



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 April 22, 2020 – 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

NOTICE: In accordance with Governor Lamont's Executive Order 7B Regarding the COVID-19 Pandemic, this meeting will be held remotely with no in-person attendance

Log-on Information to attend this meeting remotely is provided below:

Time: Apr 22, 2020 09:00 AM

Join Zoom Meeting: <https://zoom.us/j/99129453081>

Dial-In Audio Number: +1-929-205-6099

Meeting ID: 991 2945 3081

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

1. Call to order- First Selectwoman Beth Heller, *Chair*
2. Adopt Minutes of March 25, 2020 Executive Committee Meeting –
 First Selectman Matthew Hoey, *Secretary* Pages 2,3
3. Preliminary Review of Proposed SCRCOG FY 2020-2021 Budget Pages 4-6
4. Review of Proposed Regional Services Grant (RSG) FY 21 Spending Plan Pages 7-10
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”.

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

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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**
FROM: **First Selectman Matthew Hoey, Secretary**
DATE: **April 15, 2020**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of March 25, 2020**

Present

Guilford First Selectman Matthew Hoey, *Treasurer*
North Haven First Selectman Michael Freda, *Secretary*
Orange First Selectman James Zeoli
Wallingford Mayor William Dickinson
Woodbridge First Selectman Beth Heller, *Acting Chair*

SCRCOG Staff Carl Amento, Executive Director; Stephen Dudley, Deputy Director

NOTE: The March SCRCOG Executive Committee meeting was a virtual meeting facilitated by Zoom because of the COVID-19 pandemic.

1. Call to order and Introductions

Chair Heller called the meeting to order at 9:01 am.

2. Adopt Minutes of November 20, 2019 SCRCOG Executive Committee Meeting minutes

First Selectman Hoey presented the Minutes of the SCRCOG Executive Committee of November 20, 2019, which were included in the agenda packet at Pages 2 and 3. He moved for their approval. First Selectman Freda seconded the motion, which passed with all in favor.

3. Approval of Regional Services Grant Spending Plan, FY 2020-2021

The proposed RSG Spending Plan for next year was presented to the Executive Committee for their review and input. SCRCOG staff developed this Plan early to obtain conceptual approval for the Plan over the next month before the full proposed SCRCOG budget for next year is presented. The Plan will be brought back before the Executive Committee at next month's meeting.

4. Recommendation to SCRCOG Board regarding Tweed New Haven Airport Authority's Request for Funding

The Executive Committee discussed the request from Tweed New Haven Airport Authority for \$25,000 to assist in their promotional efforts. SCRCOG staff suggested, if the Board was inclined to support the request, that SCRCOG reserves be utilized to fund the request. The funds would partially fund a \$200,000 promotional budget for the airport. First Selectman Hoey explained the request and the promotional campaign. The Airport already has commitments for the remaining funds: Airport- \$50,000; REX- \$50,000; Yale University- \$37,500; and Yale New Haven Hospital- \$37,500. First Selectman Hoey moved that the Executive Committee recommend to the SCRCOG Board that a contribution of \$25,000 be made by SCRCOG to the Airport Authority for their promotional campaign. First Selectwoman Heller seconded the motion. Mayor Dickinson suggested that it be noted in the recommendation that the contribution was a one-time payment. That suggestion was accepted as a friendly amendment. The motion as amended was approved unanimously.

5. Budget Revision #2- FY 2020-2021

The budget revision related to the Tweed New Haven Airport Authority's request for a contribution of \$25,000 from SCRCOG reserves to partially pay for a promotional campaign for the Airport. First Selectman Zeoli moved for approval of the resolution with the condition that it be a one-time payment. First Selectman Hoey seconded the motion. It was approved unanimously.

6. Approval of Revised Regional Services Grant (RSG) Spending Plan, FY 2019-2020

Executive Director Amento explained that the Budget Amendment related to the current year's RSG Spending Plan, and requested moving \$4000 from the line item for a consultant Human Services Coordinating Council to the Cybersecurity consultant. SCRCOG staff felt that the transferred funds would be better used for additional cybersecurity work related to remote worker training and municipal policies. First Selectman Hoey moved for approval. First Selectman Freda seconded the motion. All were in favor.

