



**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 28, 2023 – 9:00 A.M.**

**Location: 127 Washington Avenue, 4<sup>th</sup> 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](http://www.scrkog.org)

1. Call to Order – *First Selectman James Zeoli, Chair*
2. Adopt Minutes of May 24, 2023 Executive Committee Meeting – *First Selectwoman Peggy Lyons, Secretary* Pages 2,3
3. Recommend Approval of the Revised FY 2023-24 Regional Services Grant (RSG) Spending Plan
4. Recommend Approval of the SCRCOG FY 2023-24 Budget Revision #1 Pages 4-6
5. Resolution Authorizing the Executive Director to enter into Agreements for FY 2023-24 Regional Services Grant-funded Consultant Services Pages 7,8
6. Other Business
7. 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 Selectwoman Peggy Lyons, Secretary**  
DATE: **June 21, 2023**  
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of May 24, 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  
Orange First Selectman James Zeoli  
Wallingford Mayor William Dickinson

SCRCOG Staff Carl Amento, Laura Francis, Christopher Rappa, Rebecca Andreucci  
Guests Joseline Tlacomulco

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

**1. Call to order**

Chairman Zeoli called the meeting to order at 9:06 a.m.

**2. Adopt Minutes of April 19, 2023 Special SCRCOG Executive Committee Meeting**

Chairman Zeoli presented the Minutes of the SCRCOG Special Executive Committee of April 19, 2023 which were included in the agenda packet on page 2. First Selectman Cofrancesco moved for their approval. First Selectwoman Lyons seconded the motion, which passed with all in favor.

**3. Adopt Minutes of April 26, 2023 Executive Committee Meeting**

Chairman Zeoli presented the Minutes of the SCRCOG Executive Committee of April 26, 2023 on pages 3,4 of the agenda packet. First Selectman Cofrancesco moved for their approval. First Selectwoman Lyons seconded, and all voted in favor.

**4. Discussion of Pending Grants and Revenues and Proposed Programming for FY 2023-24**

Executive Director Amento presented on the outstanding grant awards and potential programming for the next fiscal year. He explained that the final budget will likely need to be amended next month. He explained that the RSG spending plan was drafted with the assumption of steady funding (\$573,000), however, that amount may be increased to \$948,000. SCRCOG is also anticipating the grant award for the Climate Pollution Reduction Grant (CPRG), which would be \$1 million over four years. The RPIP grant to fund cybersecurity is also outstanding, which would be an additional \$2 million over four years. Lastly, the DEEP Regional Waste Authority grant application is outstanding. No action was required. Mayor Elicker left the meeting.

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

Executive Director Amento presented the RSG Spending Plan on page 5 of the agenda packet. First Selectwoman Lyons made a motion to approve, and Mayor Garrett seconded. Mayor Dickinson opposed. The motion passed.

**6. Preliminary Review of Proposed SCRCOG FY 2023-24 Budget**

Finance Director Christopher Rappa presented the FY 23-24 Budget, which was included as an attachment to the agenda packet. He explained it is the same budget that was reviewed last month. First Selectman Cofrancesco asked where the offices for three new employees would go? Executive Director Amento explained that staff are looking into utilizing the office space next door, which is currently vacant. Chairman Zeoli recommended staggering the hiring of all three positions. First Selectman Cofrancesco stated she didn't think the hiring needed to be staggered if their duties are different. Christopher Rappa explained that any office improvements or expansions would likely come out of fund balance and would come to the Board as a budget amendment. First Selectwoman Lyons stated that SCRCOG might be able to reconfigure the existing office space. First Selectman Cofrancesco made a motion to approve, and First Selectwoman Lyons seconded. Mayor Dickinson opposed due to the two new transportation positions. Chairman Zeoli opposed. The motion passed.

**7. Other Business**

There was no other business.

**8. Adjournment**

First Selectman Cofrancesco moved to adjourn. First Selectwoman Lyons seconded. The meeting was adjourned at 9:45 a.m.

Respectfully submitted,  
First Selectwoman Peggy Lyons, *Secretary*

## ***FY 2023-24 Budget Revision # 1***

*This revision aligns the FY 2023-24 budget with the amended FY 2023-24 Regional Services Grant Spending Plan and incorporates the soon-to-be awarded EPA Climate Pollution Reduction Grant.*

### **Revenue**

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Budget Revision #1 adds a total of \$1,374,550 to the adopted FY 2023-24 budget, broken down as follows.

- \$375,071 of Regional Services Grant (RSG)
- \$999,479 of US EPA – Climate Pollution Reduction Grant (CPRG)

### **Expenses**

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Budget Revision #1 includes the following changes.

- Salaries increase by \$3,600
  - To allow for a RSG-funded summer intern.
- Travel increases by \$1,000
  - Staff mileage associated with the CPRG.
- General Office Expenses increase by \$9,410
  - Expenses related to the CPRG, including legal, translation, and subscriptions.
- Other Consultants increase by \$394,000
  - RSG-funded consultants.
- Passthrough Grants increase by \$155,105
  - These subawards are for the University of Massachusetts and Naugatuck Valley Council of Governments for work related to the CPRG.
- Transportation - Reserved increases by \$62,132
  - It is anticipated that a future Unified Planning Work Program amendment will make these funds, or a portion thereof, available for use during FY 2023-24 and/or FY 2024-25.

