



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 February 27, 2019 – 9:00A.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 Thomas Banisch, *Chairman*
2. Adopt Minutes of January 23, 2018 Executive Committee Meeting –
First Selectman Michael Freda, *Secretary* Pages 2,3
3. Report on Progress of Consultant Work under Regional Services Grant (RSG) –
Carl Amento, *Executive Director*
4. Proposed Revision of Regional Services Grant (RSG) Work and Spending Plan Transferring
\$35,000 in MS4 Technical Consultant Project to Staff Labor and Expenses – Pages 4-12
Carl Amento, *Executive Director*
5. Other Business
6. 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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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee**
FROM: **First Selectman Michael Freda, *Secretary***
DATE: **February 20, 2019**
SUBJECT: **SCRCOG Executive Committee Minutes of January 23, 2019**

Present:

Branford	First Selectman James Cosgrove, <i>Chairman</i>
Madison	First Selectman Thomas Banisch, <i>Vice-Chairman</i>
New Haven	Mayor Toni Harp, <i>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, ***Executive Director***

1. **Call to order**

The Executive Committee meeting was called to order at 9:20 a.m. by Chairman Cosgrove.

2. **Adopt Minutes of November 28, 2018 Executive Committee Meeting**

First Selectwoman Heller presented the minutes of the November 28, 2018 Executive Committee meeting, which are on Pages 2-3 of the agenda packet. First Selectwoman Heller moved for their acceptance. First Selectman Banisch seconded. All were in favor of acceptance of the minutes.

3. **Discussion and Recommendation re: Regional Services Grant (RSG) Work and Spending Plan for Remainder of FY 2018-2019**

Executive Director Amento distributed an outline of which consultant work was recommended for continuation during the second half of the fiscal year. Mayor Harp moved for recommendation to the full Board of the second half year work plan. First Selectman Banisch seconded the motion. The vote for approval was unanimous.

4. **Status Report on SCRCOG Retirement Plan-**

Executive Director Amento reported that he had conferred with SCRCOG's retirement plan attorney, Sharon Freilich of Pullman Comley, who advised that SCRCOG's Money Purchase Plan Section 401(a) was not subject to IRS regulations, and did not need to be re-written to comply with the law. However, she committed to reviewing the language for any improvements or updates in language that might be advisable, and to assist SCRCOG in considering and vetting other companies who might administer the retirement fund.

5. **Other Business**

None.

6. **Adjournment**

First Selectman Freda moved to adjourn the meeting, First Selectman Banisch seconded, and all were in favor. The meeting adjourned at 10:05 am.

Respectfully submitted,

First Selectwoman Beth Heller, *Secretary*

**Proposed Revision of Regional Services Grant (RSG) Work
and Spending Plan Transferring \$35,000 in MS4 Technical
Consultant Project to Staff Labor and Expenses
February 20, 2019**

Carl Amento, Executive Director

The table below is the approved FY 2018-2019 Spending Plan for the \$493,504 RSG grant to SCRCOG. When the Plan was approved in July 2018, we left open the second half of the spending represented by Items 7 and 8 for consideration and approval by the SCRCOG Board before proceeding on the work to be performed between February 1, 2019 and June 30, 2019. The other items in the Plan were approved for implementation at any time during the fiscal year and without the condition of further approval of the SCRCOG Board. A proposed second phase of the RSG Spending Plan (Item 7) was approved at the January 2019 SCRCOG Board meeting.

AMENDED RSG SPENDING PLAN APPROVED BY SCRCOG BOARD IN JANUARY 2019

FY 2018-19 Regional Services Grant

		Approved Budget Allocation	February 27th Revision	Total RSG Allocation
1	Regional Planning (Staff Labor and Expenses)	\$ 201,145	35,000	\$ 236,145
2	Transportation Planning (Match)	\$ 25,259	-	\$ 25,259
3	GIS Hosting and Maintenance	\$ 25,000	-	\$ 25,000
4	GIS Mapping Consultants	\$ 20,000	-	\$ 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)	\$ 55,000	-	\$ 55,000
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	\$ 493,504	\$ -	\$ 493,504

STATUS OF ITEM #8: \$35,000 FOR MS4 TECHNICAL CONSULTANT

Item # 8 on the original approved Plan was intended to be utilized for a project selected by municipal officials involved in MS4 compliance. The issue was discussed by municipal officials.

