



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

Meeting Notice & Agenda
Executive Committee
Wednesday March 27, 2024 – 9:00 A.M.

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

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

Join Zoom Meeting: <https://us02web.zoom.us/j/81514830649>

Meeting ID: 815 1483 0649

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|----|--|-------------|
| 1 | Call to Order | |
| 2 | Adopt Minutes of January 24, 2024 Executive Committee Meeting | Pages 2, 3 |
| 3 | FY 2023-24 Regional Services Grant (RSG) Spending Plan Revision #4 (recommendation to Board) | Pages 4-6 |
| 4 | Resolution Authorizing the Executive Director to enter into an agreement for Replica Data Platform Subscription (recommendation to Board) | Pages 7,8 |
| 5 | FY 2023-24 Budget Revision #5 (recommendation to Board) | Pages 9-11 |
| 6 | Review of Preliminary FY 2024-25 Regional Services Grant (RSG) Spending Plan (recommendation to Board) | Pages 12-14 |
| 7 | Resolution Authorizing the Executive Director to Negotiate and Sign a Consultant Agreement with RKG Associates, Inc. regarding the Regional Affordable Housing Plan Update (recommendation to Board) | Page 15 |
| 8 | Approval of Auditor for FY 2023-24 SCRCOG Financial Statements (motion) | Page 16 |
| 9 | Regional Cooperation/Other Business | |
| 10 | Adjournment | |

The agenda and attachments for this meeting are available on our website at www.scrco.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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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**
FROM: **First Selectwoman Peggy Lyons, Secretary**
DATE: **January 25, 2024**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of January 24, 2024**

Present

Bethany	First Selectman Paula Cofrancesco, <i>Vice Chair</i>
Guilford	First Selectman Matthew Hoey
Hamden	Mayor Lauren Garrett, <i>Treasurer</i>
Madison	First Selectman Peggy Lyons
New Haven	Mayor Justin Elicker
Orange	First Selectman James Zeoli, <i>Chair</i>

SCRCOG Staff Carl Amento, Laura Francis, Rebecca Andreucci, Christopher Rappa, Joan Paglinco

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

1. Call to order

Chairman Zeoli called the meeting to order at 9:12 a.m.

2. Adopt Minutes of November 15, 2023, SCRCOG Executive Committee Meeting

Chairman Zeoli presented the Minutes of the SCRCOG Executive Committee meeting of November 15, 2023 which were included in the agenda packet at pages 2-3. First Selectwoman Cofrancesco noted on item 8 the misspelling of First Selectwoman Lyons' last name, which should be corrected. First Selectwoman Lyons moved for their approval as corrected. Mayor Garrett seconded the motion, which passed with all in favor.

3. Approval of Salary Adjustment for New Hire: Transportation Planner/GIS and Data Manager (motion)

The Executive Committee recommended the salary adjustments for Board approval. First Selectwoman Lyons made the motion. First Selectman Hoey seconded the motion, which passed with all in favor.

4. Discussion and Action on Transition Plan after Recent Staff Departures

Executive Director Amento referred to the attached documents, which proposed a transition plan to cover the Regional Planning and Municipal Services programs, in light of the person in the position of Director of Regional Planning and Municipal Services leaving SCRCOG to take a position with the State Department of Housing. The transition plan proposed was to promote and adjust the salary of the Regional Planner to become the Senior Regional Planner, to remove the "Municipal Services" reference from the current job title "Director of Regional Planning and Municipal Services", and to establish and post a new Municipal Services Coordinator or Director and a separate Director of Regional Planning position. This proposed separation of one position into two is needed because of the increased workload of each program caused by greater funding through the state (RSG) and by discretionary grants awarded to SCRCOG. First Selectman Hoey made the motion to approve. Mayor Garrett seconded the motion which passed with all in favor.

5. Regional Cooperation/Other Business

None

6. **Adjournment**

Chair Zeoli moved to adjourn. First Selectman Hoey seconded. The meeting was adjourned at 9:43 a.m.

