



**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, August 23, 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 July 26, 2023 Executive Committee Meeting – *First Selectwoman Peggy Lyons, Secretary* Pages 2,3
3. Renewal of Lease with Candid Group, LLC Pages 4-10
4. FY 24 Budget Revision #2 Pages 11-13
5. FY 24 Regional Services Grant (RSG) Spending Plan Amendment #1 Pages 14-16
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: **August 16, 2023**  
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of July 26, 2023**

**Present**

Bethany First Selectman Paula Cofrancesco, *Vice Chair*  
Hamden Mayor Lauren Garrett, *Treasurer*  
Madison First Selectman Peggy Lyons, *Secretary*  
New Haven Mayor Justin Elicker  
Orange First Selectman James Zeoli

SCRCOG Staff Carl Amento, Laura Francis, Rebecca Andreucci

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

**1. Call to order**

Chairman Zeoli called the meeting to order at 9:10 a.m.

**2. Adopt Minutes of June 28, 2023 SCRCOG Executive Committee Meeting**

Chairman Zeoli presented the Minutes of the SCRCOG Executive Committee meeting of June 28, 2023 which were included in the agenda packet on pages 2-3. First Selectwoman Lyons moved for their approval. First Selectwoman Cofrancesco seconded the motion, which passed with all in favor.

**3. Resolution Authorizing the Executive Director to Execute Agreement for Acceptance of 2023-24 Regional Services Grant**

Chairman Zeoli presented the resolution on page 4 of the agenda packet. A motion to approve was made by First Selectman Cofrancesco and seconded by Mayor Garrett. The vote was unanimous.

**4. Discussion of Office Expansion Proposals**

Executive Director Amento presented the current floor plan for SCRCOG's office space and a floor plan showing expansion into adjoining vacant space to accommodate three additional employees being hired this fall. The existing office space is 4928 square feet, and the expansion space is 2686 square feet for a total square footage of 7,614. There would be no up-front construction costs, however, the rent will increase and SCRCOG will be signing a new 5-year lease for the expanded space. Existing funding is sufficient to cover the cost of increased rent. The cost of furniture necessary for the new space will be paid for out of reserves. The new office space would be available by December 1, 2023.

**Executive Director Administrative Report**

Executive Director Amento reported that since 2013 SCRCOG has used New Haven Bank which offers a very low rate of interest, currently 0.5% interest rate on \$108,000. He stated that SCRCOG will be moving the funds to the State Treasurer's Investment Fund (STIF) account which currently offers 4.5% interest.

**5. Other Business**

Executive Director Amento stated he would lead a tour of the proposed new office space after the conclusion of the meeting.

**6. Adjournment**

First Selectman Cofrancesco moved to adjourn. Mayor Garrett seconded. The meeting was adjourned at 9:25 a.m.

Respectfully submitted,  
First Selectwoman Peggy Lyons, *Secretary*



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Carl J. Amento, Executive Director

***Resolution Authorizing Executive Director to Execute Renewal of Lease  
with Candid Group, LLC.***

**Whereas:** SCRCOG entered into a Lease with Candid Group, LLC, dated October 3, 1995, for 4,928 square feet on the fourth floor of the west building located at 127 Washington Avenue, North Haven, CT (the “Premises”);

**Whereas:** SCRCOG has renewed the Lease five times, with each renewal lasting a period of five years (July 2000, June 2005, May 2010, November 2015, and November 2020);

**Whereas:** SCRCOG desires to expand the size of the Premises to 7,614 square feet and to extend the term of the Lease; and

**Whereas:** SCRCOG’s Executive Director has negotiated a Fifth Addendum to the Lease (attached), commencing December 1, 2023 and ending November 30, 2029.

**Therefore, be it Resolved:**

That the Executive Director, Carl Amento, is hereby authorized to execute all appropriate and necessary contractual instruments with Candid Group, LLC. to expand the size of the Premises to 7,614 square feet and to extend the term of the Lease to November 30, 2029.

