



**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, June 22, 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/84894036446>

Call-In Number: +1 (929) 205-6099 | Meeting ID: 848 9403 6446

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 May 25, 2022 Executive Committee Meeting – *First Selectman Paula Cofrancesco, Secretary* Pages 2-4
3. Recommend Approval of a Resolution Authorizing Execution of Documents Regarding the Amending and Restating of the SCRCOG Section 401(a) Money Purchase Plan Pages 5,6
4. Report on Discussions of SCRCOG Services for Municipalities
5. Recommend Approval of the FY 2022-23 Regional Services Grant (RSG) Statement of Work Pages 7-16
6. Recommend Approval of a Resolution Authorizing SCRCOG Executive Director to execute Agreements with FY 2022-23 Regional Services Grant Consultants Pages 17,18
7. Recommend Approval of a Resolution Endorsing the Phase II Resilient Connecticut Report (February 2022) from the Connecticut Institute for Resilience and Climate Adaptation (CIRCA) Page 19
8. Recommend Approval of Proposed SCRCOG Staff Restructuring and Salary Revisions Page 20
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 weeks' 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: **June 15, 2022**  
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of May 25, 2022**

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**Present**

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

SCRCOG Staff Carl Amento; Christopher Rappa; Rebecca Andreucci, Andy Cirioli  
Guests Kevin Alvarez, *City of New Haven*; Emily, *Member of the Public*.

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

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**1. Call to order**

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

**2. Adopt Minutes of April 27, 2022 SCRCOG Executive Committee Meeting**

Chairman Hoey presented the Minutes of the SCRCOG Executive Committee of April 27, 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. Recommend Approval of Proposed SCRCOG FY 2022-23 Budget**

Christopher Rappa presented the proposed SCRCOG FY 2022-2023 budget which was included on pages 4-8 and as an attachment to the agenda packet. This budget remains unchanged from the draft budget presented and approved at the April Executive Committee Meeting. Chairman Hoey provided clarification that the Staff & Labor line item includes base raises of 2.5% with additional merit raises up to an average of 1.5% of total salaries added at the discretion of the Executive Director. First Selectman Lyons made a motion to approve, and First Selectman Cofrancesco seconded. All voted in favor.

**4. Recommend Approval of Proposed FY 2022-23 Regional Services Grant (RSG) Spending Plan**

Executive Director Amento presented the proposed RSG Spending Plan on pages 9-10 of the agenda packet. SCRCOG is planning a continuation of existing programs, which include supporting one, rather than this year's two, UConn MPA intern, funding updates to the regional GIS program, and regional membership in the Capitol Region Purchasing Council. A new program will be providing Land Use Training to municipal board and commission members, which is a now a statutory requirement. Programs that will be continuing through the support of consultant services include affordable housing, IT (cybersecurity), grants, solid waste and recycling, and purchasing/procurement.

Chairman Hoey noted that there were discussions last year regarding the deliverables to these programs. He asked Executive Director Amento to speak on the deliverables that will be requested this upcoming fiscal year. Executive Director Amento discussed that SCRCOG is in the fourth year of the housing program, with the goal of this upcoming year to expand community outreach and education, and implement the affordable housing plans. The grants program will provide training sessions and grants assistance for municipal staff. The purchasing consortium will develop more collaborative bids similar to the on-call engineers and on-call architects lists, and continue municipal training and consulting. In the solid waste and recycling program, SCRCOG will assist the towns implementing pilot UBP/food waste diversion projects, coordinating and consolidating hauling routes and bag-sorting facilities, as well as converting municipal leaf and brush facilities into composting facilities accepting food waste as well, and developing a regionally-coordinated composting system.

Mayor Blake asked each Board member how they were adopting their affordable housing plans? Andy Cirioli stated that most have occurred through the legislative body. Mayor Blake noted they adopted theirs through Planning and Zoning. He thanked Eugene for managing a successful program. Chairman Hoey thanked staff for all their efforts on the housing plans. First Selectman Cofrancesco made a motion to approve the RSG spending plan, and First Selectman Freda seconded. All voted in favor.

