

BETHANY | BRANFORD | EAST HAVEN | GUILFORD | HAMDEN | MADISON | MERIDEN | MILFORD | NEW HAVEN | NORTH BRANFORD
NORTH HAVEN | ORANGE | WALLINGFORD | WEST HAVEN | WOODBRIDGE

Meeting Notice & Agenda

DATE	July 24, 2024	LOCATION	SCRCOG Office	DIAL-IN	+1-929-205-6099
TIME	9:00 am	MEETING URL	https://us02web.zoom.us/j/81514830649		
		MEETING ID	815 1483 0649		

- 1 Call to Order
- 2 Adopt Minutes of May 22, 2024 Executive Committee Meeting (motion) Pages 2-3
- 3 Adopt Minutes of June 13, 2024 Special Executive Committee and Personnel Committee Meeting (motion) Page 4-6
- 4 Recommend Approval of the FY 2024-25 Budget Revision #1 (motion) Pages 7-9
- 5 Recommend Formation and Appointment of Bylaws Revision Committee
- 6 Discussion on a SCRCOG Legislative Agenda
- 7 Discussion on SMM Consultant and Legal Counsel Selection
- 8 Regional Cooperation/Other Business
- 9 Adjournment

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 weeks '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: **May 23, 2024**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of May 22, 2024**

Present

Bethany	First Selectman Paula Cofrancesco, <i>Chair</i>
East Haven	Mayor Joseph Carfora
Hamden	Mayor Lauren Garrett, <i>Secretary</i>
Guilford	First Selectman Matthew Hoey
Madison	First Selectman Peggy Lyons, <i>Vice Chair</i>
Woodbridge	First Selectman Mica Cardozo

SCRCOG Staff:

Carl Amento, Laura Francis, Christopher Rappa, Joan Paglinco

NOTE: The May 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 March 27, 2024, SCRCOG Executive Committee Meeting

Chairwoman Cofrancesco presented the Minutes of the SCRCOG Executive Committee meeting of March 27, 2024, which were included in the agenda packet on pages 2-4. Mayor Garrett motioned to approve. First Selectman Hoey seconded the motion. The motion passed unanimously.

3. Recommend Approval of the FY 2025 Regional Services Grant Spending Plan (motion)

Executive Director Carl Amento referred to pages 5-7 of the attached. Amento advised the University of Vermont used other funding to reduce the cost of the Regional Tree Canopy Mapping Study. Chair Cofrancesco asked for a motion to move this to the Board as amended. Motion made by Mayor Garrett and seconded by First Selectman Hoey. First Selectman Hoey questioned the role of SCRCOG Consultant Pam Roach, Solid Waste & Recycling being that there is no longer any funding. Amento explained there are 2 grants. \$63,000 remaining in SCRCOG Regional grant and \$353,000 grant to use for consultants and legal work towards forming a RWA or joining a town that is already set up. Chair Cofrancesco then led a discussion on the need for 1 or 2 SCRCOG interns.

4. Recommend Approval of the Proposed SCRCOG FY 2024-25 Budget (motion)

Finance Director Chrisotpher Rappa advised of the 2024-25 budget increase of \$942,500 related to Municipal Dues, the Regional Services Grant, Transportation Planning and Operating Expenses. First Selectman Hoey made the motion to move the budget to the Board. First Selectwoman Lyons seconded the motion which passed with all in favor. Chair Cofrancesco made a recommendation to appoint Laura Francis as interim Executive Director

effective July 1st to which First Selectman Hoey made a motion. First Selectman Cardozo seconded the motion. All were in favor.

5. Regional Cooperation/Other Business

Deputy Director Francis advised an offer will be made for the Municipal Services Coordinator. Interviews will be completed for the Regional Planner. A candidate has been selected for the Highway Specialist which is a grant funded position.

6. Adjournment

Mayor Garrett made a motion to adjourn. First Selectman Hoey seconded the motion. The meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Mayor Lauren Garrett, *Secretary*

Minutes
Special Joint Executive Committee and Personnel Committee

Meeting Date/Time: 6/13/2024 – 9:00a.m.

