

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

9 October 2019

To : SCCOG Representatives and Alternates
Liaison Representatives
Other Interested Parties

From : Thomas Sparkman, Chairman

The Council of Governments will meet on **Wednesday, October 16, 2019**, at **8:30 a.m.**, at the SCCOG office, 5 Connecticut Avenue, Norwich, CT.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Act on Minutes of the September 18th meeting (*Attachment #1*)
5. Treasurer's Report
6. Public Comment
7. Communications (*Attachment #2*)
8. Presentations:
 1. Regional Bike-Pedestrian Plan – Kate Rattan, SCCOG & Kevin Tedesko, AECOM
 2. JLUS Implementation Project – Frank Fish, BFJ Planning
9. Committee and Liaison Reports:
 - A. Executive Committee (*Attachment #3*)
 1. FY 2019 SCCOG Annual Report
 2. FY 2018 STIP/TIP Amendments (*to be taken up under 12.A. New Business*)
 3. Proposed Amendment to SCCOG Sick Leave Policy
 4. Other
 - B. Legislative Committee/Legislative Update
 - C. Tribal Liaison Representatives
 - D. Military Command Representative
 - E. Congressional Office Report

Member Municipalities: Bozrah * Colchester * East Lyme * Franklin * Griswold * Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, office@seccog.org
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org
如果您需要语言帮助, 请致电 860-889-2324 或发送电子邮件至 office@seccog.org.*

- F. seCTer
- G. Eastern CT Tourism District: Mystic Country
- H. SEAT
- I. SCCOG Regional Water Committee
- J. Regional Emergency Planning Team
- K. Regional Human Services Coordinating Council
- L. SE CT Cultural Coalition

10. Executive Director's Report (*Attachment #4*)

11. Old Business

12. New Business

A. FY 2018 STIP/TIP Amendments

- STPNL, 0044-0154, CT 156, East Lyme, Rehab BR 06026 o/Niantic River, CON, 2020, \$5,496,000, Add Phase
- HIPA, 0044-0154, CT 156, East Lyme, Rehab BR 06026 o/Niantic River, CON, 2020, \$14,124,000, Add Phase
- REP, 0044-0154, CT 156, East Lyme, Rehab BR 06026 o/Niantic River, CON, 2020, \$980,000, Add Phase
- NHPP, 0172-0490, Various, District 2, Replace Highway Signs & Supports, PD, 2020, \$100,000, New Project
- NHPP, 0172-0490, Various, District 2, Replace Highway Signs & Supports, FD, 2020, \$250,000, New Project

13. Next Meeting: **Wednesday, November 20, 2019**

14. Adjournment

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, office@seccog.org
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org*

如果您需要语言帮助, 请致电 860-889-2324 或发送电子邮件至 office@seccog.org.

MINUTES OF 9/18/19 MEETING OF THE
SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
SCCOG OFFICE, NORWICH, CT

PRESENT: Council Representatives: Glenn Pianka, Bozrah; Art Shilosky, Colchester; Mark Nickerson, East Lyme; Charles Grant, Franklin; Todd Babbitt, Griswold; Keith Hedrick, City of Groton; Timothy Sharkey, Jewett City; Fred Allyn, III; Tom Sparkman, Lisbon; Ron McDaniel, Montville; Michael Passero, New London; Mike Uργο, North Stonington; Bob Congdon, Preston; Kevin Lyden, Salem; Cathy Osten, Sprague; Rob Simmons, Town of Stonington; Dan Steward, Waterford. Council Alternates: John Salomone, Norwich; Jim Rivers, Windham. Tribal Liaison: Robert Hayward, Mashantucket Pequot Tribal Nation; Military Liaison: Captain Todd Moore, Adam Wright, U.S. Naval SUBASE; CMDR David Milne, LCDR Dan Stefler, USCGA. Staff: James Butler, Amanda Kennedy. Other: Mike Carroll, Al Fritzsche, Cherise Perkins, Jamie Bohli, SEAT; Jaroslaw Pizunski, Amalgamated Transit Union; Grayson Wright, CTDOT; Jen Granger, UCFS; Deb Monahan, TVCCA; Nancy Cowser, seCTer; Wendy Bury, SECT Cultural Coalition; Catherine Young, CT Airport Authority; Dominick Celtruda; LT Governor Susan Bysiewicz; Kevin Budris, Conservation Law Foundation; Maryam Elahi, Community Foundation of Eastern CT; Senator Heather Somers; Representative Brian Lanoue; two unknown persons; one reporter.