**5. Recommend Approval of a Resolution Authorizing SCRCOG Executive Director to Execute Agreements with FY 2022-23 Regional Services Grant Consultants**

Executive Director Amento presented the resolution on pages 11-12 of the agenda packet. First Selectman Cofrancesco made a motion to approve. First Selectman Lyons seconded. The vote was unanimous.

**6. Recommend Approval of a Resolution Authorizing SCRCOG Executive Director to Execute Agreements with FY 2022-23 Unified Planning Work Program (UPWP) Consultants**

Executive Director Amento presented the resolution on pages 13 of the agenda packet. First Selectman Cofrancesco made a motion to approve, and Chairman Hoey seconded. All voted in favor.

**7. Recommend Approval of the FY 2021-22 RSG Spending Plan Amendment #3**

Executive Director Amento presented the spending plan amendment on page 14 of the agenda packet. Christopher Rappa explained the revision allows the IT/Cybersecurity program to provide services to New Haven and Guilford that were originally planned for FY23. First Selectman Cofrancesco made a motion to approve, and First Selectman Lyons seconded. All voted in favor.

Mayor Blake stated that CIRMA is no longer offering cyberinsurance for CT municipalities. There are 5 other private insurance firms offering cybersecurity insurance at a higher cost than had been offered by CIRMA. Mayor Blake also noted that town employees are currently struggling with multi-factor authentication requirements. First Selectman Lyons stated they are using an app for that process.

**8. Discussion of October 2022 Executive Committee/ Board Meeting Date**

Executive Director Amento led the discussion on changing the date of the October 2022 Executive Committee and Board meetings, which currently conflict with the date of the annual CCM Convention. It was suggested that the meeting be moved to Thursday, October 27. First Selectman Cofrancesco made a motion to approve the new meeting date of October 27th, and First Selectman Freda seconded. All voted in favor.

**9. Other Business**

Chairman Hoey asked if other municipalities have added Juneteenth as a holiday. First Selectman Lyons stated they are waiting for the state to formally adopt it. First Selectman Freda stated they are giving the Monday following the holiday, as it falls on a Sunday this year. Mayor Elicker noted it is already a paid holiday in New Haven. Mayor Dickinson stated that it will need to be bargained for in their union agreements. First Selectman Freda noted their union contracts states that any new federal holidays will automatically be added as a union holiday.

First Selectman Freda asked if their unions are asking for bonuses and back pay. Mayor Elicker responded yes, this is being requested. Their teachers voted to get bonuses, but it is not planned city-wide. First Selectman Zeoli

replied that employees have asked about it, and he has reminded them that they did not miss any pay during the pandemic. Mayor Dickinson expressed agreement with First Selectman Zeoli. First Selectman Cofrancesco asked if these bonuses would come from ARPA funds? First Selectman Freda answered yes. Mayor Blake noted that many of their employees were not eligible for the bonuses, and he did not want to hurt morale by picking-and-choosing which employees received extra money.

Executive Director Amento requested input on regional ARPA funds. The COGs are still waiting on more guidance as to what a regional program would look like. He stated he is looking for recommendations for multi-town or regional applications. Chairman Hoey and First Selectman Lyons discussed meeting with their planners and engineers to identify joint projects. Chairman Hoey recommended that the COG work with the state to prepare a plan for the regional funding. Mayor Dickinson asked for clarification as to why there is a focus on regional projects. Chairman Hoey stated that since the program is open to municipalities nationally, it may be difficult for one small municipality to obtain competitive funding. Regional projects are given higher priority. Kevin Alvarez stated he is looking for more information on the various funding sources and the types of projects funded by each source.

#### **10. Adjournment**

First Selectman Cofrancesco moved to adjourn; First Selectman Lyons seconded. The meeting was adjourned at 9:44 am.