Respectfully submitted,

First Selectwoman Peggy Lyons, *Secretary*

FY 2023-2024 REGIONAL SERVICES GRANT (RSG) SPENDING PLAN
Amendment #4
March 27, 2024

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	-\$1,500	\$410,471
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	-\$20,124	\$9,876
6. Regional Planning Consultant	0	\$5,000	\$5,000
7. Data Dashboard (DataHaven)	\$40,000		\$40,000
8. UVermont Regional Tree Canopy Mapping	\$36,200	-\$36,200	\$0
9. Municipal Services Consultants	\$392,581	-\$33,676	\$358,905
10. SW&R Bus Tour – Glass Recycling	\$0	\$1,500	\$1,500
11. Replica Data Platform Subscription Pilot	\$0	\$50,000	\$50,000
12. SCRCOG Design Guidelines & Logo Refresh	\$0	\$10,000	\$10,000
13. Furniture and Equipment	\$0	\$25,000	\$25,000
Total	\$948,502	0	\$948,502

Details of Municipal Services Consultants (# above)

8a. Affordable Housing Part 1	
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 have also offered bus tours of successful developments.</i>	

8b. Affordable Housing Part 2	
Consultant: Benjamin Fink (continuing)	\$50,000 (previously \$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 \$5,000 will be set aside for Benjamin Fink to lend expertise, as well as coordinate with, the Selected Consultant for the Regional Housing Plan Update (8c). This additional \$5,000 will come out of the originally budgeted \$15,000 set-aside for training and development of citizen outreach specialists, which will no longer be required during this fiscal year.</i>	

8c. Affordable Housing Part 3	
Consultant: 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>	

8d. Municipal Grants	
Municipal Grants Consultants: Juliet Burdelski/Renata Bertotti (continuing)	\$85,000
<i>SCRCOG will continue providing grants assistance to its member municipalities by offering: (1) Grants training and workshops with the Regional Grants Working Group; and (2) Research and information to member municipalities of relevant grants opportunities; and (3) Providing individualized grants assistance to SCRCOG member municipalities, with a pool of funds set aside for more dedicated attention to individualized municipal grants assistance.</i>	

8e. Solid Waste & Recycling, Food Waste Diversion and Composting	
Consultant: Pam Roach (continuing)	\$65,000
<i>SCRCOG will continue offering guest speakers, presentations, workshops, resources and discussions for its Regional Solid Waste & 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>	

8f. Information Technology/ Cybersecurity	
Consultant: Novus Insight (continuing)	\$28,905
<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>	

8g. Purchasing	
Consultant: To be selected by RFP/RFQ process	\$23,676
<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>	

8h. Risk Management	
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 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>	

8h. Economic Development	
Consultant: REX Development	\$30,000
<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> <i>On-Call Staff Coverage When municipal staff is absent due to attrition or 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>	



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Carl J. Amento, Executive Director

Resolution

Authorizing the Executive Director to enter into agreement for Replica Data Platform Subscription

Whereas: SCRCOG maintains a Regional Travel Demand Model, and related sociodemographic data, for its member municipalities;

Whereas: Replica offers a subscription service for a regional travel demand model as well as mobility, sociodemographic, economic activity, and land use data;

Whereas: SCRCOG identified this subscription service in Amendment #4 to the Regional Services Grant Spending Plan;

Whereas: SCRCOG adheres to the procurement procedures outlined in the CTDOT Metropolitan Planning Organization (MPO) Handbook, which are based on the Department of Administrative Services General Letter Number 71; and

Whereas: The use of this vendor is pursuant to the procurement procedures outlined in the CTDOT MPO Handbook.

Now, Therefore, Be It Resolved By the Council of Governments:

That the Executive Director is authorized to negotiate and sign a subscription services agreement with Replica for a regional travel demand model and related datasets.

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 March 27, 2024.

Date: March 27, 2024

By:

Mayor Lauren Garrett, *Secretary*
South Central Regional Council of Governments



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Carl J. Amento, Executive Director

Summary of Replica Subscription Services

Replica is a subscription service that would provide SCRCOG with several key data types for use in future regional planning and transportation planning processes and projects. Some examples of data provided by Replica include:

- Census tract level data (refreshed weekly) of
 - Travel trends
 - Economic activity
 - Demographic trends
- Place-based data
 - Land-use
 - Transportation use
- Travel modeling
 - By origin-destination, mode and purpose, and demographic characteristics
- Analytics dashboards
- Consumer spending
 - By category and aggregated

The subscription also provides SCRCOG with training in the service, technical support, events, and analytical support. The datasets provided would be used to inform planning policy, goals, and decisions and allow SCRCOG to understand the current regional and municipal-level trends as well as forecast and set targets for future development and economic activity.

The specific uses of this subscription include travel demand modeling (which is required for SCRCOG), informing economic development strategies, planning for more accessible transportation, and understanding demographics to inform our policies and projects to improve equitable outcomes.

FY 2023-24 Budget Revision #5

This revision aligns the FY 2023-24 budget with the amended Regional Services Grant Spending Plan.

Revenue

Budget Revision #5 removes \$25,000 of fund balance from the budget. It was originally anticipated that fund balance would be required to purchase Furniture and Equipment for the new office space.

Expenses

Budget Revision #5 includes the following change.

