



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
SPECIAL MEETING NOTICE & AGENDA
Thursday December 10, 2020 – 9:00A.M.

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

NOTICE: As permitted by Governor Lamont's Executive Order 7B, as extended by Executive Order 9A, regarding the COVID-19 Pandemic, this meeting is being held remotely with no in-person attendance

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

Join Zoom Meeting: <https://us02web.zoom.us/j/82788520140>

Call-In Number: +1-929-205-6099

Meeting ID: 827 8852 0140

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

1. Call to order – First Selectman Beth Heller, *Chair*
2. Adopt Minutes of September 23, 2020 Executive Committee Meeting –
First Selectman Matthew Hoey, Secretary Pages 2,3
3. Review and Accept Audit Report for FY 2019-2020 – Attached
Brian Borgerson, CPA of Kircaldie, Randall and McNab, LLC, Carl Amento, Executive Director and Stephen Dudley, Deputy Director, Christopher Rappa, Finance Director, Rebecca Andreucci, Financial Manager
4. Update and Possible Action on Economic Development Administration (EDA) Funding for SCRCOG Work on CT Long-Term Recovery Planning from COVID-19 Pandemic for Calendar Years 2021 and 2022
5. FY 2021 Budget Revision #1 Pages 4-12
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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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**
FROM: **First Selectman Matthew Hoey, Secretary**
DATE: **December 3, 2020**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of September 23, 2020**

Present

Branford First Selectman James Cosgrove
Guilford First Selectman Matthew Hoey, *Secretary*
New Haven Mayor Justin Elicker
North Haven First Selectman Michael Freda, *Vice Chair*
Wallingford Mayor William Dickinson
Woodbridge First Selectman Beth Heller, *Chair*

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

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

1. Call to order

Chair Heller called the meeting to order at 9:04 am.

2. Adopt Minutes of June 24, 2020 SCRCOG Executive Committee Meeting

First Selectman Hoey presented the Minutes of the SCRCOG Executive Committee of June 24, 2020, which were included in the agenda packet at Pages 2 and 3. He moved for their approval. First Selectman Heller seconded the motion, which passed with all in favor.

3. Review of Resolution Authorizing Executive Director to Execute Renewal of Lease with Candid Group LLC

Executive Director Amento requested on behalf of SCRCOG authorization to execute a 5-year renewal of the lease with Candid Group LLC for SCRCOG's offices containing approximately 4,928 square feet on the 4th Floor of 127 Washington Avenue, North Haven. SCRCOG first began leasing the same office space in October 1995. Since 1995, the lease has been renewed every 5 years. The proposed renewed lease will run from December 1, 2020 through November 30, 2025. The annual rent for the first year of the renewed lease will be \$110,418.51 and will increase by 2% per year during the term of the renewal. First Selectman Hoey moved to authorize the renewal of the lease. First Selectman Cosgrove seconded the motion. It was approved unanimously.

4. Other Business

The Executive Committee members discussed how each of their towns had been dealing with the disposal of wood debris from trees and branches damaged by the two storms in August.

First Selectman Cosgrove and Hoey noted that software platforms created for their towns by the New Haven-based firm Veoci had been very helpful in monitoring workflow and tracking expenses during the storm cleanups. First Selectman Hoey stated that the Town of Guilford had entered into an enterprise license with Veoci through which they are developing applications for many town functions internally. First Selectman Cosgrove noted that Branford is using Veoci for HR issues and permitting. Both First Selectmen requested that SCRCOG arrange a presentation by Veoci for the benefit of all the SCRCOG municipal CEOs at an upcoming SCRCOG Board meeting. Executive Director Amento said he would do so.

5. Adjournment

First Selectman Heller moved to adjourn; First Selectman Hoey seconded. The meeting was adjourned at 9:38 am.

Respectfully submitted,

First Selectman Matthew Hoey, *Secretary*

FY 2020-2021 Budget Revision #1- Proposed New Position

Background

At the May 27, 2020 SCRCOG members voted unanimously to approve the FY 2020-2021 SCRCOG Budget with the one exception that” funds designated for new position be moved to a contingency line item which could not be expended without Executive Committee approval and that the issue of the new position could be re-visited when SCRCOG’s receipt of grant funding from the state for the next fiscal year became certain”.

The state Office of Policy and Management (OPM) confirmed the Regional Services Grant (RSG) in the amount of \$493,417.53 and the Grant Award Agreement was signed by both OPM and SCRCOG as of September 1, 2020. The RSG funds were available to SCRCOG as of September 17, 2020 retroactive to July 1, 2020.

