



**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Planning for Our Region's Future*

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

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Carl J. Amento, Executive Director

**EXECUTIVE COMMITTEE**  
**MEETING NOTICE & AGENDA**  
**Wednesday May 22, 2019 – 9:00A.M.**

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

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

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| 1. Call to order- <i>First Selectman Thomas Banisch, Chairman</i>   |           |
| 2. Adopt Minutes of April 24, 2019 Executive Committee Meeting –<br><i>First Selectman Michael Freda, Secretary</i> | Pages 2,3 |
| 3. Recommendation of Proposed SCRCOG FY 2019-2020 Budget  | Attached  |
| 4. Other Business   |           |
| 5. Adjournment  |           |

The agenda and attachments for this meeting are available on our website at [www.scrkog.org](http://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 Members**  
FROM: **First Selectman Michael Freda, Secretary**  
DATE: **May 15, 2019**  
SUBJECT: **SCRCOG Meeting Minutes of April 24, 2019**

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**Present**

Guilford	First Selectman Matthew Hoey, <i>Treasurer</i>
Madison	First Selectman Thomas Banisch, <i>Chairman</i>
New Haven	Michael Piscitelli, <i>proxy for Mayor Toni Harp</i>
North Haven	First Selectman Michael Freda, <i>Secretary</i>
Wallingford	Mayor William Dickinson
Woodbridge	First Selectwoman Beth Heller, <i>Vice Chair</i>

SCRCOG Staff Carl Amento, Executive Director; Stephen Dudley, Deputy Director; Christopher Rappa, Finance Director

Other guests: Ginny Kozlowski, REX Development; Serena Neal-Sanjurjo, City of New Haven

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1. **Call to order and Introductions**

Chairman Banisch called the meeting to order at 9:07 am.

2. **Adopt Minutes of February 27, 2019 SCRCOG Executive Committee Meeting minutes**

First Selectman Freda presented the Minutes of the SCRCOG Executive Committee Meeting of February 27, 2019, which were included in the agenda packet at Pages 2 and 3. He moved for their approval. First Selectman Hoey seconded the motion, which passed with all in favor, except for Michael Piscitelli who abstained.

3. **Authorization of Electronic Payment of \$1000 for Basecamp Project Collaboration Software**

Executive Director Amento explained that the software collaboration tool Basecamp, which is being used by the 8 shared services Working Groups accepts electronic payment only. The cost is \$1,000 per year. Authorization is requested to purchase a one-time use electronic purchase card in the amount of \$1,000 from Key Bank for use in making this payment. First Selectwoman Heller moved for approval. First Selectman Hoey seconded, and it was approved by all.

4. **Preliminary Review of Proposed SCRCOG FY 2019-2020 Budget**

Deputy Director Stephen Dudley reviewed a Memorandum from SCRCOG staff outlining the highlights of the proposed FY 2019-2020 SCRCOG Budget. Executive Director Amento and Finance Director Rappa also provided commentary on particular issues.

The Memorandum pointed out that the level of state funding of the OPM Regional Services Grant (RSG) for FY 2019-2020 remains uncertain while the General Assembly continues its deliberations on the overall state budget. The conservative approach which is being taken in the proposed SCRCOG budget is to use the

Governor's budget proposal of \$246,000 until the legislature acts otherwise. In the current year, SCRCOG received \$493,504 in RSG funding.

Recently, the state DOT has proposed reducing its state match of federal transportation planning funds from the customary 10% to 8% which would necessitate an increase in the local match from 10% to 12%.

Carryover funding from previous years would have no state match, and, therefore, would require a 20% local match. The COG Executive Directors are holding ongoing meetings and discussions with DOT and OPM in an attempt to change this proposed reduction in state match. The proposed SCRCOG budget will reflect the DOT proposal unless and until it is reversed.

The proposed SCRCOG budget reflects no local dues increase.

The proposed budget programs \$124,000 of federal transportation carryover funds, which otherwise would have been in jeopardy of being rescinded by the federal government if not programmed.

The SCRCOG Board authorized in 2017 a special assessment of \$4821 each for the 14 SCRCOG municipalities participating in the Multi-Jurisdiction Hazard Mitigation Plan in order to meet the 25% local match requirement. The Plan has been completed and there remains a balance of \$10,827. The SCRCOG staff proposes placing this surplus in reserve to be used toward the next Hazard Mitigation Plan match requirement, rather than rebating a small amount to each of the 14 municipalities.

The proposed SCRCOG budget contains a salary increase of 3% for FY 2019-2020 for SCRCOG employees.

First Selectman Banisch moved that the recommended actions outlined in the FY 2019-2020 SCRCOG budget and accompanying Memorandum be approved by the Executive Committee and that the staff should present the budget proposal again to the Executive Committee and the full SCRCOG Board at the May meetings for approval.

First Selectman Hoey second, and all voted in favor.