Respectfully submitted,

First Selectman Paula Cofrancesco, *Secretary*

## **MEMORANDUM**

**FROM:** Executive Director Carl Amento

**TO:** SCRCOG Board

**RE:** Amending and Restating of the SCRCOG Section 401(a) Money Purchase Plan

**DATE:** June 15, 2022

For the past few months, SCRCOG Staff has been working with Attorney Sharon Freilich, of Pullman & Comely, LLC, to amend and restate the SCRCOG Section 401(a) Money Purchase Plan.

The substantive changes from the current Plan document are as follows:

1. All annuity forms of distribution have been eliminated. Participants can now elect to receive their benefit as (1) a lump sum; (2) in the form of substantially equal installments, or (3) in partial withdrawals. A participant can choose to receive their benefit in the form of an irrevocable annuity contract (at least so long as the plan remains with Principal) rather than cash.
2. The default beneficiary hierarchy has been expanded to provide that if a participant dies without a surviving spouse and without a written beneficiary designation on record the benefit will be paid to children, parents, or siblings rather than to the participant's estate. The distribution will be made to the participant's estate only if there are no surviving children, parents, or siblings.

It is intended that SCRCOG will be a word for word adopter of the preapproved plan document. SCRCOG will be relying on the IRS advisory letter provided to the preapproved plan sponsor for the tax-qualification of the plan document. No application for a determination letter to the IRS is required.

Additionally, Principal currently provides both the recordkeeping services and investment platform for the Money Purchase Plan, as well as the 457(b) Deferred Compensation Plan. SCRCOG Staff have begun exploring whether this is the most appropriate arrangement. Three third-party administrators, as well as Principal, have been contacted to provide quotes on providing recordkeeping services for the Plans. In the event SCRCOG was to move to a third-party administrator in the future, this may or may not involve changing the investment platform.



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Carl J. Amento, Executive Director

***Resolution***

***South Central Regional Council of Governments***

Authorizing Execution of Documents Regarding the Amending and Restating of the  
SCRCOG Section 401(a) Money Purchase Plan

RESOLVED, that the South Central Regional Council of Governments Money Purchase Plan (the "Plan"), be amended and restated in the form of the amended Plan effective January 1, 2022, presented to this meeting is hereby approved and adopted; and

RESOLVED, the Amendment to the Plan for the CARES Act (the CARES Act Amendment) and the Amendment to Implement Secure Act and Other Law Changes to the Plan presented to this meeting are hereby approved and adopted; and

RESOLVED, that the Executive Director and any other appropriate officers of South Central Regional Council of Governments be, and each one of them is, authorized and directed to take all action and execute any and all documents as such officer deems appropriate or advisable (with the advice of and recommendation of counsel to SCRCOG) to effectuate the foregoing resolutions.

***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 June 22, 2022.

Date June 22, 2022

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

## MEMORANDUM

**FROM:** Carl Amento, Executive Director  
**TO:** SCRCOG Board  
**RE:** Proposed SCRCOG FY23 RSG Statement of Work  
**DATE:** June 15, 2022

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At the beginning of June, the Office of Policy and Management (OPM) provided final guidance to the COGs as to how the Regional Services Grant (RSG) spending plans should be formatted. The attached Statement of Work satisfies OPM's request to assign each work activity into one of three categories: (1) comprehensive planning, (2) regional services, and (3) municipal technical support. Aside from the new format, the services offered and spending amounts have not changed from the proposed FY23 Spending Plan approved at the May Board meeting.

The new Statement of Work does not require COGs to itemize consultants, but I understand this information is helpful to the Board in understanding the proposed services. Below is a draft breakdown of each municipal services consultant, including the proposed fee, timeframe, services, and deliverables.