1. Call to Order: The Chairman called the meeting to order at 8:30 a.m.
2. Roll Call: A quorum was present.
3. Pledge of Allegiance: The Chairman invited LT Governor Bysiewicz to lead the Pledge of Allegiance.

4. Act on Minutes 7/17/19:

MOTION: To approve the minutes of 7/17/19 (Lyden, Osten). So voted unanimously.

5. Treasurer's Report:

MOTION: To approve the September Treasurer's Report (Congdon, Osten). So voted unanimously.

6. Public Comment:

None.

7. Communications:

None.

8. Guest Speakers:

A. LT Governor Susan Bysiewicz

LT Governor Bysiewicz addressed the SCCOG and said she was visiting all of the COGs in the state. She discussed a variety of topics including the State budget; federal low-interest funding programs for infrastructure; the 2020 Census; Veteran Recognition ceremonies being held around the state; the CT Port Authority and the Governor's desire to see transparency in state government and agencies. After her address to the SCCOG, the LT Governor responded to SCCOG member questions.

B. Attorney Kevin Budris, Conservation Law Foundation

Mr. Budris introduced himself and explained the work of the Conservation Law Foundation. He then provided a PowerPoint presentation which outlined the CLF's Zero Waste Project, and its efforts to see an expanded bottle bill enacted in Connecticut. A question and answer session followed his presentation. Members present asked that staff work to bring Attorney Budris back to the SCCOG for a more detailed discussion with municipal staff working on recycling in the region.

C. Maryam Elahi, Community Foundation of Eastern CT

Ms. Elahi provided an update on the work of the Community Foundation.

9. Committee and Liaison Reports

A. Executive Committee

1. Resolution No. 19-4, Endorsement of Targets for Various Performance Measures

The Executive Director explained that this resolution endorses five safety targets established by CTDOT.

MOTION: To approve Resolution 19-4, Endorsement of Targets for Various Performance Measures Established by CTDOT (McDaniel, Grant). So voted unanimously.

2. TAP Rural Grant Applications

The Executive Director said that the SCCOG had received before their August 31 deadline two TAP Rural grant applications. One was the previously submitted TAP application from Bozrah which has been deemed eligible for TAP rural funding, which would construct 3,700 LF of sidewalks on

Fitchville Road, and the other from Sprague for 3,100 LF of sidewalks on Main Street. The Executive Committee discussed these two applications and recommended that the full SCCOG inform CTDOT that it endorses both TAP Rural projects with its priorities being 1) Bozrah, Fitchville Sidewalks, \$600,800 requested; and 2) Sprague, Versailles Sidewalks, \$600,000 requested.

MOTION: That the SCCOG inform CTDOT that it endorses both TAP Rural projects with its priorities being 1) Bozrah, Fitchville Sidewalks, \$600,800 requested; and 2) Sprague, Versailles Sidewalks, \$600,000 requested Congdon, Osten). So voted unanimously.

3. OPM Request to Census Bureau re: County Equivalency

The Executive Director reported that OPM has now officially requested County Equivalency status for COGs in Connecticut from the Bureau of the Census, which should qualify COGs for federal grant funds for which they are now not eligible.

4. Other

The Executive Director stated that there were several items the Executive Committee considered at their September meeting all contained in their written report. He said the one item that the Executive Committee asked him to poll the SCCOG on, was his recommendation to them that we consider reducing/eliminating our mailing of paper agenda packets through the U.S. Mail. He said that he discussed with the Executive Committee the number of agenda packets mailed out every month, the cost involved, and the time it takes for staff to do this. He said he recommended that staff mail these packets only to SCCOG CEOs and Managers, including the Tribal Affiliates and Military Liaison. All other could access the agendas and packets on the SCCOG web site. The Executive Committee discussed this, and suggested that he go further and not mail any packets; rather all SCCOG members and interested persons could access them online and then download them and print them if they wanted hard copies. Discussion ensued whether or not a small number of packets still be produced and available at SCCOG meetings; it was agreed to start by trying completely paperless to see if this works. The Executive Director stated that he would make sure to reproduce in hard copy form important items for each meeting.