Attached is the agenda for SCRCOG's Regional MS4 Stormwater Compliance Meeting held in September 2018. A list of the municipal representatives invited to the meeting is also attached. At the meeting, there was a robust discussion concerning "potential regional/multi-town programs" as listed on the agenda. It was determined that it would be best to conduct a survey. With UConn CLEAR and CT DEEP assistance, a survey was created and distributed in October. SCRCOG's consultant, Pamela Roach, talked to all of the municipal representatives and collected and compiled survey results which

led to the production of the "MS4 Survey Results November 2018" which is attached. 13 of the 15 SCRCOG municipalities responded to the survey.

The survey was essentially a needs assessment with 9 options. Because this was the second year of the MS4 program in Connecticut, the levels of work performed and the remaining needs for assistance among the SCRCOG municipalities varied widely. UConn CLEAR has stepped in to provide assistance to Connecticut towns. From the survey results, it was difficult to identify a program which would benefit all towns, or even most towns. Many possible regional projects were so expensive that \$35,000 would barely dent the extent of the problem.

There was substantial interest in Option #1 which involved a regional RFP for ongoing stormwater monitoring. This was felt to be an expensive item, for which the reserved RSG funds would not provide an amount sufficient to be helpful. In addition, this item had already been the subject of a multi-town bidding process with available vendors selected by CRCOG through the Capitol Region Purchasing Council (CRPC). All SCRCOG towns belong to CRPC with dues paid by SCRCOG.

Interest in Option #2 was not substantial. The option was for a regional RFP for catch basin cleaning. This was also felt to be a very expensive item. Many of the towns already had selected vendors. SCRCOG pointed out to those who were interested that CRCOG/ CRPC had an open bid for these services that they could piggyback on.

Option #3, with regard to a single regional testing agency, had substantial support. This item could still be pursued as a SCRCOG regional RFP. However, the limited reserved RSG funds would provide only a fraction of the cost and creating a formula for fund distribution would be quite difficult.

Option #4 dealt with assistance in developing plans and records for retrofitting and disconnecting Directly Connected Impervious Surfaces (DCIAs). This option had limited support, but, as I will explain later, it morphed into assisting in compliance with future regulatory compliance with the actual implementation of disconnecting DCIAs.

Option #5 involved regional assistance with GIS. This task was determined to be too expensive on a regional basis to be addressed with SCRCOG's limited reserved RSG funds. Also, several of the towns had already accomplished or were in the process of accomplishing the task.

Option #6 proposed a regional purchase of Water Quality Kits. Again, the limited reserved RSG funds would provide only a fraction of the cost and creating a formula for fund distribution would be quite difficult. This issue is being pursued by SCRCOG requesting CRPC to bid this item in the coming months.

Option #7 was a regional purchase of storm sewer placards. SCRCOG obtained and distributed a bid price received by East Haven and would also propose that CRPC bid this item.

Option #8 proposed periodic meetings of SCRCOG MS4 municipal representatives. This option garnered the highest support in the survey (12 of 13). SCRCOG will accomplish this task without the need to tap into the RSG funds.

Finally, Option #9 proposed regional assistance with public education programs. This option had substantial support from the municipalities. With assistance from UConn CLEAR and CT DEEP, it was felt that SCRCOG could assist the member towns in this regard without use of the RSG funds.

In December 2018, SCRCOG and SCRCOG's consultant learned of a grant-funded program in which 4 SCRCOG municipalities (Milford, West Haven, New Haven and Hamden) were teamed with technical assistance from UConn CLEAR and volunteers from Save the Sound in the identification of sites for rain gardens or bioswales to divert stormwater from sheet flows to water bodies.

This project is in anticipation of upcoming MS4 requirements for the diversion of stormwater by disconnecting Directly Connected Impervious Areas (DCIAs). The entire General Permit regulations can be found at:

https://www.ct.gov/deep/lib/deep/permits_and_licenses/water_discharge_general_permits/ms4_gp.pdf

Section 6.B.ii (page 32) discusses the Retrofit Program. By year 3, the municipality must have a plan to implement retrofit projects to reduce DCIAs, which includes a list of priority sites. "By the end of this permit term, the permittee shall commence the implementation of the retrofit projects identified in subparagraph (b), above, with a goal of disconnecting one percent (1%) per year of the permittee's DCIA for the fourth and fifth years of this general permit, or a total of 2%, to the [Maximum Extent Practicable]." We are in Year 2 of the General Permit. The end of the 5-year permit term is June 30, 2022.