**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 August 23, 2023.

Date: August 23, 2023

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

**FIFTH ADDENDUM TO LEASE**

THIS FIFTH ADDENDUM TO LEASE (“Amendment”) is hereby entered into as of this \_\_\_ day of August, 2023 by and between **CANDID GROUP, LLC**, having an office at 110 Washington Avenue, 4th Floor, North Haven, CT 06473 (“Landlord”) and **SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**, having a principal place of business at 127 Washington Avenue, West, 4th Floor, North Haven, Connecticut 06473 (“Tenant”).

W I T N E S E T H:

**WHEREAS**, Landlord and Tenant are parties to a certain Lease dated October 3, 1995, a First Addendum to Lease dated July 2000, and a Second Addendum To Lease dated June 23, 2005 and a Third Addendum To Lease dated May 28, 2010, a Fourth Addendum To Lease dated November 18, 2015 and a certain extension letter dated July 30, 2020 (collectively, the “Lease”), respecting the premises described in the Lease containing approximately 4,928 square feet on the 4<sup>th</sup> Floor of the West building located at 127 Washington Avenue, North Haven, Connecticut (the “Premises”); and

**WHEREAS**, Tenant desires to extend the Term of the Lease and expand the size of the Premises and Landlord and Tenant agree to amend the Lease accordingly on the following terms and conditions.

**NOW, THEREFORE**, in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, Landlord and Tenant hereby agree as follows:

1. **TERM:** The Term of the Lease is hereby extended so that the same shall now end on **November 30, 2029**. Paragraph 3 of the Lease is hereby amended accordingly.
  
2. **PREMISES:** As of the Completion Date (as hereinafter defined) the size of the Premises shall be increased by **2,686** rentable square feet from the existing **4,928** rentable square feet so that the total rentable square footage of the Premises shall equal **7,614** rentable square feet as outlined on the drawing dated **July 13, 2023** and attached hereto as Exhibit A. Paragraph 1 of the Lease is hereby amended accordingly.
  
3. **LANDLORD’S WORK:** Landlord shall use commercially reasonable efforts to substantially complete in all material respects except for “punch-list items” so-called, the Tenant improvements described on Exhibit B attached hereto (collectively, the “Landlord’s Work”) on or before **December 1, 2023**, subject to force majeure (the “Completion Date”). The Landlord’s Work shall be completed in a first class and workmanlike manner, and in compliance with all applicable laws. Tenant hereby acknowledges and agrees that Landlord’s Work within the existing Premises and the new area shall be performed during normal business hours and Landlord shall not be liable to Tenant for any disturbance or interruption due to the performance of Landlord’s Work.

4. **RENT:** The revised monthly Base Minimum Rent is modified as set forth in the table below.

<u>Lease Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
12/1/2023 through 11/30/2024	\$178,929.00	\$14,910.75
12/1/2024 through 11/30/2025	\$184,296.87	\$15,358.07
12/1/2025 through 11/30/2026	\$189,825.78	\$15,818.81
12/1/2026 through 11/30/2027	\$195,520.55	\$16,293.38
12/1/2027 through 11/30/2028	\$201,386.17	\$16,782.18
12/1/2028 through 11/30/2029	\$207,427.75	\$17,285.65

Paragraph 5 of the Lease is hereby amended accordingly.

5. **RENEWAL OPTION:** Paragraph 23 of the Lease is hereby deleted in its entirety and the following is substituted in its place and stead:

“23. RENEWAL OPTION: Provided that Lessee is not then in default under the terms of the Lease, Lessee shall have the option to extend the term of the Lease for **two (2)** additional periods of **five (5) years** each. Lessee must exercise the right to extend the term, if at all, by written notice to Landlord by no later than **twelve (12) months** prior to the expiration date of the term (as the same may be extended), **TIME BEING OF THE ESSENCE**. Each extended term shall be on the same terms and conditions of the Lease, but for the provisions of this Paragraph 23 and the rent payable during such period. Said rental rate for each year of each such extension period shall be based on the rental rate of the immediately preceding lease year plus a **three percent (3%)** annual rental increase. In the event that the Tenant fails to provide the notice as aforesaid, then the options shall be deemed null and void and of no further force and effect and this Lease shall, unless sooner terminated, terminate on the original expiration date of the Term, as the same may have been extended hereunder.”

