Executive Committee
Meeting Notice & Agenda
Wednesday, May 26, 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/81791463896
Call-In Number: +1-929-205-6099
Meeting ID: 817 9146 3896

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

1. Call to order – First Selectman Michael Freda, Chair
2. Adopt Minutes of April 28, 2021 Executive Committee Meeting – First Selectman James Zeoli, Secretary
3. Review and Recommendation to the Board of Proposed SCRCOG FY 2021-22 Budget (Attachment)
4. Review and Recommendation to the Board of Proposed FY 2021-22 Regional Services Grant (RSG) Spending Plan
5. Review and Recommendation to the Board of Resolution Authorizing the Executive Director to enter into agreements for FY 2021-22 Regional Services Grant-funded Consultant Services
6. Discussion of Plans for Returning to Work in SCRCOG Office and Initiation of Hybrid Meetings
7. Other Business
8. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrcog.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
www.scrcog.org  T (203) 234-7555  F (203) 234-9850  camento@scrcog.org
TO: SCRCOG Executive Committee Members
FROM: First Selectman Matthew Hoey, Acting Secretary
DATE: May 19, 2021
SUBJECT: SCRCOG Executive Committee Meeting Minutes of April 28, 2021

Present
Bethany First Selectman Paula Cofrancesco, Treasurer
Guilford First Selectman Matthew Hoey, Vice Chair
Milford Mayor Benjamin Blake
New Haven Kevin Alvarez, proxy for Mayor Justin Elicker
North Haven First Selectman Michael Freda, Chair (joined meeting late)
Wallingford Mayor William Dickinson
Woodbridge First Selectman Beth Heller, Immediate Past Chair

SCRCOG Staff Carl Amento, Stephen Dudley, Christopher Rappa, Rebecca Andreucci, Andy Cirioli

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

1. Call to order
   First Selectman Hoey, Acting Chair, called the meeting to order at 9:05 am.

2. Adopt Minutes of March 24, 2021 SCRCOG Executive Committee Meeting
   First Selectman Hoey presented the Minutes of the SCRCOG Executive Committee of March 24, 2021, 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. FY 2020-21 Regional Services Grant (RSG) Spending Plan Revision #1
   Executive Director Amento reviewed the revision on page 4 of the agenda packet. The revision involves moving $5,000 from the REX Project line item with the agreement of REX to Staff Labor and Expenses. This $5,000 increase in salaries will be used to fund two summer interns for the months of May and June. First Selectman Heller moved to accept the revision. First Selectman Cofrancesco seconded. All voted in favor.

4. FY 2020-21 Budget Revision #3
   Executive Director Amento reviewed the budget revision found on pages 5-7 of the agenda packet. The budget revision reflects the same changes made to the Regional Services Grant Spending Plan in the previous action item. First Selectman Cofrancesco made a motion to approve, and First Selectman Heller seconded. All voted in favor.

5. Preliminary Review of Proposed SCRCOG FY 2021-2022 Budget
   Executive Director Amento reviewed the proposed budget attached to the agenda packet. At this time, SCRCOG is estimating that the Regional Services Grant funding will be increased to $575,000, which has been fully
programmed in the proposed budget. Stephen Dudley also noted that all transportation funding has been fully programmed, as well. No action on this item was required at this time. The proposed budget will be voted upon at the SCRCOG May Board meeting.

6. **Review of Proposed FY 2021-2022 Regional Services Grant (RSG) Spending Plan**
   Executive Director Amento presented the proposed FY 21-22 RSG Spending Plan on pages 8-10 of the agenda packet. The spending plan expands on the programs and services utilizing RSG funds that were reviewed in the previous agenda item. No action on this item was required. The proposed RSG Spending Plan will be voted upon at the SCRCOG May Board meeting.

