



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, May 24, 2023 – 9:00 A.M.

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

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

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

Join Zoom Meeting: <https://us02web.zoom.us/j/84119028074>

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

Meeting ID: 841 1902 8074

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 James Zeoli, Chair*
2. Adopt Minutes of April 19, 2023 Special Executive Committee Meeting – *First Selectwoman Peggy Lyons, Secretary* Page 2
3. Adopt Minutes of April 26, 2023 Executive Committee Meeting – *First Selectwoman Peggy Lyons, Secretary* Page 3,4
4. Discussion of Pending Grants and Revenues and Proposed Programming for FY 2023-24
5. Recommend Approval of the FY 2023-24 Regional Services Grant (RSG) Spending Plan (Attachment) Page 5
6. Recommend Approval of the Proposed SCRCOG FY 2023-24 Budget (Attachment)
7. Other Business
8. 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

www.scrkog.org T (203) 234-7555 F (203) 234-9850 camento@scrkog.org



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Carl J. Amento, Executive Director

TO: SCRCOG Executive Committee Members
FROM: First Selectwoman Peggy Lyons, Secretary
DATE: May 17, 2023
SUBJECT: SCRCOG Special Executive Committee Meeting Minutes of April 19, 2023

Present

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

SCRCOG Staff Carl Amento, Laura Francis

NOTE: The April SCRCOG Special Executive Committee meeting was a hybrid meeting.

1. Call to order

Chairman Zeoli called the meeting to order at 9:02 a.m.

2. Discussion of Personnel Issues in Proposed FY 2022-2023 Budget

Executive Director Amento and Deputy Director Francis outlined a proposal to add three new staff positions to the FY22-23 Budget. These positions include a Transportation Planner, Project Manager, and Municipal Services Coordinator. This recommendation comes as a result of the HR Study conducted by Randi Frank and Georgianne Lussier and has been proposed as a way to utilize additional funding allocated through the Bipartisan Infrastructure Law (BIL). Discussion ensued.

3. Adjournment

First Selectman Cofrancesco moved to adjourn; First Selectwoman Lyons seconded. The meeting was adjourned at 9:24 a.m.

Respectfully submitted,
First Selectwoman Peggy Lyons, *Secretary*



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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**
FROM: **First Selectwoman Peggy Lyons, Secretary**
DATE: **May 17, 2023**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of April 26, 2023**

Present

Bethany First Selectman Paula Cofrancesco, *Vice Chair*
Guilford First Selectman Matthew Hoey, *Immediate Past Chair*
Hamden Mayor Lauren Garrett, *Treasurer*
Madison First Selectman Peggy Lyons, *Secretary*
New Haven Mayor Justin Elicker
Wallingford Mayor William Dickinson

SCRCOG Staff Carl Amento, Laura Francis, Christopher Rappa
Guests Lorena Venegas, Gabriella Campos, Joseline Tlacomulco

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

1. Call to order

Acting Chair Cofrancesco called the meeting to order at 9:05 a.m.

2. Adopt Minutes of November 16, 2022 SCRCOG Executive Committee Meeting

Acting Chair Cofrancesco presented the Minutes of the SCRCOG Executive Committee of November 16, 2022, which were included in the agenda packet at Pages 2-3. First Selectwoman Lyons moved for their approval. First Selectman Hoey seconded the motion, which passed with all in favor.

3. Preliminary Review of Proposed SCRCOG FY 2023-24 Budget

Executive Director Amento and Deputy Director Francis presented the proposed FY23-24 Budget, which was included as an attachment to the agenda packet. Finance Director Christopher Rappa provided clarification on the budget items. No action was needed at this time.

4. Preliminary Review of Proposed FY2023-24 Regional Services Grant (RSG) Spending Plan

Executive Director Amento and Deputy Director Francis presented the proposed FY 23-24 Regional Services Grant Spending Plan, which was included as an attachment to the agenda packet. No action was needed at this time.

