



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, April 27, 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. Masks are encouraged for in-person attendees**

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

Join Zoom Meeting: <https://us02web.zoom.us/j/84748348496>

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

Meeting ID: 847 4834 8496

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 March 23, 2022 Executive Committee Meeting –  
*First Selectman Paula Cofrancesco, Secretary* Pages 2,3
3. Preliminary Review of Proposed SCRCOG FY 2022-23 Budget Attachment
4. Preliminary Review of Proposed FY 2022-23 Regional Services Grant (RSG) Spending Plan Pages 4,5
5. Draft Resolution Authorizing SCRCOG Executive Director to execute Agreements with  
FY 2022-23 Regional Services Grant Consultants Pages 6,7
6. Proposed By-Laws Amendment regarding Electronic Payments Pages 8,9
7. Report on Filling of Deputy Director/Director of Transportation Position
8. Discussion of October 2022 Executive Committee/Board Meeting Date
9. Other Business
10. 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

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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**  
FROM: **First Selectman Paula Cofrancesco, Secretary**  
DATE: **April 20, 2022**  
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of March 23, 2022**

**Present**

Bethany First Selectman Paula Cofrancesco, *Secretary*  
Guilford First Selectman Matthew Hoey, *Chair*  
Madison First Selectman Peggy Lyons, *Treasurer*  
Milford Mayor Benjamin Blake  
New Haven Mayor Justin Elicker  
North Haven First Selectman Michael Freda, *Immediate Past Chair*  
Orange First Selectman James Zeoli, *Vice Chair*  
Wallingford Mayor William Dickinson

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

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

**1. Call to order**

Chairman Hoey called the meeting to order at 9:02 am.

**2. Adopt Minutes of February 23, 2022 SCRCOG Executive Committee Meeting**

Chairman Hoey presented the Minutes of the SCRCOG Executive Committee of February 23, 2022, which were included in the agenda packet at Pages 2-3. First Selectman Cofrancesco moved for their approval. First Selectman Lyons seconded the motion, which passed with all in favor.

**3. Resolution Authorizing SCRCOG Executive Director to Accept Grant Funds for the update of the South Central Region Multi-Jurisdictional Hazard Mitigation Plan**

Executive Director Amento presented the resolution on page 4 of the agenda packet authorizing SCRCOG's the acceptance of FEMA grant funds to fund the update of the South Central Region Multi-Jurisdictional Hazard Mitigation Plan. First Selectman Cofrancesco made a motion to accept the grant funds. Mayor Blake seconded. All voted in favor.

**4. Resolution Authorizing SCRCOG Executive Director to Execute Agreement with Jamie Caplan Consulting LLC for the update of the South Central Region Multi-Jurisdictional Hazard Mitigation Plan**

Executive Director Amento presented the resolution on page 5 of the agenda packet authorizing the execution of an agreement with Jamie Caplan Consulting LLC for the update of the South Central Region Multi-Jurisdictional Hazard Mitigation Plan. SCRCOG selected Jamie Caplan Consulting through a Request for Proposal process for the previous update of the Hazard Mitigation Plan, SCRCOG has used Jamie Caplan Consulting on two previous Hazard Mitigation Plans and was very pleased with the outcomes. First Selectman Cofrancesco made a motion to approve the resolution, and First Selectman Lyons seconded. All voted in favor.

**5. FY 2021-22 SCRCOG Budget Revision #5**

Christopher Rappa presented the budget revision on pages 6-8 of the agenda packet. He explained that this revision brings the grant funding into the current budget. First Selectman Cofrancesco made a motion to approve the budget revision. First Selectman Lyons seconded the motion. All voted in favor.

