



**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Planning for Our Region's Future*

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Bethany Branford East Haven Guilford Hamden Madison Meriden Milford  
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

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Carl J. Amento, Executive Director

**Meeting Notice & Agenda  
Executive Committee**

**Wednesday May 22, 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, 4<sup>th</sup> 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 (motion)                | Pages 2-4  |
| 3 | Recommend Approval of the FY 25 Regional Services Grant Spending Plan (motion)      | Pages 5-7  |
| 4 | Recommend Approval of the Proposed SCRCOG FY 2024-25 Budget (motion)                | Attachment |
| 5 | Recommend Appointment of Interim Executive Director effective July 1, 2024 (motion) |            |
| 6 | Regional Cooperation/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”.*



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Carl J. Amento, Executive Director

**TO: SCRCOG Executive Committee Members**  
**FROM: First Selectwoman Lauren Garrett, Secretary**  
**DATE: March 28, 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 Tlacumulco, *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**

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

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

Chairwoman 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 line items 1-13 in detail of the Regional Services Grant (RSG) Revision #4 attached. Amento also referred to item 9g Purchasing and advised the plan is to construct a team of Purchasing Agents. Deputy Director Francis reviewed the Replica Data Platform Subscription Pilot of the attached and advised the Transportation team is working on a list of on-call engineers. The current list expires on June 30<sup>th</sup>. First Selectman Hoey asked about the website design related to the ADA requirements. Senior Regional Planner Stephanie Camp explained the SCRCOG website logo colors are not ADA compliant, and changes need to be made including changes to letterhead, templates, maps etc. Guidelines will be sent out to the municipalities. First Selectwoman Hoey made motion. 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 advised this was discussed in previous item. First Selectman Hoey made the motion 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 advised of the budget revision which aligns the budget with the amended Regional Services Grant Spending Plan to include the furniture expense. First Selectman Hoey made the motion 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 the attachment discussing item #5 related to Affordable Housing, the Regional Data Dashboard and the Regional Tree Canopy Mapping. Deputy Director Francis advised the data will be regional 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 the Regional Tree Canopy Mapping will be in 2025. Amento discussed the Municipal Grants Assistance has a \$70,000 contract of which \$15,000 for high impact items that have regional significance. Amento also discussed Solid Waste and Recycling, Information Technology, Economic Development and Regional Energy Initiative. First Selectman Hoey questioned if funds are still available in the Municipal Grants Assistance Program.
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 SCRCOG selected RKG through the 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 the sites selector tool that supports areas of towns that would be conducive to affordable housing. Chair Cofrancesco asked for a motion to move this resolution forward to the Board. First Selectman Hoey made motion and 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 selected Baily, Moore, Glazer, Schaefer & Proto, LLP of Woodbridge, CT. Brian Borgerson, who performed previous SCRCOG audits, is a partner with the firm. Motion was made by Mayor Garrett and seconded by First Selectman Hoey.
9. **Regional Cooperation/Other Business**  
First Selectman Hoey advised Executive Director Amento has received emails from members of the community relative to the term expiration of the COG appointees to the Tweed New Haven Airport Authority. Hoey explained his term has been exceeded. It expired June 30, 2023. Hoey advised members of boards and commissions by state statute serve until they are replaced so 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. Hoey expressed his interest continuing to serve on the airport authority by mentioning his previous experience.  
Executive Director Amento announced his retirement on June 30, 2024.
10. **Adjournment**  
First Selectman Hoey made motion to adjourn. Mayor Garrett seconded the motion. The meeting was adjourned at 9:55 a.m.

Respectfully submitted,  
Mayor Lauren Garrett, *Secretary*

**FY 2024-2025 REGIONAL SERVICES GRANT (RSG)**  
**Spending Plan and Proposed Summary of Consultant-Supported Work**  
**May 22, 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	\$415,502
2. GIS Consultant	\$13,000
3. UConn MPA Interns - 2	\$34,500
4. Capitol Region Purchasing Council Dues	\$7,500
5. Regional Planning Consultants	\$177,500
6. Municipal Services Consultants	\$300,500
<b>Total</b>	<b>\$948,502</b>

**Details of Regional Planning Consultants (#5 above)**

<b>5a. Affordable Housing Part 1</b>	
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>	

<b>5b. Affordable Housing Part 2</b>	
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>	