6. It is mutually agreed that all covenants, conditions and agreements set forth in the Lease (as hereby amended) shall remain binding upon the parties and inure to the benefit of the parties hereto and their respective successors and assigns.

7. Except as modified hereby, all other terms and conditions of the Lease shall remain unchanged and in full force and effect and are hereby ratified and confirmed by the parties hereto.

8. Except as otherwise expressly provided herein, all defined terms shall have the meanings ascribed to them in the Lease.

9. Any inconsistencies or conflicts between the terms and provisions of the Lease and the terms and provisions of this Amendment shall be resolved in favor of the terms and provisions of this Amendment.

10. This Amendment shall not be modified except in writing signed by both parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment on the date indicated above.

Landlord:  
**CANDID GROUP, LLC**

By: \_\_\_\_\_  
Name: Stephen C. Longobardi  
Title: Manager  
Duly Authorized  
Date: 8/\_\_/2023

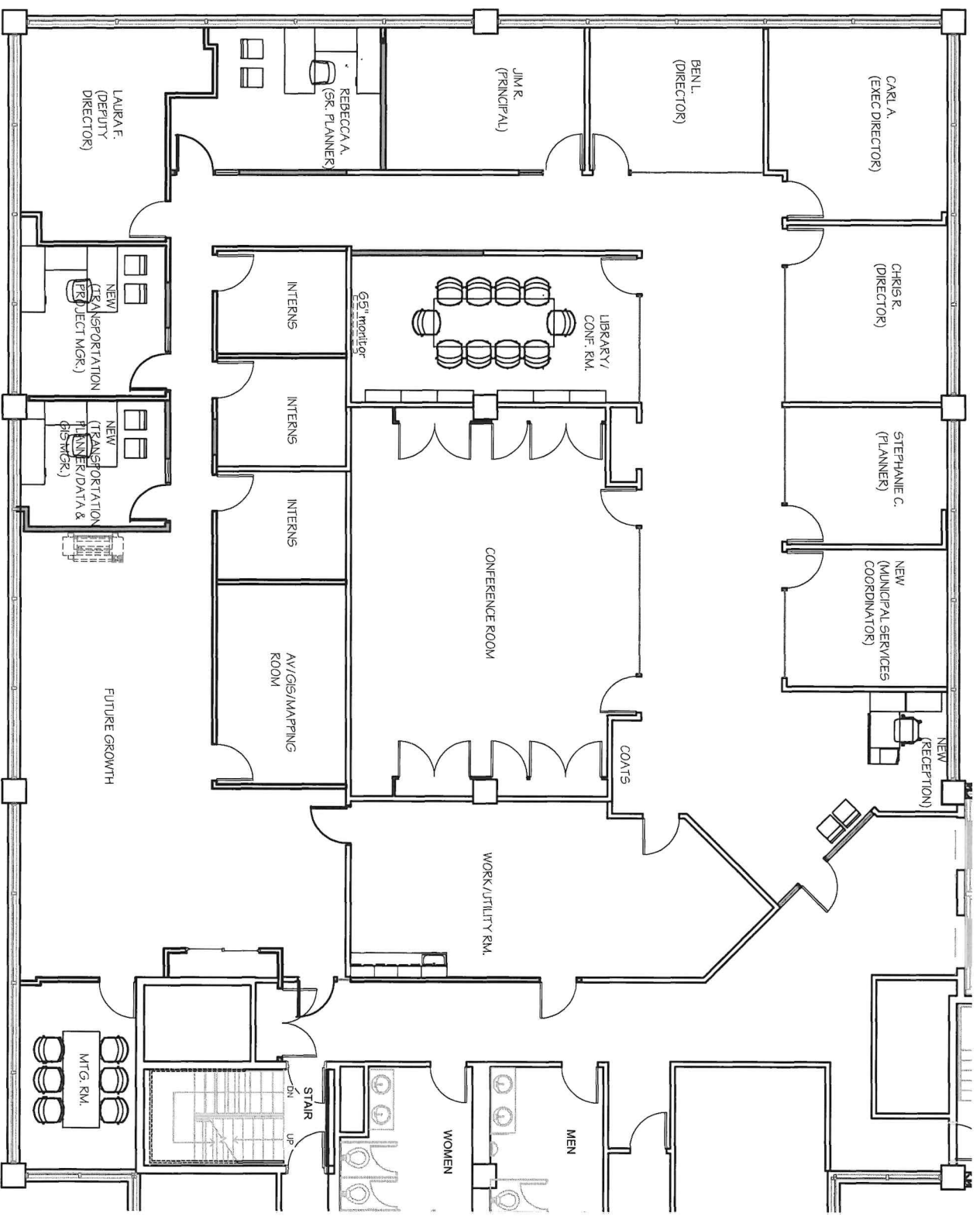
Tenant:  
**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_  
Name: Carl J. Amento  
Title: Executive Director  
Duly Authorized  
Date: 8/\_\_/2023