**6. Report of Personnel Subcommittee**

First Selectman Hoey discussed the recommendation being made to the Executive Committee from the Personnel Subcommittee. Their proposal includes a 4% increase on the overall Salaries line item in the budget. 2.5% would be a base increase across all employees, and the remaining 1.5% would be discretionary for the Executive Director to distribute among lower level employees. The Executive Director position would only receive the base 2.5%, and the soon-to-be vacant Deputy Director position would receive no increase. Mayor Blake stated he supports consistency and could not support a staggered increase. First Selectman Lyons discussed the reasoning for the Personnel Subcommittee's recommendation, stating that SCRCOG does not have a structure in place for step wage increases such as the plans municipalities often have in place. First Selectman Freda asked if it was possible to create steps. Stephen Dudley stated that at this moment there is not enough time to create a step program before the budget needs to be improved. It is the goal of the Personnel Subcommittee to begin drafting a Salary Plan for the future. Mayor Dickinson stated that he does not support adding a step program. First Selectman Lyons stated that this proposal allows for recognition of great employees. In such a small office, there is no room for growth. Mayor Elicker stated his support for the proposal, noting that SCRCOG should not be prevented from utilizing this raise structure just because municipalities cannot. Chairman Hoey discussed that, on the flip side, having a struggling economy means everything is getting more expensive. Mayor Dickinson stated that discussions surrounding the current high rate of inflation ignore the history of low inflation. Chairman Hoey reviewed a comparison table of the previous 5 years' inflation rates and the corresponding SCRCOG cost of living adjustments. First Selectman Freda clarified that the Board would be voting on a 2.5% salary adjustment with an additional 1.5% discretionary, which seems easy to justify. Mayor Dickinson asked how SCRCOG's salaries compared to those of the other COGs. Stephen Dudley responded they were either on par or below the average of the other COGs. Mayor Dickinson stated he could support increasing salaries to maintain consistency with the other COGs. Stephen Dudley commented that no motion was needed at this point. Chairman Hoey stated we would take time to craft the motion for the next meeting since it is a different structure from previous years. The language will note the base increase plus discretionary bonus.

**7. Filling of Deputy Director/Director of Transportation Position**

Chairman Hoey stated a timeline has been created for filling the new position. A job description has been created, and the listing will go live on March 30. It will be posted for 3 weeks. The Personnel Subcommittee will meet on April 27 to review the applicants. Interviews will be scheduled May 3-5, with the Personnel Subcommittee in attendance at the interviews. Second interviews will be scheduled, if needed, for May 13, with the new person in place by June 1.

**8. Other Business**

There was no other business.

**9. Adjournment**

First Selectman Cofrancesco moved to adjourn; First Selectman Lyons seconded. The meeting was adjourned at 9:41 am.

Respectfully submitted,

First Selectman Paula Cofrancesco, *Secretary*

**PROPOSED FISCAL YEAR 2022-23  
 SCRCOG REGIONAL SERVICES GRANT (RSG) SPENDING PLAN**

**Source of Project Funding**

CT OPM - Regional Services Grant (RSG)	\$	573,101
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**Proposed Budget**

1	Staff Labor and Expenses	306,601
2	GIS Consultant	10,000
3	UConn MPA Intern Program	16,500
4	Capitol Region Purchasing Council	7,500
5	Land Use Training for Municipal Land Use Commissions/Officials*	5,000
6	Municipal Services Consultants**	227,500

<b>Total</b>	<b>\$</b>	<b>573,101</b>
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\*Details of *Land Use Training* (Line Item #5 above)

5	<p>Land Use Training for Municipal Land Use Commissions/Officials          Consultant(s): TBD</p> <p>Public Act 21-29 includes new requirements for the training of municipal land use officials for which the Office of Policy and Management established land use training guidelines. The guidelines allow for the municipalities to consult with their Council of Governments to promote regional efficiencies. Coordination through SCRCOG will allow for the sharing of information and hosting of regional training sessions compliant with the established guidelines.</p>	\$5,000
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\*\*Details of *Municipal Services Consultants* (Line Item #6 above)

6a	<p>Affordable Housing          Consultant(s): David Fink and TBD</p> <p>SCRCOG is proposing to assist its member municipalities on the facilitation/promotion of resident education/communication through community wide forum/sessions. In addition, SCRCOG would continue the established Regional Housing Working sessions to assess progress, share ideas, and keep municipalities updated on housing programs, resources and legislation.</p>	\$60,000
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6b	<p>Information Technology and Cybersecurity  Consultant(s): Novus Insight, Inc.</p> <p>This initiative will include three programs: (1) the provision of integrated cybersecurity awareness training for municipal employees; (2) the provision of vulnerability scans and assessments; and (3) the organization and facilitation of regular meetings of the IT Working Group to discuss relevant issues, topics, and best practices.</p>	\$67,500
6c	<p>Municipal Grants  Consultant(s): JL Burdelski Planning Partners, Inc.</p> <p>This initiative will include three programs: (1) the organization and facilitation of a training/workshop series with at least six sessions; (2) researching and curating relevant municipal grant opportunities; and (3) the provision of individualized consulting services to municipal employees.</p>	\$30,000
6d	<p>Procurement  Consultant(s): WCPetro Consulting, LLC</p> <p>This initiative will include three programs: (1) the continued administration of the SCRCOG Regional Purchasing Consortium, including seeking new opportunities for regional collaboration through responding to needs of the region's municipalities; (2) the organization and facilitation of a training/workshop series with at least six sessions; and (3) the provision of individualized consulting services to municipal employees.</p>	\$35,000
6e	<p>Solid Waste &amp; Recycling, Food Waste Diversion, and Municipal Composting  Consultant(s): Pamela Roach</p> <p>This initiative will include two programs: (1) the organization and facilitation of regular meetings of the SW&amp;R Working Group to discuss relevant issues, topics, and best practices and (2) supporting the region's municipalities that received an SMM grant.</p>	\$35,000
<b>Total</b>		<b>\$227,500</b>