7. **Approval of Auditor for FY 2020-21 SCRCOG Financial Statements**
   Executive Director Amento reviewed the memo on page 11 of the agenda packet. SCRCOG received two submissions to the RFP for Auditing Services and is recommending the selection of Kircaldie Randall & McNab LLC of North Haven. First Selectman Heller made the motion to accept, and First Selectman Cofrancesco seconded. The vote was unanimous.

8. **Other Business**
   Chairman Freda announced that the Greater New Haven Transit District (GNHTD) has vacancies on their board for representatives from East Haven, West Haven, and New Haven. Anyone interested should reach out to Mario Marrero at GNHTD.

9. **Adjournment**
   First Selectman Cofrancesco moved to adjourn; First Selectman Heller seconded. The meeting was adjourned at 9:30 am.

Respectfully submitted,

First Selectman Matthew Hoey, *Acting Secretary*
MEMORANDUM

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

TO: SCRCOG Board

RE: FY 2021-22 Proposed SCRCOG Budget

DATE: May 19, 2021

The FY 2021-22 Proposed SCRCOG Budget contains the following highlights:

- **Total budget increased from $2.1 to $2.45 million**

  The proposed SCRCOG budget for FY 2021-22 totals $2,451,330 as compared to a FY 2020-21 budget of $2,183,429. This increase is predominantly due to the available Transportation Carryover Funds and an expected increase in RSG funds.

- **No municipal dues increase**

  The proposed FY 2021-22 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.

- **Amount of SCRCOG’s State OPM Regional Services Grant (RSG) will likely increase from $493,418 to $575,000**

  The amount of the FY 2021-22 RSG funds awarded to SCRCOG for the next fiscal year will likely be increased. For the past two years, the General Assembly mistakenly reverted to bonus funding for those COGs which had merged with adjoining COGs. That bonus was supposed to be only for FY 2013-14, yet by mistake it was also awarded for FY 2019-20 and FY 2020-21. SCRCOG never merged with another COG and, therefore, was not awarded the bonus when it was intended nor when it was a mistake. It is the intention of the State to rectify the mistake and return to a straightforward formula for distribution of the RSG to the COGs, thereby increasing SCRCOG’s allocation from the current year’s budget of $493,418 to $575,000 for FY 2021-22. 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, municipal shared services and special projects.

- **State match for Current-Year Federal Transportation Funds remains the same; State match for Carryover Funds increasing**

  FY 2021-22 is the beginning of a new two-year Unified Planning Work Program (UPWP). It is expected that CTDOT will continue to provide its 10% match for the next fiscal year for current-year funds. State match for carryover funds is expected to increase from 0% to 10%.
• Slight decrease in current-year transportation funding

Current-year federal and state transportation funding will decrease in FY 2021-22 to $1,150,148 from a current funding level of $1,166,329. In addition, federal carryover funds in the amount of $150,000 (plus $18,750 in related state match) are expected to be available under the UPWP for use in FY 2021-22.

• CIRCA ResilientCT Grant Extended\(^1\)

In FY 2020, SCRCOG was awarded a $37,000 CIRCA ResilientCT Grant. The grant performance period expired on May 1, 2021. SCRCOG has been notified of CIRCA’s intent to amend the scope of work and extend the project deadline until June 30, 2022. Based on past and projected spending, we expect to have $19,000 remaining in the grant for use in FY 2021-22.

• Regional Affordable Housing Plan Consultant ($105,000 from SCRCOG Reserves)\(^1\)

SCRCOG issued a Request for Proposals (RFP) seeking qualified consultant(s) with expertise in planning, zoning regulations, evaluation and implementation of affordable housing policies, and development of affordable housing plans to assist in the creation of a SCRCOG Regional Affordable Housing Plan. The Plan must be in compliance with the statutory requirements set forth in the General Statutes of the State of Connecticut Section 8-30j.

