



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, January 27, 2021 – 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/89052599112>

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

Meeting ID: 890 5259 9112

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 December 10, 2020 Executive Committee Meeting –
First Selectman Matthew Hoey, Secretary Pages 2,3
3. Proposed Revision to the RSG Spending Plan, FY 2020-2021 Pages 4-9
4. FY 2021 Budget Revision #2 Pages 10-12
5. Discussion of SCRCOG Shared Municipal Services programming for second half FY 2020-2021
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”.

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: **January 20, 2021**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of December 10, 2020**

Present

Branford	First Selectman James Cosgrove
Guilford	First Selectman Matthew Hoey, <i>Secretary</i>
New Haven	Kevin Alvarez, <i>proxy for Mayor Justin Elicker</i>
North Haven	First Selectman Michael Freda, <i>Vice Chair</i>
Wallingford	Mayor William Dickinson
Woodbridge	First Selectman Beth Heller, <i>Chair</i>

SCRCOG Staff Carl Amento, Executive Director; Stephen Dudley, Deputy Director; Christopher Rappa, Finance Director; Brian Borgerson, C.P.A.

NOTE: The December 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 9:05 am.

2. Adopt Minutes of September 23, 2020 SCRCOG Executive Committee Meeting

First Selectman Hoey presented the Minutes of the SCRCOG Executive Committee of September 23, 2020, which were included in the agenda packet at Pages 2 and 3. He moved for their approval. First Selectman Cosgrove seconded the motion, which passed with all in favor.

3. Review and Accept Audit Report for FY 2019-2020

Executive Director Amento introduced Brian Borgerson, C.P.A. of Kircaldie, Randall and McNabb, LLC, who conducted the audit of SCRCOG's finances for FY 2019-2020. Mr. Borgerson reported that the audit found all to be in order and there were no deficiencies to be cited. The fiscal year audited ended with a surplus of \$77,000. This was due mostly to delays in transportation projects due to the COVID-19 pandemic, which resulted in federal transportation funds not being fully expended, and, therefore, the budgeted funds for match were not needed. The unexpended federal transportation funds will return to SCRCOG as carryover in an amount of approximately \$800,000 to \$1,000,000. When these carryover funds are available to SCRCOG, SCRCOG will need 20% or approximately \$160,000 to \$200,000 for matching funds. Mr. Borgerson also noted that SCRCOG's indirect rate for overhead was reduced to 1.2412. First Selectman Heller moved to accept the audit report. Mayor Dickinson seconded the motion. It was approved unanimously.

4. Update and Possible Action on Economic Development Administration (EDA) Funding for SCRCOG Work on CT Long-Term Recovery Planning re COVID-19 Pandemic for Calendar Years 2021 and 2022

Executive Director Amento reported that the application for funding submitted to the EDA from the nine Connecticut Councils of Governments was denied. The COGs are considering an appeal or a re-submission.

5. FY 2021 Budget Amendment #1

The Budget Amendment proposed to move \$66,987 from Contingency to the funding of the new position of Municipal Services Manager/Regional Planner. When the SCRCOG FY 2020-2021 Budget was approved on May 27, 2020, state grant funding was uncertain, and the SCRCOG Board placed the amount requested for the new position into a Contingency line item in the budget. The state's Regional Services Grant (RSG) was finally received by SCRCOG in September. SCRCOG has been convening 9 Working Groups with representatives from the 15 towns for two and one-half years developing programs and projects embodying best practices and opportunities for multi-town sharing. These Working Groups have now developed programs involving cybersecurity training and vulnerability assessments, a purchasing consortium and procurement training and consultation, solar energy projects, Electric Vehicle planning and training, and food waste diversion and composting programs. The Executive Director and a part-time intern have convened the Working Groups and staffed these programs to date. The Executive Director noted that the projects have matured to a level where a full-time day-to-day manager is needed on SCRCOG's staff to effectively bring them to successful implementation..The Executive Director's time is now being diverted to responsibilities in the area of Long-Term Recovery from the pandemic. It is proposed that, from the Contingency, \$33,875 be programmed for one-half year's salary, and \$19,219 for benefits for the new position. If approved, a solicitation would be made for the new position which will follow the Proposed Job Description distributed to the Executive Committee. A discussion ensued in which First Selectmen Freda, Hoey, Cosgrove and Heller expressed support for the new position. First Selectman Heller moved to recommend approval of the Budget Amendment to the SCRCOG Board. First Selectman Hoey seconded, and the vote was unanimous.

6. Other Business

None

7. Adjournment

First Selectman Heller moved to adjourn; First Selectman Hoey seconded. The meeting was adjourned at 9:55 am.

Respectfully submitted,

First Selectman Matthew Hoey, *Secretary*

MEMORANDUM RE BUDGET REVISION #2 AND PROPOSED REVISION TO RSG SPENDING PLAN, FY 2020-2021

TO: SCRCOG Executive Committee and Board members

FROM: Carl Amento, Executive Director

DATE: January 20, 2021

1. Unpaid FY 2017-2018 Capitol Region Purchasing Council Regional Dues-- \$7,500

In mid-November 2020, CRCOG informed SCRCOG that it had discovered in a review of their accounts receivables that SCRCOG had not paid dues for the Capitol Region Purchasing Council (CRPC) for FY 2017-2018. We reviewed our records and confirmed that we had not made payment. Regional dues to CRPC are \$7,500 per year (\$500 for each of our 15 municipalities). If our municipalities paid dues individually, rather than as a region, the total dues would be on a per capita basis and would amount to over \$35,000.