<b>5c. Regional Data Dashboard</b>	
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 and graphing/mapping capabilities useful to the region and its municipalities.</i>	

<b>5d. Regional Tree Canopy Mapping</b>	
Consultant: UVM (University of Vermont) Geospatial Analysis Lab	\$38,000
<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 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 as we did with our 2018 Regional Tree Study with YSE, and, in turn, YSE will share 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>	

<b>5e. MS4 Mapping</b>	
Consultant: To Be Selected	\$25,000
<p><i>The proposed Regional MS4 Inventory seeks to take a geographic inventory of all MS4 assets within the SCRCOG region and develop a comprehensive database of locations, conditions, and characteristics of MS4 infrastructure. The purpose of the database will be to create an authoritative and standardized inventory of all MS4 assets in the region to allow for better prioritization of improvements, maintenance, and coordination between municipalities for stormwater resilience.</i></p>	

**Details of Municipal Services Consultants (#6 above)**

<b>6a. Municipal Grants Assistance</b>	
Municipal Grants Consultants: Juliet Burdelski/Renata Bertotti (continuing)	\$60,000
<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 writing and administration assistance to SCRCOG member municipalities.</i></p>	

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

<b>6c. Information Technology/ Cybersecurity</b>	
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 training. The emphasis for the coming year and beyond will be on implementation of the OPM \$2.2 million Regional Performance Incentive Program (RPIP) grant funding for Regional Cybersecurity Assessment and Protection.</i>	

<b>6d. Economic Development</b>	
Consultant: REX Development (continuing)	\$90,000
<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: 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 assistance with the Local Economic Development Processes.</i>	

<b>6e. Regional Energy Initiative</b>	
Consultant: People's Action for Clean Energy (PACE)	\$50,500
<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>	

Below are spending details for the '24-'25 SCRCOG Housing Working Group project per task.

### **1. MEETING MENU**

- **Joint meeting of the board of Selectmen (Town Council), Zoning Board and Board of Education.** These have been very successful in other towns because the decisions these boards make affect the other boards and overall town finances and quality of life.
- **Meeting with the Zoning Board.** These meetings have been successful because we cover the rudiments of affordable housing creation and methods/tools/strategies of other towns.
- **Townwide public meeting.** These sessions go over the concerns of towns and their residents about housing creation, cover the rudiments of housing creation and don't end until all questions have been answered.
- **Meetings with employers/businesses in town.** These meetings are vital because employers/merchants need labor pool, can't afford higher wages, can't charge higher prices and so need housing affordable for their workers.
- **Expert panels on zoning, development and other issues.** With sufficient planning, we can arrange for panels of land-use lawyers, developers, financing experts and others to help towns overcome barriers to development.
- **Bi-monthly meetings of town planners.** These are vital to allow experts in land-use planning to share strategies, compare notes, offer solutions to problems or just share experiences.
- **Quarterly meetings of Housing Work Group.** This meeting is meant to provide a check-in for HWG members. We will go over recent housing happenings around the state and go over topics of interest.

### **2. TOOL CHEST**

- **Creation of new video describing "Who Lives in Affordable Housing."** A visual guide to the important residents, doing important jobs, who don't get paid a lot but are needed in every community.
- **Individual town videos showing need and support of local residents.**



- **Frequently-asked Questions:** Answers to questions town residents typically have about housing creation.
- **Housing-At-A-Glance:** A one-page fact sheet that explains the basics of affordable housing – what it is, what it isn't, who needs it, how it can benefit each town, its impact on schools, property value and quality of life.

Below are spending details for the '24-'25 SCRCOG Community Housing Conversations project per task.

1. **Preparation and Follow Through:**

**Continued community conversations planning, facilitation, and follow-up with currently-involved municipalities**, to educate and activate residents in pursuit of the goals laid out in municipalities' affordable housing plans, and plan a comprehensive municipality-wide program of communications, conversations, and information sessions based on the stories, wants, and needs that have surfaced in conversations conducted so far. Continuing to move these towns toward self-sufficiency, where community conversations and related programming can move forward with less investment of SCRCOG staff and consultant time.

