SCRCOG MEETING NOTICE & AGENDA
September 22, 2010 – 10:00 A.M.
Location: 127 Washington Avenue, 4th Floor West
North Haven, CT 06473

Full agenda materials can be found at our website – www.scrcog.org

1. Call to order

2. Presentation: I-95 New Haven Harbor Crossing Corridor Improvement Program Update
   Kristen Stiff, PB Americas

3. Presentation: Jack Healy, President and CEO of The United Way of Greater New Haven

4. Adoption of August 25, 2010 SCRCOG Minutes
   First Selectman Anthony DaRos, Secretary

5. Treasurer’s Report for month ending August 31, 2010 – Mayor John Picard, Treasurer

6. Transportation Committee Report - Chairman, Mayor William Dickinson
   a) Adopt Resolution to approve 2010-2013 TIP Amendment Ten
   b) Adopt Resolution on PM 2.5 Conformity with the Clean Air Act

7. Approval of Resolution re: Planning Study Consulting Services


9. Congressional Report by Louis Mangini, Legislative Aide

10. SCRCOG Executive Director’s Report – Carl Amento

11. REX Development Report by Executive Director Ginny Kozlowski

12. DEMHS Report by Roy Piper, Region 2 Coordinator

13. Regional Planning Commission Action Table for September, 2010

14. Regional Cooperation / Other Business

15. Adjournment
TO: SCRCOG Board
FROM: First Selectman Anthony DaRos, SCRCOG Secretary
DATE: September 22, 2010
SUBJECT: SCRCOG Minutes of August 25, 2010

Present:
Bethany First Selectwoman Derrylyn Gorski
Branford First Selectman Anthony DaRos – Secretary
East Haven Mayor April Capone-Almon
Guilford First Selectman Joseph S. Mazza
Hamden Mayor Scott Jackson
Madison First Selectman Fillmore McPherson
Milford Lisa Bull DiLullo, Assistant to the Mayor/ Proxy for Mayor James Richetelli, Jr.
New Haven Mayor John DeStefano, Jr.
North Haven First Selectman Michael Freda
North Branford Mayor Anthony Candelora
Wallingford Mayor William Dickinson, Jr.
West Haven Mayor John Picard - Treasurer
Woodbridge First Selectman Edward Sheehy - Vice Chair/ Acting Chair
SCRCOG Staff Carl J. Amento – Executive Director
Albert Ruggiero, James Rode and Stephen Dudley

Guest Presenters:
Louis Mangini, Legislative Aide for Congresswoman Rosa DeLauro; Ginny Kozlowski, Executive Director of REX Development; Roy Piper, DEMHS Region 2 Coordinator

Other Guests:
Paul Hongo, Director of Administration and Management East Haven, Jean Stimolo, Executive Director of Rideworks; Stephen P. Livingston, Connecticut Department of Transportation Field Coordinator and Liaison to SCRCOG; Barbara Malmberg, REX Development; Miriam E. Brody, League of Women Voters -North Haven; Mary Bigelow, GNHTD Board of Directors; Shelly Saczynski, UIL Holdings Corporation; Terry Elton, Branford Economic Development Commission; and Mark Zaretsky, Staff Reporter for the New Haven Register

ITEM 1-Call to Order: The August 25, 2010 meeting of the South Central Regional Council of Governments was called to order at 10:00 A.M. by Acting Chairman Edward Sheehy. Self introductions of SCRCOG officials and guests then took place.
ITEM 2 – SCRCOG Minutes of July 28, 2010

The SCRCOG Minutes were on pages 2-4 in the agenda packet. A motion to adopt the SCRCOG Minutes of July 25, 2010 was offered by Mayor Picard and seconded by First Selectman Gorski. Upon unanimous vote, the motion passed.

ITEM 3 - Treasurer’s Report for the Month Ending July 31 2010 [Review with Al]

SCRCOG Treasurer, Mayor Picard, presented the Treasurer’s Report, on pages 5 and 6 in the agenda packet. He advised the officials that the COG has $483,600 in cash and investment and $282,000 due from CTDOT for transportation, and greenways planning.

