EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
Wednesday June 27, 2018 – 9:00 A.M.

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

1. Call to order - First Selectman James Cosgrove, Chairman

2. Adopt Minutes of May 23, 2018 Executive Committee Meeting - First Selectwoman Beth Heller, Secretary

3. Approval of SCRCOG FY 2018-19 Regional Services Grant Spending Plan

4. Resolution Authorizing the Executive Director to enter into agreements for FY 2018-19 Regional Services Grant-funded Consultant Services

5. Other Business

6. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrcog.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 week’s 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”.

Carl J. Amento, Executive Director
TO: SCRCOG Executive Committee  
FROM: First Selectman James Cosgrove, Acting Secretary  
DATE: June 20, 2018  
SUBJECT: SCRCOG Executive Committee Minutes of May 23, 2018

Present:  
Branford First Selectman James Cosgrove, Chairman  
Madison First Selectman Thomas Banisch, Vice-Chair  
New Haven Mayor Toni Harp, Immediate Past Chairwoman  
North Haven First Selectman Michael Freda, Treasurer  
Wallingford Mayor William Dickinson  
Woodbridge Sheila McCreven, proxy for First Selectwoman Beth Heller, Secretary  
SCRCOG Staff Carl Amento, Executive Director, Stephen Dudley, Deputy Director and Transportation Director; Albert Ruggiero, Finance Director  
Other guests Ginny Kozlowski, REX Development

1. Call to order  
The Executive Committee meeting was called to order at 9:20 a.m. by Chairman Cosgrove.

2. Adopt Minutes of April 25, 2018 Executive Committee Meeting  
Chairman Cosgrove presented the minutes of the April 25, 2018 Executive Committee meeting, which are on Pages 2-3 of the agenda packet. Sheila McCreven moved for their acceptance. First Selectman Banisch seconded. All were in favor of adoption of the minutes.

3. Approval of Auditor for FY 2017-2018 SCRCOG Financial Statements  
Executive Director Amento reviewed a Memorandum found at Page 4 of the agenda packet. After publicly advertising the RFP for Auditing Services, SCRCOG received two proposals. The recommended proposal by Kircaldie, Randall, & McNabb LLC. of North Haven quoted a cost substantially lower than that of the other submission. First Selectman Banisch moved for approval of Kircaldie, Randall, & McNabb LLC. as SCRCOG’s auditor. First Selectman Freda seconded. All were in favor.

Executive Director Amento, Deputy Director Dudley, and Finance Director Ruggiero reviewed the proposed budget, which was attached to the agenda packet. After discussion, First Selectman Banisch moved to recommend the proposed budget as presented to the SCRCOG Board. Mayor Harp seconded. The motion was approved by all, except Mayor Dickinson who voted in opposition.
5. **Other Business**
   None.

6. **Adjournment**
   First Selectman Freda moved to adjourn the meeting. First Selectman Banisch seconded. The
   motion was approved by all. The meeting adjourned at 9:55 am.

Respectfully submitted,

First Selectman James Cosgrove, *Acting Secretary*
INTRODUCTION

The SCRCOG proposed RSG spending plan for FY 2018-19 represents an effort to expand SCRCOG’s products and services to its member municipalities in the non-transportation area. The Spending Plan seeks to meet state legislative goals associated with the RSG funding for regional approaches to inter-municipal service/operations sharing, tourism and economic development, GIS mapping, and environmental and sustainability initiatives. With funding almost doubled for next year over the current year, SCRCOG proposes to accomplish several long-standing objectives by utilizing third-party consultants in a similar manner to what has been successfully employed on the transportation side of SCRCOG’s work.

The objectives of the RSG Spending Plan are to:

- Leverage state RSG funding to provide match for federal transportation funding allowing it to be fully utilized;
- Maintain SCRCOG’s regional GIS program for the benefit of its member municipalities, and to add additional data layers to the GIS program;
- Fund SCRCOG staff work in the non-transportation areas of regional environmental protection and land use planning, as well as in the area of shared services/operations;
- Fund consultants that will identify and implement inter-municipal shared services/operations opportunities;
- Fund consultants to implement Sustainable CT initiatives on a regional or multi-town basis;
- Fund new and unique tools for regional and municipal economic development by partnering with REX Development to create a comprehensive business inventory database of businesses located in each SCRCOG municipality, and to create GIS mapping of cultural, historic and agricultural assets in each municipality to promote tourism;
- Fund consultant that will organize and empower a statutorily-mandated Human Services Coordinating Council.