A proposal was received from RKG Associates of Boston, MA, which met the requirements outlined in the RFP. The SCRCOG Housing Working group was notified of the proposal, and were provided an opportunity to provide feedback. A Selection Panel was formed with representation from SCRCOG staff and municipal staff. An interview with RKG Associates was conducted, and the Selection Panel determined the firm has the necessary experience/qualifications. SCRCOG notified RKG Associates that they have been selected to develop the SCRCOG Affordable Housing Plan, with specific sections with analysis, goals, and recommendations for the 12 participating municipalities in the SCRCOG Region.

• SCRCOG’s application for additional non-transportation grant funding is pending – Regional Hazard Mitigation Plan (grant awards have yet to be announced)

Regional Hazard Mitigation Plan
SCRCOG applied for funding to the FEMA Building Resilience Infrastructure and Communities (BRIC) Grant Program to update the Regional Hazard Mitigation Plan (HMP), which needs to be updated every five years. Pursuing the grant funding in the Fiscal Year 2020 application cycle, and beginning the HMP planning process this Fall will ensure that the HMP update can be reviewed, revised, and updated as appropriate before the current Plan expires on August 15, 2023. The production of a Multi-Jurisdiction HMP by SCRCOG is the most cost-effective way to produce this plan for our member municipalities. The total

\(^1\) Change since April 28, 2021 draft budget
estimated funding for the HMP Update is $173,250, with 25% ($41,250) of cost as the Non-Federal Share/Local Match.

**Regional Hazard Mitigation Plan – Local Match**

In FY 2016-17, due to the rescission of the fourth quarter RSG funds, SCRCOG no longer had the required 25% local match available to commence the HMP 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 a balance of $10,827 remains. This remaining balance from the special assessment was placed in reserves as the initial portion of the required 25% local match for the hopefully awarded 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 will be funded.

- **Operating Expenses Increase Slightly**

  Total operating expenses (Salaries, Benefits, Travel, Computer Supplies & Software, Rent and General Office Expenses) are slightly increasing from $996,968 this year to a proposed $1,050,880 in FY 2021-22, primarily due to the current budget only reflecting a half-year of the Municipal Services Manager position and a change in the benefit status of several employees.
### South Central Regional Council of Governments

**Fiscal Year 2021-22 Budget Summary**

*Proposed - May 26, 2021*

<table>
<thead>
<tr>
<th>Revenue</th>
<th>FY 21 Budget</th>
<th>FY 22 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Municipal Contribution</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Contribution - Dues</td>
<td>193,200</td>
<td>192,700</td>
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<tr>
<td>Municipal Contribution - Special Projects</td>
<td>10,827</td>
<td>10,827</td>
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<tr>
<td>SCRCOG Reserve Funds</td>
<td>7,500</td>
<td>117,750</td>
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<td><strong>Transportation Planning</strong></td>
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<tr>
<td>U.S. DOT - FY 2021-22</td>
<td>1,036,737</td>
<td>1,022,354</td>
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<tr>
<td>U.S. DOT - Carryover</td>
<td>48,000</td>
<td>150,000</td>
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<tr>
<td>CTDOT - FY 2021-22</td>
<td>129,592</td>
<td>127,794</td>
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<td>CTDOT - Carryover</td>
<td>-</td>
<td>18,750</td>
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<tr>
<td>CTDOT - LOTCIP</td>
<td>211,465</td>
<td>211,465</td>
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<tr>
<td><strong>Regional Planning</strong></td>
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<td></td>
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<tr>
<td>CT OPM - Regional Services Grant (RSG)</td>
<td>493,418</td>
<td>575,000</td>
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<tr>
<td>CT Secretary of the State - Regional Election Monitor</td>
<td>3,691</td>
<td>3,691</td>
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<td>CIRCA - ResilientCT Grant</td>
<td>37,000</td>
<td>19,000</td>
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<tr>
<td><strong>Investment Income</strong></td>
<td>12,000</td>
<td>2,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>2,183,429</td>
<td>2,451,330</td>
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<table>
<thead>
<tr>
<th>Expenses</th>
<th>FY 21 Budget</th>
<th>FY 22 Budget</th>
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<tr>
<td>Salaries</td>
<td>574,518</td>
<td>610,812</td>
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<td>Benefits</td>
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<td>Travel</td>
<td>8,400</td>
<td>7,900</td>
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<td>Computer Supplies &amp; Software</td>
<td>16,600</td>
<td>17,600</td>
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<tr>
<td>Rent</td>
<td>111,100</td>
<td>112,300</td>
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<td>General Office Expenses</td>
<td>73,789</td>
<td>74,806</td>
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<td>Transportation Consultants</td>
<td>475,000</td>
<td>660,500</td>
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<td>Other Consultants</td>
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<td>Contingency</td>
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<td>Transportation - Reserved</td>
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<td>158,675</td>
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<td>LOTCIP - Reserved</td>
<td>199,117</td>
<td>199,249</td>
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<td>Hazard Mitigation - Reserved</td>
<td>10,827</td>
<td>10,827</td>
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<tr>
<td><strong>Total</strong></td>
<td>2,183,429</td>
<td>2,451,330</td>
</tr>
</tbody>
</table>
## Municipal Dues

