EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
Wednesday, June 28, 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.scrcog.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

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

5. Resolution Authorizing the Executive Director to enter into Agreements for FY 2023-24 Regional Services Grant-funded Consultant Services

6. Other Business

7. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrcog.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.scrcog.org  T (203) 234-7555  F (203) 234-9850  camento@scrcog.org
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

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

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

### Revenue

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<th>Current Budget</th>
<th>Proposed Change</th>
<th>Revised Budget</th>
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### Expenses

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<td>TOTAL</td>
<td>3,504,007</td>
<td>1,374,550</td>
<td>4,878,557</td>
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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
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:
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