RSG Funding is now stable

RSG state funding, although late this year because of the COVID-19 pandemic, appears to be secure at the current funding level or greater for the foreseeable future. RSG is funded from a dedicated pool of state revenues including a portion of the hotel tax and the car rental tax.

The proposed new position

The new position will be entitled Municipal Services Manager/ Regional Planner and a draft Job Description is attached. The funding for the proposed new position is already included in the FY 2021 RSG Spending Plan

SCRCOG’s municipal services work

SCRCOG’s work in the regional services area requires the attention of a manager dedicated to that work on our staff. For the past two and one half years, the Executive Director Carl Amento and Intern Adriano (Andy) Cirioli have managed the program which has grown to 10 Working Groups with representatives from the SCRCOG municipalities. Andy has taken on greater and greater responsibilities, especially after his graduation in May from UConn’s Master in Public Administration (MPA) 2-year program, and as a result of the COVID-19 pandemic. Andy has hosted over 130 Zoom meetings for SCRCOG since last March. He also manages the content shared by the different Working Groups through the Basecamp collaborative software platform, and organizes and coordinates Working Group meeting agendas, content and presentations with SCRCOG consultants.

SCRCOG’S working groups

In the fall of 2018, SCRCOG established Working Groups pertaining to a variety of municipal operations in an effort to promote efficiencies and cost-saving initiatives. The goal of these Working Groups was, and still is, to facilitate greater collaboration among the 15 SCRCOG municipalities. There are currently nine Working Groups (see table below). Each group consists of municipal employees and citizen commission members based on the involvement or their role in a department or function in each municipality. Working Groups hold frequent meetings to discuss topics/issues pertinent to operations, regional opportunities and projects, and best practices within the focus area of each group. SCRCOG will be launching a tenth Working Group this year dealing with Grant Writing and Administration.

Affordable Housing	Fleet Managers	Public Works
Energy Conservation	Information Technology	Purchasing
Finance	MS4/Watershed Protection	Solid Waste and Recycling

In FY 2020-2021, the SCRCOG Regional Working Groups are involved in projects such as: municipal fleet electrification, regional SolSmart designation, cybersecurity training/consulting and vulnerability assessments, e-government solutions, municipal procurement training/consulting, creation of a SCRCOG regional purchasing consortium, food waste diversion, composting, textile recycling and innovative recycling solutions.

New manager position needed

A new manager position for municipal services is essential, especially given the growth in Working Group activities which have now developed into implementable projects which will benefit the municipalities without cost to them. The Executive Director has been assigned increased duties on the state and regional levels in the area of Long-Term Recovery from the COVID-19 pandemic, in addition to his normal SCRCOG administrative duties and representing SCRCOG in statewide and mega-regional organizations. The Executive Director will remain the supervisor for the Municipal Services work at SCRCOG, but the program will need a day-to day manager. A new Manager position is the most cost-effective method to implement these projects regionally, saving costs to the individual municipalities through standardization, best practices, economies of scale and achieving the state objective of encouraging regional approaches.

Open solicitation

If the position is approved, there will be an open solicitation for the new position but Andy's unique and extensive experience of the past 2-1/2 years with municipal services will have to be topped by an outside candidate, as Andy will be applying for the position.

Succession planning

Another benefit to hiring a Municipal Services manager at this time involves anticipating staff succession issues. We are now facing a situation where Steve Dudley has informed us that he is considering retirement within the next couple years. We have already begun the same process we employed when Albert Ruggiero indicated he was considering retirement. We are training existing staff to be ready when that day comes. Rebecca Andreucci has moved from environmental/land use planning to being a Transportation Planner. Steve has been preparing and will continue to prepare Jim Rode to succeed him as Director of Transportation Planning. Upon Steve's retirement, we will have a smooth transition to Jim and Rebecca as our Transportation Planning staff. Rebecca will also continue to assist Chris with financial duties, and assist Eugene Livshits with GIS projects.

SCRCOG staff configuration

Because we filled the vacancy created by Al Ruggiero's retirement from within, we dropped from 7 staff members to 6. In the past two years, we have had an approved \$50,000 to \$55,000 position in the SCRCOG budget. We have chosen to leave that position vacant until we could be certain of programmatic direction and secure funding. We have now reached a point where the RSG-funded Municipal Services programming requires a dedicated position.



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Draft Job Description for Municipal Services Manager / Regional Planner

The South Central Regional Council of Governments (SCRCOG) seeks a qualified person for the following full-time employee position. The title of the position is: Municipal Services Manager / Regional Planner. The employee will be stationed in SCRCOG's office in North Haven, CT or may be assigned to work from home if the COVID-19 pandemic requires it.