### Fiscal Year 2021-22 Municipal Dues

<table>
<thead>
<tr>
<th>Municipality</th>
<th>CT DPH Population (1)</th>
<th>Per Capita (rounded to $100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethany</td>
<td>5,548</td>
<td>$1,900</td>
</tr>
<tr>
<td>Branford</td>
<td>27,900</td>
<td>9,500</td>
</tr>
<tr>
<td>East Haven</td>
<td>28,569</td>
<td>9,700</td>
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<tr>
<td>Guilford</td>
<td>22,133</td>
<td>7,500</td>
</tr>
<tr>
<td>Hamden</td>
<td>60,556</td>
<td>20,600</td>
</tr>
<tr>
<td>Madison</td>
<td>18,030</td>
<td>6,100</td>
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<tr>
<td>Meriden</td>
<td>59,395</td>
<td>20,200</td>
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<tr>
<td>Milford</td>
<td>54,747</td>
<td>18,600</td>
</tr>
<tr>
<td>New Haven</td>
<td>130,250</td>
<td>44,300</td>
</tr>
<tr>
<td>North Branford</td>
<td>14,146</td>
<td>4,800</td>
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<tr>
<td>North Haven</td>
<td>23,683</td>
<td>8,100</td>
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<tr>
<td>Orange</td>
<td>13,926</td>
<td>4,700</td>
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<tr>
<td>Wallingford</td>
<td>44,326</td>
<td>15,100</td>
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<td>West Haven</td>
<td>54,620</td>
<td>18,600</td>
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<tr>
<td>Woodbridge</td>
<td>8,750</td>
<td>3,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>566,579</strong></td>
<td><strong>$192,700</strong></td>
</tr>
</tbody>
</table>

Resolution

South Central Regional Council of Governments Budget
Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

Whereas: The South Central Regional Council of Governments (SCRCOG) By-Laws prescribe that the Council shall review and approve SCRCOG budgets, and

Whereas: SCRCOG’s Executive Committee has reviewed and recommends acceptance of the proposed Fiscal Year 2022 budget totaling $2,451,330.

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

That a Fiscal Year 2022 Budget is adopted (copy attached), and

That Fiscal Year 2022 SCRCOG municipal dues are established at 34 cents per capita, per the Connecticut Department of Public Health’s July 2019 population estimates.

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 SCRCOG on May 26, 2021.