SUMMARY BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Match for Transportation Planning Funds</td>
<td>$ 25,259</td>
</tr>
<tr>
<td>GIS Program Hosting and Maintenance</td>
<td>25,000</td>
</tr>
<tr>
<td>GIS Mapping Consultants</td>
<td>55,000</td>
</tr>
<tr>
<td>Regional Planning and Municipal Assistance (Staff Labor and Expenses)</td>
<td>166,145</td>
</tr>
<tr>
<td>Shared Services/Operations Consultants</td>
<td>90,000</td>
</tr>
<tr>
<td>Regional Asset Mapping/ Tourism Initiative (REX)</td>
<td>25,000</td>
</tr>
<tr>
<td>Regional Business Inventory Database Consultant (REX)</td>
<td>27,500</td>
</tr>
<tr>
<td>Sustainable CT Consultants</td>
<td>75,000</td>
</tr>
<tr>
<td>Human Services Coordinating Council Consultant</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total RSG Grant to SCRCOG</strong></td>
<td><strong>$ 493,904</strong></td>
</tr>
</tbody>
</table>
SPECIFIC PROJECT DESCRIPTIONS

a. Match for Federal Transportation Funding
   Due to reduced funding in the state budget, the state’s traditional 10% match of federal
   transportation funding has been reduced to 7.6%. Approximtely $25,000 of the SCRCOG
   RSG funding will be used to provide match for federal PL funds to provide planning studies
   for the benefit of SCRCOG municipalities and the region. Utilizing $25,259 of RSG funds
   will allow full utilization of the federal transportation funding available to SCRCOG in FY
   2018-19.

b. Regional GIS Program Hosting and Maintenance
   During FY 2018-19, the Regional GIS Program hosting and maintenance will be sustained
   through SCRCOG RSG funding in the amount of $25,000.
   The regional web-based GIS program consists of a uniform regional parcel database, and the
   following data layers: Zoning, Land Use, ESRI Demographics, Environmental, Points of
   Interest, and Regional Trails. In addition, 2013 Aerial Imagery, 2016 Aerial Imagery and
   2016 Oblique Imagery has been included within the Regional GIS Viewer. These data layers
   allow municipal planners and other users to view and analyze data in a broader context
   across municipal boundaries. The regional GIS program continues to be available and
   utilized extensively by our member municipalities as a regional asset and shared service.

c. Regional GIS Mapping Consultants
   SCRCOG RSG funding in the amount of $55,000 will be used to develop a Regional Tree
   Canopy Assessment, integrate the Open Space Inventory database (grant funded) into the
   SCRCOG GIS Viewer, and update the popular Regional Recreational Trails Mapping
   program for the benefit of SCRCOG municipalities and the region.
   The Tree Canopy Assessment will allow SCRCOG and its member municipalities to
   understand the current tree coverage and plan/prioritize for future planting goals of each
   community. The assessment can also determine the location and amount of impervious
   cover. Improving a community’s tree canopy can have a variety of benefits including
   climate resiliency, ecological, social and economic benefits.
   The Regional Open Space Inventory funded through the Regional Performance Incentive
   Grant program categorizes open space by type, use, ownership, and protection status. The
   completed open space database will be integrated within the SCRCOG GIS Viewer.
   SCRCOG will continue to make necessary updates to the Regional Recreational Trails
   program, including the GIS Trail Database and Viewer. Upon request, SCRCOG will
   provide additional printing of the Trail Brochures. A consultant will be contracted to meet
   with each municipality to update the trails data, content (narrative/photos) and mapping. In
   addition, the consultant will update the SCRCOG Trails Webpage to integrate a Search
   Functionality option.
Regional Planning and Municipal Assistance (Staff Labor and Expenses)
RSG funding in the amount of $166,145 will fund SCRCOG staff work on non-transportation areas of regional concern, including environmental and land use planning. In cooperation with REX, SCRCOG will complete a Regional Asset Mapping program, which includes identifying cultural, historic, and agricultural assets for each town. The final product will be a map brochure for each municipality to be used for local promotion and tourism.