Because in previous years when SCRCOG paid regional CRPC dues, and there had been good municipal participation and substantial bid savings, it was SCRCOG's intention to pay the CRPC regional dues again in FY 2017-2018. None of the SCRCOG municipalities paid individual municipal dues to CRPC during that year. I informed the towns in several instances that SCRCOG would be paying the regional dues. It was an oversight on my part that the dues were not paid, compounded by the fact that the dues were, again as an oversight, not included in the SCRCOG budget for that year.

Attached is a report summarizing the activity of SCRCOG towns which availed themselves of CRPC bids and services in FY 2017-2018. Eight SCRCOG towns (Bethany, Branford, Guilford, Hamden, Milford, New Haven, North Branford and North Haven) with overall bid savings of \$133,838.97. The same eight towns also utilized CRPC's competitively-bid, on-call service for construction projects called EZIQC.

Given that CRCOG through CRPC provided documented and substantial services to SCRCOG municipalities during FY 2017-2018, SCRCOG has an obligation to pay these long past-due dues. There is a legal theory called "quantum meruit" (which means "the amount he deserves") which requires payment of a reasonable sum for services rendered even in the absence of a contract.

I am requesting authorization to pay CRCOG the \$7,500 CRPC dues for FY2017-2018, and because the payment is for a now closed fiscal year, to make the payment from SCRCOG reserves.

2. Unpaid FY 2020-2021 Capitol Region Purchasing Council Regional Dues--\$7,500

SCRCOG received its invoice for FY 2020-2021 CRPC regional dues of \$7,500 on August 6, 2020. SCRCOG intended to pay the dues from Regional Service Grant (RSG) funding, which because of the pandemic was not received by SCRCOG until September. Again, I intended for the regional dues to be paid, informed the towns that SCRCOG was paying the dues, but I again forgot to include the dues in the budget nor in the RSG Spending Plan. Again, my continued commitment to SCRCOG paying regional dues to CRPC was based on the experience of FY 2019-2020 (see report attached) in which 5 SCRCOG towns (Guilford, Hamden, Milford, North Branford and North Haven) had bid savings of \$197,981. Also, 8 SCRCOG towns participated in the EZICQ program. In the current year, Guilford, Hamden, North Branford and North Haven have participated in CRPC bids.

There are sufficient state RSG funds available to pay for the current year's dues. I am requesting authorization to pay CRCOG the \$7,500 CRPC dues for FY2020-2021 from the remaining \$9,007 in funds remaining in Contingency, which funds were obtained through RSG funding and must be spent by June 30, 2021.

I assure you that I will not forget to include CRPC regional dues in future budgets after these two embarrassing omissions.

CRCOG – SCRCOG PARTNERSHIP SUMMARY

FY19-20

Cost and Savings of the Partnership

The cost of participation if all SCRCOG towns would be **\$27,277** if they joined individually.

Through CRCOG's partnership with SCRCOG, the actual cost for all currently participating towns is **\$7,500**.

The savings of COG membership is **\$19,777**.

Collective Benefits

The total bid savings of the membership across **participating SCRCOG towns** is **\$197,981**.

The total value of completed projects through the ezIQC program is **\$14,301,121** since the program's inception.

Breakdown of Program Participation and Savings

The following is a breakdown of SCRCOG town participation levels and savings across major programs:

Participant	Bid Savings	ezIQC Participation	IT Services	Electricity Consortium
Bethany	N/A	\$1,019,624		
Branford	N/A	\$2,896,309	Municipality	
Guilford	\$46,747	\$335,679		
Hamden	\$40,613	\$179,807		
Meriden	\$73,576	N/A		
Milford	\$12,996	\$6,882,069	Municipality	
New Haven	N/A	\$33,473	Municipality	
North Branford	\$3,743	\$820,588		Participant
North Haven	\$20,306	\$2,133,572		

HIGHLIGHTS

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\$217K+

Membership and Bid Savings

9

Participating Towns in CRPC Programs

\$14.3M

In Completed Construction Projects

Capitol Region Council of Governments

SCRCOG Partnership Update FY17-18

Cost if ALL SCRCOG towns joined individually (min and max applied): \$35,268.32 total

Cost for ALL SCRCOG towns joined as a COG: \$7,500 total (\$500/town)

Membership savings through the COG Partnership: \$27,768.22

Annual/Biennial bid savings for SCRCOG towns: \$106,070.75

SCRCOG's total savings (bid savings + membership savings) for their membership in CRPC through the COG: **\$133,838.97**

Current SCRCOG Member Participation in CROG Programs

Participant: Bethany

<i>CROG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	\$9,277.50 (Treated Road Salt)
Purchasing Council ezIQC	\$1,019,624 in completed work (2009 to present)