Date: May 26, 2021

By: ___________________
First Selectman James Zeoli, Secretary
South Central Regional Council of Governments
FISCAL YEAR 2021-22
PROPOSED REGIONAL SERVICES GRANT (RSG) SPENDING PLAN

Source of Project Funding

<table>
<thead>
<tr>
<th>Source of Project Funding</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT OPM - Regional Services Grant (RSG)</td>
<td>$575,000</td>
</tr>
</tbody>
</table>

Proposed Budget

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Source of Funding</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff Labor and Expenses</td>
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<td>$317,500</td>
</tr>
<tr>
<td>2. Shared Services Consultants (see table below for details)*</td>
<td></td>
<td>$209,000</td>
</tr>
<tr>
<td>3. UConn MPA Intern Program</td>
<td></td>
<td>$33,000</td>
</tr>
<tr>
<td>4. Capitol Region Purchasing Council Membership</td>
<td></td>
<td>$7,500</td>
</tr>
<tr>
<td>5. GIS Consultant - Technical Support</td>
<td></td>
<td>$8,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$575,000</strong></td>
</tr>
</tbody>
</table>

*Details of Shared Services Consultants Line Item

2a. Solid Waste & Recycling; Food Waste Diversion; Energy Conservation
   Consultant: Pamela Roach
   Description: (1) The SW&R program will include: Exploration of pilot programs with DEEP; separation of food waste, textiles and glass; school-based food diversion program; identification of composting sites in region. (2) The Energy Conservation Program will include: EV Readiness; alternative fuel vehicles, fleet conversion; charging infrastructure; solar energy; building energy conservation.
   $60,000

2b. Information Technology; Cybersecurity
   Consultant: Novus Insight
   Description: The cybersecurity program will include: (1) vulnerability, asset management, and cyber threat monitoring pilot program, including development of best practices to address key challenges uncovered by National Guard Assessment; and (2) expansion of municipal employee integrated “cyber awareness” service training.
   $75,000

2c. Procurement
   Consultant: Wilma Petro
   Description: The purchasing program will include: (1) continuation of the Regional Purchasing Consortium; (2) five to seven purchasing trainings/workshops; and (3) consulting services for municipalities.
   $30,000

2d. Affordable Housing
   Consultant: David Fink
   Description: This portion of the Affordable Housing Program will include: (1) continued facilitation of meetings and workshops of the SCRCOG Housing Working Group; (2) assistance to SCRCOG municipalities in forming Housing Advisory Commissions, (3) organizing and facilitating public meetings; (4) educational outreach to citizens in SCRCOG towns; (5) assistance in production of housing plans.
   $30,000

2e. Grants
   Consultant: Juliet Burdelski
   Description: The municipal grants program will include: (1) facilitation of meetings and workshops of Grants Working Group; (2) presentation of training sessions; consulting services for municipalities.
   $14,000

| Total | $217,000 |
Overview

Over the past several years, SCRCOG has been working with its municipalities to share best practices and develop opportunities for cost-saving and collaborations. Currently, and since September of 2018, SCRCOG has convened regular Working Group meetings of officials from each of its municipalities in the areas of: Finance, Information Technology, Purchasing, Permitting, Public Works, Grants, Solid Waste & Recycling, Stormwater Management/Watershed Protection, Energy Conservation, and Affordable Housing. During the past year, a focus has developed upon five subject areas: (1) Solid Waste, Recycling, Food Waste Diversion, and Composting; (2) Energy Conservation; (3) Information Technology and Cybersecurity; (4) Procurement and (5) Affordable Housing. In the next fiscal year, we will begin a new focus area on Grants, including grant finding, writing and administration to assist SCRCOG municipalities.

A. Solid Waste & Recycling and Food Waste Diversion

Emerging from SCRCOG’s Regional Working Group on Solid & Recycling Waste, a program was developed that involved sharing by, and cost savings to, SCRCOG municipalities and their counterpart Boards of Education. SCRCOG developed a plan for a Regional School Food Waste Diversion Program that was met with great enthusiasm among the schools and education systems, as well as the towns in the SCRCOG region. Unfortunately, the COVID pandemic prevented the program from being implemented during 2020. SCRCOG intends to partner with educators, funders and food diversion experts to launch the program later in 2021.

