



**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, November 15, 2023 – 9:00 A.M.**

**Location: 127 Washington Avenue, 4<sup>th</sup> Floor West  
North Haven, CT 06473**

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

**Office Location: 127 Washington Avenue, 4<sup>th</sup> Floor West, North Haven, CT 06473**

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

Meeting ID: 841 1902 8074

**Full agenda materials can be found at our website – [www.scrcog.org](http://www.scrcog.org)**

1. Call to order – *First Selectman Jim Zeoli, Chair*
2. Adopt Minutes of October 25, 2023 Executive Committee Meeting Pages 2,3  
– *First Selectman Paula Cofrancesco, Secretary*
3. Review and Accept Audit Report for FY 2022- 2023– *Brian Borgerson, CPA of Bailey, Moore, Glazer, Schaefer & Proto LLP; Carl Amento, Executive Director; and Christopher Rappa, Finance Director* Attached
4. SCRCOG Budget Revision #4 FY 23 Pages 4-6
5. RSG Spending Plan Revision #3 Pages 7-9
6. Discussion and Recommendation of Preliminary Dues for FY 2024-2025 Pages 10,11
7. Regional Cooperation/Other Business
8. Adjournment

The agenda and attachments for this meeting are available on our website at [www.scrcog.org](http://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”.*



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**TO: SCRCOG Executive Committee Members**  
**FROM: First Selectwoman Peggy Lyons, Secretary**  
**DATE: November 9, 2023**  
**SUBJECT: SCRCOG Executive Committee Meeting Minutes of October 25, 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, *Chair*  
Wallingford Mayor William Dickinson, Jr.

SCRCOG Staff Carl Amento, Laura Francis, Joan Paglinco

Guests: Joseline Tlacomulco, *City of New Haven*

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

**1. Call to order**

Chairman Zeoli called the meeting to order at 9:08 a.m. Chairman Zeoli also explained that today's meeting was noticed as a Special Meeting due to an error in the adopted calendar distributed last November.

**2. Adopt Minutes of September 27, 2023, SCRCOG Executive Committee Meeting**

Chairman Zeoli presented the Minutes of the SCRCOG Executive Committee meeting of September 27, 2023, which were included in the agenda packet on pages 2-3. First Selectwoman Lyons moved for their approval. First Selectman Cofrancesco seconded the motion, which passed with all in favor.

**3. Resolution Authorizing the Executive Director to Apply for and Accept FY 2024 Highway Safety Specialist Pilot Program Grant**

Chairman Zeoli referred to pages 4 -15 and noted this was previously discussed by the Executive Committee with Deputy Director Francis. First Selectman Cofrancesco made a motion to approve. Mayor Garrett seconded the motion. The motion passed unanimously.

**4. Approval of Salary Adjustment for New Hire: Transportation Project Manager**

Deputy Director Francis explained the position was listed at \$61,000 in the SCRCOG Budget and was advertised at \$60,000. The selected candidate has previous experience in a CT COG and currently works in another planning organization. SCRCOG would like to offer \$65,000 due to the candidate's qualifications and experience, which is allowable within the approve UPWP and the existing budget. A motion was made by First Selectman Cofrancesco and seconded by Mayor Garrett. The motion passed unanimously.

**5. Other Business**

None.

**6. Adjournment**

First Selectman Cofrancesco moved to adjourn. Mayor Garrett seconded. The meeting was adjourned at 9:12 a.m.

Respectfully submitted,  
First Selectwoman Peggy Lyons, *Secretary*

## ***FY 2023-24 Budget Revision #4***

*This revision updates the FY 2023-24 budget to incorporate the Regional Highway Safety Grant.*

### **Revenue**

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Budget Revision #4 adds \$170,727 of revenue from the Regional Highway Safety Grant to the adopted FY 2023-24 budget, broken down as follows.

- \$169,718 of U.S. DOT – Highway Safety
- \$1,009 of Fund Balance
  - It is anticipated that the Highway Safety Grant will not reimburse the full overhead rate. This is the estimated amount of Fund Balance that will be required to cover the overhead associated with the Highway Safety Grant.

### **Expenses**

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Budget Revision #4 includes the following changes. This revision reduces the projected overhead rate from 1.4078 to 1.3844.