SCRCOG's consultant and SCRCOG staff have entered into discussions with UConn CLEAR and Save the Sound to expand the pilot program of building a rain garden or bioswale as a DCIA diversion or disconnection in 4 municipalities. We are discussing identification of sites, a classroom-style training session for city/town engineers with exposure to template designs of rain gardens and bioswales already installed in the region (the City of New Haven has about 200 installations), on-site training for the volunteers or town staff involved in installation, and recruitment of volunteers by Save the Sound. It is estimated that each installation will cost approximately \$5,000 in materials. The SCRCOG RSG funds would pay for UConn CLEAR to do training, Save the Sound to organize and mobilize volunteers and for the materials or a portion of the materials involved in each installation. Since the installation work could not be accomplished until the weather turns warm, it was determined that the project should be deferred until after July 1, 2019 to allow all of the SCRCOG towns who would like to participate to be funded by the FY 2019-2020 RSG funding. This would be a project

which could build capacity for each town to move toward compliance with the 2% diversion requirement in the MS4 general permit regulations.

This appears to be a project which could benefit all or most of our SCRCOG towns in regard to MS4 compliance. It has the advantage of leveraging free resources and fitting within the limited funding available.

PROPOSED REVISION OF RSG WORK/SPENDING PLAN

As it turns out, the time being devoted to the RSG Work Plan by SCRCOG staff as project managers working with the Shared Services Consultants is projected to exceed the amount originally budgeted. All of the hours worked by SCRCOG staff must be reimbursed by a revenue source, in this case, RSG funding.

It is proposed that the RSG Work/Spending Plan be revised to allow the \$35,000 originally reserved for a MS4 Technical Consultant project to be used instead to increase the funds available to reimburse staff time being devoted to these important initiatives. This transfer will avoid a budget deficit in the RSG funding account. A detailed MS4 project along the lines of that described above will be developed and proposed for funding in April in conjunction with the proposed FY 2019-2020 SCRCOG budget, which begins on July 1, 2019.

South Central Regional Council of Governments

MS4 Stormwater Regulatory Compliance Meeting Tuesday, September 11, 2018 12 noon-2pm

- Welcome and Introductions
- Presentation by Amanda Ryan, UCONN CLEAR
 - Overview of MS4 Tasks that were due FY17/18
 - ❖ Where You Are/Where You Should Be
 - MS4 Tasks/Deadlines Required in Year 2 (FY 2018/2019)
 - Update on Upcoming Workshops and Tools
 - Ongoing MS4 Tasks Required
- Education/Outreach
 - Need Public Participation, Citizen Reporting Program in place
 - Illicit Discharge Detection and Elimination (IDDE), Record abatement activities, develop written program/establish legal authority
 - Catch Basin Inspection and Cleaning Schedule (keep log)
 - Website Info – Stormwater/Pollution Education
 - Watershed Association Assist with Outreach?
- Potential Regional /Multi-Town Programs
 - RFP, i.e. MS4 mapping, testing, stormwater quality
 - Identify/Mapping Outfalls, Dry Weather Outfall Sampling, Inventory of known SSOs (5 year look back, done?)
 - Monitor Impaired Waters
 - Rainbarrels – buy in bulk, sell at reduced rate? Possible?
 - Grant Opportunities
- Follow-Up Meetings with Municipal Officials
 - Discussion

MS4 CONTACTS

Name		Phone Number	Email Address
Bethany	Alan Green	(203) 393-1555	agreen@bethany-ct.com
Branford	John Hoefferle / Dan McGowan	(203) 315-0606	jhoefferle@branford-ct.gov ; dmcgowan@branford-ct.gov
East Haven	Kevin White	(203) 468-3290	eh.kwhite@gmail.com
Guilford	Janice Plaziak	203-453-8029	plaziak@ci.guilford.ct.us
Hamden	Mark Austin, PE, FNSPE, PWE	(203) 287-7040	maustin@hamden.com
Madison	Rob Russo/ John Iannucci	(203) 245-5610	RussorR@madisonct.org ; lennacol@madisonct.org
Meriden	Brian Ennis	203.630.4018	bennis@meridenct.gov
	Howard Weissberg, P.E, PTOE	203-630-4018	hweissber@meridenct.gov
Milford	Chris Saley and Steven Johnson	203-209-4402	csaley@ci.milford.ct.us ; StevenJohnson@ci.milford.ct.us
New Haven	Giovanni Zinn, P.E.	(203) 946-6417; 203-946-8101	gzinn@newhavenct.gov
North Branford	Kurt Weiss, P.E.	203-484-6009	townengineer@townofnorthbranfordct.com
North Haven	Lynn Sadowsky	(203) 239-5321	sadosky.lynn@town.north-haven.ct.us
Orange	Robert H. Brinton, P.E.	203-891-4741	bbrinton@orange-ct.gov
Wallingford	Robert V. Baltramaitis, P.E.;	(203) 294-2035	WallingfordTownEngineer@gmail.com ; LawDEPT@WallingfordCT.gov
	Janice Small	(203) 294-2035	
West Haven	Abdul Quadir	203-937-3575	quadir@westhaven-ct.gov
Woodbridge	Warren Connors	(203) 389-3420	wconnors@woodbridgect.org