### A. AFFORDABLE HOUSING – HOUSING WORKING GROUP MEETINGS

<b>Proposed Consultant:</b>	David Fink
<b>Proposed Fee:</b>	\$25,000
<b>Timeframe:</b>	August 1, 2022 – June 30, 2023

#### Services:

Task 1 – Project Preparation and Initiation: The consultant will conduct outreach to stakeholders and experts, participate in project management calls with SCRCOG staff, assess needs of municipalities, and coordinate with municipal representatives.

Task 2 – Housing Working Group Meetings: The consultant will work with SCRCOG staff to plan and facilitate Housing Working Group meetings organized around common needs and strategies identified in the Affordable Housing Plans. Additionally, the consultant will develop list of relevant articles and draft agendas and handouts. Meeting topics will be determined by municipal representatives, but possible topics include housing rehabilitation, increasing homeownership, how infrastructure can support density, how to attract good developers, and the zoning changes needed to permit multifamily housing. Municipalities will be grouped similarly to how RKG grouped them for the Strategy Sessions:

- Group 1: Meriden, West Haven, New Haven, Hamden
- Group 2: Woodbridge, Orange, North Branford, Bethany, East Haven
- Group 3: Milford, North Haven, Wallingford, Madison, Guilford, Branford

The consultant will conduct 3 monthly sessions for each group (9 sessions total) after an initial kickoff session in September to which all the towns would be invited. SCRCOG will take advantage of the strong involvement of key officials from each town – planners, designated representatives, housing committee members, etc. – to engage/re-engage them in the Housing Work Group process. The schedule will be as follows:

- Groups 1-3 Kick-Off Meeting: September
- Group 1: October, January, April
- Group 2: November, February, May
- Group 3: December, March, June

Each meeting will be scheduled for 60-90 minutes.

**Deliverables:**

Task 1 – Schedule and develop topics for meetings and schedule guest speakers.

Task 2 – Ten (10) meetings, including drafting agendas and developing list of relevant housing articles. Presentation slides and other materials will be provided to attendees.

**B. AFFORDABLE HOUSING – COMMUNITY ENGAGEMENT**

<b>Proposed Consultant:</b>	TBD by RFQ
<b>Proposed Fee:</b>	\$35,000
<b>Timeframe:</b>	September 1, 2022 – June 30, 2023

**Services:**

Task 1 – Project Preparation and Initiation: The consultant will conduct a kick-off meeting and other 1-on-1 meetings with municipal representatives to identify municipalities that are interested in a community engagement program.

Task 2 – Community Engagement Forums, Meetings, Events, and Activities: The consultant will work closely with SCRCOG staff and municipal representatives to host forums, meetings, events, and activities designed to slowly build a growing core of understanding, beginning with a 2 to 5 people (e.g. local housing committee, planning and zoning board, or municipal staff), then increasingly adding members. Discussions will identify and address concerns, beliefs, and fears of all residents so they can find common ground and purpose, and agree on ways to proceed. The consultant will meet monthly with each participating municipality's group of residents and staff members.

**Deliverables:**

Task 1 – One (1) kick-off meeting/information session on the scope and purpose of this program. Conduct any follow-up group or 1-on-1 meetings with interested municipalities.



Develop a list of interested municipalities and identify 2-5 individuals per municipality to participate in program.

Task 2 – The consultant will build the foundation so municipal leaders have a coalition of residents to advocate for healthy housing development and policies that reflects the municipality’s needs and interests. Mid-to-long-term goal is to make these groups self-sustaining (i.e. no need for a paid SCRCOG facilitator at each meeting; rather, just a check-in, say, quarterly).

## C. INFORMATION TECHNOLOGY AND CYBERSECURITY

<b>Proposed Consultant:</b>	Novus Insight, Inc.
<b>Proposed Fee:</b>	\$67,500
<b>Timeframe:</b>	September 1, 2022 – June 30, 2023

### Services:

Task 1 – Cyber Program Assistance: The Consultant will provide coordination, guidance, and resources on technology issues for the IT Working Group. Additionally, the consultant will increase knowledge and provide resources on the threats, risks, and opportunities related to technology in municipal operations (e.g. common threats, cyber security policies, and incident response plans). The consultant will facilitate meetings, present educational and illustrative content through webinars, participate in roundtable discussions, and meet in one-on-one sessions with municipalities.

