

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

<b>DATE</b> February 26, 2025	<b>LOCATION</b> SCRCOG Office	<b>DIAL-IN</b> +1-929-205-6099
<b>TIME</b> 9:00 am	<b>MEETING URL</b> <a href="https://us02web.zoom.us/j/82502879002">https://us02web.zoom.us/j/82502879002</a>	<b>MEETING ID</b> 82502879002

- 1 Call to Order
- 2 Adopt Minutes of January 22, 2025 Executive Committee Meeting (motion) Pages 2-3
- 3 Recommend FY 2024-25 Regional Services Grant (RSG) Spending Plan Amendment #2 (motion) Pages 4-6
- 4 Recommend FY 2024-25 Budget Revision #5 (motion) Pages 7-9
- 5 Recommend Resolution Authorizing Executive Director to Negotiate and Execute Agreement with Selected Vendor for Municipal Transfer Station Site Assessments (motion)
- 6 Possible Executive Session – Personnel – Interim Executive Director
- 7 Regional Cooperation/Other Business
- 8 Adjournment

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 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: January 28, 2025  
SUBJECT: SCRCOG Executive Committee Meeting Minutes of January 22, 2025

***Present:***

Bethany First Selectman Paula Cofrancesco, *Chair*  
East Haven Mayor Joseph Carfora  
Guilford First Selectman Matthew Hoey  
Hamden Mayor Lauren Garrett, *Secretary*  
Madison First Selectman Peggy Lyons, *Vice Chair*  
Orange First Selectman James Zeoli  
Woodbridge First Selectman Mica Cardozo

SCRCOG Staff Laura Francis, Christopher Rappa, Stephanie Camp, Joan Paglinco

Guest: First Selectman Michael Freda

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

**1. Call to order**

Chair Cofrancesco called the meeting to order at 9:30 a.m.

**2. Adopt Minutes of November 20, 2024, Executive Committee Meeting (motion)**

Chair Cofrancesco referred to the minutes of the SCRCOG Executive Committee Meeting of November 20, 2024, which were included in the agenda packet on pages 3-5. Motion made by First Selectman Lyons and seconded by First Selectman Hoey. First Selectman Freda abstained. The motion passed unanimously.

**3. Adopt Minutes of December 23, 2024, Special Executive Committee Meeting (motion)**

Chair Cofrancesco referred to the minutes of the Special Executive Committee Meeting of December 23, 2024 which were included in the agenda packet on page 4. Motion made by First Selectman Hoey and seconded by Mayor Garrett. First Selectman Freda abstained. The motion passed unanimously.

**4. Recommend Amendment to SCRCOG Legislative Agenda (motion)**

Interim Executive Director Francis explained the two areas of the Legislative Agenda discussed in November on page 5 of the agenda packet. First Selectman Hoey suggested edits related to early voting language. Francis also advised of Bill 5722, funding for Sustainable CT. Motion to add Bill 5722 to Legislative Agenda made by First Selectman Hoey and seconded by Mayor Garrett. First Selectman Freda abstained. The motion passed unanimously.

**5. Regional Services Grant Spending Plan Discussion**

Interim Executive Director Francis advised of having a working group to assist with developing the Regional Services Grant Spending Plan and advised Stephanie Camp will give her presentation at the

Board meeting and ask for volunteers to participate in the working group. Mayor Garrett suggested that the same board involvement can be achieved first with a survey.

**6. Regional Cooperation/Other Business**

Interim Executive Director Francis advised of the update on the return date of employee out on medical leave of absence.

**7. Possible Executive Session: Personnel – Interim Executive Director**

Chair Cofrancesco asked for a motion to go into Executive Session seconded by First Selectman Hoey. The motion passed unanimously.

**8. Adjournment**

Meeting Adjourned at 9:30a.m.

**FY 2024-2025 REGIONAL SERVICES GRANT (RSG)**  
**Spending Plan and Summary of Consultant-Supported Work**  
**Amendment #2 – February 26, 2025**

**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. <b>Regional Planning Consultants (amended)</b>	<b>\$179,500</b>
6. <b>Municipal Services Consultants (amended)</b>	<b>\$252,500</b>
7. <b>Capital – Conference Room Technology Update</b>	<b>\$46,000</b>
<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	<b>\$15,000 (previously \$40,000)</b>
<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. Revised amount reflects anticipated Phase I spending. The project will be completed in FY 2025-26. The balance is moved to 5d. Replica Data Platform Subscription.</i></p>	

<b>5e. MS4 Mapping</b>	
Consultant: To Be Selected	<b>\$0 (previously \$25,000)</b>
<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. The balance is moved to 5d. Replica Data Platform Subscription.</i></p>	

<b>5d. Replica Data Platform Subscription</b>	
Consultant: Replica, Inc.	<b>\$50,000</b>
<p><i>A continuation of the Replica Data Platform Subscription, which provides SCRCOG and its consultants with access to datasets that inform transportation studies, economic development efforts, and provide context to regional studies and grants. Replica was recently used to inform the Regional Mobility Study and the Congestion Management Process Update and will continue to be used to provide data for studies across the agency.</i></p>	