Meeting Place: SCRCOG, 127 Washington Ave., 4th Fl West, North Haven, CT. Hybrid via Zoom

Members Present:

Mayor Dorinda Borer, Treasurer
Mayor Joseph Carfora
First Selectman Mica Cardoza
First Selectwoman Paula Cofrancesco, Chair
First Selectman Matt Hoey
First Selectwoman Peggy Lyons, Vice Chair

Others Present:

First Selectman Michael Freda
Carl Amento, SCRCOG
Laura Francis, SCRCOG
Christopher Rappa, SCRCOG

1. Call to Order

Chair Cofrancesco called the meeting to order at 9:02a.m.

2. Discussion & Possible Action – Approval of March, April & May 2024 Special Meeting Minutes

Mica Cardoza made a motion to approve all three months together. Seconded by Dorinda Borer. Motion passed unanimously.

3. Discussion & Possible Action – Approval of Interim Staffing Plan Including Organizational Chart

Laura Francis provided an update on the Staffing Plan and Proposed FY25 Organizational Chart provided in the packet. Updated job descriptions were included for the following positions: Executive Director, Director of Transportation Planning, and Finance Director. First Selectman Mica Cardoza noted a typo on the last page of the Finance Director's job description: Under Job Environment – "quite" should be "quiet".

Motion made by Mica Cardoza to approve the staffing plan/organizational chart and job descriptions as presented. Seconded by Matt Hoey. Motion passed unanimously.

4. Discussion & Possible Action –FY25 Salary Schedule

Discussion regarding the proposed revised salary schedule for FY25. The proposed amount for approval is \$918,253.00, which is within the budgeted amount of \$930,305.00 that was approved at the May 22, 2024, SCRCOG Meeting. There may also be some additional wiggle room provided as not all positions have been filled yet.

Motion made by Joseph Carfora to approve the FY25 salary schedule as presented. Seconded by Mica Cardoza. Motion passed unanimously.

5. Discussion & Possible Action – Retirement Settlement for Executive Director

Paula Cofrancesco made a Motion to move this item to the end of the agenda and address items 6-8 first. Seconded by Mica Cardoza. Motion passed unanimously.

6. Discussion & Possible Action – New Hires

Laura Francis updated those present on the filling of the position for Regional Planner which as noted on the Organizational Chart has been vacant. The new employee is Ian McElwee. Ms. Francis noted that he comes with a strong background. She noted he would have a starting salary of \$68,000.00.

Matt Hoey made a Motion to approve the new hire. Seconded by Peggy Lyons. Motion passed unanimously.

7. Discussion & Possible Action – Approval of RFQ for On-Call Legal Services

Laura Francis reviewed the proposed Request for Quotes for on-call legal services. There was discussion of the need for legal counsel to advise on personnel and other administrative matters. It was agreed that after the successful counsel has been selected, SCRCOG would not reach out unless there was approval from the Executive Director.

Matt Hoey made a Motion to approve the RFQ for On-Call Legal Services. Seconded by Mica Cardoza. Motion passed unanimously.

8. Discussion & Possible Action – Approval of FY25 Consultants

Carl Amento and Laura Francis provided their input as to why SCRCOG should continue with the current consultants for FY25. It was noted by Mike Freda and agreed by all that there needs to be better assessment as to the value that the consultants bring to SCRCOG.

Matt Hoey made a Motion to refer Carl and Laura's recommendation to the full Board to continue with the current consultants that are paid through the Regional Services Grant and use the new consultants as proposed in the approved spending plan. Seconded by Mica Cardoza. Motion passed unanimously.

Motion made by Mica Cardoza and seconded by Matt Hoey to move into Executive Session to Discuss Item #5. Invited into Executive Session were: Mike Freda and Christopher Rappa.

Exiting Executive Session, the following Motion was made:

Motion made by Mica Cardoza and seconded by Matt Hoey as follows: Upon receipt of all outstanding timesheets and SCRCOG property, a one-time payment of \$30,590.88 will be made to Carl Amento within seven (7) days of receipt of the above. The six months of retiree health insurance will be paid by SCRCOG on a monthly basis from July 1, 2024, through December 31, 2024.

4. Adjournment at approximately 10:02a.m.

Respectfully Submitted,
Paula Cofrancesco, Chair

FY 2024-25 Budget Revision #1

This revision updates the FY 2024-25 budget to incorporate CTDOT Active Transportation Microgrants Program funding, the EDA Cares Act Grant, administered by the CT Department of Economic and Community Development, and FY 2024 Regional Services Grant Carryover Funds.