**Exhibit A**

See attached plan dated **July 13, 2023**.





SCRCOG 127 Washington Ave, North Haven, Office Renovations CONCEPT B scale: 1/8" = 1'-0" 13 July 2023 #23030

## **Exhibit B**

AS IS WHERE IS, per drawing dated **July 13, 2023** (“the Drawing”).

Landlord shall:

- (1) Reconfigure offices adjacent to existing conference room within original leased space into another smaller conference room as shown on the Drawing. Such new smaller conference room in the original leased space shall have a lighting dimmer switch;
- (2) Create a hallway and an access opening between the existing office space and the new office space alongside the new small conference room as shown on the Drawing;
- (3) Reconfigure three offices in the new office space as shown on the Drawing. The large room in the new space shall have a lighting dimmer switch;
- (4) Add one additional office at external south wall adjacent to existing offices in new office space as shown on the Drawing;
- (5) Add access opening from existing work room to the new office space as shown on the Drawing;
- (6) Add doorways and doors and glass or partial glass walls, as appropriate, to existing and new offices in the new office space and to the new small conference room in the existing office space;
- (7) Paint and recarpet the new office space;
- (8) Connect internet cabling and extend alarm system from existing space to new office space;
- (9) Retrofit external door to new office space so that it is an ‘exit only’ doorway; and
- (10) Install electronic access to the main entrance door of the existing space.

## ***FY 2023-24 Budget Revision #2***

*This revision updates the FY 2023-24 budget to incorporate the increased office rent expense, brings in revenue from the SCRCOG Reserves for new office furniture, and adjusts the expenses associated with the three new staff positions as the original budget projected all positions being filled as of July 1. The new anticipated start times are as follows.*

### **September**

*Transportation Planner – GIS/Data Manager*

### **October**

*Transportation Project Manager*

*Municipal Services Coordinator*

## **Revenue**

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Budget Revision #2 adds \$25,000 of revenue from the SCRCOG Reserves (Fund Balance) to the adopted FY 2023-24 budget.

## **Expenses**

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Budget Revision #2 includes the following changes. As a result of these changes, the projected overhead rate increases from 1.3550 to 1.4473. This is still below the maximum reimbursable overhead rate set by CTDOT (1.5000).

- Salaries decrease by \$39,408
  - Salaries reduced to reflect the new anticipated start times for the three positions.
- Benefits decrease by \$22,280
  - Reductions in payroll and health insurance expenses related to the three positions.
- Rent increases by \$36,000
  - To reflect the new lease for the expanded office space.
- General Office Expenses decrease by \$2,515
  - This is a result of the increased overhead rate and balances the budget.
- Other Consultants increase by \$16,400
  - These are Regional Services Grant funds that are made available for re-programming due to the reduction in the Municipal Services Coordinator's hours.
- Office Equipment and Furniture increases by \$25,000
  - New office furniture will be purchased using up to \$25,000 from the SCRCOG Reserves (Fund Balance).
- Project Contingencies
  - The Transportation, LOTCIP, SMM Grant, and CPRG contingency line-items have been adjusted to account for the increased overhead rate and/or reductions in staff labor.

Actual line-item revisions are on the following page, followed by a resolution authorizing Budget Revision #2.