B. Legislative Committee/Legislative Update

Mr. Grant said he had informed the Chairman he would like to discuss possible legislation regarding the overspending of budgets by Boards of Education, but because of the time, will bring it up at the October SCCOG meeting.

C. Tribal Liaison Representatives

Ms. Osten reported on a project by the Mohegan Tribe in Las Vegas.

The Executive Director reported that he was visited the day before by former Mashantucket Pequot Tribe Director of Public Affairs Bill Satti, who asked him to send his regards to all SCCOG members.

D. Military Command Representative

Captain Moore reported on the Bells Across America celebration to be held next week; the Navy's birthday celebration to be held in October; and said that the National Defense Industry fall convention is currently being hosted by the SUBASE.

Commander Dave Milne introduced himself and LCDR Dan Stefler. Commander Milne stated they were happy to be in attendance, and that the new Academy Superintendent, RADM William Kelley, hoped to attend a SCCOG meeting in the near future.

E. Congressional Office Report

No report.

F. seCTer

Ms. Cowser reported on the New England Real Estate conference that seCTer will host.

G. Eastern CT Tourism District

The Chairman stated that while Mr. Hedrick had to leave, he had placed on the table in front of everyone some information about the towns' responsibility for appointing members to the Tourism District board.

H. SEAT

Mr. Carroll reported on a number of SEAT activities, and reminded that the Board would be meeting immediately following the SCCOG meeting.

I. Regional Water Committee

No report.

J. Regional Emergency Planning Team

The Chairman reported that the REPT had adopted their FY 2018 budget earlier this month, and said he anticipated that MOAs for next year's funding will be sent to all towns soon.

K. Regional Human Services Coordinating Council

No report.

L. SE CT Cultural Coalition

Ms. Bury reminded about the October 4th economic development workshop they are hosting; she said that legislation was adopted in Connecticut this past year that would allow the formation of local cultural districts.

10. Executive Director's Report

The Executive Director stated that he had placed in front of every member's seat the table OPM's response to the SCCOG's letter regarding the formula used to distribute FY 2020 Regional Service Grant funds. He then reported on the SCCOG's success in securing Section 5310 funds for Easter Seals, ARC of Eastern CT, Lisbon, Lebanon, and East Lyme, and he commended SCCOG Transportation Program Manager Kate Rattan's efforts in securing more funding for the SCCOG region than originally anticipated.

11. Old Business

None.

12. New Business

None.

13. Next Meeting:

The next meeting is scheduled for October 16, 2019.

14. Adjournment:

MOTION: To adjourn the meeting at 9:55 a.m. (Grant, Lyden). So voted unanimously.

Respectfully Submitted,

Fred Allyn III, Secretary

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

ATTACHMENT #2

9 October 2019

COMMUNICATIONS

1. 09/19/19 Letter from M. McCaw, Secretary, OPM to J. Butler, SCCOG re: SCCOG FY 20 Spending Plan.
2. 09/25/19 Letter from C. Redd, CEO/Director of Transportation, New London Parking Authority to J. Butler, SCCOG re: City of New London 2019 BUILD Grant Application.

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

If language assistance is needed, please contact SCCOG at 860-889-2324, office@seccog.org

Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org.

如果您需要语言帮助, 请致电 860-889-2324 或发送电子邮件至 office@seccog.org.



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

September 19, 2019

James S. Butler
Executive Director
Southeastern Connecticut Council of Governments
5 Connecticut Avenue
Norwich, Connecticut 06360-4592

Dear Mr. Butler:

In accordance with Connecticut General Statutes Section 4-66r, I hereby approve the Southeastern Connecticut Council of Governments (SCCOG) spending plan for FY 20. With this approval, I want you to know that I will also be executing SCCOG's FY 20 Regional Services Grant (RSG) award.