Funding will also allow SCRCOG staff to manage the consultants selected to complete other projects, and to continue operating regular non-transportation programs, such as overseeing the Regional Planning Commission or providing technical assistance to municipalities. SCRCOG has no other sources of funding for non-transportation programs except local dues. The vast majority of SCRCOG’s local dues are programmed for match of federal transportation funding.

Shared Services/Operations Consultants
The Shared Services Program is a follow-up and implementation of a Shared Services/Operations Feasibility Study funded by Regional Performance Incentive Program Grant (completed in FY 2013-2014). SCRCOG staff, in consultation with representatives from the member municipalities and a Shared Services Consultant, surveyed the member municipalities for opportunities to implement shared services/operations to promote efficiencies.

Activities under the Shared Services Program, to date, have been divided into three distinct bodies of municipal staff involving the creation of a Regional Purchasing Council, a Regional Permitting Council, and a Regional IT Directors Council. Below is a description of the work accomplished to date and the new initiatives which SCRCOG proposes for these three regional councils:

1) Regional Purchasing Council
The Regional Purchasing Council is made up of municipal staff who are responsible for purchasing in their respective municipalities. By and large, the group consists of finance directors and purchasing agents. The Council previously recommended to the SCRCOG Board that the fifteen SCRCOG municipalities join the Capitol Region Purchasing Council as a region at a cost of $7500 ($500 per municipality). These regional dues were paid by SCRCOG. The regional dues represented a considerable savings from the $35,337 it would have cost for the 15 towns to join individually.

A shared services consultant will re-convene the Council this year and encourage work on other projects of common interest such as coordinating the adoption of new dollar thresholds for bidding and new purchasing regulations, joining other purchasing consortia, sharing bidding on a multi-town basis for certain products or services, implementing sustainable purchasing, and reviewing and possibly adopting common software systems for procurement.
(2) Regional Permitting Council
The Regional Permitting Council is made up of municipal staff that are involved in municipal permitting activities. In the past, the Council has discussed and reviewed permitting software and best practices.

In the coming year, a shared services consultant will ensure that the Council continues to focus on technology (software) and best practices. In addition, under the consultant’s direction, the Council will look for opportunities to adopt a common software platform, to share expertise, and to adopt best practices in permitting within the region.

(3) Regional IT Directors Council
This group so far has focused on discussing financial software, such as MUNIS, and comparing it with other platforms in use in the region.

In the coming year, the shared services consultant will continue the focus on financial software platforms, but will expand the focus to other software systems in use in different municipal departments within the region. The objective will be to identify opportunities to adopt common software systems and to share best practices among the member municipalities.

New initiatives
The shared services consultants will work with SCRCOG members in the implementation of already-identified opportunities for sharing of services and operations among SCRCOG municipalities. Those already-identified opportunities include two SCRCOG towns who wish to share a financial software platform and two towns working on a shared animal shelter. The consultants will also be working at the municipal departmental level, with the permission of SCRCOG mayors and first selectmen, conducting field interviews and organizing municipal staff members and designated citizens into regional councils. Areas for review include: public works, parks, recreation, human resources, risk management, and energy conservation. A particularly fruitful area of focus is likely to be identifying service/operations sharing opportunities between municipalities and their Boards of Education.

A budget of $90,000 in RSG funding is proposed for the hiring of consultants to identify and implement service and operations sharing opportunities on a multi-town basis within the region. Beyond funding for consultants, funds would be available on a case-by-case basis for assisting municipalities with the costs of consummating a service or operations sharing arrangement.

f. Regional Asset Mapping/ Tourism Initiative (REX)
The mapping of cultural, historical and agricultural assets on a town-by-town basis will require extensive work-sharing between SCRCOG and REX Development. Identifying these assets and depicting them in map form, both on the web and in brochures, will provide an invaluable tourism tool for REX and the individual SCRCOG municipalities. This initiative would provide REX with RSG funding in the amount of $25,000.
g. **Regional Business Inventory Database Consultant (REX)**