- a. *Working group/subcommittee meeting prep, facilitation, follow-up*
- b. *Community conversation prep, facilitation, debrief:*
- c. *Individual and small-group meetings with chief elected official, to align community housing conversation strategy with municipality's goals:*
- d. Municipalities currently involved: *Guilford, Madison, Wallingford, Woodbridge\**

2. **Start-Ups:**

**Initial planning meetings, power mapping, and small-group conversations in municipalities just beginning to get involved**, to create opportunities for residents to share stories and experiences and open up communication with municipal officials.

- a. *Initial planning meetings and power-mapping*
- b. *Community conversation prep, facilitation, debrief*
- c. *Individual and small-group meetings with chief elected official, to align community housing conversation strategy with municipality's goals*
- d. Municipalities currently considering getting involved: *Branford, Meriden, New Haven, North Branford, Orange\**

*\*The above-listed municipalities are the ones currently involved or in conversation about being involved in SCRCOG's community housing conversations project. If your municipality is not yet on this list, and you want to be included, please contact SCRCOG to set up a planning call.*

*Participating in SCRCOG's community housing conversations project meets four Sustainable CT actions:*

- *8.2 Provide Effective Community Communications*

- 11.1 *Implement an Affordable Housing Plan*
- 11.2 *Grow Sustainable and Affordable Housing Options*
- 11.3 *Implement Policy for Sustainable, Diverse Housing Options*

### 3. **Region-wide Trainings:**

**Regular region-wide trainings in facilitation and community organizing skills**, to build the capacity of residents and municipal leaders to sustain community conversations and relational infrastructure in the long term. Considering a schedule of one training per month, alternating between in-person and Zoom. Training program can be developed based on municipalities' interests and needs, and can include both review of previously-covered material (one-to-one relational meetings, story circles, basics of facilitation, public narrative) and new material (identifying and developing leaders, choosing issues and developing projects, building an accountable team, talking effectively about difficult subjects)

### 4. **Region-wide Meetings:**

**Regular region-wide meetings of municipalities' community housing conversations working groups**, to share experiences, learn from each other, and develop collective strategy. Also invite guests from in and outside the region, who have done this work effectively, to share their knowledge, skills, and perspective. Considering a schedule of one region-wide meeting per quarter, alternating between in-person and Zoom.

### 5. **Collaboration with the Housing Working Group:**

**Collaboration on projects of SCRCOG Housing Policy Effort (led by David Fink)**, to increase the impact of both projects. Collaborative projects could include:

- New video* — “*Who Lives in Mixed-Income and Affordable Housing.*” Involve local community conversations planners and participants in planning the video, recruiting interviewees, interviewing and being interviewed, hosting town-wide screenings with conversations to follow. And for interested municipalities, helping them create their own locally-specific videos.
- Region-wide planners' meetings.* Incorporate results of community conversations in SCRCOG-sponsored planners' meetings, to amplify the voice of residents in municipal planning.
- Meeting menu.* Participate in, help to facilitate, help encourage resident participation in, and/or provide data from community conversations for the various meetings offered on the meeting menu: meetings with Zoning Boards, townwide public meetings, joint meetings of Select Board / Council / Zoning Board / Board of Education, meetings with employers and businesses, and expert panels, as well as the SCRCOG Housing Working Group.

## Scope of Services and Budget Proposal – Regional MS4 Inventory

Consultant: TBD

Total Budget: \$25,000

### Project Background

Municipal Separate Storm Sewer Systems (MS4) infrastructure is critical to the environmental wellbeing of our municipalities. MS4 infrastructure permitting is required by the U.S. Environmental Protection Agency (EPA) under the Stormwater Phase II rules from 1999. MS4 management allows for effective drainage of stormwaters from roadways and other infrastructure and will be increasingly important with climate change and the potential for increased frequency and intensity weather events. In proposed Connecticut Governor’s Bill No. 11, Sec. 17, legislation proposes that municipalities submit an annual report of MS4 infrastructure within their jurisdiction.

Due to the requirement and importance of MS4 infrastructure, the proposed Regional MS4 Inventory seeks to take geographic inventory of all MS4 assets within the SCRCOG region and develop a comprehensive database of locations, conditions, and characteristics of MS4 infrastructure. The purpose of the database will be to create an authoritative and standardized inventory of all MS4 assets in the region to allow for better prioritization of improvements, maintenance, and coordination between municipalities for stormwater resilience.

