



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, February 23, 2022 – 9:00 A.M.**

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

**NOTICE: This is a Hybrid meeting. All Board members or their proxies may attend in-person or remotely. masks are encouraged for in-person attendees. All guests will participate remotely.**

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

Join Zoom Meeting: <https://us02web.zoom.us/j/87043739464>  
Call-In Number: 1 (929) 205-6099  
Meeting ID: 870 4373 9464

The agenda and attachments for this meeting are posted and are available on our website at [www.scrkog.org](http://www.scrkog.org)

1. Call to order – First Selectman Matthew Hoey, *Chair*
2. Adopt Minutes of January 26, 2022 Executive Committee Meeting –  
*First Selectman Paula Cofrancesco, Secretary* Pages 2,3
3. Discussion re: Local Match needed for FY20 Building Resilient Infrastructure  
and Communities (BRIC) Grant Award to Fund SCRCOG Multi-Jurisdiction Hazard Mitigation  
Plan Update
4. Discussion re: Proposed Personnel Policy Revisions, Job Descriptions and Personnel Evaluation Forms
5. Other Business
6. Adjournment

The agenda and attachments for this meeting are available on our website at [www.scrkog.org](http://www.scrkog.org). Please contact SCRCOG for copy of agenda in a language other than English. Auxiliary aids/services and limited English proficiency translators will be provided with two week's notice.

*“Necesidades especiales: a las personas con discapacidad auditiva se les proveerá con medios auditivos y/o intérpretes de signos. Igualmente intérpretes para personas que hablan poco inglés, pero será preciso avisar con dos semanas de antelación. Se puede solicitar la agenda en otro idioma que no sea inglés comunicándose con SCRCOG”.*

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

[www.scrkog.org](http://www.scrkog.org) T (203) 234-7555 F (203) 234-9850 [camento@scrcog.org](mailto:camento@scrcog.org)



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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**  
FROM: **First Selectman Paula Cofrancesco, Secretary**  
DATE: **February 16, 2022**  
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of January 26, 2022**

**Present**

Bethany First Selectman Paula Cofrancesco, *Treasurer*  
Guilford First Selectman Matthew Hoey, *Vice Chair*  
Milford Mayor Benjamin Blake  
New Haven Mayor Justin Elicker  
North Haven First Selectman Michael Freda, *Chair*  
Wallingford Mayor William Dickinson  
Woodbridge First Selectman Beth Heller, *Immediate Past Chair*

SCRCOG Staff Carl Amento; Stephen Dudley; Christopher Rappa; James Rode; Rebecca Andreucci; Adriano Cirioli.  
Guests Kevin Alvarez, *City of New Haven.*

**NOTE: The January SCRCOG Executive Committee meeting was a hybrid meeting.**

**1. Call to order**

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

Stephen Dudley announced his retirement effective April 1, 2022. First Selectman Hoey asked if there was a potential for Stephen to continue on a part-time basis. Stephen stated that had not yet been discussed, but that he was willing to consider it.

**2. Adopt Minutes of November 17, 2021 SCRCOG Executive Committee Meeting**

Chairman Freda presented the Minutes of the SCRCOG Executive Committee of November 17, 2021, which were included in the agenda packet at Pages 2-3. First Selectman Hoey moved for their approval. First Selectman Cofrancesco seconded the motion, which passed with all in favor.

**3. Authorization to Designate \$300,000 of Unassigned Fund Balance for the FY 2024 and FY 2025 Unified Planning Work Program and/or Regional Hazard Mitigation Plan Update**

Stephen Dudley presented the resolution found on pages 4-7 of the agenda packet. The increase of SCRCOG's fund balance over the past several years has primarily come from underspending of federal transportation funds. The COG has been advised that incoming funding to COG will increase through expanded federal programs, and that it is prudent to have match available for that funding. This resolution reserves a portion of the fund balance for future match. Mayor Blake asked what kind of regional projects are in the pipeline? Stephen Dudley answered that DOT anticipates advancing projects in the Capital Plan sooner than expected—these include major regional projects such as the Heroes Tunnel and the interchange between I-91, I-95, and I-691. Mayor Blake asked if LOTCIP would keep the \$3 million project cap? Stephen Dudley answered that the COG would look into increasing the cap to \$5 million for a period of time. Mayor Blake moved to accept the resolution. First Selectman Hoey seconded the motion. It was approved unanimously.

**4. Review of Proposed Personnel Policy Revisions and Job Descriptions**

First Selectman Hoey stated it's clear that there is a need to prepare for succession planning. Job descriptions, job evaluations, and employee handbooks are all important components of that effort. The proposed Employee Handbook was sent around to the Executive Committee, and should be considered a preliminary working draft. Executive Director Amento is looking for input on the document and input on how to conduct employee evaluations. The Personnel Committee will meet in February to discuss. In the meantime, the COG will prepare succession planning materials for the Deputy Director and Director positions. The budget process that will be happening in April and May will utilize the input from the Personnel Committee. First Selectman Heller asked how the evaluations will be structured. Executive Director Amento stated that the concept was that he would perform the staff reviews, and would prepare a self-evaluation. First Selectman Hoey suggested including self-reviews for all staff in order to highlight employee strengths and areas for improvement. Mayor Blake stated that it seems like some of the Employee Handbook changes are major, including the statement regarding "just cause" employment termination. Mayor Dickinson asked for clarification on if there are any changes that stray from the regular practice of the agency. He also noted his concerns for including reference to remote work. Stephen Dudley noted the goal of the document is to reflect past practice. First Selectman Cofrancesco suggested that some items that are at the Executive Director's discretion do not need to be included in the Employee Handbook. Mayor Elicker suggested getting the legal review done early in the process. Chairman Freda suggested that everyone submit their comments to Executive Director Amento by the next meeting.

**5. Other Business**

First Selectman Cofrancesco stated she is still looking for a Finance Director if anyone has suggestions. First Selectman Hoey mentioned that he is without a ZEO and a town planner. He suggested that the Board think about having a regionally appointed ZEO at SCRCOG.

**6. Adjournment**

First Selectman Cofrancesco moved to adjourn; First Selectman Hoey seconded. The meeting was adjourned at 9:52 am.

Respectfully submitted,

First Selectman Matthew Hoey, *Acting Secretary*