SCRCOG and REX have worked jointly over the past year to develop a unique business inventory database for each town in the SCRCOG region. A list of businesses with contact and location information and identification of industry category does not exist in Connecticut and is rarely found anywhere in the United States. The creation of the existing list by SCRCOG and REX, which has been featured at a statewide data conference, was developed from open source databases by meticulous and time-consuming work. The next step is to merge the SCRCOG-REX list with a list of businesses created by CT Data Collaborative from the Secretary of the State’s business registration database. After the data merger, further work will be needed to develop and refine the database. An important part of the process will be to compare and merge further business lists such as Chamber of Commerce membership lists, and to have the lists reviewed and field-checked by municipal and other local leaders in each SCRCOG member municipality. The ultimate objective is to create the best possible town-by-town inventory of businesses with several criteria collected for each business in a searchable database by the end of the FY 2018-19 Fiscal Year. The estimated cost of this further development of the business inventory database is $27,500, which would be paid to and administered by REX Development.

h. **Sustainable CT Consultants**

Consultants funded by the RSG will convene representatives of each member municipality to work on a regional basis to accomplish sustainability-related projects pertaining to: energy conservation, water conservation, fleet management, solid waste and recycling, and watershed protection. Consultants will be utilized to identify projects where multi-town collaboration is possible and to begin completing those identified projects.

Projects will be selected based on their applicability to the Sustainable CT program, which 9 SCRCOG municipalities have already chosen to join. Sustainable CT is a voluntary certification program to recognize municipalities that are leading the way in environmental sustainability, to the benefit of their citizens and local economy. The program provides a list of actions that municipalities may choose to complete and receive credit for. Municipalities will be able to take credit for the work completed by SCRCOG when submitting for Sustainable CT Certification. RSG funds in the amount of $75,000 for such consultant work and activities will be budgeted for FY 2018-19.

i. **Human Services Coordinating Council**

Connecticut statutes mandate the creation and convening of a Human Services Coordinating Council in each COG region. The Coordinating Council provides a platform for municipal staff working in human services, youth services, and senior services to share resources and best practices with one another, while also hearing from representatives of state agencies and non-profits. With assistance from the United Way of Greater New Haven, SCRCOG has convened one meeting of such a council. RSG funding with a budget of $5,000 will pay for a consultant to organize the Council and facilitate discussion within the meetings.
Resolution

Authorizing the Executive Director to enter into agreements for FY 2018-19 Regional Services Grant-funded Consultant Services

Whereas: SCRCOG’s Regional Services Grant (RSG) Spending Plan for FY 2018-19 was adopted by the Council on June 27, 2018; and

Whereas: The RSG Spending Plan identifies programs and projects which are to be advanced with consultant services to complement SCRCOG staff efforts; and

Whereas: The RSG funding must be spent by June 30, 2019, and it is important to begin the programs and projects specified in the RSG Spending Plan as soon as possible; and

Whereas: Time is needed to organize representatives of the SCRCOG member municipalities into working groups and to solicit comments from municipal leaders in the field in order to provide input and direction on each program and project; and

Whereas: The consultants for the Shared Services/Operations and Sustainable CT program should have municipal employment experience, as well as expertise in the areas of energy conservation, water conservation, solid waste and recycling and watershed protection in the case of the Sustainable CT program; and

Whereas: The SCRCOG By-Laws provide that “The Executive Director may at his/her discretion and under unusual circumstances, suggest that the Executive Committee consider only a single consultant possessing unique prerequisites, clearly establishing skills and background which might render “sole source” selection in the best interests of the Council”; and

Whereas: The Executive Director proposes that the following consultants be engaged by SCRCOG for the work specified in the RSG Spending Plan:

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<thead>
<tr>
<th>Consultant</th>
<th>Role</th>
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<tbody>
<tr>
<td>JRG Consulting, LLC (Jay Ghassem-Zadeh)</td>
<td>Shared Services/Operations Consultant</td>
</tr>
<tr>
<td>Joseph F. Celotto</td>
<td>Shared Services/Operations Consultant</td>
</tr>
<tr>
<td>REX Development</td>
<td>Regional Asset Mapping/Tourism Consultant</td>
</tr>
<tr>
<td>REX Development</td>
<td>Regional Business Inventory Database Consultant</td>
</tr>
<tr>
<td>Pamela Ricci Roach</td>
<td>Sustainable CT Consultant</td>
</tr>
<tr>
<td>Christopher Gerald Marchand</td>
<td>Sustainable CT Consultant</td>
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</table>

The above-named consultants, other than REX Development, will be given short-term contracts for their work, with their progress and any proposed subsequent work to be reviewed by the SCRCOG Executive Committee at the September meeting.
Now, Therefore, Be It Resolved By the Council of Governments:

That the Executive Director is authorized to negotiate and sign consulting services agreements in accordance with the terms and conditions of this Resolution.