**FY 2023-24 Budget Revision # 2**

<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
Fund Balance	-	25,000	25,000
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)	948,502		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>4,878,557</b>	<b>25,000</b>	<b>4,903,557</b>

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	850,806	(39,408)	811,398
Benefits	438,744	(22,280)	416,464
Travel	9,500		9,500
Computer Supplies & Software	53,800		53,800
Rent	116,900	36,000	152,900
General Office Expenses	106,101	(2,515)	103,586
Transportation Consultants	1,309,658		1,309,658
Other Consultants	785,376	16,400	801,776
Passthrough Grants	155,105		155,105
Office Equipment and Furniture	-	25,000	25,000
Contingency	-		-
Transportation - Reserved	120,828	16,543	137,371
LOTICIP - Reserved	128,737	(689)	128,048
CT DECD (EDA Grant) - Reserved	36,714		36,714
SMM Grant - Reserved	17,168	(699)	16,469
CPRG - Reserved	749,119	(3,352)	745,768
<b>Total</b>	<b>4,878,557</b>	<b>25,000</b>	<b>4,903,557</b>



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Carl J. Amento, Executive Director

***Resolution***

**South Central Regional Council of Governments  
Fiscal Year 2023-24 - Budget Revision # 2**

- Whereas: The South Central Regional Council of Governments (SCRCOG) adopted an operating budget for FY 2023-24 on May 24, 2023;
- Whereas: SCRCOG adopted Budget Revision #1 on June 28, 2023;
- Whereas: SCRCOG will be executing a renewal of the Lease with Candid Group, LLC that will increase the square footage of the leased office space;
- Whereas: SCRCOG will utilize up to \$25,000 from the SCRCOG Reserves (Fund Balance) to furnish the additional office space; and
- Whereas: The FY 2023-24 Budget has been adjusted to reflect the fact that the three new staff positions were not filled on July 1 as originally anticipated.

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

That Fiscal Year 2023-24 Budget Revision # 2, which incorporates the increased office rent expense, brings in revenue from the SCRCOG Reserves for new office furniture (up to \$25,000) and adjusts the expenses associated with the three new staff positions, 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 August 23, 2023.

Date: August 23, 2023

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

**FY 2023-2024 REGIONAL SERVICES GRANT (RSG) SPENDING PLAN  
PROPOSED Amendment #1  
August 16, 2023**

**Source of Project Funding:**

CT OPM Regional Services Grant (RSG)	\$948,502
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**FY 2023-24 Budget**

Line Item	Original	Change	Revised
1. Staff Labor and Expenses	\$390,752	-\$16,400	\$374,352
2. GIS Consultant	\$13,000		\$13,000
3. UConn MPA Interns	\$17,250		\$17,250
4. Capitol Region Purchasing Council Dues	\$7,500		\$7,500
5. Recreational Trails Update	\$30,000		\$30,000
6. UMass Data Dashboard	\$30,000		\$30,000
7. UVermont Regional Tree Canopy Mapping	\$30,000		\$30,000
8. Municipal Services Consultants	\$430,000	\$16,400	\$446,400
<b>Total</b>	<b>\$948,502</b>	<b>0</b>	<b>\$948,502</b>

**Details of Municipal Services Consultants (#8 above)**

<b>8a. Affordable Housing Part 1</b>	
Consultant: David Fink (continuing)	\$40,000
<i>SCRCOG will continue offering guest speakers, presentations, workshops and discussions for its Regional Housing Working Group and will dedicate additional time and more specific resources to municipal staff to further their housing goals. This year we will also offer bus tours of successful developments.</i>	

<b>8b. Affordable Housing Part 2</b>	
Consultant: Benjamin Fink (continuing)	\$60,000
<i>SCRCOG will continue to assist its member municipalities in the facilitation/promotion of resident education/communication through community-wide education programs and trainings. This year an additional \$15,000 will be set aside for the training and development of citizen outreach specialists allowing for expansion of the scope of this work</i>	

<b>8c. Affordable Housing Part 3</b>	
Consultant: To be selected by RFP/RFQ process	\$60,000
<i>SCRCOG staff will work with an affordable housing expert consulting firm to update and enhance its Draft Regional Affordable Housing Plan and will develop an Action Plan for assisting with the implementation of the region's 8-30j Local Affordable Housing Plans.</i>	