- Other Consultants decreases by \$25,000
 - This aligns the budget with the amended Regional Services Grant Spending Plan, which moved \$25,000 previously associated with consultant-supported work to the Furniture and Equipment line item.

Actual line-item revisions are on the following page, followed by a resolution authorizing Budget Revision #5.

FY 2023-24 Budget Revision # 5

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Municipal Contribution			
Municipal Contribution - Dues	239,600		239,600
Municipal Contribution - Special Projects	175,000		175,000
Fund Balance	26,703	(25,000)	1,703
Committed Fund Balance	33,586		33,586
Transportation Planning			
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
Regional Planning			
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
Regional Hazard Mitigation Plan			
Federal Emergency Management Agency	-		-
Other			
Investment Income	20,000		20,000
Retiree Health Insurance Contribution	6,500		6,500
TOTAL	7,470,044	(25,000)	7,445,044

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	864,014		864,014
Benefits	440,916		440,916
Travel	12,500		12,500
Computer Supplies & Software	55,300		55,300
Rent	152,900		152,900
General Office Expenses	124,953		124,953
Transportation Consultants	1,309,658		1,309,658
Other Consultants	1,114,157	(25,000)	1,089,157
Passthrough Grants	155,105		155,105
Office Equipment and Furniture	25,000		25,000
Contingency	-		-
Transportation - Reserved	171,449		171,449
LOTICP - Reserved	128,379		128,379
Highway Safety - Reserved	69,754		69,754
CT DECD (EDA Grant) - Reserved	36,714		36,714
SMM Grant - Reserved	16,805		16,805
CPRG - Reserved	747,375		747,375
RPIP (Cybersecurity) - Reserved	2,045,066		2,045,066
Total	7,470,044	(25,000)	7,445,044



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Carl J. Amento, Executive Director

Resolution

South Central Regional Council of Governments

Fiscal Year 2023-24 - Budget Revision # 5

- 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 adopted Budget Revision #4 on November 15, 2023;
- Whereas: SCRCOG adopted Budget Revision #5 on March 27, 2024; and
- Whereas: SCRCOG amended the Regional Services Grant Spending Plan on March 27, 2024.

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

That Fiscal Year 2023-24 Budget Revision #5, which aligns the budget with the amended Regional Services Grant Spending Plan, 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 March 27, 2024.

Date: March 27, 2024

By:

Mayor Lauren Garrett, *Secretary*
South Central Regional Council of Governments

FY 2024-2025 REGIONAL SERVICES GRANT (RSG) SPENDING PLAN
Preliminary Draft
March 27, 2024

Source of Project Funding:

CT OPM Regional Services Grant (RSG)	\$948,502
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FY 2024-25 Budget

Line Item	Budget
1. Staff Labor and Expenses	\$454,252
2. GIS Consultant	\$13,000
3. UConn MPA Intern	\$17,250
4. Capitol Region Purchasing Council Dues	\$7,500
5. Regional Planning Consultants	\$156,500
6. Municipal Services Consultants	\$300,000
Total	\$948,502

Details of Regional Planning Consultants (#5 above)

5a. Affordable Housing Part 1	
Consultant: David Fink (continuing)	\$41,500
<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 interacting with municipal staff to further their housing goals. This year we will also offer bus tours of successful developments.</i>	

5b. Affordable Housing Part 2	
Consultant: Benjamin Fink (continuing)	\$48,000
<i>SCRCOG will continue to assist its member municipalities in the facilitation/promotion of resident education/communication through community-wide education programs and trainings.</i>	

5c. Regional Data Dashboard	
Consultant: UMass Center for Economic Development (CED)	\$30,000
<i>CED in conjunction with SCRCOG staff will develop a web-based Data dashboard with interactive features with graphing/mapping capabilities useful to the region and its municipalities.</i>	

5d. Regional Tree Canopy Mapping	
Consultant: UVM (University of Vermont) Geospatial Analysis Lab	\$37,000
<i>Drawing upon data from the State of CT's spring 2023 flyover, which will not be processed until June 2024, UVM will create a Regional Tree Mapping Study of the SCRCOG Region. The current study will be comparable to the 2018 SCRCOG Regional Tree Mapping Study also developed by CED. SCRCOG will coordinate with the Yale School of the Environment (YSE) sharing our Tree Mapping Study with YSE sharing their NASA-funded Heat Island Study of the region. Both studies will assist municipal and regional planners with determining where the planting of shade trees and other measures could be taken to mitigate extreme heat and its deleterious effect on human health.</i>	

Details of Municipal Services Consultants (#6 above)