5. Resolution Supporting Tweed New Haven Airport Expansion and Draft Environmental Assessment Findings

First Selectman Hoey presented the resolution found on pages 4-6 of the agenda packet. He requested that the resolution be voted on by the full SCRCOG Board. No action was taken.

6. Other Business

There was no other business.

7. **Adjournment**

First Selectwoman Lyons moved to adjourn. First Selectman Hoey seconded. The meeting was adjourned at 9:50 a.m.

Respectfully submitted,
First Selectwoman Peggy Lyons, *Secretary*

MEMORANDUM

FROM: Executive Director Carl Amento, Deputy Director Laura Francis, and Finance Director Christopher Rappa

TO: SCRCOG Executive Committee

RE: Proposed FY 2023-24 SCRCOG Budget

DATE: May 17, 2023

Below are highlights of the Proposed FY 2023-24 SCRCOG Budget.

There have been no changes to the Proposed FY 2023-24 SCRCOG Budget since the April 26, 2023 Executive Committee Meeting.

- **Total Budget Increases by about \$89,000**

The proposed FY 2023-24 budget totals \$3,504,007 as compared to a FY 2022-23 budget of \$3,414,656

- **Municipal Dues**

The proposed budget includes eight cent dues increase. This dues increase will allow SCRCOG to provide match for and fully utilize federal transportation funding without creating unsustainably large carryovers of unused funds.

- **Office of Policy and Management - Regional Services Grant (RSG)**

At this time, the amount of the FY 2023-24 RSG funds awarded to SCRCOG have not been determined. We will likely be informed in mid-June when the Budget Implementer is voted upon. Because there are substantial undistributed funds in the OPM account which funds the RSG program, there is a potential for increase in the RSG funds for SCRCOG of \$400,000. In the event this occurs, this would require an amendment of both the RSG Spending Plan and the SCRCOG Budget with additional programming proposed and approved by the SCRCOG Board.

RSG funds, municipal dues, and competitively-awarded grants received by SCRCOG, account for all non-federal revenue to SCRCOG. RSG funds are used for non-transportation regional planning, municipal shared services, and special projects.

- **Transportation Planning – Federal Funds and State Match**

Current-year federal and state transportation funding in FY 2023-24 is increasing by \$252,574 to \$1,568,412. Federal carryover funds in the amount of \$507,545 (plus \$63,432 in related state match) are programmed in the UPWP for use in Fiscal Year 2023-24.

FY 2023-24 is the first year of the two-year Unified Planning Work Program (UPWP). It is expected that CTDOT will continue to provide its 10% match for both current-year funds and carryover funds.

- **SMM Grant**

SCRCOG has been awarded a \$139,000 Sustainable Materials Management Grant from CT DEEP to assist municipal co-collection of MSW and food waste programs with education and outreach.

- **Operating Expenses Increasing by about \$422,000**

Total operating expenses¹ are increasing from \$1,139,345 this year to a proposed \$1,561,773 in FY 2023-24. The proposed budget includes the salary proposal discussed by the Executive Committee during the April 20 Special Meeting. This proposal includes three new full-time positions. The remaining increases are largely due to projected health insurance costs², computer equipment needs and maintenance³, software subscription costs⁴, legal fees⁵, and advertising fees⁶.

¹ Includes Salaries, Benefits, Travel, Computer Supplies & Software, Rent and General Office Expenses

² Includes 7.2% increase for health insurance and 2.3% increase for dental insurance. Also takes into account changes in the benefit status of current employees and projected increased costs related to the three new full-time positions

³ Includes additional computer equipment and general computer/server maintenance

⁴ Includes Deltek Accounting Software

⁵ Includes attorney fees for review of retirement plan documents, By-Laws, and Employee Handbook