7. Other Business

First Selectman Hoey commended First Selectman Freda for his leadership of CCM, and in particular for his outstanding work with Governor Lamont and his Administration in crafting Executive Orders to provide flexibility for municipal meetings, operations and budgeting. First Selectwoman Heller joined in the commendation.

First Selectman Freda noted that a recent Executive Order, 7L, was developed at the request of the CT Police Chief's Association. It would allow retired police officers to return to service without losing retirement benefits under MERS if they worked more than 19 hours per week.

Executive Director Amento reminded the Executive Committee members that at 11 am today, CCM, COST and CTCOG were going to present a webinar reviewing the Governor's Executive Orders affecting municipalities. SCRCOG had sent a notice of the webinar to all SCRCOG CEOs the day before.

8. Adjournment

First Selectman Hoey moved to adjourn; First Selectwoman Heller seconded. The meeting was adjourned at 9:35 am.

Respectfully submitted,

First Selectman Matthew Hoey, *Secretary*

MEMORANDUM

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

TO: SCRCOG Executive Committee

RE: FY 2020-21 Proposed SCRCOG Budget

DATE: April 15, 2020

The FY 2020-21 Proposed SCRCOG Budget contains the following highlights:

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

The amount of the FY 2020-21 RSG funds awarded to SCRCOG for the next fiscal year will ultimately depend on the final action of the Legislature on the state budget. Given currently available information, we are proceeding with the assumption of year-to-year flat funding for purposes of the proposed SCRCOG budget for next year. In other words, we have carried over the current year's budget of \$493,418 for our proposed FY 2020-21 budget. RSG funds, municipal dues, and competitively-awarded grants received by SCRCOG, account for all non-federal revenue to SCRCOG. RSG funds are used for non-transportation regional planning, shared services and special projects.

- **State match for Federal Transportation Funds Remains the Same**

As we will be in the second year of the two-year Unified Planning Work Program (UPWP), it is expected that CTDOT will provide its 10% match for the next fiscal year. Carryover funds will continue to have no state match.

- **No Municipal dues increase recommended**

The proposed FY 2020-21 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 \$2.1 million**

The proposed SCRCOG budget for FY 2020-21 will total \$2,138,929 as compared to a FY 2019-20 budget of \$2,301,415. This decrease is predominantly due to the non-transportation grants that are expiring this year.

- **Slight increase in transportation funding; utilization of carryover funding**

Federal and state transportation funding will increase in FY 2020-21 to \$1,166,329 from a current funding level of \$1,112,329. Federal carryover funds in the amount of \$48,000

are estimated to be available under the UPWP for use in FY 2020-21. Once Fiscal Year 2019-20 comes to a close, any unused funds (regular and/or carryover) will be known and can be used in Fiscal Year 2020-21 following the amending of the UPWP and a budget amendment.

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

The Regional Hazard Mitigation Plan and the Regional Open Space Inventory both ended in FY 2018-19. The Farm Viability Grant will be completed by the end of the current fiscal year.

- **SCRCOG's two applications for Regional Performance Incentive Program grants are pending** (Grant awards will be announced in Mid-May of 2020)

REGIONAL CYBERSECURITY INITIATIVE:

SCRCOG has applied for funding under the Regional Performance Incentive Program requesting \$785,000 for a Regional Cybersecurity Initiative. This is a 2-year program that will provide a comprehensive program featuring assessment of infrastructure and employee training to bring all fifteen (15) SCRCOG municipalities to a higher level of protection against cyberattacks, including ransomware, malware, phishing and data breaches.

The program will include the creation of a comprehensive online cybersecurity self-assessment survey, which will help to identify vulnerabilities that need to be addressed. In addition, meetings will be held with the Information Technology (IT) working group to discuss and seek solutions for problems associated with remote work, as well as to develop cybersecurity and computer use policies for each SCRCOG town.