A motion by Mayor Picard, and seconded by First Selectman McPherson, was offered to adopt the Treasurer’s Report for the month ending July 31, 2010. With no further discussion, the motion passed by unanimous vote.

ITEM 4 – Transportation Committee’s Report

Adopt 2010-2013 TIP Amendment Nine (Resolution on page 20 in the agenda packet)

Approval of this amendment will allow changes to the following projects in the 2010-2013 Transportation Improvement Program. Explanations for these project changes are in the agenda packet.

Project 0061-0138 Route 10: Westwoods Rd./ Mt Carmel Ave. Intersection
Project 0092-0531 I-95/ I-91/Rt 34 Interchange Reconstruction E
Project 0092-0532 I-95: Quinnipiac River Bridge Construction B
Project 0092-0619 I-95 Corridor Improvement Project- Contract E2
Project 0092-0622 2 Lane Connection between I-95 & I-91- Contract E3
Project 0092-0627 I-95 Corridor Improvement Project- Contract B2
Project 0100-0176 Universal Drive Resurfacing
Project 0173-0407 BPT Ops Center
Project 0427-T0152 Greater New Haven Transit capital improvements
Project 0427-T075 Greater New Haven Transit Small Vehicle Acquisition
Project 0427-XXXX GNHTD Capital Purchases Carryover
Project 0GNH-XXXX GNHTD Area Wide Bus Shelter Installation

Upon the recommendation of the Transportation Committee, a motion to approve Amendment Nine for inclusion in the FFY 2010 – FFY 2013 State Transportation Improvement Program was made by First Selectman Anthony DaRos. The motion, which was seconded by First Selectwoman Derrylyn Gorski, passed by unanimous vote.

ITEM 5 – Legislative Reports

Louis Mangini, Legislative Aide to Congresswoman Rosa DeLauro, reported that budget bills will probably be approved in late September.
ITEM 6 – Executive Director’s Report
Executive Director Amento advised the officials that his written report was on page 22 in the agenda packet.

Executive Director Amento reported that the federal Sustainable Communities Regional Planning Grant application was submitted on August 23rd. SCRCOG is partnering with Greater Bridgeport RPA, South Western RPA (Stamford and Norwalk), New York Metropolitan Transportation Council (New York City, western Long Island, lower Hudson Valley) on the application.

Executive Director Amento also reported on consultant selections for UPWP studies, and SCRCOG’s collaboration with Greater New Haven Transit District in planning a Regional Transit Forum. The Executive Director’s written report is attached.

ITEM 7 – Action on Pre-Disaster Hazard Mitigation Planning Grant
Executive Director Amento requested approval for SCRCOG to undertake a regional application for a FEMA pre-disaster hazard mitigation planning grant. Ten of the fifteen regional planning agencies in the state have submitted such regional applications. Once the plan is completed and approved by FEMA, cities and towns in the region are eligible for hazard mitigation grants of up to $3 million.

Mayor Picard moved for approval of the Resolution on page 24 which authorizes SCRCOG to apply for the FEMA planning grant for those cities and towns in the region wishing to participate. Mayor Candelora seconded the motion, which passed unanimously.

ITEM 8 – Appointment to Tweed New Haven Airport Authority
The consensus was to postpone action on this item until a candidate for the appointment is found.

ITEM 9 – REX Development Report by Executive Director Kozlowski
REX Executive Director, Ginny Kozlowski, reviewed her written report.

ITEM 10 – Roy Piper - DEMHS Region 2 Coordinator
Mr. Roy Piper, DEMHS Region 2 Coordinator, reported on two items: (1) Thank you to Mayor DeStefano and the City of New Haven for hosting the shelter exercise on July 31st 200 people participated. (2) Thank you to those cities and towns who have submitted their homeland security MOAs. Please submit any MOAs that still have not been submitted.