### Summary of Tasks

<b>Task</b>	<b>Date</b>	<b>Progress</b>
Survey municipalities on existing MS4 inventory and interests in regional inventory	4/1/2024	Complete
Compile and analyze existing MS4 inventories in two pilot municipalities (Madison and Guilford)	4/15/2024	In Progress
Develop data collection/inventory template incorporating municipal needs and feedback	FY 2025	
Phase I MS4 data collection	FY 2025	

## 2024-2025 SCRCOG Grants Program

The following DRAFT Work Plan has been prepared by JL Burdelski Planning Partners, Inc. for the South Central Regional Council of Governments related to the completion of a Municipal Grant Training and Technical Assistance program. All tasks will be completed from July 1, 2024 through June 30, 2025.

### **Task 1:** Grant Administration Technical Assistance

The Consultant will work with SCRCOG staff to provide Grants Administration related Technical Assistance as needed throughout the year. Technical Assistance may generally include, but is not limited to:

- Assist each City/Town in the planning and prioritization of projects that may be eligible for grants
- Work with each City/Town to identify grant opportunities based on community need
- Research grant opportunities for specific projects in each City/Town
- Research grant opportunities for regional projects that may be relevant to multiple Cities and Towns
- Review/recommend edits to previously submitted or pending grant applications (peer review or “second look”)
- Review/recommend policies and procedures related to grant administration, grant tracking, grant application calendars or other grant administration needs
- Review staffing plans related to grant administration of awarded groups
- Work with City/Town to develop a grant application schedule or calendar
- Work with City/Town to develop relevant templates to be included in grant applications (letters of support, budgets, narratives)
- Participate in meetings with City/Town and other stakeholders (eg Economic Development Commission, Public Safety Commission, Land Trust, etc.) for informational/educational purposes related to the specific TA activities
- Other activities as identified by each city/town

Outcome: TA provided to each municipality (as requested) during the year. (Estimated 15 TA projects). TA activities completed will be documented on a monthly basis.

### **Task 2:** Identify and coordinate grant opportunities of regional interest

The Consultant will work with SCRCOG staff to identify grant opportunities of regional interest. Once a grant opportunity is identified, the Consultant will work with SCRCOG staff to make recommendations on the feasibility of compiling a regionally sponsored grant application. Where appropriate, the Consultant may work with the SCRCOG and relevant municipalities to coordinate the grant application process, assign roles and responsibilities, work with the participating Cities/Towns to develop a grant work scope and budget, draft and compile grant documents (narratives, budgets, letters of support, other supporting documents), and ensure SCRCOG or other entity completes grant application per the solicitation requirements.

Outcome: One or more regional grants are identified; one or more regional application is submitted by SCRCOG or by a lead municipality.

**Task 3: Maintain and Update SCRCOG Grant Training Tools, including the Grant Opportunities Worksheet**

The Consultant will update and maintain the Grants Administration Checklist, the Grants Opportunities worksheet, and other tools throughout the year (using updated information, feedback, real time information on grant opportunities, etc.). The Consultant will work with SCRCOG staff to develop mechanisms for distributing the documents as they are updated to the member municipalities

Outcome: Grant Opportunity Worksheet updated at least quarterly and distributed to the SCRCOG member municipalities. Grant Administration Checklist will be updated annually.

**Task 4: Grant Training Workshops**

The Consultant will work with SCRCOG staff to plan and hold two grant training workshops for SCRCOG member municipalities. Each workshop will be scheduled for 60-90 minutes per session. Prior to the workshops, the Consultant will work with SCRCOG staff to draft an agenda, compile presentation materials (ppt), secure speakers, and to prepare all related training workshop materials. After the training workshop, the Consultant will work with SCRCOG to solicit feedback from the training participants and incorporate

Outcome: 2 Grant Training Workshops

Assumptions/Exclusions:

This proposal is for consultant services only. Hourly charges will include time directly associated with the activities and tasks outlined above. All work will be performed by the Consultant, JL Burdelski Planning Partners, Inc., an SBE/MBE qualified firm under the State of Connecticut Department of Administrative Services Supplier Diversity Program through July 2025. JL Burdelski Planning Partners Inc. reserves the right to utilize subcontractors to complete the tasks outlined above. A list of proposed subcontractors is included below. Modifications to this list will be discussed with SCRCOG prior to the engagement of additional subcontractors on this project.