REGIONAL SCHOOL FOOD WASTE DIVERSION PILOT PROGRAM:

South Central Regional Council of Governments (SCRCOG) has also applied for a \$420,000 grant in order to conduct a School Food Waste Diversion Pilot Program. 20 schools in the SCRCOG region over a two year grant period from approximately 7/1/20 to 6/30/22 will participate in the program.

The proposed pilot program involves working with the staff of 20 schools to set up food waste prevention, donation and diversion programs. Written guidelines will be provided to each school for program set up and implementation. At the end of the program, a template for each of the municipalities/school districts will be created to replicate the pilot schools and expand the program to other or even all of the schools in the region. There is not yet a clear understanding of the magnitude of potential cost savings that are associated with food waste diversion. By working with a variety of school sizes and comparing the various methods of diverting food waste, we can determine what savings can be had by removing food from the solid waste stream, and how best to maximize those savings.

- **Operating Expenses Increase Slightly**

Total operating expenses (Salaries, Benefits, Travel, Computer Supplies & Software, Rent and General Office Expenses) are slightly increasing from \$1,007,638 this year to a proposed \$1,036,056 in FY 2020-21, primarily due to an anticipated increase of 5% in health insurance rates for SCRCOG. We await the final rates to be set. The budgeted increase is also due to changes in employee family status.

- **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 two 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 \$4,821 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.

PROPOSED RSG SPENDING PLAN FY21 (For review)

Beginning in September 2018 and continuing today, the South Central Regional Council of Governments (SCRCOG), established seven Working Groups focusing on fostering inter-municipal collaboration in municipal services and operations. These focus areas include: Finance, Information Technology, Purchasing, Public Works, Storm water Regulatory Compliance (MS4), Energy Conservation, and Solid Waste and Recycling. In the fall of 2019, an eighth Working Group was established to focus on Affordable Housing initiatives in the region. The goal of these Working Groups has been to nurture regional collaboration and discussion of best practices and ideas so that municipalities can attain greater efficiencies and cost-savings.

In an effort to achieve the goal of the Working Group program, SCRCOG staff, in conjunction with consultants, have facilitated numerous Working Group meetings featuring keynote speakers and robust discussions of the meeting topics. The recommendations of the Working Groups have been adopted by SCRCOG municipal leaders to promote efficiencies and cost-savings. Many of the items detailed in this RSG Spending Plan for FY21 propose a continuation of the Working Group program into a third year.

In addition to the Working Group program, SCRCOG has submitted two grant applications under the Regional Performance Incentive Program (RPIP) (summaries of these two applications are included below). The Office of Policy and Management (OPM) intends on announcing the awarded grants in mid-May. In preparation for all of the possible scenarios (i.e. SCRCOG receives both, either one, or neither grants) two spending plans have been created. Version 1 outlines a spending plan which assumes SCRCOG is not awarded either grant and that RSG funding remains the same from FY20. Version 2 outlines a spending plan which assumes that SCRCOG is awarded either one or both of the grants and that RSG funding remains the same from FY20.

SCRCOG's RPIP Grant Summaries:

Regional Cybersecurity Initiative

SCRCOG has applied for a \$785,000 grant in order to fund a Regional Cybersecurity Initiative. This is a two-year program which will provide a comprehensive program featuring assessment of infrastructure and employee training to bring all fifteen (15) SCRCOG municipalities to a higher level of protection against cyberattacks, including ransomware, malware, phishing and data breaches.

Food Waste Diversion Pilot Program

SCRCOG has applied for a \$420,000 grant in order to conduct a School Food Waste Diversion Pilot Program. 20 schools in the SCRCOG region, over a two-year grant period, will participate in the program. This pilot program will serve as a model which can then be replicated in other municipalities and school districts.

VERSION 1 – PROPOSED SPENDING PLAN

Note: This budget assumes that SCRCOG is not awarded either RPIP grants and that RSG funding remains the same from FY20.

