



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 April 24, 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

- | | | |
|---|---|------------|
| 1 | Call to Order | |
| 2 | Adopt Minutes of March 27, 2024, Executive Committee Meeting | Pages 2-4 |
| 3 | FY 2023-24 Budget Revision #6 (recommendation to Board) | Pages 5-7 |
| 4 | Preliminary Review of Proposed SCRCOG FY 2024-25 Budget | |
| 5 | Resolution Authorizing the Executive Director to amend agreement with Brian Miller for FY 2023-24 Regional Services Grant-funded Consultant Services(recommendation to Board) | Page 8 |
| 6 | Preliminary Review of Proposed FY 2024-25 Regional Services Grant (RSG) Spending Plan | Pages 9-11 |
| 7 | Discussion and Possible Action re: Salaries of New and Recent Hires | |
| 8 | Regional Cooperation/Other Business | |
| 9 | Adjournment | |

The agenda and attachments for this meeting are available on our website at 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”.



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

TO: SCRCOG Executive Committee Members
FROM: First Selectwoman Lauren Garrett, Secretary
DATE: April 17, 2024
SUBJECT: SCRCOG Executive Committee Meeting Minutes of March 27, 2024

Present

Bethany First Selectman Paula Cofrancesco, *Chair*
East Haven Mayor Joseph Carfora
Hamden Mayor Lauren Garrett, *Secretary*
Guilford First Selectman Matthew Hoey
Madison First Selectman Peggy Lyons, *Vice Chair*
West Haven Mayor Dorinda Borer, *Treasurer*
Woodbridge First Selectman Mica Cardozo

Guests:

Mayor Justin Elicker, *City of New Haven*; First Selectman Michael Freda, *Town of North Haven*; Cori Haas, *Town of Wallingford*; Joseline Tlacomulco, *City of New Haven*

SCRCOG Staff:

Carl Amento, Laura Francis, Christopher Rappa, Stephanie Camp, Joan Paglinco

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

1. Call to order

Chair Cofrancesco called the meeting to order at 9:04 a.m.

2. Adopt Minutes of January 24, 2024, SCRCOG Executive Committee Meeting

Chair Cofrancesco presented the Minutes of the SCRCOG Executive Committee meeting of January 24, 2024, which were included in the agenda packet on pages 2-3. First Selectwoman Hoey moved for their approval. First Selectwoman Lyons seconded the motion. First Selectman Freda abstained. The motion passed.

3. FY 2023-24 Regional Services Grant (RSG) Spending Plan Revision #4 (recommendation to the Board)

Executive Director Carl Amento reviewed the line items in detail of the Regional Services Grant (RSG) Revision #4. Amento referred to item 9g Purchasing and noted that the plan is to run the SCRCOG Purchasing Consortium as a collaborative effort of the SCRCOG municipal Purchasing Agents. He advised that the Transportation team is working on a new list of on-call engineers. The current list expires on June 30th. First Selectman Hoey asked about the website design related to the ADA requirements. Senior Regional Planner Stephanie Camp explained that the current SCRCOG website's logo colors are not ADA compliant, and changes need to be made including changes to the letterhead, templates, maps etc. Copies of the ADA Guidelines will be sent out to the municipalities. First Selectwoman Hoey made the motion to approve Revision #4. First Selectwoman Lyons seconded the motion, which passed with all in favor.

4. Resolution Authorizing the Executive Director to enter into an agreement for Replica Data Platform Subscription (recommendation to the Board)

Deputy Director Francis described the Replica Platform as a detailed public sector database consistently updated with particular relevance to transportation planning. First Selectman Hoey made the motion to approve and First Selectwoman Lyons seconded the motion, which passed with all in favor.

5. FY 2023-24 Budget Revision #5 (recommendation to the Board)

Finance Director Christopher Rappa reviewed the budget revision which aligns the budget with the amended Regional Services Grant Spending Plan to include the furniture expense, while removing the expense from Reserves. First Selectman Hoey made the motion to approve and First Selectwoman Lyons seconded the motion, which passed with all in favor.

6. Review of Preliminary FY 2024-25 Regional Services Grant (RSG) Spending Plan (recommendation to the Board)

Executive Director Amento referred to an attachment describing item #5 related to Affordable Housing, the Regional Data Dashboard, and the Regional Tree Canopy Mapping. Deputy Director Francis advised that the Data Dashboard will be regional in focus but will have the ability to extrapolate the information to see individual town data and be able to compare it to the region. Executive Director Amento advised that the Regional Tree Canopy Mapping will be in postponed to 2025, because our region is the last in the state to receive the spring 2023 flyover data. Amento pointed out that the Municipal Grants Assistance Program has an \$85,000 contract of which \$15,000 is reserved for high impact items that have regional significance. Amento also discussed Solid Waste and Recycling, Information Technology, Economic Development, and the Regional Energy Initiative. First Selectman Hoey asked if funds are still available in the Municipal Grants Assistance Program, to which Amento responded in the affirmative.

