



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, March 23, 2022 – 9:00 A.M.

**Location: 127 Washington Avenue, 4th 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 optional but 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/81461974325>

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

Meeting ID: 814 6197 4325

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 Matthew Hoey, *Chair*
2. Adopt Minutes of March 23, 2022 Executive Committee Meeting –
First Selectman Paula Cofrancesco, Secretary Pages 2,3
3. Resolution Authorizing SCRCOG Executive Director to Accept Grant funds for the
update of the South Central Region Multi-Jurisdiction Hazard Mitigation Plan. Page 4
4. Resolution Authorizing SCRCOG Executive Director to execute Agreement with Jamie Caplan
Consulting LLC for the update of the South Central Region Multi-Jurisdiction Hazard Mitigation Plan. Page 5
5. FY 2021-22 SCRCOG Budget Revision #5 Pages 6-8
6. Report of Personnel Sub-committee
7. Filling of Deputy Director/Director of Transportation Position
8. Other Business
9. 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 Paula Cofrancesco, Secretary**
DATE: **March 16, 2022**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of February 23, 2022**

Present

Bethany	First Selectman Paula Cofrancesco, <i>Secretary</i>
Guilford	First Selectman Matthew Hoey, <i>Chair</i>
Milford	Mayor Benjamin Blake
New Haven	Michael Piscitelli, <i>proxy for Mayor Justin Elicker</i>
North Haven	First Selectman Michael Freda, <i>Immediate Past Chair</i>

SCRCOG Staff Carl Amento; Stephen Dudley; Christopher Rappa; James Rode; Rebecca Andreucci; Andy Cirioli.

NOTE: The February SCRCOG Executive Committee meeting was a hybrid meeting.

1. Call to order

Chairman Hoey called the meeting to order at 9:10 am.

2. Adopt Minutes of January 26, 2022 SCRCOG Executive Committee Meeting

Chairman Hoey presented the Minutes of the SCRCOG Executive Committee of January 26, 2022, which were included in the agenda packet at Pages 2-3. First Selectman Cofrancesco moved for their approval. Mayor Blake seconded the motion, which passed with all in favor.

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

Christopher Rappa presented a memorandum regarding funding sources to be used for local match to complete the Multi-Jurisdiction Hazard Mitigation Plan Update. SCRCOG has received notice that it will be awarded the BRIC grant from FEMA and, if the Executive Committee agrees, will use a portion of the available fund balance for the local match. Mayor Blake stated that this regional plan is extremely important in order for municipalities to continue receiving FEMA funding. He stated that participating in the regional plan process has been much simpler than each town completing it individually. Mayor Blake asked if all 15 municipalities would be part of this update. Christopher Rappa said yes. First Selectman Cofrancesco made a motion to utilize the available fund balance to pay the local match. Mayor Blake seconded. All voted in favor.

4. Discussion re: Proposed Personnel Policy Revisions, Job Descriptions, and Personnel Evaluation Forms

Carl Amento stated that the Personnel Subcommittee has met several times to discuss the personnel policy, job descriptions, and personnel evaluations. SCRCOG is working on compiling all the comments that have been received so far. The Committee has also begun to discuss what will be happening with the Deputy Director position following Stephen Dudley's retirement. Chairman Hoey discussed the immediate need for succession planning. First Selectman Cofrancesco discussed that all the documents currently under revision will need to work together seamlessly. Mayor Blake questioned some of the proposed changes, including those pertaining to

holidays, remote work, and benefits packages. Chairman Hoey suggested that comments should be submitted in writing to the Personnel Subcommittee so they can be addressed in the next draft. Stephen Dudley mentioned that he has been discussing with Chairman Hoey the possibility of delaying his retirement by several weeks in order to avoid having the position vacant for too long.

Stephen Dudley asked if the Executive Committee was comfortable with him negotiating with Chairman Hoey and Executive Director Amento the terms, within the approved budget, for extending the announced retirement date further into the spring. The consensus was that this extension would benefit the agency and that the Chairman and Executive Director could finalize the terms.

5. Other Business

Carl Amento noted that the Solid Waste & Recycling Working Group is looking to facilitate a Rain Barrel and Composter sale. Andy Cirioli reviewed the proposal from the contractor, which would require a \$99 fee and a minimum purchase of 50 units. These terms are different from what was required at last year's sale. Stephen Dudley expressed concerns of SCRCOG being a middle-man and having to purchase units if the minimum is not met. Mayor Blake questioned why this was being taken up by SCRCOG as it seems better suited to local environmental groups. First Selectman Freda stated he was also not interested. Carl Amento stated he would look into the possibility of sponsoring the sale without the contract, as was done last year.

