

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 March 26, 2025 | LOCATION SCRCOG Office | DIAL-IN +1-929-205-6099 |
| TIME 9:00 am | MEETING URL https://us02web.zoom.us/j/82502879002 | MEETING ID 82502879002 |

- 1 Call to Order
- 2 Adopt Minutes of SCRCOG Executive Committee Meeting February 26, 2025 (motion) Pages 2-3
- 3 Recommend FY 2024-25 Regional Services Grant (RSG) Spending Plan Amendment #3 (motion) Pages 4-6
- 4 Recommend appointment and approval of employment contract – Executive Director (motion)
- 5 Discussion of FY 2025-2026 Salaries
- 6 Discussion of Draft FY 2025-2026 Regional Services Grant Spending Plan Pages 7-10
- 7 Regional Cooperation/Other Business
- 8 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 Dorinda Borer, *Secretary*
DATE: February 27, 2025
SUBJECT: SCRCOG Executive Committee Meeting Minutes of February 26, 2025

Present:

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

SCRCOG Staff Laura Francis, Christopher Rappa, Joan Paglinco

Guest: Shirley Kuang, Director of Legislative Affairs New Haven

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

1. Call to order

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

2. Adopt Minutes of January 22, 2025, Executive Committee Meeting (motion)

Chair Lyons referred to the minutes of the SCRCOG Executive Committee Meeting of January 22, 2025, which were included in the agenda packet on pages 2-3. Motion made by First Selectman Hoey and seconded by First Selectman Cofrancesco. The motion passed unanimously.

3. Recommend FY 2024-25 Regional Services Grant (RSG) Spending Plan Amendment #2 (motion)

Interim Executive Director Francis reviewed RSG Spending Plan Amendment #2 included in the agenda packet on pages 4-6. Motion made by First Selectman Cofrancesco and seconded by First Selectman Hoey. The motion passed unanimously.

4. Recommend FY 2024-25 Budget Revision #5 (motion)

Interim Executive Director Francis reviewed Budget Revision #5 included in the agenda packet on pages 7-9. Motion made by First Selectman Cofrancesco seconded by First Selectman Hoey. The motion passed unanimously.

5. Recommend Resolution Authorizing Executive Director to Negotiate and Execute Agreement with Selected Vendor for Municipal Transfer Station Site Assessments (motion)

Interim Executive Director Francis reviewed the resolution and advised H2M Architects and Engineers Inc. is the selected vendor. Motion made First Selectman Cofrancesco and seconded by First Selectman Hoey. The motion passed unanimously.

6. Possible Executive Session - Personnel – Interim Executive Director

Chair Lyons asked for a motion to go into Executive Session and it was seconded by First Selectman Hoey. The motion passed unanimously.

7. Regional Cooperation/Other Business

None

8. Adjournment

Motion to adjourn made by First Selectman Cofrancesco and seconded by Chair Lyons. Meeting Adjourned at 9:59a.m.

FY 2024-2025 REGIONAL SERVICES GRANT (RSG)
Spending Plan and Summary of Consultant-Supported Work
Amendment #3 – March 26, 2025

Source of Project Funding:

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

FY 2024-25 Budget

| Line Item | Budget |
|--|-------------------------------|
| 1. Staff Labor and Expenses | \$415,502 |
| 2. GIS Consultant – moved to 5e. | \$3,000 (previously \$13,000) |
| 3. UConn MPA Interns - 2 | \$34,500 |
| 4. Capitol Region Purchasing Council Dues | \$7,500 |
| 5. Regional Planning Consultants (amended) | \$189,500 |
| 6. Municipal Services Consultants (amended) | \$252,500 |
| 7. Capital – Conference Room Technology Update | \$46,000 |
| 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 and graphing/mapping capabilities useful to the region and its municipalities.</i> | |

| 5d. Regional Tree Canopy Mapping | |
|--|----------|
| Consultant: UVM (University of Vermont) Geospatial Analysis Lab | \$15,000 |
| <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. Revised amount reflects anticipated Phase I spending. The project will be completed in FY 2025-26.</i></p> | |

| 5e. Replica Data Platform Subscription | |
|--|--------------------------------|
| Consultant: Replica, Inc. | \$60,000 (previously \$50,000) |
| <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. Revised amount reflects actual Replica renewal agreement.</i></p> | |

Details of Municipal Services Consultants (#6 above)

| 6a. Municipal Grants Assistance | |
|---|----------|
| 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> | |

| 6b.1 Solid Waste & Recycling, Food Waste Diversion and Composting | |
|---|----------|
| Consultant: Pam Roach (continuing) | \$45,000 |
| <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> | |

| 6b.2 Municipal Transfer Station Site Assessments | |
|---|---------------------------------------|
| Consultant: H2M Architects and Engineers, Inc. | \$29,000 (previously \$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. Revised amount reflects actual contract with H2M.</i></p> | |

| 6c. Information Technology/ Cybersecurity | |
|---|----------|
| 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> | |

| 6d. Economic Development | |
|---|----------|
| 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:</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 assistance with the Local Economic Development Processes.</i></p> | |

| 6e. Regional Energy Initiative | |
|---|---------------------------------------|
| Consultant: People's Action for Clean Energy (PACE) | \$14,000 (previously \$17,500) |
| <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 anticipated expenditures due to actual number of participating municipalities. The balance is moved to 6b.2 Municipal Transfer Station Site Assessments.</i></p> | |