Please note that the General Grant Conditions associated with your RSG award include a Non-Supplanting provision and an OPM waiver process in Section 16.2. As you know, CTDOT has committed to providing a 10% state match for MPO-PL funds for each of the next two fiscal years' MPO work plans. However, CTDOT is unable to provide the traditional 10% state match for MPO-PL carryover funds. Therefore, I hereby waive the Non-Supplanting requirement of the General Grant Conditions, so that SCCOG may use a portion of its FY 20 RSG funds to cover up to 10% of the match requirement associated with the expenditure of any MPO-PL carryover funds.

I understand that the 2019 legislative session presented some challenges in meeting the spending plan requirements of CGS Section 4-66r, and recognize that SCCOG's adopted spending plan is reflective of its capacity to provide the types of activities and services desired by its member municipalities.

Governor Lamont is committed to making government more effective, efficient and customer friendly through collaboration with interagency, intergovernmental and interstate partners. The COGs have been diligent in their work with the Advisory Commission on Intergovernmental Relations (ACIR) and the regionalism task force under PA 19-117 Sec. 366.

In order to assist the Office of Policy and Management (OPM) with this vision, I am asking each COG to submit to me by no later than December 31, 2019 two items. The first is to evaluate two areas of potential regionalization, Public Service Answering Points and Municipal Assessment. The second is for a brief description of your top three opportunity

areas for future regionalization. I encourage you to consult with ACIR and OPM's Intergovernmental Policy and Planning Division Acting Undersecretary Martin Heft in your efforts to identify and assess which types of regional functions make the most sense for your member municipalities.

Looking ahead, I have directed Dan Morley to provide earlier guidance and coordination to COGs in the preparation and review of FY 21 spending plans, so that together we can explore all possible efforts that best promote regionalism and shared services to help drive down costs for your member municipalities.

Sincerely,

A handwritten signature in cursive script, appearing to read "Melissa McCaw".

Melissa N. McCaw
Secretary

Cc: Jeffrey Beckham, OPM
Martin Heft, OPM
Dan Morley, OPM
John Jaramillo, OPM
Tom Maziarz, CTDOT
Maribeth Wojenski, CTDOT



"Your Space is Ready"
PARK NEW LONDON



**NEW LONDON PARKING AUTHORITY
ADMINISTRATIVE OFFICES
160 WATER STREET
NEW LONDON, CT 06320**

September 25th, 2019

James Butler
Executive Director
Southeastern Connecticut Council of Governments
5 Connecticut Avenue
Norwich, CT 06360

RECEIVED

SEP 30 2019

SCCOG

RE: City of New London 2019 BUILD Grant Application

Dear Mr. Butler:

On behalf of the City of New London ("City") and New London Parking Authority ("NLPA"), "Thank You" for your generous Letter of Support for the City's 2019 BUILD Grant application to the United States Department of Transportation in response to public safety improvement needs and increasing parking demand in the Southeastern Region and City's Intermodal Transportation Center.

The Intermodal Transportation Center is a key asset of the rail, transit and marine transportation system that provides affordable transport services and parking for the public.

The scope of the project shall include the proposed Pedestrian Bridge that is planned to connect the existing Water Street Public Parking Garage with the Amtrak Acela Express and the Shoreline East railroad platforms, transit transport services (Greyhound Bus Lines, South East Area Transit and Megabus), the Cross Sound Ferry terminal and future United States Coast Guard National Museum in the New England/New York corridor.

The 2019 BUILD Grant will assist in making the necessary improvements for safe pedestrian walkable paths to from the ferry terminal, train platforms, bus station, and the future United States Coast Guard National Museum ("USCGNM") and mitigate commuters, downtown merchants, residents, visitors and employees of local businesses escalating parking needs.

A significant result of the construction project will be the numerous jobs created for our regional and State workforce in administrative, management, service, skilled and trade positions which will provide a positive impact on the economies of our local Southeastern communities and State of Connecticut.