Michael Piscitelli asked if SCRCOG would be able to provide letters of support for federal grants such as RAISE? Carl Amento replied yes, though he noted it has always been SCRCOGs policy to provide letters of support even if municipalities are competing for the same grant. Michael Piscitelli asked if there is any information on submitting for collaborative or regional projects? Chairman Hoey stated they would need to have another conversation with Mark Boughton to discuss regional projects. Carl Amento noted Mark Boughton is working on assembling a team to assist municipalities.

6. Adjournment

First Selectman Cofrancesco moved to adjourn; First Selectman Freda seconded. The meeting was adjourned at 9:45 am.

Respectfully submitted,

First Selectman Paula Cofrancesco, *Secretary*



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Carl J. Amento, Executive Director

Resolution authorizing the Executive Director to Negotiate and Execute an Agreement related to the \$173,250 FEMA FY20 Building Resilient Infrastructure and Communities Grant Award, for the Update of the South Central Region Multi-Jurisdiction Hazard Mitigation Plan

Whereas: On January 7, 2021, SCRCOG finalized and submitted its FEMA FY20 Building Resilient Infrastructure Grant Application to update the South Central Region Multi-Jurisdiction Hazard Mitigation Plan on behalf of all fifteen municipalities in the South Central Region that agreed to participate; and

Whereas: The current South Central Region: Multi-Jurisdiction Hazard Mitigation Plan (HMP), which must be updated every 5 years to maintain continuous eligibility for FEMA, is set to expire in August 15, 2023; and

Whereas: Based upon information provided by the CT Department of Emergency Services and Public Protection (DESPP), the South Central Regional Council of Governments anticipates a \$173,250 (\$132,000 federal share, \$41.250 local match) FEMA FY20 Building Resilient Infrastructure and Communities sub-award, administered by DESPP, for the South Central Region Multi-Jurisdiction Hazard Mitigation Plan Update; and

Whereas: Contingent on receiving the sub-award from DESPP, SCRCOG will commence the HMP update process in early April to ensure there is sufficient time for the local review and adoption process.

Now, Therefore, Be It Resolved by the South Central Regional Council of Governments that:

The Executive Director is hereby authorized to negotiate and execute the grant award agreement with the CT Department of Emergency Services and Public Protection for the update of the South Central Region Multi-Jurisdiction Hazard Mitigation Plan.

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 **March 23, 2022**.

Date: **March 23, 2022**

By: _____
First Selectman Paula Cofrancesco, *Secretary*
South Central Regional Council of Governments



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Carl J. Amento, Executive Director

Resolution Re:

Authorization for the Executive Director to Negotiate and Sign a Consultant Agreement with Jamie Caplan Consulting LLC regarding the South Central Region Multi-Jurisdiction Hazard Mitigation Plan Update

Whereas: The current South Central Region: Multi-Jurisdiction Hazard Mitigation Plan (HMP), which must be updated every 5 years to maintain continuous eligibility for FEMA is set to expire in August 2023; and

Whereas: SCRCOG will be updating the HMP for all 15 member municipalities in the South Central Region, contingent on the FEMA FY20 Building Resilient Infrastructure and Communities Grant Award; and

Whereas: Requests for proposals (RFP) were solicited from interested consultants for undertaking the South Central Region: Multi-Jurisdiction Hazard Mitigation Plan Update, which must be completed by March 2023 to allow for the appropriate amount of time for the local review and adoption process; and

Whereas: One proposal was received from Jamie Caplan (Jamie Caplan Consulting, LLC), with David Murphy (Resilient Land and Water, LLC), Darrin Punchard (Punchard Consulting, LLC) and Scott Choquette (Dewberry) listed as sub-consultants; and

Whereas: After the proposal was distributed to the Regional HMP Advisory Committee for review and feedback, Jamie Caplan Consulting, LLC was selected as the Consultant for the project.

Now, Therefore, Be It Resolved By the Council of Governments that:

The Executive Director is authorized to negotiate and sign a consulting services agreement with Jamie Caplan Consulting, LLC for the South Central Region: Multi-Jurisdiction Hazard Mitigation Plan Update.

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 **March 23, 2022**.

Date: March 23, 2022

By: _____
First Selectman Paula Cofrancesco, Secretary
South Central Regional Council of Governments

FY 2021-22 Budget Revision # 5

This budget revision brings all revenue associated with the FEMA Grant into the current budget. It is anticipated that \$32,000 will be spent by June 30, 2022. The remainder is shown as “Reserved” in the Expenses section and will be programmed in the FY 2022-23 budget.

