



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, September 28, 2022 – 9:00 A.M.

This is a hybrid meeting with in-person attendance at the SCRCOG Office and remote access via Zoom.

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

Zoom Information: <https://us02web.zoom.us/j/84090120357>

Call-In Number: +1 (929) 205-6099 | Meeting ID: 840 9012 0357

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 July 27, 2022 Executive Committee Meeting – *First Selectman Paula Cofrancesco, Secretary* Pages 2,3
3. Discussion of Proposed Process for Filling Vacancy in Director of Regional Planning and Municipal Services position Pages 4-9
4. Discussion of Proposed Resolution of Personnel Matter
5. Other Business
6. 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 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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TO: **SCRCOG Executive Committee Members**
FROM: **First Selectman Paula Cofrancesco, Secretary**
DATE: **September 21, 2022**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of July 27, 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*

SCRCOG Staff Carl Amento, Laura Francis, James Rode, Andy Cirioli, Rebecca Andreucci
Guests Kevin Alvarez, *City of New Haven*

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

1. Call to order

Chairman Hoey called the meeting to order at 9:04 a.m.

2. Adopt Minutes of June 22, 2022 SCRCOG Executive Committee Meeting

First Selectman Cofrancesco presented the Minutes of the SCRCOG Executive Committee of June 22, 2022, which were included in the agenda packet at Pages 2-3. First Selectwoman Lyons moved for their approval. First Selectman Freda seconded the motion, which passed with all in favor.

3. Amendment to FY 22 and FY 23 Unified Planning Work Program

Rebecca Andreucci presented the memorandum on page 4 of the agenda packet. The amendment includes extending four studies that began in FY22 to FY23, and adding an update to the Public Participation Guidelines. Additionally, new funding has been made available to the COGs through the Bipartisan Infrastructure Law. SCRCOG has proposed spending that new funding on updating the Regional Transportation Safety Plan. First Selectman Cofrancesco made a motion to approve, and First Selectwoman Lyons seconded. All voted in favor.

4. FY 2022-23 Budget Revision #1

Rebecca Andreucci presented the budget amendment found on pages 5-7 of the agenda packet. The budget amendment reflects the changes made to the UPWP in Item 3. First Selectman Cofrancesco made a motion to approve, and First Selectwoman Lyons seconded. All voted in favor.

5. Discussion of October 2022 Executive Committee/ Board Meeting Date

Executive Director Amento discussed moving the October Executive and Board meetings back to Wednesday, the 26th. The meeting had been moved to Thursday, October 27th due to a conflict with the CCM Convention, which has now been rescheduled. First Selectman Cofrancesco made a motion to move the meeting date back to Wednesday, October 26th, and First Selectwoman Lyons seconded. All voted in favor.

6. **Other Business**

There was no other business.

7. **Adjournment**

First Selectman Cofrancesco moved to adjourn; First Selectman Freda seconded. The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

First Selectman Paula Cofrancesco, *Secretary*

JOB POSTING SCHEDULE

Director of Regional Planning and Municipal Services

September 28th	<p>Post and Circulate Job Description and Qualifications</p> <ul style="list-style-type: none"> • SCRCOG Website • Email to SCRCOG Distribution Lists • CCM Career Opportunities Webpage • New Haven Register • La Voz Hispana de Connecticut • Inner-City News • Connecticut Chapter of the American Planning Association (CCAPA) • American Planning Association (APA) • UConn Department of Public Policy Career Opportunities Listserv • CT Planning Listserv • Indeed • Email department heads of CT universities with studies in public administration, policy, environmental, geography, and planning.
October 26th at 4pm	Close Job Posting
October 27th – November 2nd	Application screening for first-round interviews
November 8th – 10th	Conduct interviews and discuss preferred candidates
Anticipated: Late November	Candidate will start employment
Interview Panel Members	Carl, Laura, and Chris



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Carl J. Amento, Executive Director

Director of Regional Planning and Municipal Services

The South Central Regional Council of Governments (SCRCOG) seeks a qualified person for the following position.

Title: Director of Regional Planning and Municipal Services
Employment Classification: Full-Time Exempt (35 hrs/wk)
Revised: September 2022

Website: <https://scrcog.org/>

Position Overview

The Director of Regional Planning and Municipal Services manages the agency's regional planning and municipal services programs, including general administration, policy development, project management and effective communication and relationships with federal, state, and local agencies.

Management and Supervision

This position reports to, and works under the general direction of, the Executive Director. The Director of Regional Planning and Municipal Services exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained.

The Director of Regional Planning and Municipal Services supervises the Regional Planner position and the internship program.

May assume Executive Director level duties in the absence of the Executive Director, Deputy Director, and Finance Director or at the direction of the Executive Director.

Examples of Essential Duties and Responsibilities

- Directs regional land use and environmental planning and municipal services programs by supervising regional planning staff, developing initiatives, working with and managing consultants working on related projects, communicating initiatives with municipal leaders and employees, and encouraging collaboration among SCRCOG municipalities.