In 2016, CT DEEP released their Comprehensive Materials Management Strategy (CMMS) which outlines a statewide goal of 60 percent diversion of solid waste from disposal by 2024. To achieve this goal, DEEP states that “state and local governments and regional planning organizations must work together to plan, implement, and evaluate waste reduction and recycling programs.” DEEP notes that organics provide the largest opportunity for Connecticut to increase waste diversion. SCRCOG has been working with its municipalities and DEEP to develop pilot projects for the co-collection with Municipal Solid Waste and diversion of food waste to local composting sites in order to address the 40% of food produced that is wasted and create cost savings to municipalities in disposal costs.

B. Energy Conservation

The Regional Energy Conservation Working Group has focused on educating and preparing the municipalities for fleet electrification and planning for EV charging infrastructure in conjunction with a program sponsored by Live Green entitled “Municipal EV Readiness Toolkit.” SCRCOG has also been heavily promoting a U.S. Energy Department program called “SolSmart” which provides technical assistance to municipalities to make them “solar-friendly.”

C. Information Technology and Cybersecurity

SCRCOG has also focused its attention on the introduction of new technology on a multi-town or regional basis. With the assistance of the Capitol Region Council of Governments (CRCOG) and the experience of the municipal staff members involved in our Technology, Permitting, Purchasing, Finance and Public Works Working Groups who have been meeting for the past two and one-half years, SCRCOG was successful in fostering the adoption of common
technology platforms among our municipalities such as on-line permitting, on-line purchasing software systems.

Over the past year, the focus of the Regional Technology Working Group became municipal cybersecurity. This evolving problem hit home for several of our municipalities who were victims of ransomware and malware attacks.

SCRCOG, with the assistance of consultants, and the experience and knowledge of the Technology Working Group members, has developed a Regional Cybersecurity Initiative which will provide a comprehensive program to bring all fifteen SCRCOG municipalities to a higher level of protection against cyberattacks, including (1) surveying and assessing of each municipality’s current cybersecurity status and (2) municipal employee cybersecurity training.

D. Purchasing

Through the efforts of the Regional Purchasing Working Group, SCRCOG came to understand that the purchasing function was understaffed and under-trained in several of its municipalities. Six of SCRCOG’s fifteen municipalities did not have a full-time Purchasing Agent but instead relied upon a clerk in the Finance or Public Works Department. In response, SCRCOG’s consultant, a very experienced, retired municipal Purchasing Officer, developed a procurement training program and made herself available for consulting and advising all of the SCRCOG municipalities in the area of municipal procurement.

In addition, SCRCOG, in response to requests from the municipalities, has established the SCRCOG Regional Purchasing Consortium (“the Consortium”) as a voluntary purchasing cooperative serving our region’s fifteen municipalities. Operating under the auspices of SCRCOG, the Regional Purchasing Consortium functions as a supplemental procurement office, without additional charge, for its member municipalities. The Consortium sponsors competitive bids and request for qualifications/proposals covering a wide range of products and services requested by the member municipalities. A dedicated Consortium webpage was created to display current bid opportunities and awarded bids. The first several bids for the new Regional Purchasing Consortium will be for services and items requested by the SCRCOG municipalities such as on-call consulting services and rental equipment.

The Consortium will supplement SCRCOG’s membership in the Capitol Region Purchasing Council (CRPC), which SCRCOG members will still actively use. SCRCOG pays special regional dues of $500 for each of its municipalities to be a member of CRPC. With 15 members, SCRCOG’s regional dues to CRPC amounts to $7,500 per year. If the 15 SCRCOG towns joined CRPC individually, their dues would total over $35,000. SCRCOG municipalities save hundreds of thousands of dollars by utilizing the offerings of CRPC.

E. Affordable Housing

The Affordable Housing Working Group has been meeting for two years under the guidance of SCRCOG consultant David Fink. The group through expert presentations, sharing of best practices and robust discussion have reviewed the many options available to towns for increasing housing affordability.