- Salaries increase by \$34,616.
  - The Highway Safety Specialist’s budgeted salary is \$60,000. This is the expected amount to be paid during this fiscal year.
- Benefits increase by 22,733.
  - Payroll taxes and benefits associated with the Highway Safety Specialist.
- Travel increases by \$3,000.
  - Travel associated with the Highway Safety Specialist.
- Computer Supplies & Software increases by \$1,500.
  - Computer equipment for the Highway Safety Specialist.
- General Office Expenses increase by \$8,829
  - Materials and supplies related to the Highway Safety Grant.
- Other Consultants increase by \$3,000.
  - This consists of Regional Service Grant (RSG) funds that are made available due to the decrease in the projected overhead rate. A future update to the RSG Spending Plan will re-program these funds.
- Project Contingencies
  - The Transportation, LOTCIP, SMM Grant, and CPRG contingency line-items have been adjusted to account for the decrease in the projected overhead rate.

Actual line-item revisions are on the following page, followed by a resolution authorizing Budget Revision #4.

**FY 2023-24 Budget Revision # 4**

<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
Municipal Contribution - Special Projects	175,000		175,000
Fund Balance	25,000	1,009	26,009
Committed 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
U.S. DOT - Highway Safety	-	169,718	169,718
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 OPM - RPIP (Cybersecurity)	2,220,066		2,220,066
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>7,298,623</b>	<b>170,727</b>	<b>7,469,350</b>

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	829,398	34,616	864,014
Benefits	418,183	22,733	440,916
Travel	9,500	3,000	12,500
Computer Supplies & Software	53,800	1,500	55,300
Rent	152,900		152,900
General Office Expenses	104,648	8,829	113,477
Transportation Consultants	1,309,658		1,309,658
Other Consultants	1,114,157	3,000	1,117,157
Passthrough Grants	155,105		155,105
Office Equipment and Furniture	25,000		25,000
Contingency	-		-
Transportation - Reserved	152,181	26,096	178,277
LOTICIP - Reserved	128,343	174	128,517
Highway Safety - Reserved	-	69,754	69,754
CT DECD (EDA Grant) - Reserved	36,714		36,714
SMM Grant - Reserved	16,769	176	16,945
CPRG - Reserved	747,202	847	748,049
RPIP (Cybersecurity) - Reserved	2,045,066		2,045,066
<b>Total</b>	<b>7,298,623</b>	<b>170,727</b>	<b>7,469,350</b>



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***Resolution***

**South Central Regional Council of Governments**

**Fiscal Year 2023-24 - Budget Revision # 4**

- 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 adopted Budget Revision #2 on August 23, 2023;
- Whereas: SCRCOG adopted Budget Revision #3 on September 27, 2023;
- Whereas: SCRCOG has been awarded a \$169,718 Regional Highway Safety Grant from the CT Department of Transportation;
- Whereas: SCRCOG staff estimates that \$1,703 of Fund Balance will be required to cover a portion of the overhead costs associated with the Highway Safety Grant; and
- Whereas: SCRCOG has identified SCRCOG office cybersecurity services as an important initiative to undertake during the current fiscal year (an indirect expense of \$12,000).

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

That Fiscal Year 2023-24 Budget Revision # 4, which incorporates the Regional Highway Safety Grant and an indirect expense related to SCRCOG office cybersecurity services, 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 November 15, 2023.

Date: November 15, 2023

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

**FY 2023-2024 REGIONAL SERVICES GRANT (RSG) SPENDING PLAN  
Amendment #3  
November 15, 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	\$411,971		\$411,971
2. GIS Consultant	\$13,000		\$13,000
3. UConn MPA Intern	\$17,250		\$17,250
4. Capitol Region Purchasing Council Dues	\$7,500		\$7,500
5. Recreational Trails Update	\$30,000		\$30,000
6. Data Dashboard (DataHaven)	\$40,000		\$40,000
7. UVermont Regional Tree Canopy Mapping	\$36,200		\$36,200
8. Municipal Services Consultants	\$392,581		\$392,581
<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)	\$28,905 (previously \$20,500)
<i>SCRCOG will continue offering cyberawareness training for SCRCOG municipal members' employees. Currently, 2050 municipal employees are involved in the year-long training. The emphasis for the coming year and beyond will be on implementation of the OPM Regional Performance Incentive Program (RPIP) grant for Regional Cybersecurity Assessment and Protection.</i>	