6a. Municipal Grants Assistance	
Municipal Grants Consultants: Juliet Burdelski/Renata Bertotti (continuing)	\$85,000
<i>SCRCOG will continue providing grants assistance to its member municipalities by offering: (1) grants training and workshops with the Regional Grants Working Group; and (2) research and information to member municipalities of relevant municipal grants opportunities; and (3) providing individualized grants assistance to SCRCOG member municipalities, utilizing a pool of funds set aside for more dedicated attention to municipal grants assistance with the likelihood of high impact on the region.</i>	

6b. Solid Waste & Recycling, Food Waste Diversion and Composting	
Consultant: Pam Roach (continuing)	\$70,000
<i>SCRCOG will continue offering guest speakers, presentations, workshops, resources and discussions for its Regional Solid Waste & 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>	

6c. Information Technology/ Cybersecurity	
Consultant: Novus Insight (continuing)	\$30,000
<i>SCRCOG will continue offering cyberawareness training for SCRCOG municipal members' employees. Currently, 2010 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 funding for Regional Cybersecurity Assessment and Protection.</i>	

6d. Economic Development	
Consultant: REX Development (continuing)	\$75,000
<p><i>In collaboration with the South-Central Regional Council of Governments, REX Development will offer free on-call economic development services under SCRCOG's 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 municipal 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>	

6e. Regional Energy Initiative	
Consultant: To be Selected	\$40,000
<p><i>The SCRCOG consultant and staff will share resources and best practices with municipal Energy Task Forces to develop programs and take advantage of existing programs that will result in municipal energy efficiency savings and reduction of greenhouse gas emissions.</i></p>	



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Carl J. Amento, Executive Director

Resolution

Authorizing the Executive Director to Negotiate and Sign a Consultant Agreement with RKG Associates, Inc. regarding the Regional Affordable Housing Plan Update

Whereas: A Regional Affordable Housing Plan was drafted in FY 2022 in conjunction with 13 municipal Affordable Housing Section 8-30j Plans; and

Whereas: On June 28, 2023, the SCRCOG Board authorized SCRCOG staff to select a consultant through an RFP process to update and enhance its draft Regional Affordable Housing Plan, which will include an Action Plan to assist member municipalities with the implementation of their 8-30j Affordable Housing Plans; and

Whereas: Requests for proposals were solicited from interested consultants for undertaking the Regional Affordable Housing Plan Update; and

Whereas: After a Consultant Selection Committee review and recommendation process, RKG Associates, Inc. was selected as the Consultant for the project.

Now, Therefore, Be It Resolved By the Council of Governments:

That the Executive Director is authorized to negotiate and sign a consulting services agreement with RKG Associates, Inc. for the Regional Affordable Housing Plan Update.

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 **March 27, 2024**.

Date: March 27, 2024

By: _____
Mayor Lauren Garrett, *Secretary*
South Central Regional Council of Governments



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Executive Committee Agenda Item:
Approve Selection of Auditor for SCRCOG Financial Statements for FY 2023-24

“The Executive Committee shall supervise the annual audit of the books of the Council and employ auditors approved by the state Office of Policy and Management in connection therewith” (SCRCOG By-Laws Article VIII).

SCRCOG issued a Request for Proposals (RFP) for Auditing Services on January 30, 2024. The RFP for Auditing Services was for the fiscal year ending June 30, 2024, with an option exercisable by SCRCOG to audit SCRCOG’s financial statements for each of the two subsequent fiscal years. The requested auditing services also included preparation of the annual 1099 and 1096 tax forms. There was a four-week response window (proposals were due February 29, 2024).

A legal notice was published in the New Haven Register on January 31, 2024. The RFP was also directly sent to nineteen accounting firms. This list was compiled from the Connecticut Society of Certified Public Accountants. One firm submitted questions.

There was one submission in response to the RFP:

- Bailey, Moore, Glazer, Schaefer & Proto, LLP of Woodbridge, CT

Bailey proposes a fixed fee of \$12,500 for Year 1, \$13,000 in Year 2, and \$13,500 in Year 3. In addition to the annual audit, the fee includes the preparation of the annual 1099 and 1096 tax forms (as requested). It also includes “phone calls and questions outside the scope of the normal audit engagement.” Almost all of the work performed will be at the partner level. The partner, Brian S. Borgerson, has performed previous SCRCOG audits. He joined Bailey in July 2022 when his previous firm, Kircaldie, Randall, & McNab, LLC, disbanded.

The firm that submitted questions opted to not submit a proposal, after reviewing the responses, because they felt they could not be competitive based on SCRCOG’s previous audit fees. SCRCOG Staff asked the firm about their anticipated fee proposal and the response was \$35,000 - \$40,000.

After review of the proposal, SCRCOG staff recommends the selection of Bailey, Moore, Glazer, Schaefer & Proto, LLP.