municipal employment experience, as well as expertise in the areas of finance, purchasing, information technology, public works, energy conservation, urban forestry, permitting, grants, solid waste and recycling/ materials management, and stormwater regulatory compliance (MS4); and

Whereas: The SCRCOG By-Laws provide that "The Executive Director may at his/her discretion and under unusual circumstances, suggest that the Executive Committee consider only a single consultant possessing unique prerequisites, clearly establishing skills and background which might render "sole source" selection in the best interests of the Council"; and

Whereas: The SCRCOG RSG Spending and Work Plan explains the "unusual circumstances" of time constraints (the RSG funds must be spent by June 30, 2019) and the "unique prerequisites (knowledge and experience in municipal government administration in particular subject areas) demonstrated by the "skills and background" of the proposed consultants; and

Whereas: A Progress Report of the Consultants' Work will be reviewed by the Executive Committee at its November, 2018 meeting.

Whereas: The Executive Director proposes that the following consultants be engaged by SCRCOG for the work specified in the RSG Spending Plan:

Joseph F. Celotto
Pamela Ricci Roach
Christopher Gerald Marchand
REX Development

Shared Services/Operations Consultant
Shared Services/ Operations Consultant
Shared Services/Operations Consultant
Regional Asset Mapping/Tourism Consultant

REX Development
University of Vermont Spatial Analysis
Laboratory
United Way of Greater New Haven

Regional Business Inventory Database Consultant

GIS Mapping Consultant
Human Services Coordinating Council
Consultant

Now, Therefore, Be It Resolved by the Council of Governments:

That the Executive Director is authorized to negotiate and sign consulting services agreements in accordance with the terms and conditions of this 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 Council of Governments on July 25, 2018.

Date: July 25, 2018

By: _____
First Selectwoman Beth Heller, *Secretary*
South Central Regional Council of Governments