ITEM 11 – RPC Action Table for June
The August, 2010 RPC Action Table is located on page 28 in the agenda packet. No action on this matter was required.

ITEM 14 – Regional Cooperation / Other Business
There was no other business
ITEM 15 - Adjournment

A motion to adjourn was offered by First Selectman Gorski and seconded by First Selectman McPherson. Upon unanimous vote, the meeting concluded at 10:40 A.M.

Respectfully submitted,
Anthony DaRos
SCRCOG Secretary
**BALANCE SHEET**  - August, 2010

**ASSETS**

<table>
<thead>
<tr>
<th>Cash and Investments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>171,871</td>
</tr>
<tr>
<td>New Alliance Bank</td>
<td>184,964</td>
</tr>
<tr>
<td>Connecticut Short-Term Investment Fund - SCRCOG</td>
<td>138,648</td>
</tr>
<tr>
<td>STIF - Shoreline Greenways Trail</td>
<td>71,049</td>
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<tr>
<td>STIF - Economic Development Web Portal Development</td>
<td>44,252</td>
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<tr>
<td><strong>Total Cash and Investments</strong></td>
<td><strong>610,783</strong></td>
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<table>
<thead>
<tr>
<th>Accounts Receivable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Dues - FY 10/11</td>
<td>49,400</td>
</tr>
<tr>
<td>Connecticut Department of Transportation</td>
<td>101,687</td>
</tr>
<tr>
<td>DEMHS - Homeland Security Planning</td>
<td>15,021</td>
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<tr>
<td>Shoreline Greenways Trail - Federal Share</td>
<td>100,658</td>
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<tr>
<td>Amount for Accrued Leave</td>
<td>8,652</td>
</tr>
<tr>
<td>Pre-Paid Expense &amp; Other Receivables</td>
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<td><strong>Total Accounts Receivable</strong></td>
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<table>
<thead>
<tr>
<th>Property and Equipment</th>
<th></th>
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<tbody>
<tr>
<td>COG Equipment</td>
<td>11,633</td>
</tr>
<tr>
<td><strong>Total Property &amp; Equipment</strong></td>
<td><strong>11,633</strong></td>
</tr>
</tbody>
</table>

**TOTAL ASSETS**  926,135

**LIABILITIES AND FUND BALANCE**

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue - Municipal</td>
<td>125,917</td>
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<tr>
<td>RPI Grant - Economic Development Web Portal</td>
<td>1,533</td>
</tr>
<tr>
<td>Shoreline Greenways Trail - Municipal Share - H074(1)</td>
<td>30,214</td>
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<tr>
<td>Shoreline Greenways Trail - Municipal Share - H103(1)</td>
<td>7,462</td>
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<td><strong>Total Current Liabilities</strong></td>
<td><strong>165,126</strong></td>
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<th>Fund Balance</th>
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<tr>
<td>Estimated Fund Balance - July 1, 2010</td>
<td>759,410</td>
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<tr>
<td>Amount for Accrued Leave</td>
<td>8,652</td>
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<tr>
<td>Investment in Equipment</td>
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<tr>
<td>Fund Change</td>
<td>-18,686</td>
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<td><strong>Fund Balance - August, 2010</strong></td>
<td><strong>761,009</strong></td>
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**TOTAL LIABILITIES AND FUND BALANCE**  926,135
### Statement of Resources and Expenditures - August, 2010

#### Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>FY 11 Budget</th>
<th>Month of August, 2010</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Contribution</td>
<td>151,100</td>
<td>12,592</td>
<td>25,183</td>
</tr>
<tr>
<td>ConnDOT - Transportation Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Dept of Transportation</td>
<td>1,157,444</td>
<td>44,804</td>
<td>90,376</td>
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<tr>
<td>Transportation -- ConnDOT</td>
<td>144,681</td>
<td>5,601</td>
<td>11,297</td>
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<tr>
<td>Emergency Response Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEMHS - FY 08 NHASH Grant</td>
<td>38,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>DEMHS - FY 07 NHASH Grant</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Regional Growth Partnership</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reimbursement for SCRCOG Support</td>
<td>25,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Interest</td>
<td>2,500</td>
<td>122</td>
<td>125</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,518,725</strong></td>
<td><strong>63,118</strong></td>
<td><strong>126,982</strong></td>
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</tbody>
</table>

#### Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>FY 11 Budget</th>
<th>Month of August, 2010</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor &amp; Benefits</td>
<td>622,016</td>
<td>101,432</td>
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<tr>
<td>Salaries</td>
<td></td>
<td>32,143</td>
<td>66,889</td>
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<tr>
<td>Fringe Benefits</td>
<td></td>
<td>12,204</td>
<td>34,543</td>
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<tr>
<td>Travel</td>
<td>6,300</td>
<td>187</td>
<td>979</td>
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<tr>
<td>Data Process</td>
<td>16,600</td>
<td>0</td>
<td>2,278</td>
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<td>General Operations</td>
<td>157,700</td>
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<td>35,086</td>
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<tr>
<td>Rent</td>
<td>96,300</td>
<td>8,213</td>
<td>24,739</td>
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<tr>
<td>Postage &amp; Telephone</td>
<td>7,600</td>
<td>353</td>
<td>1,353</td>
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<tr>
<td>Print &amp; Reproduction</td>
<td>2,500</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Office Supplies</td>
<td>3,800</td>
<td>131</td>
<td>213</td>
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<tr>
<td>Equipment Maintenance</td>
<td>17,200</td>
<td>1,637</td>
<td>1,698</td>
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<tr>
<td>Publications</td>
<td>4,900</td>
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<tr>
<td>Insurance &amp; Professional Services</td>
<td>16,600</td>
<td>0</td>
<td>6,835</td>
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<tr>
<td>Meeting Expenses &amp; Advertising</td>
<td>8,500</td>
<td>71</td>
<td>165</td>
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<tr>
<td>Miscellaneous &amp; Equipment Use</td>
<td>300</td>
<td>35</td>
<td>83</td>
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<tr>
<td>Consultant</td>
<td>654,000</td>
<td>5,892</td>
<td>5,892</td>
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<tr>
<td>Capital Purchase</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>NHASH Grant</td>
<td>38,000</td>
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<td>0</td>
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<tr>
<td>Contingencies</td>
<td>24,109</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,518,725</strong></td>
<td><strong>60,866</strong></td>
<td><strong>145,668</strong></td>
</tr>
</tbody>
</table>
# South Central Regional Council of Governments
## 2010-2013 TRANSPORTATION IMPROVEMENT PROGRAM
### Amendment Number 10

<table>
<thead>
<tr>
<th>Project</th>
<th>0138-0221 2001-025</th>
<th>I-95: Housatonic River Bridge Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes</td>
<td>Amendment 10 decreases funds for FFY11 and increases overall funding reflected in the TIP/STIP for years 2012, 2013 and FYI</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td>This action is required to maintain fiscal constraint in FFY11. And to bring funding levels reflected in the TIP in line with the revised projected expenditures.</td>
<td></td>
</tr>
</tbody>
</table>
South Central Regional Council of Governments  
FFY2010-FFY2013 Transportation Improvement Program  
Amendment Number 10

State Project 0138-0221  
Municipality Regional  
Project Name I-95: Housatonic River Bridge Replacement  
Description Replace the current six-lane bridge with a new structure to the north (west) of the existing bridge though complicated by proximity to Metro North. FY02 includes $500,000 (total) ROW. Approximately four year construction period.