Task 2 – KnowBe4 Consulting & Services: The Consultant will assist in the procurement, deployment, and management of KnowBe4 cybersecurity awareness training services. The training service will be provided through a management portal that assigns licenses and allows for the setting of testing and training configurations for individual municipalities. Since the licenses are managed through the portal, the consultant will provide initial configuration of both the portal and individual municipality testing and training programs through it. Municipalities will be able to then manage their own programs through this portal with the consultant providing guidance and assistance as needed.

Task 3 – Network Vulnerability Scanning & Assessment: The Consultant will provide vulnerability scanning services including consulting and reporting. The network vulnerability scanning services are related to a municipality’s broader cyber-security assessment, remediation, and management processes. Network vulnerability scanning is one piece of a comprehensive cyber assessment, remediation, and management process that helps municipalities improve their security posture, mitigate risk, and build organizational capacity. The confidential report generated for each participating municipality will provide a clear picture of network vulnerabilities discovered through the scan.

**Deliverables:**

Task 1 – At least four (4) Trainings/Workshops. Presentation slides and other materials will be provided to attendees.

Task 2 – The consultant will provide 2000 KnowBe4 - Platinum level seats to municipal employees.

Task 3 – The consultant will provide at least four (4) municipalities network vulnerability scanning and assessment services.

**D. MUNICIPAL GRANTS**

<b>Proposed Consultant:</b>	JL Burdelski Planning Partners, Inc.
<b>Proposed Fee:</b>	\$30,000
<b>Timeframe:</b>	August 1, 2022 – June 30, 2023

**Services:**

Task 1 – Grant Administration Technical Assistance/Consulting Services: The Consultant will work with SCRCOG staff to develop a process for each member municipality to request Grants Administration Technical Assistance as needed throughout the year. Once the process is in place, the Consultant will work with SCRCOG staff to select and implement the technical activities.

Task 2 – Identify and coordinate grant opportunities of regional interest: The Consultant will work with SCRCOG staff to identify grant opportunities of regional interest. Once a grant opportunity is identified, the Consultant will work with SCRCOG staff to make recommendations on the feasibility of compiling a regionally sponsored grant application. Where appropriate, the Consultant may work with the SCRCOG and relevant municipalities to coordinate the grant application process, assign roles and responsibilities, work with the participating Cities/Towns to develop a grant work scope and budget, draft and compile grant documents (narratives, budgets, letters of support, other supporting documents), and ensure SCRCOG or other entity completes grant application per the solicitation requirements.

Task 3 – Maintain and Update SCRCOG Grant Training Tools, including the Grant Opportunities Worksheet: During year one of the Grant Training Initiative, the Consultant compiled two written tools, a Grants Administration Checklist and a Grants Opportunities Worksheet. These documents are intended to be used by each member municipality as they learn how to build a more effective grant administration program in their community. The Grants Worksheet can be used as a shortcut for researching grants, understanding grant timelines, schedules and requirements; the Grants Administration Checklist outlines the best practices for municipal grants administration (from application to closeout). The Consultant will maintain and update these documents throughout the year (using updated information, feedback, real time information on grant opportunities, etc.). The Consultant will work with

SCRCOG staff to develop mechanisms for distributing the documents as they are updated to the member municipalities.

Task 4 – Grant Workshops: The consultant will work with SCRCOG staff to plan and hold grant training workshops for SCRCOG member municipalities. Each workshop will be scheduled for 60-90 minutes. Prior to the workshops, the Consultant will work with SCRCOG staff to draft an agenda, compile presentation materials (PPT slides), enlist speakers, and to prepare all related training workshop materials. After the training workshop, the Consultant will work with SCRCOG to solicit feedback from the training participants and incorporate.