FY 2025-2026 REGIONAL SERVICES GRANT (RSG)
DRAFT Proposed Spending Plan and Summary of Consultant-Supported Work
March 26, 2025

Source of Project Funding:

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

FY 2024-25 Budget

| Line Item | Budget |
|--|------------------|
| 6. Staff Labor and Expenses | \$439,002 |
| 7. GIS Consultant | \$3,500 |
| 8. UConn MPA Interns - 2 | \$36,500 |
| 9. Capitol Region Purchasing Council Dues | \$7,500 |
| 10. Regional Planning & Municipal Services Consultants | \$473,000 |
| Total | \$948,502 |

Details of Regional Planning & Municipal Services Consultants (#5 above)

| 5a. Sewer and Water Infrastructure Expansion Feasibility Study Preparation | |
|--|----------|
| Consultant: To Be Selected | \$50,000 |
| <i>The selected consultant will collect the data necessary to understand the capacity of the existing water and sewer infrastructure across the region and assist SCRCOG staff with municipal engagement to understand where expansion may be desired.</i> | |

| 5b. Community Conversations - Housing | |
|--|----------|
| Consultant: Benjamin Fink (continuing) | \$50,000 |
| <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 Tree Canopy Study (continuing) | |
|--|----------|
| Consultant: University of Vermont (UVM) | \$27,000 |
| <i>Drawing upon data from the State of CT's spring 2023 flyover, UVM will begin Phase 2 of the 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. This study 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> | |

| 5d. Municipal Grants Assistance | |
|---|----------|
| Municipal Grants Consultant: To Be Selected | \$20,000 |
| <i>SCRCOG will provide limited grants assistance to its member municipalities by offering project review and grant matching for specific municipal projects. Other grant related assistance will be offered directly by SCRCOG staff or can be solicited through the Grants On-Call List.</i> | |

| 5e. Shared Services Study | |
|--|-----------|
| Consultant: To Be Selected | \$175,000 |
| <i>The selected consultant will examine existing shared services, assess needs and gaps, and evaluate the feasibility of new opportunities for inter-municipal partnerships. This study will identify scalable solutions that can address common challenges while leveraging regional resources.</i> | |

| 5f. Transfer Station Site Assessments | |
|--|----------|
| Consultant: H2M (continuing) | \$30,000 |
| <i>The Selected Consultant will continue conducting municipal transfer station site assessments for participating 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> | |

| 5g. Economic Development | |
|---|-----------|
| Consultant: REX Development (continuing) | \$100,000 |
| <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> | |

FY 2025-2026 REGIONAL SERVICES GRANT (RSG)
DRAFT Proposed Spending Plan and Summary of Consultant-Supported Work
March 26, 2025

Source of Project Funding:

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

FY 2024-25 Budget

| Line Item | Budget |
|--|------------------|
| 6. Staff Labor and Expenses | \$439,002 |
| 7. GIS Consultant | \$3,500 |
| 8. UConn MPA Interns - 2 | \$36,500 |
| 9. Capitol Region Purchasing Council Dues | \$7,500 |
| 10. Regional Planning & Municipal Services Consultants | \$473,000 |
| Total | \$948,502 |

Details of Regional Planning & Municipal Services Consultants (#5 above)

| 5a. Sewer and Water Infrastructure Expansion Feasibility Study Preparation | |
|--|----------|
| Consultant: To Be Selected | \$50,000 |
| <i>The selected consultant will collect the data necessary to understand the capacity of the existing water and sewer infrastructure across the region and assist SCRCOG staff with municipal engagement to understand where expansion may be desired.</i> | |

| 5b. Community Conversations - Housing | |
|--|----------|
| Consultant: Benjamin Fink (continuing) | \$50,000 |
| <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 Tree Canopy Study (continuing) | |
|--|----------|
| Consultant: University of Vermont (UVM) | \$27,000 |
| <i>Drawing upon data from the State of CT's spring 2023 flyover, UVM will begin Phase 2 of the 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. This study 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> | |

| 5d. Municipal Grants Assistance | |
|---|----------|
| Municipal Grants Consultant: To Be Selected | \$20,000 |
| <i>SCRCOG will provide limited grants assistance to its member municipalities by offering project review and grant matching for specific municipal projects. Other grant related assistance will be offered directly by SCRCOG staff or can be solicited through the Grants On-Call List.</i> | |

| 5e. Shared Services Study | |
|--|-----------|
| Consultant: To Be Selected | \$175,000 |
| <i>The selected consultant will examine existing shared services, assess needs and gaps, and evaluate the feasibility of new opportunities for inter-municipal partnerships. This study will identify scalable solutions that can address common challenges while leveraging regional resources.</i> | |

| 5f. Transfer Station Site Assessments | |
|--|----------|
| Consultant: H2M (continuing) | \$30,000 |
| <i>The Selected Consultant will continue conducting municipal transfer station site assessments for participating 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> | |

| 5g. Economic Development | |
|---|-----------|
| Consultant: REX Development (continuing) | \$100,000 |
| <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> | |