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

<b>6a. Municipal Grants Assistance</b>	
Municipal Grants Consultants: Juliet Burdelski/Renata Bertotti (continuing)	<b>\$60,000</b>
<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)	<b>\$45,000 (previously \$60,000)</b>
<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. Revised amount reflects anticipating spending through June 30, 2025. The balance is moved to 7. Capital – Conference Room Technology Update.</i></p>	
<b>Municipal Transfer Station Site Assessments</b>	
Consultant: To Be Determined	\$25,500
<p><i>The Selected Consultant will conduct municipal transfer station site assessments to two (2) regional member municipalities. This site assessment will evaluate operations, finances, and regulation adherence and provide a transfer station facility improvement plan to respective municipalities as a final product.</i></p>	

<b>6c. Information Technology/ Cybersecurity</b>	
Consultant: Novus Insight (continuing)	\$14,500
<p><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></p>	

<b>6d. Economic Development</b>	
Consultant: REX Development (continuing)	\$90,000
<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: 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></p>	

<b>6e. Regional Energy Initiative</b>	
Consultant: People's Action for Clean Energy (PACE)	<b>\$17,500 (previously \$48,500)</b>
<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. Revised amount reflects actual contract with PACE. The balance is moved to 7. Capital – Conference Room Technology Update.</i></p>	

## ***FY 2024-25 Budget Revision #5***

*This revision updates the FY 2024-25 budget to incorporate CTDOT Active Transportation Microgrants Program funding, additional LOTCIP administrative funding, and the CT Office of Policy and Management Parcel and CAMA Data Improvement Grant funding, as well as align the budget with the Amended FY 2024-25 Regional Services Grant Spending Plan.*

### **Revenue**

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Budget Revision #5 adds \$183,500 of revenue to the adopted FY 2024-25 budget, broken down as follows.

- \$2,000 of CTDOT – Active Transportation Microgrants Program
- \$250,000 of CTDOT - LOTCIP
- \$181,500 of CT OPM – Parcel and CAMA Data Grant

### **Expenses**

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Budget Revision #5 includes the following changes.

- Passthrough Grants increases by \$2,000 (Active Transportation Microgrants Program)
- Other Consultants decreases by \$16,000
  - \$30,000 for Parcel and CAMA Data Grant Consultant(s)
  - - \$46,000 (moved to Capital)
- Capital increases by \$46,000
  - For Conference Room Technology Update. This change aligns budget with the Amended Regional Services Grant Spending Plan.
- Project Contingencies
  - The project contingency line-items for the LOTCIP – Reserved and CT OPM – Parcel and CAMA Data Grant – Reserved increase by \$250,000 and \$151,500, respectively. This constitutes the estimated amount of funds available for use in the next fiscal year.

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

**FY 2024-25 Budget Revision #5**

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
<b>Municipal Contribution</b>			
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
<b>Transportation Planning</b>			
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	32,147	2,000	34,147
CTDOT - LOTCIP	110,291	250,000	360,291
<b>Regional Planning</b>			
CT OPM - Regional Services Grant (RSG)	948,502		948,502
CT OPM - RSG - Previous Fiscal Year	17,653		17,653
CT OPM - Parcel and CAMA Data Grant	-	181,500	181,500
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	104,890		104,890
CT DECD (EDA Grant) - 4CT Funds	79		79
US EPA - Climate Pollution Reduction Grant	749,672		749,672
<b>Other</b>			
Investment Income	20,000		20,000
Retiree Health Insurance	9,000		9,000
<b>TOTAL</b>	<b>8,558,514</b>	<b>433,500</b>	<b>8,992,014</b>

<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	142,458		142,458
Transportation Consultants	1,993,378		1,993,378
Other Consultants	2,403,392	(16,000)	2,387,392
Passthrough Grants	300,252	2,000	302,252
Capital	-	46,000	46,000
Contingency	8,805		8,805
Transportation - Reserved	90,912		90,912
LOTCIP - Reserved	0	250,000	250,000
Highway Safety - Reserved	91,409		91,409
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
Parcel and CAMA Data Grant - Reserved	-	151,500	151,500
<b>Total</b>	<b>8,558,514</b>	<b>433,500</b>	<b>8,992,014</b>



**Resolution**

**South Central Regional Council of Governments  
Fiscal Year 2024-25 - Budget Revision # 5**

Whereas: The South Central Regional Council of Governments (SCRCOG) adopted an operating budget for FY 2024-25 on May 22, 2024;

Whereas: SCRCOG adopted Budget Revision #1 on August 28, 2024;

Whereas: SCRCOG adopted Budget Revision #2 on September 25, 2024;

Whereas: SCRCOG adopted Budget Revision #3 on September 25, 2024;

Whereas: SCRCOG adopted Budget Revision #4 on October 23, 2024;

Whereas: SCRCOG has received \$2,000 of CTDOT Active Transportation Microgrants Program funds, has received an additional \$250,000 of LOCTIP administrative funds, has been awarded a \$181,500 CT Office of Policy and Management Parcel and CAMA Improvement Grant; and

Whereas: The SCRCOG Board approved Amendment #2 to FY 2024-25 Regional Services Grant Spending Plan on February 26, 2025

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

That Fiscal Year 2024-25 Budget Revision #5, which incorporates CDOT Active Transportation Microgrants Program funds. Additional LOCTIP administrative funds, and the CT Office of Policy and Management Parcel and CAMA Improvement Grant, as well as 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 February 26, 2025.

Date: February 26, 2025

By: \_\_\_\_\_  
Mayor Dorinda Borer, Secretary  
South Central Regional Council of Governments