1.	GIS Mapping Consultant	\$ 10,000
2.	Regional Planning and Municipal Assistance – Staff Labor and Expenses	\$ 306,918
3.	Shared Services/Operations Consultants (see table below for details)*	\$ 110,000
4.	REX Project (TBD)	\$ 9,500
5.	Regional Affordable Housing Initiative Consultant(s)	\$ 24,000
6.	UConn MPA Intern	\$ 33,000
Estimated Total RSG Grant to SCRCOG		\$ 493,418

*Details of Shared Services/Operations Consultants

3a.	<p>Solid Waste & Recycling (SW&R), Food Waste, and Energy (Consultant: Pamela Roach)</p> <p>Description: SW&R and Energy will continue to convene Working Group meetings and invite subject matter experts to enhance discussion and develop opportunities. In addition, SCRCOG will pursue a truncated version of the Food Waste Diversion program detailed in the RPIP grant application. This program would include helping to establish a food waste diversion program and distribution of informational resources to interested schools in the region.</p>	\$ 50,000
3b.	<p>Purchasing (Consultant: Wilma Petro)</p> <p>Description: SCRCOG will hire a consultant to develop a regional purchasing cooperative/consortium which will create pathways for our region to come together on purchasing shared goods and services.</p>	\$ 20,000
3c.	<p>Technology/Cybersecurity</p> <p>Description: The Information Technology Working Group will continue to meet and discuss topics regarding software, hardware, and other computer systems. In addition, the Working Group will pursue a truncated version of the Cybersecurity Initiative detailed in the RPIP grant application. SCRCOG would offer training to municipal employees and attempt to offer some level of assessment.</p>	\$ 40,000
Total for Shared Services/Operations Consultants		\$ 110,000

VERSION 2 – PROPOSED SPENDING PLAN

Note: This budget assumes that SCRCOG is awarded either one or both RPIP grants and that RSG funding remains the same from FY20.

1.	GIS Mapping Consultant	\$ 10,000
2.	Regional Planning and Municipal Assistance – Staff Labor and Expenses	\$ 306,918
3.	Shared Services/Operations Consultants (see table below for details)*	\$ 100,000
4.	REX Project (TBD)	\$ 10,000
5.	Regional Affordable Housing Initiative Consultant(s)	\$ 33,500
6.	UConn MPA Intern	\$ 33,000
Estimated Total RSG Grant to SCRCOG		\$ 493,418

*Details of Shared Services/Operations Consultants		<u>Scenario 1</u> Awarded Both Grants	<u>Scenario 2</u> Awarded Only Cybersecurity Grant	<u>Scenario 3</u> Awarded Only Food Waste Grant
3a.	<p>Solid Waste & Recycling (SW&R) and Energy Food Wasted added in Scenario 2 only. (Consultant: Pamela Roach)</p> <p>Description: SW&R and Energy will continue to convene Working Group meetings and invite subject matter experts to enhance discussion and develop opportunities. In the event of scenario 2 where the grant is not awarded, SCRCOG would still pursue some of the goals outlines in the Food Waste Diversion grant.</p>	\$ 25,000	\$ 50,000	\$ 25,000
3b.	<p>Purchasing (Consultant: Wilma Petro)</p> <p>Description: SCRCOG will hire a consultant to develop a regional purchasing cooperative/consortium which will create pathways for our region to come together on purchasing shared goods and services.</p>	\$ 20,000	\$ 20,000	\$ 20,000

		Scenario 1 (cont.)	Scenario 2 (cont.)	Scenario 3 (cont.)
3c.	Technology Cybersecurity added in Scenario 3 only. Description: The Information Technology Working Group will continue to meet and discuss topics regarding software, hardware, and other computer systems. In the event of Scenario 3, SCRCOG has allocated funding to work toward some of the goals outlined in the Cybersecurity Initiative.	\$ 20,000	\$ 20,000	\$ 45,000
3d.	Risk Management/Insurance Description: Risk Management/Insurance is a new initiative undertaken by SCRCOG to create pathways to regionalize forecasting and evaluate financial risks. In addition, common areas and goals among towns in our region will be identified.	\$ 20,000	20,000	20,000
3e.	REX Project TBD Description:	\$ 25,000	\$ --	\$ --
	Total for Shared Services/Operations Consultants	\$ 100,000	\$ 100,000	\$ 100,000