<table>
<thead>
<tr>
<th>Current TIP Funding (In Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>BRXZ</td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td>I-M</td>
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</table>

**Total Cost $197,500**

<table>
<thead>
<tr>
<th>Proposed TIP Funding (In Thousands)</th>
</tr>
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<tbody>
<tr>
<td><strong>Funding</strong></td>
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<tr>
<td>----------------</td>
</tr>
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<td>I-M</td>
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</tr>
<tr>
<td>NHS</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**TIP Funds $340,936**

Amendment Notes

Adjust obligation schedule; defer FY04 CON to FY05 and increase post-FY05 commitment. FY 07TIP Amend 1 reduced NHS funding for 2010 and added 2011/ FYI. FY07-11 Tip amend 3 deletes all NHS funding introduces IM and Bridge funding and increases overall project funding by 143,881 FY07 TIP Amend 7 deletes FFY07 and moves project start out to FFY08, FY07 TIP Amend 13 realigns funding sources and moves project out to FFY09 FY07 TIP Amend 22 moves funds from FFY09, FFY10 changes amounts in FYI as breakout project is added to the TIP. Project moved into FY10 TIP reduced by $99 M, FY10 TIP Amend 10 adjusts funding.
Resolution

Fiscal Year 2010-Fiscal Year 2013 Transportation Improvement Program Amendment Ten

Whereas: U.S. Department of Transportation “Metropolitan Planning Regulations” (23 CFR 450) prescribe that each metropolitan planning organization maintain a financially constrained multi-modal transportation improvement program consistent with a State Implementation Plan for Air Quality (SIP) conforming to both U.S. Environmental Protection Administration-established air quality guidelines and SIP-established mobile source emissions budgets; and

Whereas: The Council, per 23 CFR 450.324 and in cooperation with the Connecticut Department of Transportation (ConnDOT) and public transit operators and relying upon financial constraints offered by ConnDOT, adopted a Fiscal Year 2010-Fiscal Year 2013 Transportation Improvement Program on October 28, 2009, after finding the Program conforming per U.S. Environmental Protection Administration (U.S. EPA) final conformity rule (40 CFR 51 and 93) and relevant Connecticut Department of Transportation air quality conformity determinations: Air Quality Conformity Reports: Fiscal Year 2010-2013 Transportation Improvement Program and the Region’s Long-Range Transportation Plans, May, 2007); and

Whereas: The Council, on October 28, 2009, indicated that periodic Program adjustment or amendment was possible; and

Whereas: Projects referenced in the Program amendment (below) are consistent with the region’s long-range transportation plan (South Central Regional Long Range Transportation Plan—2007 to 2035, (May, 2007); and

Whereas: Council Public Participation Guidelines: Transportation Planning have been observed during the development of the proposed Program amendment (below); and

Whereas: By agreement between the Council and the Connecticut Department of Transportation, public involvement activities carried out by the South Central Regional Council of Governments in response to U.S. Department of Transportation metropolitan planning requirements are intended to satisfy the requirements associated with development of a Statewide Transportation Improvement Program and/or its amendment; and

Whereas: Council of Governments’ review of transportation goals, projects and opportunities may result in further adjustment or amendment of the Program.
Resolution
Fiscal Year 2010-Fiscal Year 2013 Transportation Improvement Program Amendment Ten
(Continued)

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

The Program Amendment Ten shall be transmitted to the Connecticut Department of Transportation, for inclusion in the State Transportation Improvement Program

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 September 22, 2010.

Date: September 22, 2010

Anthony DaRos
Secretary
RESOLUTION ON CONFORMITY WITH THE CLEAN AIR ACT

**PM 2.5**

WHEREAS,
the South Central Regional Council of Governments (SCRCOG) is required to submit an Air Quality Conformity Statement to the US Federal Highway Administration (FHWA) and to the US Environmental Protection Agency (EPA) in accordance with the final conformity rule promulgated by EPA (40 CFR 51 and 93) when adopting an annual Transportation Improvement Program or when effecting a significant revision of the Region’s Transportation Plan; and

WHEREAS,
Title 42, Section 7506 (3) (A) states that conformity of transportation plans and programs will be demonstrated if:

1. the plans and programs are consistent with recent estimates of mobile source emissions;
2. the plans and programs provide for the expeditious implementation of certain transportation control measures;
3. the plans and programs contribute to annual emissions reductions consistent with the Clean Air Act of 1977, as amended; and

WHEREAS,
it is the opinion of the South Central Regional Council of Governments (SCRCOG) that the plans and programs approved on October 28, 2009 and submitted to FHWA and EPA conform to the requirements of Title 42, Section 7506 (3) (A) as interpreted by EPA (40 CFR 51 and 93); and

WHEREAS,
the New York – Northern New Jersey – Long Island, NY-NJ-CT area is designated a PM 2.5 Nonattainment area; and

WHEREAS,
the State of Connecticut has elected to jointly assess conformity in all PM 2.5 nonattainment areas in Connecticut (Fairfield County and New Haven County) and
RESOLUTION ON CONFORMITY WITH THE CLEAN AIR ACT – PM 2.5 (Continued)

WHEREAS,
the results of the required emissions analysis performed by the Connecticut Department of Transportation on the Regional Long Range Plan (March 2007) and the FFY 2010-2013 TIP shows that the implementation of the projects contained therein will result in emissions of PM2.5 in each analysis year that are less that the emissions of the baseline year.

Now, THEREFORE BE IT RESOLVED, by the Council of Governments,
That the South Central Regional Council of Governments (SCRCOG) finds that the Regional Long Range Plan (March 2007) and the FFY 2010-2013 TIP conform to air quality requirements of the U.S. Environmental Protection Administration (40 CFR 51 and 93), related U.S. Department of Transportation guidelines (23 CFR 450) and with Title 42, Section 7506 (3) (A) and hereby approves the July 2010 PM2.5 Conformity Determination.

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 September 22, 2010.

DATE: September 22, 2010
BY: ________________________
Anthony J. DaRos
Secretary
Resolution Re:
Planning Study Consulting Services

Whereas: SCRCOG’s Fiscal Year 2011 and 2012 Transportation Planning Program (UPWP), adopted by the Council on June 23, 2010, identified planning studies which are to be conducted with consultant services to complement staff efforts; and

Whereas: Per a Connecticut Department of Transportation-defined consultant outreach process and a Consultant Selection Committee review, interview and recommendation process, it is recommended that the following consultants be retained for the noted assignments:
Madison - PB Americas, Inc.
North Haven - Clough Harbour and Associates
Regional Housing – Milone and MacBroom
Bethany Roads – Beta Group
Bethany Mini-transit – TranSystems
Hamden – Fitzgerald and Halliday
Wallingford Transit – Nelson Nygaard
Meriden Trail – Stantec Consulting Services
New Haven Modal – Nelson Nygaard
Congestion Management – VN Engineers
Regional School Bus – VN Engineers
Regional Traffic Signal – Fuss and O’Neill
Regional Transit Data – TranSystems
Regional Road Classification – Clough Harbour and Associates

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

That the Executive Director is authorized to negotiate and sign consulting services agreements with the above consultants consistent with the UPWP.

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 September 22, 2010.

Date: September 22, 2010

By: _________________________
Anthony J. DaRos
Secretary
SCRCOG Proposed By-laws Amendment:

Evaluation Process for Executive Director’s Performance

Current By-Laws Provisions

The SCRCOG By-Laws makes scant reference to the evaluation of the performance of the Executive Director. Article VII, which deals with the Executive Committee, provides in subsection I.: “The Executive Committee shall consider a budget, as prepared by the Executive Director, and recommend for approval a budget to the Council during April of each year. Budget proposals shall reflect: (1) annual Council goals advanced by the Committee and approved by the Council at the time of budget approval; and (2) January personnel evaluations conducted by the Executive Director, including his/her self-evaluation, under the direction of the Committee.

Article IX, dealing with the Executive Director, contains the following provisions: “C. (2) The Executive Director shall keep the Council advised as to progress of work of the work program of the organization by monthly reports accompanying meeting agendas...”