Actual line item revisions are on the following page, followed by a resolution authorizing Budget Revision #1.

**FY 2023-24 Budget Revision # 1**

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
<b>Municipal Contribution</b>			
Municipal Contribution - Dues	239,600		239,600
Designated Fund Balance	33,586		33,586
<b>Transportation Planning</b>			
U.S. DOT	1,394,144		1,394,144
U.S. DOT - Carryover	507,454		507,454
CTDOT	174,268		174,268
CTDOT - Carryover	63,432		63,432
CTDOT - LOTCIP	171,611		171,611
<b>Regional Planning</b>			
CT OPM - Regional Services Grant (RSG)	573,431	375,071	948,502
CT Secretary of the State - Regional Election Monitor	3,691		3,691
CT DEEP - SMM Grant	112,800		112,800
CT DECD (EDA Grant) - CARES Act Funds	195,100		195,100
CT DECD (EDA Grant) - 4CT Funds	8,390		8,390
US EPA - Climate Pollution Reduction Grant	-	999,479	999,479
<b>Regional Hazard Mitigation Plan</b>			
Federal Emergency Management Agency	-		-
<b>Other</b>			
Investment Income	20,000		20,000
Retiree Health Insurance Contribution	6,500		6,500
<b>TOTAL</b>	<b>3,504,007</b>	<b>1,374,550</b>	<b>4,878,557</b>

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	847,206	3,600	850,806
Benefits	438,676	68	438,744
Travel	8,500	1,000	9,500
Computer Supplies & Software	53,800		53,800
Rent	116,900		116,900
General Office Expenses	96,691	9,410	106,101
Transportation Consultants	1,309,658		1,309,658
Other Consultants	391,376	394,000	785,376
Passthrough Grants	-	155,105	155,105
Contingency	-		-
Transportation - Reserved	58,696	62,132	120,828
LOTICIP - Reserved	128,680	57	128,737
CT DECD (EDA Grant) - Reserved	36,714		36,714
SMM Grant - Reserved	17,111	57	17,168
CPRG - Reserved	-	749,119	749,119
<b>Total</b>	<b>3,504,007</b>	<b>1,374,550</b>	<b>4,878,557</b>



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Carl J. Amento, Executive Director

***Resolution***

**South Central Regional Council of Governments**

**Fiscal Year 2023-24 - Budget Revision # 1**

Whereas: The South Central Regional Council of Governments (SCRCOG) adopted an operating budget for FY 2022-23 on May 24, 2023; and

Whereas: The SCRCOG Board, at its June 28, 2023 meeting, amended the FY 2023-24 Regional Services Grant Spending Plan to add \$375,071 additional funding; and

Whereas: SCRCOG is expecting to be awarded a \$999,479 US EPA Climate Pollution Reduction Grant.

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

That Fiscal Year 2023-24 Budget Revision # 1, which adds \$1,374,550 of revenue in order to align the SCRCOG Budget with the amended FY 2023-24 Regional Services Grant Spending Plan (\$375,071) and to incorporate the EPA Climate Pollution Reduction Grant (\$99,479), 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 June 28, 2023.

Date: June 28, 2023

By:

\_\_\_\_\_  
First Selectwoman Peggy Lyons, *Secretary*  
South Central Regional Council of Governments



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Carl J. Amento, Executive Director

***Resolution***

***Authorizing the Executive Director to enter into agreements for FY 2023-24 Regional Services Grant-funded Consultant Services***

*Whereas:* SCRCOG's Regional Services Grant (RSG) Spending Plan for FY 2023-24 was approved by the Council on May 24, 2023; and

*Whereas:* the Council approved at its meeting on June 28, 2023 a Revised RSG Spending Plan after the CT Office of Policy & Management had granted additional RSG funds to SCRCOG for FY 2023-2024; and

*Whereas:* The RSG Spending Plan identifies programs and projects which are to be advanced by SCRCOG staff and consultant services; and

*Whereas:* The RSG funding to SCRCOG for FY 2023-2024 must be spent by June 30, 2024, 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 programs in Solid Waste & Recycling, Affordable Housing, IT/Cybersecurity and Grants have all been engaged successfully by SCRCOG in previous years, and for the continuity of their programs, the Executive Director recommends that their contracts as consultants be extended into the upcoming FY 2023-2024; and

*Whereas:* In addition to the foregoing, the IT/Cybersecurity consultant, Novus Insight, has been selected in a competitive process by the Capitol Region Purchasing Council (CRPC) as its preferred Information Technology Consultant, and SCRCOG as a regional entity and all of its 15 member municipalities are members of the CRPC and are entitled to utilize CRPC's competitive selections; 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, 2024) and the "unique prerequisites" (knowledge and experience in municipal government administration in particular subject areas as well as previous success as a SCRCOG consultant) 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 2023-24 RSG Spending Plan:

Pamela Roach (continued)	Solid Waste/Recycling Consultant
David Fink (continued)	Regional Housing Consultant
Benjamin Fink (continued)	Community Engagement Consultant for Regional Housing Initiative
Juliet Burdelski and Renata Bertotti (continued)	Grants Consultants
Novus Insight (continued)	IT/Cybersecurity Consultants

*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 28, 2023.

Date June 28, 2023

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