

MINUTES OF THE 6/7/10 SCCOG EXECUTIVE COMMITTEE MEETING  
SCCOG Office, Norwich, CT

Present: Richard Matters, Robert Congdon, Dan Steward, Paul Formica, Mark Oefinger,  
Thomas Sparkman

Staff: James Butler, Richard Guggenheim

Chairman Matters called the meeting to order at 8:30 a.m.

1. FY 2010 Budget Amendment

The Executive Committee received a report from the Executive Director regarding changes to the SCCOG's revenues and expenditures for the fiscal year ending June 30<sup>th</sup>. He said that as allowed by the Council's Bylaws, and as sometimes required by the fact that the SCCOG budget is drafted and then adopted more than 18 months before the end of the fiscal year, the FY 2010 budget needs to be modified to reflect current revenues and expenditures. The proposed changes are extensive and are necessitated by a number of significant factors. The most significant are explained below; a copy of the proposed budget amendment is attached.

- It is anticipated that expenditures on staff salaries this year will be approximately \$140,000 less than was budgeted for. This is due to several factors including the fact that we did not fill the vacant Planner position; the GIS position was vacant for several months; and because once we first heard that OPM might cut our State Grant-In-Aid, we notified SECHA that we could not provide funding toward the SECHA Director's salary.
- The Professional Services expenditure line has been increased from \$1,000 to \$14,000 reflecting the retention of Dick Erickson to work on the East Lyme Incentive Housing Zone regulations. The revenue line for Technical Assistance Contracts has been increased to reflect this unanticipated revenue course.
- The Web GIS Hosting line item has been increased by approximately \$53,000. While the contract for the first year web hosting still costs \$10,120, there was work the consultant did for us before the GIS went live that was unbudgeted for, but which were covered by revenues already received from our Regional Performance Incentive Program grant.
- When we first heard that the OPM SGIA might be significantly reduced or eliminated, we worked hard to reduce any non-essential spending. This is reflected in the Travel line item, budgeted at \$9,000, adjusted to \$6,500, and in the Supplies line item, where it is projected that spending will come in about \$1,000 less than the \$6,000 in the approved budget. In addition, it is anticipated that we will not have to expend any of the \$1,500 budgeted for Printing.
- All of the proposed increases in expenditures will be offset by increases in revenue not originally contemplated/budgeted for including: an almost

\$23,000 increase in SCCOG's CONNDOT grant; an increase in anticipated Technical Assistance Contracts from \$120,000 to approximately \$130,000; \$10,000 in DEMHS FY 2008 Regional Collaboration funding; and the before-mentioned \$53,000 in revenue already received but not budgeted for from the RPIP grant for the web-based regional GIS. The big loss was the reduction in the OPM SGIA which was budgeted for at \$66,044, but for which only \$10,055 was received. As shown in the proposed amended budget, revenue will exceed expenditures by approximately \$36,000, allowing that figure to be returned to Council Reserve this year, as opposed to expending \$59,000 in funds from the Council's Reserve as was contemplated when the budget was first adopted.

MOTION: To recommend to the full SCCOG the approval of the amended FY 2010 SCCOG Budget (Congdon, Oefinger). So voted unanimously.

## 2. FY 2010 STP-Urban Funding Update

The Executive Director informed the Executive Committee that he had received a call from Pete Talarico of CONNDOT concerning the potential for SCCOG's two remaining projects (PE funds for the Sherman Street Bridges in Norwich and the SUBASE Gateway/Bikeway project in Groton) to be funded using FY 2010 STP-Urban funds. He said that Mr. Talarico explained that most of CONNDOT's funding programs are over-programmed. Projects that are designed using STP-U funds will also have to be funded in later years using the region's future allocations of STP-U funding. Mr. Talarico informed him that neither of these projects, or any PE project, can be approved by CONNDOT unless the region agrees to fund construction using outlying year funding. The Executive Director said that he noted that would result in one or two projects tying up all of our region's funding for multiple years, and inquired whether or not project construction can be phased. Mr. Talarico looked into this and said that this can happen, but it depends upon what time of year the project is obligated. The bottom line is, the SCCOG will have to agree to future fund the construction of projects we are allocating PE monies to before CONNDOT will allow the application of STP-U funds for design.