Subcontractors:

Renata Bertotti, R Bertotti Planning Solutions LLC  
Dale Kroop/Community Resource Management LLC

Billing/Schedule:

Consultant services will be billed monthly for twelve months at \$5,000 per month for 12 months. Additional services may be added at the request of SCRCOG.

Thank you for the opportunity. If you need additional information, please do not hesitate to contact Juliet Burdelski at [jburdelski@planningpartners.net](mailto:jburdelski@planningpartners.net).

# **Solid Waste and Recycling, Food Waste Diversion, and Municipal Composting Initiatives**

## **Proposed Scope of Services FY 2024-2025**

### **Description**

The South Central Region Council of Government (SCRCOG) is continuing its regional initiatives involving representatives from its member municipalities in the areas of solid waste and recycling, food waste diversion, and municipal composting. The tasks and deliverables are outlined below.

#### **Task 1. Research, Education, and Outreach**

- 1.1. Research, develop, and distribute materials pertaining to the best practices for the following focus areas: organics/composting, creating a regional composting facility, creating a regional waste authority, food waste diversion and solid waste and recycling collection methods, deconstruction, and separating glass, plastic and/or textiles from single-stream recycling.

Partner with grassroots groups to further disseminate information about the waste crisis and solutions.

Coordinate not less than two regional forums, in-person or virtual, which would be open to all SCRCOG member municipalities to provide educational materials and training on solid waste issues.

Work to identify possible locations for food waste processing infrastructure within the region.

Explore federal and state grants to pursue funds to purchase necessary equipment to enable development of a regional food waste diversion and regional composting site(s) program.

- 1.2. Organize, convene, and facilitate meetings with relevant stakeholders on the subject areas outlined in Task 1.1. This includes organizing presenters when appropriate, distributing notes, handouts, and presentation materials after the meeting, recommending further actions, and soliciting feedback from municipalities.
- 1.3. Explore with the Center for Ecotechnology (CET) or other such organizations a strategic plan to establish food waste diversion programs in public school cafeterias in the region and assist with implementation when possible.
- 1.4. Continue to develop new partnerships and maintain partnerships with public, private, and non-profit agencies/organizations, such as: Atlas Organics, Bay State Textiles, Blue Earth Compost, Brand Builders compost bins, CCSMM, Center for Ecotechnology (CET), Country Enterprises, Connecticut Recyclers Coalition, CT DEEP, CT League of Conservation Voters, EyeRecycle. LLC, Green Mountain Technologies, New Haven Community Composting Collaborative Northeast Recycling Council, Northeast Organic Farming Association, Northeast Resource Recovery Association, Peels and Wheels, Sustainable CT, Solid Waste Advisory Committee, Waste Haulers, and Waste Zero.

## **Task 2. Solid Waste and Recycling Working Group and other Meetings.**

- 2.1. The Consultant will work with SCRCOG staff to plan and facilitate Solid Waste and Recycling (SW&R) Working Group meetings. The meetings will provide an opportunity to share best practices, program successes and challenges, and feature interaction with expert guest speakers.
- 2.2. Follow up Working Group meetings with distribution to members of notes, handouts, and presentation materials, recommending further actions, and soliciting feedback from municipalities.
- 2.3. Attending meetings of the CCSM, Solid Waste Advisory and Recyclers Coalition and other relevant organizations.

## **Task 3. Technical Assistance/Consulting Services**

- 3.1 Utilizing remaining funding to SCRCOG from the CT DEEP Sustainable Materials Management (SMM) grant program and new funding from DEEP Regional Waste Authority grant award to engage consultants in investigating existing and needed regional waste infrastructure, alternative hauling routes, bag sorting and de-bagging equipment, decontamination and screening equipment, composting infrastructure alternatives such as In-Vessel Composting and Aerated Static Piles as well as developing business plans for new co-collection, food waste diversion or unit-based pricing programs.
- 3.2 Work with the City of New Haven and other municipalities on possibly instituting a food waste diversion program.
- 3.3 Work with the City of West Haven and other municipalities on a possible site or sites for location of a regional composting facility.
- 3.4 Investigate possibility of adding municipal members to City of New Haven's sole member Solid Waste Authority or the possibility of creating a multi-town or regional Solid Waste Authority
- 3.3 Create a written monthly progress report detailing the progress of any initiatives undertaken during this task. Include findings, original materials developed, and recommendations.
- 3.4 Explore and assist interested municipalities in converting leaf and brush compost facilities into food waste and leaf and brush composting facilities for the purpose of diverting municipal food waste within the SCRCOG region to local composting and processing sites. This task includes, but is not limited to:
  - a. Identifying potential leaf composting sites that can accommodate regional food waste and developing a process to convert those sites to leaf and food waste composting facilities.
  - b. Identifying potential sources and estimated volumes of feedstock based on residents, schools, and commercial/industrial entities.