Position Description

As Municipal Services Manager, under the general supervision of the Executive Director, the selected employee will manage, coordinate, and develop SCRCOG's regional inter-municipal shared services program which features eight working groups of municipal employees covering topics such as finance, purchasing, information technology/cybersecurity, public works, housing, urban forestry, solid waste and recycling, and energy conservation. The employee will work directly with any consultant(s) hired through SCRCOG to administer these initiatives. The Municipal Services Manager will also coordinate any related grant opportunities and assist with a wide-range of related projects.

As Regional Planner, under general supervision of the Executive Director and the Senior Regional Planner, the selected employee will perform technical land use and environmental planning and will develop expertise in one or more of the following subjects: GIS, environmental protection, sustainability, resilience and climate change, trail mapping, watershed protection, land use, disaster planning and recovery, natural hazard mitigation, and community planning. The Regional Planner will assist in basic planning activities and functions throughout the agency and will do related work as required.

Management and Supervision

This position reports to the Executive Director and the Senior Regional Planner. The Municipal Services Manager / Regional Planner will provide professional and technical support to lead staff and will work cooperatively with all other staff members.

Duties and Responsibilities

Specifically, as Municipal Services Manager, the selected employee will:

- Manage regional inter-municipal shared services programs by planning initiatives, working with and managing consultants on related projects, managing collaboration platforms, and communicating initiatives with municipal employees in each Working

Group.

- Further develop and utilize knowledge and experience in municipal finance, purchasing, information technology/cybersecurity, public works, housing, urban forestry, solid waste and recycling, and energy conservation, to advance agency's programs and encourage collaboration and cost-saving efficiencies among SCRCOG municipalities
- Conduct research and perform analyses on a variety of topics related to the Working Groups' activities and interests.
- Review state and federal programs to stay current on topics related to the Working Groups' activities and interests.
- For each Working Group, coordinate, schedule, arrange, and confirm meetings, prepare agendas, attend meetings, take minutes when required, and prepare and distribute minutes or other meeting follow-up information.
- For each Working Group, schedule teleconferencing through Zoom or other such platform, record presentations, distribute meeting materials before and after the meetings, maintain postings and resources on the Basecamp information platform and on SCRCOG webpages.

Specifically, as Regional Planner, the selected employee will:

- Support senior staff on projects related to GIS, environmental protection, sustainability, resilience and climate change, trail mapping, watershed protection, land use, disaster planning and recovery, natural hazard mitigation, and community planning to develop additional SCRCOG programs of benefit to our member municipalities and in furtherance of SCRCOG's comprehensive regional planning efforts.
- Provide technical information and planning assistance, and respond to data and GIS mapping requests, to member municipalities regarding, but not limited to, land use, transportation, environmental planning, emergency management and other COG-provided services.
- Conduct research and perform analyses on a variety of planning issues including land use, transportation, housing, environmental impact, conservation/preservation, and emergency management. Review state and federal programs to stay current on aforementioned topics.
- Search and analyze grant opportunities that may be available to the region or the individual municipalities, and, when determined to be feasible, pursue regional grants through research, fact-gathering, and drafting of application materials, or assist and support municipalities with their individual grant applications.

Additional Duties and Responsibilities:

- Assist with development of agendas, position papers, presentations to SCRCOG members, and prepare and give testimony on behalf SCRCOG before forums and conferences and state and federal agencies.
- Assist with the management of consultants and planning projects hired through the agency.
- Attend meetings, conferences, workshops, and training sessions, as directed, in order to enhance knowledge and skills.
- Attend SCRCOG Board meetings, as required, as well as SCRCOG-related meetings with municipal, state and federal entities as needed or directed. Collaborate with adjacent Councils of Governments as needed.
- Draft articles, reports, website content, and correspondence for Executive Director.
- Facilitate public outreach/participation/education for various initiatives in order to create a proactive and robust public participation process.
- Prepare SCRCOG Annual Report and annual demographic profile of the region.
- Provide, as needed, support to Finance Director and Financial Manager in bookkeeping and the processing of financial transactions.
- Review state and federal publications on grant opportunities for municipalities and for SCRCOG and report same to Executive Director. Assists in grant writing and grant management for regional and individual municipal grant applications.
- Work with Executive Director to develop enhanced website content, and a communication strategy involving social media platforms.
- Work, as directed, on a wide-range of other SCRCOG projects.
- Assist with other tasks as necessary.