Current Personnel Management Procedures and Employment Agreement

The Personnel Management Procedures contain no provisions dealing with evaluation of the performance of the Executive Director. The Employment Agreement between SCRCOG and the Executive Director also contains no evaluation procedure.

Executive Committee Recommendation

The Executive Committee has approved the language below with regard to an evaluation process for the Executive Director and has requested that the language for the procedure be submitted to the Council as a By-Laws amendment. The best place to insert an evaluation procedure would be in Article IX of the By-Laws, dealing with the Executive Director. The proposed amendment is submitted for review this month and can be acted upon next month.

Proposed By-Laws Amendment- Addition to Article IX Executive Director of the By-laws

D. Evaluation Process

1. The Executive Director shall submit goals and a proposed work program to the Executive Committee, along with the proposed budget, in April of each year. The budget and work program should be approved by the Council at its May meeting.

2. The Executive Director shall submit a progress report on the approved work program for discussion at each monthly Executive Committee meeting.

3. The Executive Director may submit proposed revisions, adjustments, additions and/or subtractions to the approved work program at any monthly meeting of the Executive Committee; such amendments of the work program must be approved by the Executive Committee in order to become effective.
4. Monthly work program progress reports should be discussed at each meeting of the Executive Committee, and the Executive Committee should convey its satisfaction or dissatisfaction with such progress, and any recommendations for corrective action, to the Executive Director at such meeting.

5. If, at any time, the Executive Committee believes it would be beneficial, it may request the Council Chairman or the Personnel Committee to meet at another date with the Executive Director to discuss any issues that have arisen as to the Executive Director’s performance. The Council Chairman and/or the Personnel Committee would then report on the outcome of such meetings.

6. The Executive Director shall submit a self-evaluation of his/her performance to the Executive Committee as part of the agenda package for both its January and its July meetings. The Executive Committee shall discuss with the Executive Director the self-evaluations and the Executive Director’s progress with regard to the approved work program, as it may be amended.

7. Any salary increase for the Executive Director shall be determined in conjunction with the annual budget and shall be based upon the Executive Committee’s review and assessment of the Executive Director’s performance with regard to the approved work program and its review and assessment of the Executive Director’s self-evaluations.

8. If, at any time, and after exhausting all reasonable attempts to resolve the matter otherwise, the Executive Committee believes that the performance of the Executive Director is so deficient as to warrant termination, it may vote to recommend such action to the Council. The Council would then proceed in accordance with the termination provisions of the By-Laws and the Employment Agreement.
Executive Director’s Report
September, 2010

HUD Sustainable Communities Regional Planning Grant
The grant application requesting $5 million was submitted on August 23rd. SCRCOG partnered with Greater Bridgeport RPA, South Western RPA (Stamford and Norwalk), New York Metropolitan Transportation Council (New York City, Western Long Island, lower Hudson Valley). We do not know when a decision will be made on our grant application. We are now involved in lobbying for its approval. We met with staff members of the federal delegation in Bridgeport Mayor Finch’s office, and a meeting with the federal delegation is being planned in Washington.

Regional Transit Forum
SCRCOG is working with the Greater New Haven Transit District in planning a Regional Transit Forum for October 26th in New Haven. The forum will include presentation on the current status and plans for improvement to the modes of transportation (public and private bus service, rail, para-transit, telecommuting, bike/ pedestrian) in our region. It is expected that a series of recommendations will result from the presentations and discussions. I will be giving the welcoming address.

Website
We are continuing to work with York & Chapel on improvements to the SCRCOG website.

REX Development move
The new offices for REX employees have been glassed in, have blinds and doors. We have integrated our use of fax, copying and scanning services. Integrating REX into our telephone system would involve considerable expense and still leave us with a 15 year old phone system without features such as caller ID, voicemail and a busy lamp field so that the receptionist can see who is on the phone. We also have no way to automatically direct phone calls without a receptionist. After interviewing 10 local companies, it appears that SCRCOG or REX can buy or lease a new phone system with all of the modern features at a cost that is less per month than we are presently paying.