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 the Board)

Executive Director Amento advised that SCRCOG selected RKG through an RFP process to update and enhance the Regional Affordable Housing Plan, which includes an action plan to assist municipalities with the implementation of their 8-30j Affordable Housing Plans. Deputy Director Francis advised RKG has developed a “site selector tool” that identifies areas of towns that would be most conducive to affordable housing development. Chair Cofrancesco asked for a motion to move this resolution forward to the Board. First Selectman Hoey made the motion, and it was seconded by First Selectwoman Lyons. The motion passed.

8. Approval of Auditor FY 2023-24 SCRCOG Financial Statements (motion)

Executive Director Amento advised SCRCOG has selected Baily, Moore, Glazer, Schaefer & Proto, LLP of Woodbridge, CT as SCRCOG’s auditor. Brian Borgerson, who performed previous SCRCOG audits, is now a partner with the firm. A motion was made by Mayor Garrett and seconded by First Selectman Hoey. All were in favor.

9. Regional Cooperation/Other Business

First Selectman Hoey advised that Executive Director Amento has received emails from members of the public relative to the expiration of his term as a COG appointee to the Tweed New Haven Airport Authority. Hoey explained that his term of office expired on June 30, 2023. Hoey pointed out that, under state statute, members of boards and commissions may serve until they are replaced and that it is at the discretion of this body as to when replacements are made. Hoey asks that in April there be a discussion on a replacement at the Board meeting.

Executive Director Amento announced that he will be retiring as Executive Director of SCRCOG on June 30, 2024.

10. Adjournment

First Selectman Hoey made a motion to adjourn. Mayor Garrett seconded the motion. The meeting was adjourned at 9:55 a.m.

Respectfully submitted,
Mayor Lauren Garrett, *Secretary*

FY 2023-24 Budget Revision #6

This revision incorporates CTDOT Active Transportation Microgrants Program funding.

Revenue

Budget Revision #6 adds \$25,000 of revenue from the CTDOT Active Transportation Microgrants Program to the adopted FY 2023-24 budget.

Expenses

Budget Revision #6 includes the following change.

- Passthrough Grants increases by \$25,000

Actual line-item revisions are on the following page, followed by a resolution authorizing Budget Revision #6.

FY 2023-24 Budget Revision # 6

<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	1,703		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 - Active Transportation Microgrants Program	-	25,000	25,000
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	7,445,044	25,000	7,470,044

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	1,089,157		1,089,157
Passthrough Grants	155,105	25,000	180,105
Office Equipment and Furniture	25,000		25,000
Contingency	-		-
Transportation - Reserved	171,449		171,449
LOTCIP - Reserved	128,379		128,379
Hihgway 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	7,445,044	25,000	7,470,044



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

Resolution

South Central Regional Council of Governments

Fiscal Year 2023-24 - Budget Revision # 6

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 has received \$25,000 of CTDOT Active Transportation Microgrants Program funds.

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

That Fiscal Year 2023-24 Budget Revision #6, which incorporates the CTDOT Active Transportation Microgrants Program, 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 April 24, 2024.

Date: April 24, 2024

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



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

Resolution

Authorizing the Executive Director to amend agreement with Brian Miller 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 June 28, 2023; and

Whereas: the Council approved at its meeting on March 27, 2024, a Revised RSG Spending Plan that included up to \$5,000 of consultant services provided by Brian Miller; and

Whereas: the Regional Planning responsibilities at SCRCOG have grown, yet there is only one staff member to conduct these duties, creating the need for an experienced consultant planner, such as Brian Miller, to assist with those responsibilities

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 relating to Connecticut municipalities in particular subject areas) are demonstrated by the skills and backgrounds of the proposed consultant; and

Whereas: The Executive Director proposes that the following consultant be engaged by SCRCOG to assist with 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 amend the consulting services agreement with Brian Miller 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 April 24, 2024.

Date: April 24, 2024

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

FY 2024-2025 REGIONAL SERVICES GRANT (RSG) SPENDING PLAN
Proposed
April 24, 2024

Source of Project Funding:

CT OPM Regional Services Grant (RSG)	\$948,502
--------------------------------------	-----------

FY 2024-25 Budget

Line Item	Budget
1. Staff Labor and Expenses	\$457,002
2. GIS Consultant	\$13,000
3. UConn MPA Interns - 2	\$34,500
4. Capitol Region Purchasing Council Dues	\$7,500
5. Regional Planning Consultants	\$151,500
6. Municipal Services Consultants	\$285,000
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)	\$25,000
<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
<p><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 UVM. 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></p>	

Details of Municipal Services Consultants (#6 above)

6a. Municipal Grants Assistance	
Municipal Grants Consultants: Juliet Burdelski/Renata Bertotti (continuing)	\$85,000
<p><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.</i></p>	

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

6c. Information Technology/ Cybersecurity	
Consultant: Novus Insight (continuing)	\$30,000
<p><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></p>	

6d. Economic Development	
Consultant: REX Development (continuing)	\$60,000
<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>	