UPDATED: July 31, 2018

MS4 Survey Results (November 2018)

Town	#1	#2	#3	#4	#5	#6	#7	#8	#9
Bethany (Isabel Kearns)	N	N	N	Y	N	N	N	Y	Y
Branford (John Hoefferle)	Y	N	Y	Y	Y	N	Y	Y	Y
East Haven (Jerry Tramontano)	Y	Y	Y	Y	Y	N	Y	Y	Y
Guilford (Janice Plaziak)	Y	Y	Y	Y	Y	Y	Y	Y	Y
Hamden (Steve McAllister)	Y	N	Y	N	N	Y	Y	Y	N
Madison (Robert Russo)	Y	N	Y	N	N	Y	Y	Y	N
Meriden (Brian Ennis)	Y	Y	Y	N	N	Y	N	Y	Y
Milford (Steve Johnson)	Y	Y	Y	Y	Y	Y	N	Y	Y
New Haven (Giovanni Zinn)									
North Branford (Kurt Weiss)	Y	N	?	Y	Y	N	Y	Y	Y
North Haven (Lynn Sadosky)	Y	N	?	N	N	Y	N	Y	Y
Orange (Bob Brinton)	Y	N	Y	N	Y	N	N	Y	Y
Wallingford (Robert Baltramaitis)									
West Haven (Abdul Quadrir)	Y	Y	Y	N	N	Y	Y	Y	Y
Woodbridge (Warren Connors)	N	Y	Y	N	N	Y	Y	N	Y
Total Yes's	11	6	10	6	6	8	8	12	11

Comments

1. A regional RFP for ongoing storm water monitoring, i.e. testing, monitoring, reporting, screening/sampling of outfalls? (CRCOG bid this out)	<p>East Haven - cost sharing for this item would be appreciated; Madison - currently under contract with Beta Group to complete the remaining outfall and catch basin mapping. As part of this contract, the outfalls will be screened and assessed. The contract does not include sampling or testing therefore these components would benefit the Town; Meriden - We have our own consultant on retainer, but if we can get volume discount it may be desirable; Milford - this would be a big help on approx. 800 outfalls; North Haven - we will have to perform ongoing monitoring long after we start our initial sampling efforts so this would be much needed by us all; West Haven - open ended with each town's choice to participate; Woodbridge - currently engaged with private consulting firm</p>
2. A regional RFP for catch basin cleaning? (CRCOG bid this out)	<p>Branford - Town already bids out each year; East Haven - cost sharing for this item would be appreciated; Hamden - Maybe on this, our DPW crews seem to be doing a decent job with this task; Madison - recently completed our 2018 Catch Basin program. The RFP put out by the Town allows for an extension of the contract into the subsequent fiscal year depending on the ability for the contractor to hold their current bid price. We do not anticipate the need for a CB cleaning RFP; Meriden - depends on price. We currently clean our own basins, but disposal is getting pricey; Milford - has one Vector truck but with approx. 8,000 catch basins, we simply do not have the capacity to meet the demands; North Haven - at least for the Town of North Haven we will continue to perform this effort in-house; West Haven - same as #1; Woodbridge - last year we utilized the CRCOG bid. Not sure if many municipalities participate if a time frame could be honored.</p>