Revenue

Budget Revision #1 adds \$83,716 of revenue to the adopted FY 2024-25 budget, broken down as follows.

- \$17,147 of CTDOT – Active Transportation Microgrants Program
- \$57,721 of CT DECD (EDA Grant) – CARES Act Funds
- \$8,848 of CT OPM – RSG – Previous Fiscal Year

Expenses

Budget Revision #1 includes the following changes.

- Passthrough Grants increases by \$17,147 (Active Transportation Microgrants Program)
- Other Consultants increases by \$66,569
 - \$57,721 for EDA Cares Act Grant Consultant (REX Development)
 - \$8,848 for Municipal Grants Initiative Consultant (JL Burdelski Planning Partners, LLC) to provide services to West Haven and Woodbridge

Actual line-item revisions are on the following page, followed by a resolution authorizing Budget Revision #1.

FY 2024-25 Budget Revision #1

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Municipal Contribution			
Municipal Contribution - Dues	245,300		245,300
Municipal Contribution - RPIP Match	636,188		636,188
Fund Balance	52,657		52,657
Committed Fund Balance	69,519		69,519
Transportation Planning			
U.S. DOT	1,714,416		1,714,416
U.S. DOT - Carryover	683,790		683,790
U.S. DOT - Highway Safety	239,472		239,472
CTDOT	214,302		214,302
CTDOT - Carryover	85,474		85,474
CTDOT - Active Transportation Microgrants Program	-	17,147	17,147
CTDOT - LOTCIP	110,291		110,291
Regional Planning			
CT OPM - Regional Services Grant (RSG)	948,502		948,502
CT OPM - RSG - Previous Fiscal Year	8,805	8,848	17,653
CT OPM - RPIP (Cybersecurity)	2,205,066		2,205,066
CT Secretary of the State - Regional Election Monitor	3,691		3,691
CT DEEP - SMM Grant	63,406		63,406
CT DEEP - RWA Grant	353,000		353,000
CT DECD (EDA Grant) - CARES Act Funds	-	57,721	57,721
US EPA - Climate Pollution Reduction Grant	749,672		749,672
CIRCA - ResilientCT Grant	-		
Other			-
Investment Income	20,000		20,000
Retiree Health Insurance	9,000		9,000
TOTAL	8,412,550	83,716	8,496,266

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	988,736		988,736
Benefits	438,470		438,470
Travel	14,700		14,700
Computer Supplies & Software	38,100		38,100
Rent	182,700		182,700
General Office Expenses	143,512		143,512
Transportation Consultants	1,971,378		1,971,378
Other Consultants	2,289,575	66,569	2,356,144
Passthrough Grants	268,105	17,147	285,252
Capital	-		-
Contingency	8,805		8,805
Transportation - Reserved	108,112		108,112
LOTICIP - Reserved	0		0
Highway Safety - Reserved	95,156		95,156
CT DECD (EDA Grant) - Reserved	-		-
SMM Grant - Reserved	673		673
RWA Grant - Reserved	50,000	-	50,000
CPRG - Reserved	245,650		245,650
RPIP (Cybersecurity) - Reserved	1,568,879		1,568,879
Total	8,412,550	83,716	8,496,266

Resolution

South Central Regional Council of Governments

Fiscal Year 2024-25 - Budget Revision # 1

- Whereas: The South Central Regional Council of Governments (SCRCOG) adopted an operating budget for FY 2024-25 on May 22, 2024;
- Whereas: SCRCOG has received \$17,147 of CTDOT Active Transportation Microgrants Program funds;
- Whereas: The EDA Cares Act Grant, administered by the CT Department of Economic and Community Development, expires on September 14, 2024 and there is \$57,721 of work to be completed by REX Development; and
- Whereas: SCRCOG requested and received a FY 2024 Regional Services Grant extension for the Municipal Grants Initiative Consultant to continue to provide services to West Haven and Woodbridge (\$8,848).

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

That Fiscal Year 2024-25 Budget Revision # 1, which incorporates CTDOT Active Transportation Microgrants funding, the EDA Cares Act Grant, and FY 2024 Regional Services Grant Carryover Funds, 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 July 24, 2024.

Date: July 24, 2024,

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