Discussion ensued. It was agreed that staff should prepare a solicitation for requests for FY 2011 STP-U funding for distribution to the SCCOG as soon as possible.

## 3. Economic Development Districts/CEDS Regions

The Executive Director referenced a memo and a letter received from DECD Commissioner McDonald. He said that these have created quite a stir at some of the state's RPOs, especially DECD's pronouncement that EDDs must now have twenty municipalities. The Executive Committee also discussed the requirement that towns may not be in two CEDS regions, and the fact that previously the Town of Sprague was in both our CEDS region and in the WINCOG/NECCOG CEDS region. The Executive Director reported that he would be attending a meeting to discuss the DECD policy at

DECD on Thursday. Mr. Matters said he would speak with Sprague First Selectman Osten about staying in the SCCOG's CEDS region.

#### 4. Tri-State Sustainable Communities Initiative

The Executive Director said that he had been approached by Phil Michaelowski, a planning consultant working for South Central COG, to see if the SCCOG would be interested in joining the effort of several COGs along the coast to make a joint application for Sustainable Communities funding. The effort will be led by the Regional Plan Association of New York. The Executive Director reported that he had previously discussed a similar collaboration with the Executive Director of WINCOG. This is a highly competitive grant program with lots of federal funding, but the Executive Director said he fears if we go with the larger COGs in the effort to be headed up by the Regional Plan Association, SCCOG would get lost in the shuffle. He said he asked Mr. Michaelowski to see if South Central COG intends to formally invite us to join their grant effort. The Executive Committee asked staff to keep tracking this and to keep them informed.

#### 5. Request for GIS Data

The Executive Committee considered a request from a mapping company for digital data from the SCCOG GIS. The company has also approached SCCOG towns individually, some of who have provided it and some of who have not.

Mr. Oefinger suggested that the SCCOG offer the option of providing it on behalf of its towns, applying the SCCOG's GIS cost recovery policy. It was agreed that staff would make the offer to all SCCOG towns and that this issue should be discussed at the full SCCOG meeting.

#### 6. Request for Gerry Farrell, Commissioner of Consumer Protection, Chair of State Liquor Control Commission, to Meet with SCCOG

The Executive Director explained that Commissioner Farrell wishes to address the SCCOG in his capacity as Liquor Control Commission Chair. After discussion, it was agreed to invite Commissioner Farrell to the July meeting.

#### 7. RITC Study Update

The Executive Director reported that now that the RITC study is completed, CONNDOT would like specifics as to what it would take for them to operate and manage the train station. He said that SCCOG's consultant, TranSystems, will begin this work this month and will be paid for using un-expended funds from the SCCOG's original study grant.

8. Update on Possible SCCOG Code Enforcement Officials

Towns attended a meeting on this subject at the SCCOG office on June 3. Towns interested have shared with SCCOG the number of hours they might use for the positions of Building Official, Zoning Official, and Wetlands Officer. Mr. Matters said that interested towns will now be asked to determine and provide a level of activity for each position, so that it can be determined how much work might be generated if SCCOG were to agree to retain staff for this work.

9. Update on Possible SCCOG Shared Revaluation

The Executive Director reported that a number of SCCOG towns attend a meeting at the SCCOG office on June 3 to discuss this. It was agreed by those attending that meeting that the earliest SCCOG could move to coordinate a regional reval would be for the FY 2012 grand list. The Executive Committee directed staff to continue to work with interested towns on this possibility.

10. FY 2010 TIP/STIP Amendments

The Executive Committee reviewed a series of amendments forwarded by CONNDOT.

**MOTION:** To recommend to the full SCCOG the approval of the FY 2010 TIP/STIP amendments (Sparkman, Congdon). So voted unanimously.

The meeting adjourned at 9:59 a.m.

Respectfully Submitted,

James S. Butler, Executive Director