FEMA grant
We are working on contacting towns in the region to see which want to participate in the Pre-Disaster hazard Mitigation Planning grant which is due in late October.

Regionalization initiatives
We are in discussion with various individuals and entities exploring regionalization initiatives involving energy, recycling, SeeClickFix, DataHaven, and purchasing.

Speaking engagement
I will be making a presentation on SCRCOG and Regionalism to a Community Development Breakfast sponsored by the Greater new haven Community Loan Fund on October 12th.
Executive Director’s Report – September 15, 2010
Ginny Kozlowski

Brownfield Projects

- The next round of USEPA Brownfield funding applications are due October 15, 2010. REX Development emailed all of the municipalities the new funding guidelines. REX is looking for community projects similar to the Hamden/New Haven project that can be submitted as a community application as these projects receive a higher ranking in terms of funding. Please contact Will Warren at REX for additional details.
- Diane Kelly from USEPA has indicated that she is waiting for the final approval from Washington, DC for the extension of REX’s Revolving Loan Fund set to expire on September 30, 2010.
- 41 Haig Street appears to be sold and closing is scheduled to take place by 10/29. At which time REX will be repaid for its loan.

Business Development

- Secretary Brenda Sisco has issued a letter stating that the Connecticut’s Office of Policy and Management has reviewed and approved the REX region’s CEDS. It has not been determined as to the process of how regions will receive the long awaited letter from the Governor that needs to be submitted with the application to the USEDA. We are continuing to outreach to DECD as to the timetable and process. Without the letter from the Governor, USEDA will not start the review process for the Economic Development District designation. REX Development is the first region to have received both approval from DECD and OPM.
- Tony Rescigno and I met with representatives (Jimmy Ryan, Sheila O’Malley and Bill Purcell) from the Central Naugatuck Valley CEDS region to discuss the possibly of affiliation with the South Central Region for the CEDS. The Central Naugatuck Valley CEDS is based on an eighteen town region and has been a CEDS region for ten years. Jimmy Ryan indicated they will stay in touch over the next year to see how we both regions progress and we have their assurance that issues and opportunities that may impact our regions will have their full attention.
- The REX Strategic Planning Committee and REDFO will hold a joint meeting on Friday, September 24. REX Development will be presenting its work plan and program initiatives for the balance of fiscal year 2011. The goal of this combined meeting is to reengage members of both committees to maximize all the economic development resources available in the region.
- Met with Meriden Town Manager Larry Kendzior, Economic Development Administrator Peggy Brennan and Trudy Magnolia, Economic Development Specialist regarding Meriden’s participation in REX Development.
- Met with the Madison Economic Development Commission and updated the commission on REX’s activities over the past eight months and its ongoing work plan.
• Met with West Haven’s Economic Development Taskforce and updated the taskforce on REX’s activities over the past eight months and its ongoing work plan.
• REX staff participated in the United Illuminating Site Selector Familiarization Tour the week of August 23. Collaborated with Economic Development Corporation of New Haven on a collateral piece that was presented to the site selectors upon their departure that focused on the region’s food manufacturers.
• REX staff received a scholarship from CEDAS to attend a seminar on Economic Development presented by the International Economic Development Council
• Attended the International Manufacturing Technology Show

Marketing
• Continued build out of REX’s website
• Refining the FY 2011 marketing initiatives with York & Chapel
  o Website Build-out (On going)
  o Entrepreneurial Challenge Campaign (Spring 2011)
  o Commercial Real Estate Initiatives (Fall 2010)
  o REX Brochure (Fall 2010)
• Participating in the state wide dialogue for the Alliance for Culture & Tourism – reinstating funding for state wide tourism marketing funding
• To maintain market share, distributing weekly consumer topical e-blasts, refreshing visitNewHaven website and updating social media daily
• REX staff attended Affordable Meetings Showcase in Washington, DC

Action Items
• Continue meetings with regional stakeholders and constituents