

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

Meeting Notice & Agenda

Executive Committee

DATE	August 28, 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 July 24, 2024 Executive Committee Meeting (motion) Pages 2-3
- 3 Recommend Approval of the FY 2024-25 Budget Revision #1 (motion) Pages 4-6
- 4 Recommend Resolution Authorizing Interim Executive Director to Execute Agreement for Acceptance of 2024-25 Regional Services Grant (motion) Page 7
- 5 Recommend Resolution Authorizing Interim Executive Director to Execute CT DEEP \$353,000 Regional Waste Authority Grant and Related Documents (motion) Pages 8-9
- 6 Recommend Resolution Authorizing Interim Executive Director to Execute CT DEEP \$139,000 Sustainable Materials Management Grant and Related Documents (resolution) Page 10
- 7 Recommend Resolution Authorizing the Interim Executive Director to Negotiate and Sign a Consultant Agreement for the Development of the Sustainable Materials Management UBP Program with WasteZero (motion) Page 11
- 8 Recommend Resolution to Appoint Halloran Sage as Agency Counsel and authorize the Interim Executive Director to sign a Letter of Engagement. (motion) Page 12
- 9 Discussion on a SCRCOG Legislative Agenda
- 10 Regional Cooperation/Other Business
- 11 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".

TO: SCRCOG Executive Committee Members
FROM: Mayor Lauren Garrett, *Secretary*
DATE: July 25, 2024
SUBJECT: SCRCOG Executive Meeting Minutes of July 24, 2024

Present:

Bethany	First Selectwoman Paula Cofrancesco, <i>Chair</i>
East Haven	Mayor Joseph Carfora
Hamden	Mayor Lauren Garrett, <i>Secretary</i>
West Haven	Mayor Dorinda Borer, <i>Treasurer</i>
Woodbridge	First Selectman Mica Cardozo

SCRCOG Staff Laura Francis, Christopher Rappa, Joan Paglinco,

NOTE: The July SCRCOG Executive Committee meeting was a hybrid meeting

1. Call to order and Introductions

Chair Cofrancesco called the meeting to order at 9:18 a.m.

First Selectman Cardozo advised of the misspelling of his name in the agenda packet on pages 4-6.

2. Adopt Minutes of May 22, 2024 Executive Committee Meeting (motion)

Chair Cofrancesco referred to the minutes of the SCRCOG Executive Committee Meeting of May 22, 2024, which were included in the agenda packet on pages 2-3. Motion made by First Selectman Cardozo and seconded by Mayor Garrett. Motion passed unanimously.

3. Adopt Minutes of June 13, 2024 Special Executive Committee and Personnel Committee Meeting (motion)

Chair Cofrancesco referred to the minutes of the SCRCOG Special Executive Committee and Personnel Committee Meeting of June 13, 2024, which were included in the agenda packet on pages 4-6. Motion made by Cofrancesco and seconded by First Selectman Cardozo. Mayor Garrett abstained. The motion passed.

4. Recommend Approval of the FY 2024-25 Budget Revision #1 (motion)

This item was tabled until next month.

5. Recommend Formation and Appointment of Bylaws Revision Committee

Interim Executive Director Francis recommended forming a Bylaws Revision Committee. There was consensus to proceed. Francis will send out a memo to members which will include more information and a request for volunteers.

6. Discussion on a SCRCOG Legislative Agenda

Interim Executive Director Francis asked if there was interest in creating a SCRCOG legislative agenda. There was consensus to proceed. Francis will direct staff to bring a proposed process and calendar to the next board meeting.

7. Discussion on SMM Consultant and Legal Counsel Selection

Interim Executive Director Francis reported that there were five responses to the RFQ for Legal Counsel. Lauren Garrett, Mica Cardozo and Vincent Cervoni volunteered to serve on an interview panel.

8. Regional Cooperation/Other Business

None

9. Adjournment

Chair Cofrancesco made a motion to adjourn at 9:45 a.m.

Note: This meeting was inadvertently not recorded.

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 \$114,464 of revenue to the adopted FY 2024-25 budget, broken down as follows.

- \$17,147 of CTDOT – Active Transportation Microgrants Program
- \$88,390 of CT DECD (EDA Grant) – CARES Act Funds
- \$79 of CT DECD (EDA Grant) – 4CT 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 \$97,317
 - \$88,469 for EDA Cares Act Grant (REX Development)
 - \$8,848 for Municipal Grants Initiative to provide services to West Haven and Woodbridge (JL Burdelski Planning Partners, LLC)

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	-	88,390	88,390
CT DECD (EDA Grant) - 4CT Funds	-	79	79
US EPA - Climate Pollution Reduction Grant	749,672		749,672
Other			
Investment Income	20,000		20,000
Retiree Health Insurance	9,000		9,000
TOTAL	8,412,550	114,464	8,527,014

<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	97,317	2,386,892
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	114,464	8,527,014

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 \$88,469 remaining in the grant; 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 August 28, 2024.

Date: August 28, 2024

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

Resolution Authorizing Interim Executive Director to Execute Agreement for Acceptance of 2024-25 Regional Services Grant

Whereas: SCRCOG has been awarded \$948,501.80 for the 2024-25 Regional Services Grant for Councils of Governments from the Connecticut Office of Policy and Management; and

Whereas: The Office of Policy and Management requires an adopted resolution by the SCRCOG Board.

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

That SCRCOG execute and deliver to the State of Connecticut a Notice of Grant Award (the "Agreement") in the amount of \$948,501.80 for the 2024-25 Regional Services Grant; and

Be It Further Resolved:

That Laura Francis, as Interim Executive Director of SCRCOG, is directed to execute and deliver the Agreement on behalf of SCRCOG and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement.

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 August 28, 2024.