3. A single regional testing agency for waterways?	East Haven - cost sharing for this item would be appreciated; Madison - The empirical data obtained from a single regional testing agency for waterways would benefit the Town; North Branford - Not sure what this is; North Haven - do you mean laboratory? Or consultant to perform the sampling? Or both?; Orange - may be the same vendor(s) as outfall monitoring. Woodbridge - yes it may be beneficial
4. Assistance with developing plans and record keeping to retrofit and disconnect Directly Connected Impervious Surfaces (DCIAs)	Branford - Development of BMP guide would be helpful, maybe even include some of the "homemade" solutions some communities have developed for low-budget solutions; e.g. Niantic, though not in our region, developed low-cost tree wells; East Haven - I could use all the help and guidance available in this area; Hamden - our GIS system and staff is adequate for this task, would certainly entertain assistance if it is deemed feasible from a regional level; Madison - currently utilizes Work Request and Record Keeping software which would aid in tracking retrofitted or disconnected DCIA's; Milford - have worked with Erik Maas at Fuss and O'Neil for MS4 management but having options to make this best decision is a good thing; North Haven - will have this completed via a consultant shortly and won't be relying on someone other than that consultant or our own personnel; Woodbridge - not sure what our consulting firm is going to implement at this time.
5. Regional assistance with GIS, i.e. outfall mapping and defining priority discharges through illicit discharge assessment and priority ranking, inventory/mapping of discharges to impaired waters?	Branford - outfall mapping would be beneficial, resources/staff are tight and not all outfalls will be found/documented on our own; East Haven - whatever aid is being offered would be accepted; Guilford - Already have mapping in our GIS system, would be helpful if prepared forms to use to capture necessary data to easily be imported into GIS; Hamden - same as #4; Madison - same as #1; Milford - having assistance mayhelp our GIS dept. manage their workload under this requirement; North Haven - will have this completed via a consultant shortly and won't be relying on someone other than that consultant or our own personnel; Woodbridge - our current firmis performing this task for us.
6. A regional purchase of Water Quality Kits?	parameters, such as nitrate, nitrite, ammonia, for ongoing sampling (testing); East Haven - we have no personnel doing them, when existing personnel; Madison - would benefit from a regional purchase of Water Quality kits. The kits would give the Town the opportunity to perform some in-house testing; Meriden - depending on costs, we may decide to do some of this in-house; North Branford - unless this ties to regional contro over sampling; North Haven - however, define the parameters the test kits will test for. Thank you.; Woodbridge - perhaps, we currentlly do not perform testing in house
7. A regional purchase of storm sewer metal plate/placards, i.e. stating "No Dumping. Only Rain in the Drain" For example, East Haven purchased the blue and silver, said it is a nice heavy piece: http://www.glencosupply.com/storm_drain_marker_s.html	East Haven - recommend this company - the service was great and the product is heavy duty; Madison - would benefit from a regional purchase storm sewer metal plate cards or stenciling. Adding this language to the basins or drains is mentioned in the Town's Stormwater Management Plan however have not been implemented due to financial constraints; Milford - Unlikely, in the past we had (and still have) thousands of plastic placards, that required special haz. Epoxy adhesive so volunteers and children (scouts) were not able to help to the extent intended. In the end, many of the plastic plaques broke and became part of the waste stream. New Catch basin tops now have stamped into the concrete, drains to watercourse; North Haven - has completed this effort and will replace those storm drain markers that have been removed/fallen off thorough the use of summer interns; Woodbridge - group purchasing could lower costs and provide an opportunity that was not a consideration in the past.

8. A regional bi-monthly or quarterly meeting with SCRCOG municipal MS4 representatives.	Branford - quarterly would be nice to bounce ideas; East Haven - keeping familiar with ongoing ideas such as those mentioned here is always for the best; Guilford - quarterly or semi-annually would likely be sufficient; Hamden - a quarterly meeting would seem appropriate; Madison - regional meetings would be beneficial to compare and contrast how MS4 requirements are being met by various municipalities; North Haven - Quarterly and with DEEP and UCONN Clear; Orange - quarterly; Woodbridge -not sure of the overall benefit if municipalities are all privately engaged
9. Regional help with public education program - outreach, training, workshops on latest innovations and best practices for reducing storm water runoff. For example, What citizens can do to soak up the rain, i.e. rain gardens, rain barrels, lawn care, maintain septic systems, irrigation, downspouts, managing pet waste, handling household hazardous waste properly, water care from swimming pools and hot tubs. *	East Haven - if this would get more activity out of the residents here, I am all for it; Guilford - simply supply info we can disseminate, could save time for staff if this info made available; Hamden - feel we have a decent handle on this with the information available from UCONN CLEAR and NEMO; Madison - improved our public outreach and education efforts throughout the past year which includes partnering with the Board of Education to add outreach to Madison students; North Haven - I believe we can all benefit from routine updates on educational programs. What is also helpful is securing someone through SCRCOG that could come to our Towns and offer evening or weekend information sessions on stormwater for public; Woodbridge - lack of interest from the community in the past, yet we provide information that changes over time. Open to ideas and suggestions.