**Deliverables:**

Task 1 – Technical assistance provided to each municipality (as requested) during the year (approx. 15 projects). Technical assistance activities completed will be documented on a monthly basis.

Task 2 – One or more regional grants are identified; one or more regional application is submitted by SCRCOG or by a lead municipality.

Task 3 – Grant Opportunity Worksheet updated at least quarterly and distributed to the SCRCOG member municipalities. Grant Administration Checklist updated annually.

Task 4 – Two (2) Grant Training Workshops; at least one training will focus on best practices related to the administration and management of the ARPA-SLFRF grant program. Another grant training workshop will be scheduled around a relevant topic in 2023. Presentation slides and other materials will be provided to attendees.

**E. PROCUREMENT**

<b>Proposed Consultant:</b>	WCPetro Consulting, LLC
<b>Proposed Fee:</b>	\$35,000
<b>Timeframe:</b>	August 1, 2022 – June 30, 2023

**Services:**

Task 1 – Regional Purchasing Consortium: The consultant will assist in the administration of the SCRCOG Regional Purchasing Consortium. Deliverables include, but are not limited to, meeting with purchasing and finance officials to gauge interest in and find opportunities for future regional solicitations; draft all bid, RFP, and RFQ documents; and facilitate and administer the bid/RFP/RFQ process for each solicitation according to best practices.

Task 2 – Procurement Training and Workshops: The consultant will work with SCRCOG staff to plan and hold municipal procurement trainings and workshops for SCRCOG member municipalities. Each training/workshop will be scheduled for 60-90 minutes. Prior to the workshops, the Consultant will work with SCRCOG staff to draft an agenda, compile presentation materials (PPT slides), enlist speakers, and to prepare all related training

workshop materials. After the trainings/workshops, the Consultant will work with SCRCOG to solicit feedback from the training participants and incorporate.

Task 3 – Procurement Technical Assistance/Consulting Services: Consultant will be available, as may be feasible within the compensation provided for within this Agreement, to provide direct and individualized support to SCRCOG city/town representatives. This service may include reviewing bid/RFQ/RFP documents, purchasing policies, and supporting municipalities in other procurement related activities.

**Deliverables:**

Task 1 – At least three (3) bids, RFQs, or RFPs of common interest and utility to the region’s municipalities will be completed.

Task 2 – Six (6) Trainings/Workshops. Presentation slides and other materials will be provided to attendees.

Task 3 – Technical assistance provided to each municipality (as requested) during the year. Technical assistance activities completed will be documented on a monthly basis.

**F. SOLID WASTE & RECYCLING, FOOD WASTE DIVERSION, AND MUNICIPAL COMPOSTING**

<b>Proposed Consultant:</b>	Pamela Roach
<b>Proposed Fee:</b>	\$35,000
<b>Timeframe:</b>	August 1, 2022 – June 30, 2023

**Services:**

Task 1 – Research: Research, develop, and distribute materials pertaining to the best practices for the following focus areas: organics/composting, textiles, food waste and recycling collection methods, deconstruction, stretch code, and separating glass from single-stream recycling.

Task 2 –Solid Waste & Recycling Working Group Meetings: The consultant will work with SCRCOG staff to plan and facilitate Housing Working Group meetings to share best practices, program successes and challenges, and feature guest speakers.

Task 3 – Solid Waste & Recycling, Food Waste Diversion, and Municipal Composting Technical Assistance/Consulting Services: The Consultant will assist towns in implementing and administering any grants awarded to municipalities for SW&R/UBP programs.

**Deliverables:**

Task 1 – Distribution of materials (via email and/or Basecamp) on a monthly basis for each of the specified topics.

Task 2 – Four (4) Working Group Meetings. Presentation slides and other materials will be provided to attendees.