⁶ Increased advertising will be required for the employment opportunities

**South Central Regional Council of Governments
Fiscal Year 2023-24 Budget Summary
Proposed – May 24, 2023**

<i>Revenue</i>	<i>FY 23 Budget</i>	<i>FY 24 Budget</i>
Municipal Contribution		
Municipal Contribution - Dues	193,900	239,600
Municipal Contribution - Special Projects	2,827	0
Fund Balance	78,771	0
Designated Fund Balance	30,423	33,586
Transportation Planning		
U.S. DOT	1,169,634	1,394,144
U.S. DOT - Carryover	270,000	507,454
U.S. DOT - FY 23 Additional	80,000	0
CTDOT	146,204	174,268
CTDOT - Carryover	33,750	63,432
CTDOT - LOTCIP	203,611	171,611
Regional Planning		
CT OPM - Regional Services Grant (RSG)	573,101	573,431
CT Secretary of the State - Regional Election Monitor	3,691	3,691
CT DEEP - SMM Grant	139,000	112,800
CT DECD (EDA Grant) - CARES Act Funds	341,226	195,100
CT DECD (EDA Grant) - 4CT Funds	16,780	8,390
CIRCA - ResilientCT Grant	15,139	0
Regional Hazard Mitigation Plan		
Federal Emergency Management Agency	108,000	0
Other		
Investment Income	2,000	20,000
Retiree Health Insurance Contribution	6,600	6,500
TOTAL	3,414,656	3,504,007

<i>Expenses</i>	<i>FY 23 Budget</i>	<i>FY 24 Budget</i>
Salaries	643,288	847,206
Benefits	271,355	438,676
Travel	7,900	8,500
Computer Supplies & Software	22,600	53,800
Rent	114,500	116,900
General Office Expenses	79,702	96,691
Transportation Consultants	1,058,600	1,309,658
Other Consultants	563,700	391,376
Capital	20,000	0
Contingency	0	0
Transportation - Reserved	193,589	58,696
LOTICIP - Reserved	161,449	128,680
CT DECD (EDA Grant) - Reserved	178,973	36,714
SMM Grant - Reserved	99,000	17,111
Total	3,414,656	3,504,007

Municipal Dues

Fiscal Year 2023-24 Municipal Dues

<i>Municipality</i>	<i>FY 2023-24 Dues</i>	
	<i>Population ⁽¹⁾</i>	<i>Per Capita (rounded to \$100)</i>
		<i>0.42</i>
<i>Bethany</i>	5,288	2,200
<i>Branford</i>	28,176	11,800
<i>East Haven</i>	27,804	11,700
<i>Guilford</i>	22,031	9,300
<i>Hamden</i>	60,923	25,600
<i>Madison</i>	17,619	7,400
<i>Meriden</i>	60,517	25,400
<i>Milford</i>	52,390	22,000
<i>New Haven</i>	135,081	56,700
<i>North Branford</i>	13,498	5,700
<i>North Haven</i>	24,169	10,200
<i>Orange</i>	14,246	6,000
<i>Wallingford</i>	44,194	18,600
<i>West Haven</i>	55,294	23,200
<i>Woodbridge</i>	9,045	3,800
<i>Total</i>	570,275	239,600

(1) State of Connecticut, Department of Public Health, Estimated Population in Connecticut Towns As of July 1, 2021.



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Carl J. Amento, Executive Director

Resolution

**South Central Regional Council of Governments Budget
Fiscal Year 2024 (July 1, 2023 – June 30, 2024)**

Whereas: The South Central Regional Council of Governments (SCRCOG) By-Laws prescribe that the Council shall review and approve SCRCOG budgets, and

Whereas: SCRCOG’s Executive Committee has reviewed and recommends acceptance of the proposed Fiscal Year 2024 budget totaling \$3,504,007.

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

That a Fiscal Year 2024 Budget is adopted (copy attached), and

That Fiscal Year 2024 SCRCOG municipal dues are established at 42 cents per capita, per the Connecticut Department of Public Health’s July 2021 population estimates.

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 SCRCOG on May 24, 2023.

Date: May 24, 2023

By: _____
First Selectwoman Peggy Lyons, *Secretary*
South Central Regional Council of Governments