Revenue

Budget Revision #5 adds a total of \$162,423 to the adopted FY 2021-22 budget for the update of the Regional Hazard Mitigation Plan, broken down as follows.

- \$132,000 of FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Funds
- \$30,423 from the Designated Fund Balance for the remaining required local match
 - The total local match is \$41,250. For the last update of the Regional Hazard Mitigation Plan, a special assessment was levied on the participating municipalities. \$10,827 remains in that account (already in the FY 2021-22 budget), which leaves \$30,423 of local match to be funded.

Expenses

Budget Revision #5 includes the following changes.

- Other Consultants increases by \$32,000.
 - These funds are for consultant-supported work related to the Regional Hazard Mitigation Plan.
- Hazard Mitigation Plan - Reserved increases by \$130,423.
 - These funds will be programmed in Fiscal Year 2022-23.

Actual line item revisions are on the following page, followed by a resolution authorizing Budget Revision #5.

FY 2021-22 Budget Revision # 5

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Municipal Contribution			
Municipal Contribution - Dues	192,700		192,700
Municipal Contribution - Special Projects	10,827		10,827
Fund Balance	133,250		133,250
Designated Fund Balance*	0	30,423	30,423
Transportation Planning			
U.S. DOT - FY 2021-22	1,022,354		1,022,354
U.S. DOT - Carryover	150,000		150,000
CTDOT - FY 2021-22	127,794		127,794
CTDOT - Carryover	18,750		18,750
CTDOT - LOTCIP	211,465		211,465
Regional Planning			
CT OPM - Regional Services Grant (RSG)	573,101		573,101
CT Secretary of the State - Regional Election Monitor	3,691		3,691
CT DECD (EDA Grant) - CARES Act Funds	341,226		341,226
CT DECD (EDA Grant) - 4CT Funds	16,780		16,780
CIRCA - ResilientCT Grant	19,000		19,000
Federal Emergency Management Agency	0	132,000	132,000
Investment Income	2,000		2,000
TOTAL	2,822,937	162,423	2,985,360

*as created by SCRCOG Board Resolution on January 26, 2022

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	620,812		620,812
Benefits	227,463		227,463
Travel	7,900		7,900
Computer Supplies & Software	17,600		17,600
Rent	112,300		112,300
General Office Expenses	74,407		74,407
Transportation Consultants	660,500		660,500
Other Consultants	437,700	32,000	469,700
Contingency	-		-
Transportation - Reserved	189,487		189,487
LOTICP - Reserved	199,249		199,249
CT DECD (EDA Grant) - Reserved	264,694		264,694
Hazard Mitigation - Reserved	10,827	130,423	141,250
Total	2,822,937	162,423	2,985,360



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Carl J. Amento, Executive Director

Resolution

South Central Regional Council of Governments

Fiscal Year 2021-22 - Budget Revision # 5

- Whereas: The South Central Regional Council of Governments adopted an operating budget for FY 2021-22 on May 26, 2021; and
- Whereas: The SCRCOG Board approved Budget Revision #1 on June 23, 2021; and
- Whereas: The SCRCOG Board approved Budget Revision #2 on July 28, 2021; and
- Whereas: The SCRCOG Board approved Budget Revision #3 on September 22, 2021; and
- Whereas: The SCRCOG Board approved Budget Revision #4 on December 16, 2021; and
- Whereas: The SCRCOG Board, at its January 26, 2022 meeting, approved the reservation of \$300,000 of fund balance as Designated Fund Balance for future transportation and/or hazard mitigation match; and
- Whereas: The SCRCOG Board accepted a \$132,000 FEMA Building Resilient Infrastructure and Communities (BRIC) Grant, for the update of the Regional Hazard Mitigation Plan, on March 23, 2022; and
- Whereas: The required local match for the FEMA BRIC Grant is \$41,250, of which \$30,423 will be drawn from the Designated Fund Balance and \$10,827 will be funded by the remaining balance from the special assessment that was previously levied on the participating municipalities (already in the FY 2021-22 budget).

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

That Fiscal Year 2021-22 Budget Revision # 5, which adds \$132,000 of FEMA BRIC Grant funds and \$30,423 from the Designated Fund Balance to the SCRCOG Budget, 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 March 23, 2022.

Date: March 23, 2022

By: _____
First Selectman Paula Cofrancesco, *Secretary*
South Central Regional Council of Governments