<b>8d. Municipal Grants</b>	
Municipal Grants Consultants: Juliet Burdelski/Renata Bertotti (continuing)	\$85,000
<i>SCRCOG will continue providing grants assistance to its member municipalities in two Grants programs: (1) Offering training and workshops to the Regional Grants Working Group; and (2) researching and informing member municipalities of relevant grants opportunities. In addition, the grants consultants will provide individualized grants assistance to SCRCOG member municipalities, with a pool of funds set aside for more dedicated attention to individualized municipal grants assistance.</i>	

<b>8e. Solid Waste &amp; Recycling, Food Waste Diversion and Municipal Composting</b>	
Consultant: Pam Roach (continuing)	\$65,000
<i>SCRCOG will continue offering guest speakers, presentations, workshops, resources and discussions for its Regional Solid Waste &amp; Recycling Working Groups. SCRCOG will also assist its member municipalities in the facilitation/promotion of resident education/communication through community-wide education programs and trainings, as well as the production of educational materials. SCRCOG will also provide individualized assistance to member municipalities in researching grant opportunities and assisting in applying for such grants. Finally, SCRCOG will provide assistance in municipal efforts to individually and collaboratively pursue new programs of glass and plastics recycling, and food waste diversion, as well as the conversion of existing municipal leaf and brush piles to use as composting facilities with the addition of food waste diversion.</i>	

<b>8f. Information Technology/ Cybersecurity</b>	
Consultant: Novus Insight (continuing)	\$45,000
<i>SCRCOG will continue offering guest speakers, presentations, workshops, resources, trainings and discussion of its Regional IT/Cybersecurity Working Group. One focus will be on policies and practices which will allow municipalities to obtain cyberinsurance coverage at reasonable rates of premium. Another focus will be on obtaining free or low-cost resources from federal and state government. In addition, SCRCOG will offer quarterly tabletop exercises for SCRCOG municipalities. Finally, \$10,000 of the total funding will be dedicated to purchasing additional cyberawareness training for SCRCOG municipal members' employees. Currently, 2000 municipal employees are involved in the year-long training.</i>	

<b>8g. Purchasing</b>	
Consultant: To be selected by RFP/RFQ process (revised)	\$33,200 (originally \$40,000)
<i>SCRCOG provided this program for its municipalities in FY 2021-2022 during which time it created a Regional Purchasing Working Group, established rules and procedures for a Regional Purchasing Consortium, developed two consortium bids for on-call engineers and on-call architects. SCRCOG also provided group and individualized training for the several municipalities that lacked a Purchasing Agent or had a new Purchasing Agent. The program wasn't offered in FY 2022-2023. In FY 2023-2024, SCRCOG would like to revive the Regional Purchasing Working Group and its training and discussion sessions as well as having the Purchasing Consortium offer several new regional bids as requested by SCRCOG's municipalities</i>	

<b>8h. Risk Management</b>	
Consultant: To be selected by RFP/RFQ process	\$28,200 (originally \$35,000)
<p><i>Because the majority of SCRCOG municipalities do not have a dedicated Risk Manager position, SCRCOG would like to hire an expert consultant and to organize a Regional Risk Management Working Group to provide best practices, resources, and training to its member municipalities in the areas of risk identification and assessment, safety, insurance coverage and claims management, and employee training and workplace culture.</i></p>	

<b>8i. Economic Development (New)</b>	
Consultant: REX Development	\$30,000 (new)
<p><i>In collaboration with the South-Central Regional Council of Governments, Rex Development will offer free on-call economic development services under the Municipal Services Program. These services will provide peer-to-peer coaching or direct service based on the market and organizational needs of the community. Such services will include:</i></p> <p><i>On-Call Staff Coverage (When staff is absent due to attrition or your staff is temporarily away or unavailable, the program will provide limited in-house coverage); Economic Development Training; Economic Development Consulting; Workforce Development; Resources; and Peer Review of Documents and the Local Economic Development Processes</i></p>	