Participant: Branford

<i>CROG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	\$2,335,178 in completed work (2009-present)

Participant: East Haven

<i>CROG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	DNP

Participant: Guilford

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	\$9,232.97 (Treated Road Salt, Sand, Grass Seed & Fertilizer)
Purchasing Council ezIQC	\$1,422,857 in completed work (2009-present)

Participant: Hamden

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	\$21,647.50 (Treated Road Salt)
Purchasing Council ezIQC	\$162,400 in completed work (2009-present)

Participant: Madison

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	DNP

Participant: Meriden

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	DNP

Participant: Milford

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	\$10,514.50 (Treated Road Salt)
Purchasing Council ezIQC	DNP

Participant: New Haven

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	\$33,473.00 in completed work (2009-present)

Participant: North Branford

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	\$18,288.28 (Treated Road Salt, Gasoline, Fuel Oil, Grass Seed & Fertilizer)
Purchasing Council ezIQC	\$820,588 in completed work (2009-present)

Participant: North Haven

<i>CRCOG Program</i>	<i>Participation</i>
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Purchasing Council Annual Bids	\$15,462.50 (Treated Road Salt)
Purchasing Council ezIQC	\$2,133,572 in completed work (2009-present)

Participant: Orange

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	DNP

Participant: Wallingford

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	DNP

Participant: West Haven

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	DNP

Participant: Woodbridge

<i>CRCOG Program</i>	<i>Participation</i>
Purchasing Council Annual Bids	DNP
Purchasing Council ezIQC	Project in proposal phase

IT Services Cooperative Participants from SCRCOG

Regional Online Permitting

Bethany
Hamden
Madison
Milford
New Haven
North Haven

VOIP

Bethany
SCRCOG

HOSTING

Bethany

FIBER

Wallingford



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Carl J. Amento, Executive Director

Proposed Revision SCRCOG Regional Services Grant (RSG) Spending Plan
January 27, 2021

	Current Plan	Proposed Revision	Revised Plan
Regional GIS Mapping Consultant	10,000		10,000
Regional Planning & Municipal Assistance – Staff Labor & Expenses	306,918	(7,500)	299,418
Shared Services/Operations Consultants	110,000	7,500	117,500
REX Development Project	9,500		9,500
Regional Affordable Housing Initiative Consultant	24,000		24,000
UConn MPA Interns	33,000		33,000
Total	493,418	-	493,418

FY 2020-21 Budget Revision # 2

Revenue

Budget Revision #2 adds \$7,500 from the SCRCOG Reserves to the adopted FY 2020-21 budget.

Expenses

Budget Revision #2 expends the \$9,007 remaining in the contingency line item as follows. These are Regional Services Grant funds that must be expended by June 30, 2021.

- The \$7,500 in Other Consultants is for the FY 2020-21 Capitol Region Purchasing Council dues.
- The \$1,507 in General Office Expenses is for legal notices related to the upcoming SCRCOG Purchasing Consortium.

Budget Revision #2 also expends \$7,500 from the SCRCOG Reserves to pay the outstanding invoice for the FY 2017-18 Capitol Region Purchasing Council dues.

Actual line item revisions are on the following page, followed by a resolution authorizing Budget Revision #2.

FY 2020-21 Budget Revision # 2

<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
SCRCOG Reserves	-	7,500	7,500
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	7,500	2,183,429

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	574,518		574,518
Benefits	212,560		212,560
Travel	8,400		8,400
Computer Supplies & Software	16,600		16,600
Rent	111,100		111,100
General Office Expenses	72,282	1,507	73,789
Transportation Consultants	475,000		475,000
Other Consultants	190,100	15,000	205,100
Contingency	9,007	(9,007)	(0)
Transportation - Reserved for Future Years	296,419		296,419
LOTICP - Reserved for Future Years	199,117		199,117
Hazard Mitigation - Reserved for Future Years	10,827		10,827
Total	2,175,929	7,500	2,183,429



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Carl J. Amento, Executive Director

Resolution

**South Central Regional Council of Governments
Fiscal Year 2020-21 - Budget Revision # 2**

- Whereas: The South Central Regional Council of Governments adopted an operating budget for FY 2020-21 on May 22, 2020; and
- Whereas: The SCRCOG Board approved Budget Revision #1 on December 10, 2020;
- Whereas: The Contingency line item includes Regional Services Grant funds that must be expended by June 30, 2021; and
- Whereas: SCRCOG's Capitol Region Purchasing Council dues for FY 2017-18 are outstanding and, as all revenue is programmed in the FY 2020-21 budget and this is a previous fiscal year expense, the SCRCOG Board has opted to use \$7,500 of SCRCOG Reserves to pay the outstanding invoice.

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

That Fiscal Year 2020-21 Budget Revision # 2, which amends the adopted FY 2020-21 budget to expend \$9,007 of the contingency line item and to add \$7,500 from SCRCOG Reserves, 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 January 27, 2021.

Date: January 27, 2021

By: _____
First Selectman James Zeoli, *Secretary*
South Central Regional Council of Governments