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Carl J. Amento, Executive Director

**Resolution**

***Authorizing the Executive Director to enter into agreements for FY 2022-23 Regional Services Grant-funded Consultant Services***

*Whereas:* SCRCOG’s Regional Services Grant (RSG) Spending Plan for FY 2022-23 was presented to the Council on May 25, 2022; 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, 2023, 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 Municipal Services 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, 2023) 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 2022-23 RSG Spending Plan:

Pamela Roach (continued)	Solid Waste/Recycling Consultant
David Fink (continued)	Regional Housing Consultant
NOVUS Insight (continued)	IT/Cybersecurity Consultant
Wilma Petro (continued)	Purchasing Consultant
Juliet Burdelski (continued)	Grants 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 25, 2022.

Date May 25, 2022

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

## MEMORANDUM

**FROM:** Carl Amento, Executive Director, Stephen Dudley, Deputy Director and Christopher Rappa, Finance Director

**TO:** SCRCOG Board

**RE:** SCRCOG By-Laws - Electronic Payments

**DATE:** April 20, 2022

Over the past several years, more vendors have begun to offer electronic payment options, such as electronic funds transfers, ACH bank transfers, and wire transfer. In order to better ensure the meeting of payment deadlines, avoid late payments/fees, and make office operations more efficient by reducing the number of paper checks, we would like the option to consider electronic payments for administrative expenses.

Additionally, while reviewing the SCRCOG By-Laws, we found that the approval process for payroll check processing, although it had been revised and updated approximately ten years ago, no longer reflected current practices. For a number of years, the Treasurer has approved the direct deposit payroll for the week of a paper check run, with the understanding that the payroll amounts are based on the approved budget and are consistent. The current By-Laws section reads as follows.

C (5) The Executive Director shall countersign with the Treasurer, or other designated officers, all checks issued by the Council, except that payroll checks may be processed electronically for direct deposit provided that such payroll checks are approved in writing and in advance by the Treasurer or other designated officers. The Executive Director shall prepare and administer a system of internal control over all cash disbursements that is consistent with appropriate state and/or federal guidelines.

In an effort to minimize the impact on the Treasurer's time, we propose the following further revision to Section C (5) of the By-Laws. Following this revision, payment registers would be expanded to include the payrolls and any other electronic payments made since the last check run. With the approval of this revision to the By-Laws, the Executive Committee will approve a list of vendors authorized for electronic payment.

C (5) The Executive Director shall countersign with the Treasurer, or other designated officers, all checks issued by the Council, except that payroll and other administrative expenses ~~checks~~ may be processed electronically ~~for direct deposit~~ provided that such ~~payroll checks~~ transactions are included in the payment register for review and endorsement ~~approved in writing and in advance~~ by the Treasurer or other designated officers at the time checks are signed. The Executive Director shall prepare and administer a system of internal control over all ~~cash~~ disbursements that is consistent with appropriate state and/or federal guidelines.





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Carl J. Amento, Executive Director

**Vendors Authorized for Electronic Payment**  
as approved by the Executive Committee on \_\_\_\_\_

<b>Vendor</b>	<b>Description</b>
American Total Protection	Alarm Monitoring
Anthem Blue Cross and Blue Shield	Health Insurance
Basecamp	Project and Work Management Platform
Caliper Corporation	Transportation Modeling Software
Candid Group	Rent
CIGNA Health and Life Insurance Company	Dental/Vision Insurance
Delteq, Inc.	Accounting Software
E.S.R.I., Inc.	Geographic Information Systems (GIS) Software
Genie Innovations, LLC	Telephone Service
Logically	Information Technology (IT) Support Vendor
Mail Chimp	E-mail/Marketing Automation Platform
Paychex	Payroll Processing Fees
Principal Life Insurance Company	Life Insurance
The Hartford	Liability Insurance
The Hilb Group of New England	Health Insurance Agent
U.S. Liability Insurance Company	Liability Insurance
W.B. Mason Company, Inc.	Office Supplies
Websites for Anything, LLC	SCRCOG Website Hosting
Xerox Financial Services	Copier Lease
Zoom	Videotelephony Software Platform