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 June 27, 2018.

Date: June 27, 2018

By: ____________________________

First Selectwoman Beth Heller, Secretary
South Central Regional Council of Governments
Consultant Information for Resolution Authorizing the Executive Director to enter into agreements for FY 18-19 Regional Services Grant-funded Consultant Services

**JRG Consulting, LLC (Jay Ghassem-Zadeh)**  
*Shared Services/Operations Consultant*

Jay’s tasks will include identifying and implementing inter-municipal shared services/operations initiatives in the SCRCOG region. Jay was the Municipal Services Manager at the Capitol Region Council of Governments (CRCOG) where he managed the regionalized IT back office solutions developed by CRCOG as well as the IT Services Collaborative services to municipalities. He also served as a Management and Budget Analyst for the Town of Mansfield, CT and for Loudon County, VA, and a was Special Projects Analyst at the Capitol Region Education Council (CREC). Jay holds a Masters in Public Administration degree from the University of Connecticut.

Jay’s background in regional shared services/operations and knowledge and experience in local government uniquely qualify him to be a consultant to SCRCOG. Jay would begin work in the areas of purchasing, permitting and information technology.

**Joseph F. Celotto**  
*Shared Service/Operations Consultant*

Joe served as Finance Director for 2 years and Public Works Director for two years for the Town of Hamden. Before his local government service, Joe worked for Pitney Bowes, IBM, and Tandem Computers for 36 years in the areas of management, software development, finance and marketing. Since leaving government service, he has been the Director of Planning and Technology at Trash Master LLC and was Chief Financial Officer at Carla’s Pasta, Inc. Joe holds an Executive Masters degree in Business Administration from the University of New Haven.

Joe’s background in management, finance and technology will be a good fit for his initial SCRCOG assignments to work with two SCRCOG towns that wish to share a MUNIS financial system, and two towns who wish to share an animal shelter. In addition, Joe will interview department heads, with the permission of the mayors and first selectmen, to identify opportunities for shared services/operations, and will explore opportunities for shared services/operations between municipalities and their Boards of Education.

**Pamela Ricci Roach**  
*Sustainable CT Consultant*

Pam was the Town of Hamden’s Solid Waste and Recycling Coordinator for 10 years where she initiated many new and successful programs, and created and managed Hamden’s Annual Earth Day Celebration which drew 4,000 attendees annually. She also served as an Environmental Analyst at the Metropolitan District (MDC) in Hartford, and as Land Management Coordinator and Coordinator of the Household Hazardous Waste Collection Program at the Regional Water
Authority. She has a Masters in Environmental Science with a concentration in GIS from the University of Connecticut.

Pam would support SCRCOG’s work on Sustainable CT regional projects and would assist SCRCOG municipalities within the Sustainable CT framework in the areas of energy and water conservation, watershed management and solid waste and recycling.

Christopher Gerald Marchand  
*Sustainable CT Consultant*

Chris served in various capacities for the Town of Hamden over a period of 10 years, including serving as Grants Administrator, Community Development Manager, Fair Housing Officer, Energy Conservation Coordinator and ADA Coordinator. Before his local government service, Chris was the Grants Administrator at the Urban Resources Initiative of the Yale School of Forestry and Environmental Sciences. Since leaving town service, Chris was statewide development manager for StreetScan Inc., which provides pavement inspection services to municipalities. Chris has a Bachelor’s degree in Business Management from Indiana University.

Chris would support SCRCOG’s work on regional projects and would assist SCRCOG municipalities within the Sustainable CT framework in the areas of energy conservation (including solar permitting), woodlands and forestry, and historic resources.

**REX Development**  
*Regional Asset Mapping/Tourism Consultant*  
*Regional Business Inventory Database Consultant*

As the regional economic development agency for the South Central Region, REX is SCRCOG’s natural partner on these two regional economic development projects funded by RSG. REX has already partnered with SCRCOG over the past year on the development of the Business Inventory Database project. REX has existing data which can be used as a foundation for the asset mapping of cultural, historical and agricultural assets within each SCRCOG municipality. Ultimately, the products of both projects will be used by REX and municipal economic development officials to promote the region and each town for tourism.