Date: August 28, 2024

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

Resolution Authorizing Interim Executive Director to Execute CT DEEP \$353,000 Regional Waste Authority Grant and Related Documents

- Whereas: *In Spring 2023, the CT Department of Energy and Environmental Protection (CT DEEP) announced the availability of \$1.5 million in state grant funding through the Sustainable Materials Management Grant Program to help municipalities, COGs, and regional waste authorities evaluate interest and identify governance structures in order to form new, or to expand existing, regional waste authorities and engage in planning activities for diversion programs and infrastructure development;*
- Whereas: *SCRCOG submitted a grant application to CT DEEP for \$353,000 for Technical Assistance funding to conduct a study focused on identifying a pathway for creating a Regional Waste Authority, and related programs and infrastructure that would serve the SCRCOG member municipalities;*
- Whereas: *On November 20, 2023, SCRCOG was notified by CT DEEP, via e-mail, that the application will be awarded in full (\$353,000) and the Notice of Grant Award will be forthcoming;*
- Whereas: *At the December 13, 2023 Special Meeting, the SCRCOG Board adopted a resolution authorizing the Executive Director to execute and deliver the Notice of Grant Award (the "Agreement") in the amount of \$353,000 for the Regional Waste Authority Grant;*
- Whereas: *The Executive Director at the time the resolution was adopted has since retired, the Agreement is still forthcoming, and the CT DEEP Business Office has requested an updated resolution with the current Executive Director's name.*

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

That SCRCOG execute and deliver to the CT Department of Energy and Environmental Protection the Agreement in the amount of \$353,000 for the Regional Waste Authority Grant; and

Be It Further Resolved:

That Laura Francis, as Interim Executive Director of SCRCOG, is directed to execute and deliver the Agreement on behalf of SCRCOG and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all other agreements and documents contemplated by the Agreement.

Resolution Authorizing Interim Executive Director to Execute CT DEEP \$353,000 Regional Waste Authority Grant and Related Documents (Continued)

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 August 28, 2024.

Date: August 28, 2024

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

Resolution Authorizing Interim Executive Director to Execute CT DEEP \$139,000 Sustainable Materials Management Grant and Related Documents

- Whereas: The SCRCOG Board adopted resolutions in September 2022 and January 2023 authorizing the Executive Director to execute and deliver to the CT Department of Energy and Environmental Protection (CT DEEP) a Grant Award (the "Agreement") for the Sustainable Materials Management (SMM) Grant;
- Whereas: The Agreement was executed on February 16, 2023 and was amended on May 7, 2024 to extend the expiration date to November 16, 2025;
- Whereas: SCRCOG is working with CT DEEP on a second amendment to the Agreement to enable SCRCOG to engage a consultant to complete required deliverables related to the planning and implementation of unit-based pricing for up to three (3) municipalities; and
- Whereas: The Executive Director at the time the resolutions were adopted has since retired and the CT DEEP Business Office has requested an updated resolution with the current Executive Director's name.

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

That SCRCOG execute and deliver to the CT Department of Energy and Environmental Protection the Agreement in the amount of \$139,000 for the SMM Grant; and

Be It Further Resolved:

That Laura Francis, as Interim Executive Director of SCRCOG, is directed to execute and deliver the Agreement on behalf of SCRCOG and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all other agreements and documents contemplated by the Agreement.

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 August 28, 2024.

Date: August 28, 2024

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

Resolution Authorizing the Interim Executive Director to Negotiate and Sign a Consultant Agreement for the Development of the Sustainable Materials Management UBP Program with WasteZero, Inc.

Whereas: SCRCOG was awarded a Sustainable Materials Management (SMM) Grant by the CT Department of Energy and Environmental Protection (CT DEEP) for the period of February 16, 2023 through May 16, 2024;

Whereas: SCRCOG was granted an extension to the SMM Grant by CT DEEP until November 16, 2025;

Whereas: SCRCOG facilitated a Request for Quotes process using a vetted consultant list provided by the CT DEEP to procure consulting services to complete deliverables required by the SMM Grant;

Whereas: The Selected Consultant will be responsible for executing three deliverables: Planning and Implementation of unit-based pricing for up to three (3) municipalities, including conducting financial and programmatic modeling with options for unit-based pricing programs and stakeholder outreach and education; and

Whereas: Following a review and interview process, the Selection Committee recommends the selection of WasteZero, Inc. to further develop unit-based pricing programs for the SMM grant.

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

That Laura Francis, as Interim Executive Director of SCRCOG, is authorized to negotiate and sign a consulting services agreement with WasteZero, Inc. for the further development of the Sustainable Materials Management UBP program.

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 August 28, 2024.

Date: August 28, 2024

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

Resolution to Appoint Halloran Sage as Agency Counsel and authorize the Interim Executive Director to sign a Letter of Engagement

Whereas: *The South Central Regional Council of Governments (SCRCOG) solicited quotes from qualified lawn firms/attorneys to provide general counsel via a Request for Quotes (RFQ) issued on June 18, 2024;*

Whereas: *The RFQ closed on July 18, 2024 and SCRCOG received five responses;*

Whereas: *A Selection Committee, comprised of chief elected officials and SCRCOG staff, reviewed the proposals and conducted interviews on August 13, 2024; and*

Whereas: *The Selection Committee recommends the appointment of Halloran Sage as Agency Counsel.*

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

That SCRCOG appoint Halloran Sage as Agency Counsel and execute a letter of engagement with Halloran Sage; and

Be It Further Resolved:

That Laura Francis, as Interim Executive Director of SCRCOG, is directed to negotiate and execute a letter of engagement with Halloran Sage.

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 August 28, 2024.

Date: August 28, 2024

By: _____

Mayor Lauren Garrett, Secretary
South Central Regional Council of Governments