In the coming year, SCRCOG will continue through David Fink to facilitate meetings and workshops of the SCRCOG Regional Housing Working Group; will provide assistance to
SCRCOG municipalities in forming Housing Advisory Commissions, and organize and facilitate public meetings and provide educational outreach to citizens in SCRCOG towns. With the help of RKG Associates, the selected consultant, will produce state-mandated affordable housing plans for 12 of the SCRCOG municipalities. Woodbridge, Bethany and Branford are using state grants to produce their own housing plans, but will be coordinating their activities with the SCRCOG multi-town initiative.

F. Grants

One of the most frequent requests for assistance heard by SCRCOG from our towns is for SCRCOG to provide assistance to our towns with obtaining municipal grants. Although we frequently distribute grant information to the towns, we would like to provide a more comprehensive service. We have convened a couple of meetings of municipal grant writers in recent years. This coming year, however, under the guidance of grants consultant Juliet Burdelski, formerly grant writer for the City of Meriden, we will be launching a full grants program for the benefit of SCRCOG municipalities.

Our consultant will conduct and hold workshops for representatives of SCRCOG towns who are involved in grants. The workshops will focus on best practices for grant writing and administration, such as grant writing basics, researching grants, writing the application, compiling the work plan, budgeting, project management, staffing, subcontracting, and implementing the grant-funded activity, programmatic reporting, financial reporting, accounting, and audits.

The consultant will conduct and hold training webinars related to grant management. These sessions are envisioned as a deeper dive into subject areas that will be discussed generally at the workshops, such as review and discussion of compiling a list of recurring federal and state grants, procurement best practices when using state and federal funds, financial reporting best practices when using state and federal funds, and using multiple funding sources and leveraging public-private partnerships for complex projects.

The consultant will also be available to conduct one-on-one coaching to SCRCOG towns. This activity may also include peer review of grant-related materials at the request of each town.
Resolution

Authorizing the Executive Director to enter into agreements for FY 2021-22 Regional Services Grant-funded Consultant Services

Whereas: SCRCOG’s Regional Services Grant (RSG) Spending Plan for FY 2021-22 was adopted by the Council on May 26, 2021; and

Whereas: The RSG Spending Plan identifies programs and projects which are to be advanced by consultant services to complement SCRCOG staff efforts; and

Whereas: The RSG funding must be spent by June 30, 2022, and it is important to begin the new programs and projects as soon as possible and continue the ongoing programs and projects specified in the RSG Spending Plan; and

Whereas: The consultants for the Shared Services/Operations program should have municipal employment experience, as well as expertise in particular specialty areas of municipal government; and

Whereas: The SCRCOG By-Laws provide that “The Executive Director may at his/her discretion and under unusual circumstances, suggest that the Executive Committee consider only a single consultant possessing unique prerequisites, clearly establishing skills and background which might render “sole source” selection in the best interests of the Council”; and

Whereas: The “unusual circumstances” of time constraints (the RSG funds must be spent by June 30, 2022) and the “unique prerequisites” (knowledge and experience in municipal government administration in particular subject areas) are demonstrated by the skills and backgrounds of the proposed consultants; and

Whereas: The Executive Director proposes that the following consultants be engaged by SCRCOG for the work specified in the FY 2021-22 RSG Spending Plan:

Pamela Roach (continued)  Shared Services/ Operations Consultant
David Fink  (continued)  Regional Housing Consultant
NOVUS Insight (continued)  IT/Cybersecurity Consultant
Wilma Petro (continued)  Purchasing Consultant
Juliet Burdelski (new)  Grant Writing Consultant
Now, Therefore, Be It Resolved by the Council of Governments:

That the Executive Director is authorized to negotiate and sign consulting services agreements in accordance with the terms and conditions of this Resolution.

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 Council of Governments on May 26, 2021.

Date: May 26, 2021

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