## Project Management Scope

REX Development proposes to expand its economic and community development services to include project management of municipal projects and programs under the Municipal Services Program. These projects would include (but not limited to) in economic development (i.e. brownfields, infrastructure), community utilities, transportation and general community planning and development for public facilities.

### Types of services to include (but not limited to):

- Complete Needs Assessment with service providers and affiliated agencies
- Procure and manage design or planning professionals
- Facilitate public meetings and hearings
- Collaborate with local, region land state permitting partners
- Consult with and present plans to land use agencies and other agencies of cognizance
- Facilitate design process, permitting process and cost estimates
- Manage grant budgets and grant administrative compliance
- Administrative and reporting compliance

### Examples of Projects/Discussions to Date:

1. Managing the DECO BAR grant for the reuse analysis of the former Woodbridge Country Club
2. Developing and Managing a Last Mile Study for Meriden and Branford.
3. City of West Haven
  - Transportation Planning; General
  - Redevelopment Plan (Municipal Development Plan) for West Haven train station.
  - Reuse Planning for former Stiles School
  - Planning for the Sewage Treatment

## Scope of Services and Budget – Regional Energy Initiative

Consultant: PACE

Total Budget: \$50,500

People's Action for Clean Energy (PACE) will engage with a select number of SCRCOG member municipalities to facilitate 6-month pilot community outreach and education campaigns that focus on energy efficiency and electrification of heating. This campaign has three elements:

- **Engage** in a supportive role. This support consists of support (testimonial) from the chief elected official and use of town facilities such as libraries and communication outlets. It does not require funding FROM the town and does not require that the town endorse any particular vendors.
- **Engage local task forces and citizen groups.** Where such groups do not yet exist, it can be the basis for forming such groups.
- **PACE will supply the framework for the program:**
  - Create a customized website for each town participant - see [heatsmartct.org](https://heatsmartct.org).
  - Supply materials such as flyers, banners, door hangers etc.
  - Post events on the website and advise on social media outreach.
  - Connect programs to utility energy efficiency and rebate programs.
  - Supply educational material and videos on available federal funding.
  - Assist in recruiting educational partners such as energy efficiency vendors, heat pump installers, and energy advisors.
  - Direct outreach to groups that need it most. Some examples:
    - PACE can identify homeowners and landlords and generate customized outreach materials.
    - PACE can stratify outreach by age of building, location in environmental justice (EJ) areas, use of heating fuel, and potentially other variables.

The length of each municipal campaign is dependent on a few factors, including availability of additional funding and the capacity of local task forces and/or citizen groups engaged in the work, as well as the capacity of any municipal staff that may be interested in aiding in the engagement efforts.

## Regional Energy Initiative – Spending Details and Tasks

### 1. Engagement with select SCRCOG member municipalities.

PACE will work with 5 SCRCOG municipalities. PACE will aid the municipalities in forming a task force or citizen-led group if they do not yet exist, as well as assist existing task forces and/or citizen groups with creating, preparing, and distributing outreach materials to households within the selected member municipalities.

The administrator would work 20 hours a week for 6 months.

*Cost breakdown:*

Program administration	\$8,000
Outreach materials for 5 towns	\$35,000
<b>Total</b>	<b>\$43,000</b>

### 2. Creation and upkeep of HeatSmart webpages & general assistance.

PACE will create and maintain up to 5 webpages for 6 months on the [heatsmartct.org](http://heatsmartct.org) website. They will also advise the program administrator and municipalities on focus populations for targeted outreach, and assist the program administrator with Task 1, outlined above. This also includes setting up events, providing data needed to identify residents that would benefit the most from efficiency and heat pump programs, and providing sample or template materials for outreach.

*Cost breakdown:*

Webpage creation & maintenance for 5 webpages for 12 months, and general assistance with the pilot program	\$7,500
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