Task 3 – The consultant will assist municipalities with implementing UBP/food waste diversion/co-collection pilot projects, coordinating and consolidating hauling route and bag facilities, converting existing municipal leaf and brush composting sites into composting facilities which accept collected food waste, lowering municipal hauling and tipping fees, and developing a regionally coordinated network of combined composting sites.



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Carl J. Amento, Executive Director

**STATEMENT OF WORK  
AND  
GRANT AWARD BUDGET**

**PART I**

<b>Name of Grantee:</b>	<b>South Central Regional Council of Governments (SCRCOG)</b>
<b>Grant Program Name:</b>	Regional Services Grant (RSG)
<b>Concise Grant Program Summary (Program Purpose/Intent/Mission):</b>	The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).
<b>OPM Grant Number:</b>	<b>(SCRCOG): OPM Grant#: RSG 02307</b>
<b>Grant Award Amount:</b>	<b>(SCRCOG): Grant Amount: \$573,431.16</b>

**Introduction:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) and Section 8-31b. The Office of Policy and Management (OPM) is responsible for administering funds deposited to the Regional Planning Incentive Account, which is the source of RSG grant awards, and individual grant award amounts are determined through OPM's application of the statutory formula. Funds shall be used for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services.

All work activities must be associated with of the following three categories approved by OPM: (1) Comprehensive Planning, (2) Regional Services, and (3) Municipal Technical Support.

## **PART II – FY 23 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

### **Comprehensive Planning**

**Budget Amount: \$ 116,552.41**

1. Collaborate with other CT Councils of Governments (COGs) and participate in CTCOG meetings;
2. Provide comprehensive regional support to the region's municipalities in the areas of land use and environment;
3. Review land use referrals and provide support to the South Central Regional Planning Commission (RPC);
4. Land Use Training for Municipal Land Use Commissions/Officials;
5. Provide GIS mapping support to the region's municipalities;
6. Maintain Regional Recreational Trails Mapping Program;
7. Compile Certified Asset Management Assessor (CAMA) data and submit to OPM; or
8. Participate in UConn MPA Intern Program.

### **Regional Services**

**Budget Amount: \$ 456,878.75**

1. Housing
  - a. Assist region's municipalities in the facilitation/promotion of resident education/communication through community wide forum/sessions; or
  - b. Organize and facilitate Regional Housing Working Group sessions to assess progress of region's municipalities, share ideas, and keep municipalities updated on housing programs, resources and legislation.
2. Information Technology/Cybersecurity
  - a. Provide integrated cybersecurity awareness training for municipal employees;
  - b. Provide vulnerability scans and assessments; or
  - c. Organize and facilitate regular meetings and workshops of the Regional IT Working Group to discuss relevant issues, topics, and best practices.
3. Municipal Grants
  - a. Organization and facilitation of a training/workshop series;
  - b. Research and curate list of relevant municipal grant opportunities; or

- c. Provide individualized support, such as grant writing and review services, to the region's municipalities.
- 4. Procurement
  - a. Administer the Regional Purchasing Consortium, including seeking new opportunities for regional collaboration through responding to needs of the region's municipalities;
  - b. Organization and facilitation of a training/workshop series;
  - c. Provide individualized support, such as drafting and reviewing bids, to the region's municipalities; or
  - d. Participate in the Capitol Region Purchasing Council (CRPC).
- 5. Solid Waste, Recycling, Food Waste Diversion, and Municipal Composting
  - a. Organization and facilitation of regular meetings of the SW&R Working Group to discuss relevant issues, topics, and best practices; or
  - b. Provide support to the region's municipalities that are recipients of the CT DEEP Sustainable Materials Management (SMM) grant.
  - c. Assist in converting existing municipal leaf and brush composting sites into composting facilities which accept collected food waste.