5. **Other Business**

None

6. **Adjournment**

First Selectman Hoey moved to adjourn; First Selectman Freda seconded. The meeting was adjourned at 9:45 am.

Respectfully submitted,

First Selectwoman Beth Heller, *Secretary*

## MEMORANDUM

**FROM:** Executive Director Carl Amento, Deputy Director Stephen Dudley, and Finance Director Christopher Rappa

**TO:** SCRCOG Board

**RE:** FY 2019-2020 Proposed SCRCOG Budget

**DATE:** May 15, 2019

The FY 2019-20 Proposed SCRCOG Budget contains the following highlights:

- **Amount of State OPM Regional Services Grant (RSG) Remains Uncertain**

The amount of the FY 2019-20 RSG will depend on the action of the Legislature on the biennial state budget. The Governor's budget proposes RSG funding levels at one-half the current appropriation. For FY 2018-19, we are receiving RSG in the amount of \$493,504. For FY 2019-20, we have chosen to proceed for purposes of the proposed SCRCOG budget for next year with the Governor's proposal of \$246,000. There has been discussion that this amount will be restored to 2018-19 levels but no bill yet includes that amount.

The RSG, plus municipal dues and competitively-awarded grants received by SCRCOG, account for all non-federal revenue to SCRCOG. A portion of the RSG provides funding for the local match for SCRCOG's federal transportation revenue, supplementing municipal dues, which are insufficient to fully fund the required local transportation match. The remainder of the RSG is used for non-transportation regional planning, shared services and special projects.

The reduction in RSG for FY 2019-2020, if maintained, would primarily cause SCRCOG's non-transportation programs to be cut back.

- **The Reduction in State match for Federal Transportation Funds Will Continue - Maybe**

In FYs 2017-18 and 2018-19, the state reduced its match of federal transportation funds directed to COGs from 10% to 7.6%. Since the total local-state match for the federal transportation funds is required to be 20%, this meant that the local match had to increase from 10% to 12.4%. In addition, the state stopped providing any match for federal transportation funds carried over from previous years. These carryover funds had been matched in previous years by 10% state funds.

Initial guidance from CTDOT proposed a 10% match for the next two fiscal years. Subsequent communication from CTDOT in late March directed COGs to reduce the state match for the upcoming fiscal year to 8%, which would leave 12% to be funded by local match. Carryover funds are expected to continue to have no state match. All COGs have protested this reduction from the initial guidance and meetings are scheduled with CTDOT and OPM to discuss this change. We will advise once the outcome of this meeting is known.

- **No Municipal dues increase recommended**

The proposed FY 2019-2020 SCRCOG Budget includes no dues increase. Previous dues increases have improved SCRCOG's ability to provide match for and more fully utilize federal transportation funding without creating unsustainably large carryovers of unused funds and also to provide a cushion against further state funding reductions.

- **Total budget decreased from \$2.3 to \$1.8 million**

The proposed SCRCOG budget for FY 2019-20 will total \$1,886,899 as compared to a FY 2018-19 budget of \$2,362,299. This decrease is predominantly due to the non-transportation grants that are expiring this year or are winding down and the Governor's proposed decrease in the RSG grant.

- **Utilization of federal transportation carryover funding**

Federal and state transportation funding will decrease in FY 2019-20 to \$1,087,611 from a current funding level of \$1,157,343. Federal carryover funds in the amount of \$263,380 are available under the UPWP for use in both FY 2019-20 and FY 2020-21. Based on available match and the projects outlined in the UPWP, the proposed budget programs \$124,000 of the federal carryover funds. The UPWP on the agenda for approval proposes the full utilization of the carryover, which can be accomplished if RSG is funded at a higher level. Once the actual RSG number is known, a budget amendment will be needed to match that number with the budget.

- **Non-transportation grant funding is decreasing**

The Regional Open Space Inventory ended this fiscal year, while the Regional Hazard Mitigation Plan and Farm Viability Grants are winding down and will be completed by the end of this fiscal year.

- **Regional Hazard Mitigation Plan – Local Match**

The production of the Hazard Mitigation Plan on a multi-town basis (14 towns) by SCRCOG is the most cost-effective way to produce this plan for our member municipalities. As the plan is only valid for five years from initial adoption, we anticipate the start of the preparation of a new plan in less than three years. Due to the rescission of the fourth quarter FY 2016-17 RSG funds, SCRCOG no longer had the required 25% local match available to commence the update. The SCRCOG Board, at that time, authorized a special assessment of \$4821 per participating municipality to provide for the required 25% local match. The entire amount of the special assessment was not needed and an anticipated balance of \$10,827 remains. This remaining balance from the special assessment is proposed to be placed in reserves as the initial portion of the required 25% local match for the hopefully available FEMA Grant for the next update. Available grants or additional municipal contributions may be required to fund the remaining match. As we approach the next plan preparation process, determinations will be made at that time as to how the remaining match is funded.