<b>8g. Purchasing</b>	
Consultant: To be selected by RFP/RFQ process	\$23,676 (previously \$20,000)
<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 new regional bids as requested by SCRCOG's municipalities</i>	

<b>8h. Risk Management</b>	
Consultant: To be selected by RFP/RFQ process	\$12,081
<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</i>	



*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.*

**8h. Economic Development**

Consultant: REX Development	\$30,000
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*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:*

*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*

***Proposed Fiscal Year 2024-25 SCRCOG Municipal Dues  
Preliminary for Municipal Budgeting Purposes***

The Preliminary *Municipal Dues* schedule is prepared as a budget indicator to assist local officials in the development of municipal budgets. Dues assessed to SCRCOG municipalities are based on a per capita rate and are rounded to the nearest \$100.

Final dues are approved by resolution of the full SCRCOG Board in conjunction with the *FY 2024-25 Operating Budget*.

***Option 1 – No Increase***

Option 1 for FY 2024-25 is no increase in the per capita rate (\$0.42). However, there will be adjustments due to shifts in population. SCRCOG By-Laws prescribe the use of the most current set of Connecticut Department of Health Services’ municipal population estimates (July 1, 2022). All municipalities lost population, except for Milford, New Haven, Orange, and Woodbridge.

SCRCOG is in the middle of the two-year Unified Planning Work Program (UPWP) 2-year cycle. The dues increase that was approved in FY 2023-2024 covers the local match for federal transportation funding, therefore Option 1 is viable.

<b><i>Municipality</i></b>	<b><i>FY 2023-24 Dues</i></b>		<b><i>FY 2024-25 Dues</i></b>	
	<b><i>Per Capita (rounded to \$100)</i></b>		<b><i>Per Capita (rounded to \$100)</i></b>	
	<b><i>Population <sup>(1)</sup></i></b>	<b><i>0.42</i></b>	<b><i>Population <sup>(2)</sup></i></b>	<b><i>0.42</i></b>
<i>Bethany</i>	5,288	2,200	5,277	2,200
<i>Branford</i>	28,176	11,800	28,148	11,800
<i>East Haven</i>	27,804	11,700	27,682	11,600
<i>Guilford</i>	22,031	9,300	22,019	9,200
<i>Hamden</i>	60,923	25,600	60,809	25,500
<i>Madison</i>	17,619	7,400	17,565	7,400
<i>Meriden</i>	60,517	25,400	60,242	25,300
<i>Milford</i>	52,390	22,000	52,679	22,100
<i>New Haven</i>	135,081	56,700	138,915	58,300
<i>North Branford</i>	13,498	5,700	13,464	5,700
<i>North Haven</i>	24,169	10,200	24,114	10,100
<i>Orange</i>	14,246	6,000	14,258	6,000
<i>Wallingford</i>	44,194	18,600	44,017	18,500
<i>West Haven</i>	55,294	23,200	55,004	23,100
<i>Woodbridge</i>	9,045	3,800	9,051	3,800
<b><i>Total</i></b>	<b>570,275</b>	<b>239,600</b>	<b>573,244</b>	<b>240,600</b>

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

(2) State of Connecticut, Department of Public Health, Estimated Population in Connecticut Towns As of July 1, 2022.

***Proposed Fiscal Year 2024-25 SCRCOG Municipal Dues  
Preliminary for Municipal Budgeting Purposes***

***Option 2 – One Cent Increase***

Option 2 – Proposes a \$.01 increase. A \$.01 increase would yield an additional \$6,000. This would create a contingency fund for unforeseen expenses and/or unforeseen opportunities. Use of the contingency fund would require board approval. If the contingency fund was not appropriated, it could replenish a portion of the funds taken from reserves for furniture and equipment related to the office expansion.

<b><i>Municipality</i></b>	<b><i>FY 2023-24 Dues</i></b>		<b><i>FY 2024-25 Dues</i></b>	
	<b><i>Per Capita (rounded to \$100)</i></b>		<b><i>Per Capita (rounded to \$100)</i></b>	
	<b><i>Population <sup>(1)</sup></i></b>	<b><i>0.42</i></b>	<b><i>Population <sup>(2)</sup></i></b>	<b><i>0.43</i></b>
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