**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

***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 approved by the Council on June 22, 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;

*Whereas,* An additional "unusual circumstance" is that all of the consultants proposed to be engaged for the next fiscal year have been selected as consultants in previous years by the SCRCOG Board, have performed the work in the subject area designated and their work has been reviewed by the Board over a period of years as the SCRCOG municipal programs have been developed and refined; and

*Whereas:* The Executive Director proposes that the following consultants continue to 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 June 22, 2022.

Date June 22, 2022

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



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Carl J. Amento, Executive Director

***Resolution***

***Endorsing the Phase II Report of Resilient Connecticut from the Connecticut Institute for Resilience and Climate Adaptation (CIRCA)***

*Whereas:* The South Central Regional Council of Governments (SCRCOG) aims to advance the region's resiliency efforts and assist municipalities with adapting to a changing climate; and

*Whereas:* The Resilient CT program is a coordinated effort between CIRCA and the Councils of Governments located in New Haven and Fairfield counties; and

*Whereas:* CIRCA has been collaborating with SCRCOG and its member municipalities to complete Phase II of the project, which includes performing vulnerability assessments resulting in the identification of priority areas which face a combination of flood, heat, and social vulnerabilities; and

*Whereas:* Projects with regional impacts and significance have been identified in those priority areas, with two specific projects in Branford Center and Fair Haven being selected for site plan development in Phase III of the Resilient CT program; and

*Whereas:* A resolution by the SCRCOG Board to endorse the Phase II Report will emphasize the importance of these resiliency projects and increase the likelihood of obtaining grant funding for implementation.

*Now, Therefore, Be It Resolved by the Council of Governments:*

That the *Resilient CT Phase II Report* is hereby endorsed.

***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 June 22, 2022.

Date: June 22, 2022

By:

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

## **MEMORANDUM**

**FROM:** Carl Amento, Executive Director  
**TO:** SCRCOG Executive Committee  
**RE:** Proposed SCRCOG Staff Restructuring and Salary Revisions  
**DATE:** June 15, 2022

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### **BACKGROUND – A NEW HIRE, TWO PROMOTIONS, A TITLE CHANGE, AND A VACANT POSITION:**

- Stephen Dudley, Deputy Director/Director of Transportation Planning, retired from SCRCOG on June 3, 2022.
- Laura Francis, First Selectman of the Town of Durham was selected as SCRCOG's new Deputy Director/Director of Transportation Planning after a public solicitation, interviews of 5 candidates, and selection by a panel consisting of Executive Director Carl Amento and 5 representatives of SCRCOG municipalities. Laura's first day in her new position will be July 19, 2022.
- Eugene Livshits, Senior Regional Planner, left SCRCOG to become the Town Planner for the Town of Hamden on May 19, 2022.
- On an interim basis, until June 30, 2022, Adriano "Andy" Cirioli and Rebecca Andreucci assumed additional duties and responsibilities that were once held by Eugene Livshits.
- I would like to recognize Andy's and Rebecca's additional duties through a promotion, where Andy would become the Director of Regional Planning and Municipal Services and Rebecca would become Senior Transportation Planner/ Financial Manager. The promotions are proposed to be effective as of July 1, 2022, subject to approval of proposed salary revisions by the SCRCOG Executive Committee.
- The vacancy created by Andy's promotion will be a Regional Planner position to be filled by public solicitation.
- In recognition of James Rode's years of service, I am proposing a title change from Senior Regional Planner to Principal Planner.

### **PROPOSED STAFF RESTRUCTURING AND SALARY REVISIONS:**

- The Restructuring and Salary Revision Proposal will be effective July 1, 2022, if approved by the SCRCOG Executive Committee at its meeting on June 22, 2022.
- There is no new funding requested and no budget amendment to the Approved SCRCOG FY 2022-2023 Budget is required.
- The request is for a re-allocation of the existing total funding for salaries of \$643,288 among a restructured staff which continues to be comprised of 7 members.
- The Organizational Chart and the Proposed SCRCOG Salary Expense Revisions, submitted to the Executive Committee, illustrate the proposed restructuring and reallocation of salaries.