- Serves as primary staff to the South Central Regional Planning Commission (RPC), as established in SCRCOG By-Laws, including review of zoning and subdivision proposals occurring along town boundaries, and review of municipal plans of conservation and development.
- Administers updates to the Regional Plan of Conservation and Development (POCD) through the guidance of the RPC, and reviews grant applications proposed to be submitted by SCRCOG member municipalities for consistency with the (POCD).
- Administers the Regional Housing Plan updates, including coordination between consultant team and the municipalities.
- Administers the SCRCOG Regional Purchasing Consortium in accordance with best practices, SCRCOG purchasing policies, and CT General Statutes.
- Leads regional planning and services programs and Regional Working Group activities related to community planning, finance, housing, information technology/cybersecurity, municipal grants, procurement, and public works.
- Supports projects related to energy conservation, environmental protection, disaster planning and recovery, hazard mitigation, land use, municipal storm-water regulatory compliance/watershed protection, resilience and climate change, sustainability, recreational trails, transportation planning, and solid waste/recycling programs.
- Manages consulting contracts, including developing the scope of work, developing the budget, and interviewing and selecting consultant(s); supervises consultant(s) and monitors for compliance with contract terms.
- Reviews state and federal programs and legislation to stay current on funding opportunities related to the municipalities such as the American Rescue Plan Act (ARPA) and the Infrastructure Investment and Jobs Act (IIJA).
- Researches and analyzes a variety of regional planning and municipal services issues. Produces clearly written, timely products, including text and graphics in the form of memoranda, reports, brochures or presentations.
- Researches and analyzes grant opportunities that may be available to the region or to individual municipalities, and, when determined to be feasible, pursue regional grants through research, fact-gathering, and drafting of application materials, or assist and support municipalities with their individual grant applications. Monitor for compliance with award and contract terms and reporting.
- In conjunction with the Finance Director, prepares proposed operating budget for SCRCOG's regional planning and municipal services programs. Provides support to Finance Director and Financial Manager with procurement, bookkeeping, grant administration and the processing of financial transactions as needed.

- Coordinates planning activities with municipalities and state agencies to ensure compliance with applicable Connecticut General Statutes.
- Facilitates public outreach/participation/education for various initiatives in order to create a proactive and robust public participation process.
- Establishes and maintains contacts with local, regional and state organizations in order to advance SCRCOG's programs and create productive collaborations.
- Manages and develops enhanced SCRCOG website content. Coordinates website improvements with website vendor.
- Provides technical information and planning assistance to member municipalities regarding land use and environmental planning, municipal services, and other SCRCOG-provided services.
- Assists in the preparation and distribution of SCRCOG Board and Executive Committee meeting agendas and minutes, including supervision of creation of the monthly SCRCOG Newsletter by the Regional Planner.
- Additional responsibilities include: attending SCRCOG Board meetings as well as SCRCOG-related meetings with municipal, state and federal entities; attending meetings, conferences, workshops, and training sessions to enhance knowledge and skills; identifying opportunities for and providing technical informational and planning assistance to member municipalities; collaborating with adjacent Councils of Governments as needed; and assisting the Executive Director as needed or directed.

NOTE: The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee.

Desired Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public administration and urban/regional planning including transportation, land use, and environmental planning/sustainability
- Project development, implementation, and management
- Municipal services and operations, such as community planning, finance, housing, information technology/cybersecurity, municipal grants, procurement, and public works.
- Budgets of public organizations with multiple funding sources

- Research methods and data analysis
- Computer equipment and proficient use of software such as word processing, spreadsheets, graphics, teleconferencing platforms such as Zoom, and mapping platforms such as ArcGIS

Ability to:

- Supervise staff, manage personnel issues, delegate tasks, and provide organizational leadership
- Think critically and plan strategically
- Research and analyze issues involved in regional land use and environmental planning and municipal services
- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of complex bodies of information
- Coordinate and facilitate meetings
- Establish and maintain effective working relationships with SCRCOG Board, staff, municipal leaders, federal and state agencies, and other community stakeholders
- Organize, coordinate, and prioritize multiple project assignments

Qualifications

To be considered, applicants must have a bachelor's degree from an accredited university in urban or regional planning, public administration, government, or a related field and a minimum of 5 years of progressively responsible planning or project management experience. At least one year of experience should be in a supervisory capacity. A master's degree is strongly preferred.

Certification as a Planner by the American Institute of Certified Planners (AICP) is expected upon hiring or it must be obtained within two-years of employment.

Proficiency in using Microsoft Office (Word, Excel, and PowerPoint) is expected. Solid understanding of, and experience using, GIS and mapping software is also expected. Experience using Canva or Adobe Creative Suite is preferred.

A combination of education and experience that demonstrates the ability to meet the requirements of the position may also be considered.

Salary and Benefits

Salary is negotiable and will be commensurate with applicant's experience and qualifications (maximum salary of \$77,000).

SCRCOG provides a generous benefits package including health, dental, life insurance, and paid vacation and sick leave. Additionally, SCRCOG offers a retirement plan.

Application Process

To apply, submit a cover letter, resume, three contacts of professional references (form attached), and voluntary affirmative action questionnaire (form attached) to Mr. Carl Amento, Executive Director, at jobs@scrcog.org. Applicants may be asked to provide additional information.

Applications will be accepted until **Thursday, October 26, 2022**, or until the position is filled.

Interviews are anticipated to be scheduled between **November 8 through 10, 2022**.

Questions may be directed to Mr. Carl Amento, Executive Director at jobs@scrcog.org.

SCRCOG is an Affirmative Action/ Equal Opportunity Employer.