Qualifications

The ideal candidate will be innovative, creative, motivated, personable and reliable.

Applicants must possess strong written, verbal, conceptual, analytic, quantitative, and communication skills. In addition, they should be able to work effectively in a highly-collaborative team setting and be a self-starter who can complete quality outputs within set deadlines.

To be considered, applicants must have a master's degree from an accredited university in public administration/policy or another closely-related field.

Applicants must have at least two years of relevant work experience (more preferred) in the following subject areas:

- Inter-Municipal Shared Services
- Municipal Operations, such as Finance, Purchasing, Public Works, and Information Technology/Cybersecurity
- Project Management and Budgets
- Grant Writing
- General knowledge of Municipal, Regional, and State Governments
- Familiarity with government financial management, budgeting and bookkeeping

Applicants should have the following technical skills:

- Facility with Microsoft Office, Word, Excel, Adobe Acrobat and Outlook Calendar
- Experience with Basecamp and teleconferencing platforms such as Zoom

Application Process

To apply, submit a cover letter and resume to Mr. Carl Amento, Executive Director at camento@scrcog.org. Selected candidates may be asked to provide additional information or to appear for an in-person interview, if feasible, or a virtual interview.

Applications must be submitted no later than 12:00 p.m. on December 31, 2020.

Salary will be commensurate with applicant's qualifications. Health insurance, dental insurance, and life insurance benefits are available with employee contribution. A retirement plan is also available after a 90-day waiting period.

Questions may be directed to Mr. Carl Amento, Executive Director at camento@scrcog.org. Additional information provided in response to questions shall be shared with all applicants.

SCRCOG is an Equal Opportunity Employer.

FY 2020-21 Budget Revision # 1

Revenue

Budget Revision #1 does not add any revenue to the adopted FY 2020-21 budget.

Expenses

Budget Revision #1 expends the contingency line item as follows.

- The \$33,875 for Salaries is due to a half-year of a new position and part-time staff hours for October - December, 2020. The new position's billable hours are assigned to the Regional Services Grant Work Program and the CIRCA ResilientCT Grant, while the additional part-time staff hours are assigned exclusively to the Regional Services Grant Work Program.
- The \$19,219 for Benefits is related to the new position.
- The \$9,007 remaining in Contingency is for the Regional Services Grant Work Program and will be programmed in a future Regional Services Grant Spending Plan amendment.
- The increases in the Transportation – Reserved for Future Years and LOTCIP - Reserved for Future Years line items are due to the decrease in the projected overhead rate (from 1.456 to 1.399) resulting from the above outlined changes.

Actual line item revisions are on the following page, 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	193,200		193,200
Municipal Contribution - Special Projects	10,827		10,827
Transportation Planning			
U.S. DOT - FY 2020-21	1,036,737		1,036,737
U.S. DOT - Carryover	48,000		48,000
CTDOT - FY 2020-2021	129,592		129,592
CTDOT - LOTCIP	211,465		211,465
Regional Planning			
CT OPM - Regional Services Grant (RSG)	493,418		493,418
CT Secretary of the State - Regional Election Monitor	3,691		3,691
CIRCA - ResilientCT Grant	37,000		37,000
Investment Income	12,000		12,000
TOTAL	2,175,929	-	2,175,929

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	540,643	33,875	574,518
Benefits	193,342	19,219	212,560
Travel	8,400	-	8,400
Computer Supplies & Software	16,600	-	16,600
Rent	111,100	-	111,100
General Office Expenses	72,282	-	72,282
Transportation Consultants	475,000	-	475,000
Other Consultants	190,100	-	190,100
Contingency	75,994	(66,987)	9,007
Transportation - Reserved for Future Years	282,809	13,610	296,419
LOTICIP - Reserved for Future Years	198,833	284	199,117
Hazard Mitigation - Reserved for Future Years	10,827	-	10,827
Total	2,175,929	0	2,175,929



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Resolution

**South Central Regional Council of Governments
Fiscal Year 2020-21 - Budget Revision # 1**

Whereas: The South Central Regional Council of Governments adopted an operating budget for FY 2020-21 on May 22, 2020; and

Whereas: The Contingency line item includes Regional Services Grant funds that must be expended by June 30, 2021.

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

That Fiscal Year 2020-21 Budget Revision # 1, which amends the adopted FY 2020-21 budget to expend \$66,987 of the contingency line item, 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 December 10, 2020.

Date: December 10, 2020

By: _____
First Selectman Matthew Hoey, *Secretary*
South Central Regional Council of Governments