Sincerely,

Carey E. Redd, II, CAPP

CEO/Director of Transportation, Transit and Parking
New London Parking Authority

cc: Mayor Passero

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360

(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

ATTACHMENT #3

MEMORANDUM

TO: SCCOG Representatives and Alternates
Liaison Representatives and Alternates
Other Interested Parties
FROM: Executive Committee
DATE: 8 October 2019

At their meeting on October 7th, the Executive Committee considered and acted upon the following:

1. FY 2019 SCCOG Annual Report

The Executive Committee reviewed the FY 2019 Annual Report which has been submitted to OPM. The Executive Director stated that OPM has not accepted the report yet, but has notified the SCCOG that its FY 2020 spending plan has been approved, but that RSG payments will be delayed several months.

Copy of FY 2019 SCCOG Annual Report is attached.

2. FY 2018 STIP/TIP Amendments

Recommended Action: The Executive Committee recommended approval of the FY 2018 STIP/TIP Amendments to the full SCCOG.

FY 2018 STIP/TIP amendments are attached; this item will be taken up under agenda item 12. A., New Business.

3. Proposed Amendment to SCCOG Sick Leave Policy

The Executive Director presented a memorandum to the Executive Committee outlining the background of this topic, and his recommendation to the Executive Committee. This item was raised by members of the Executive Committee several meetings ago, and at their request, the Executive Director researched this subject and proposed an amendment to the SCCOG's sick leave policy, which would buy back unused sick leave for employees leaving the SCCOG's employ having ten years of continuous service. The maximum days bought back would not exceed 60 days. The proposed amendment was consistent with Colchester and Lisbon sick leave policies, and that of the Capitol Region Council of Governments. Members of the Executive Committee discussed the rate at which SCCOG employees accrue sick leave (one day per month), the fact that this proposed amendment would encourage and reward good attendance, allow every employee to be treated the same in that their sick leave would have value even if it

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * City of Groton * Town of Groton * Lebanon *
Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague *
Stonington * Stonington Borough * Waterford * Windham

was not taken, and asked that the amendment proposed provide the sick leave buy back to beneficiaries of employees who have ten years of service and die while at the SCCOG. The Executive Committee discussed the cost this amendment could have/will have to the SCCOG, with members stating that it was affordable and the right thing to do for its employees.

Recommended Action: That the SCCOG approve an amendment to the SCCOG sick leave policy that would state: “Employees leaving the Council’s staff after ten (10) years of continuous service shall be paid for one-half (1/2) of their accrued sick leave, up to a maximum of sixty (60) accumulated sick days. Upon the death of an employee having ten (10) years of continuous service, the employee’s designated beneficiary shall be paid for one-half (1/2) of their accrued sick leave, up to a maximum of sixty (60) accumulated sick days.”

Copy of proposed amendment to policy and staff memorandum are attached.

4. Other

The Executive Committee scheduled presentations on the Regional Bike-Pedestrian Plan (Kate Rattan, Kevin Tedesco) and the JLUS Implementation Project (Frank Fish) for the October COG meeting.

The Executive Committee discussed the fact that four members of the COG, including long serving members Bob Congdon and Dan Steward, are not running for re-election this fall. This will bring four new members, and possibly others depending upon election results, to the SCCOG board.

The Executive Committee scheduled a presentation by the Eastern Connecticut Land Bank to the SCCOG for either the November or January meeting.

The Executive Director informed the Executive Committee that he had solicited proposals to power wash and paint the exterior of the SCCOG office, had received four proposals, and had selected the low bidder. This contractor painted the building the last time it had been painted in 2006.

The Executive Director informed the Executive Committee that he had offered to the operator of the TRHPF water taxi to store a small amount of equipment, including life preservers, in the warehouse this winter.

The Executive Director informed the Executive Committee that the SCCOG’s current health insurance provider (ConnectiCare) had quoted the SCCOG an 18.4% increase. He said he was now working with the SCCOG insurance agent to mitigate this increase, including the possibility of switching health insurance providers.

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham



SOUTHEASTERN CONNECTICUT
COUNCIL OF GOVERNMENTS
FY 2019 Annual Report

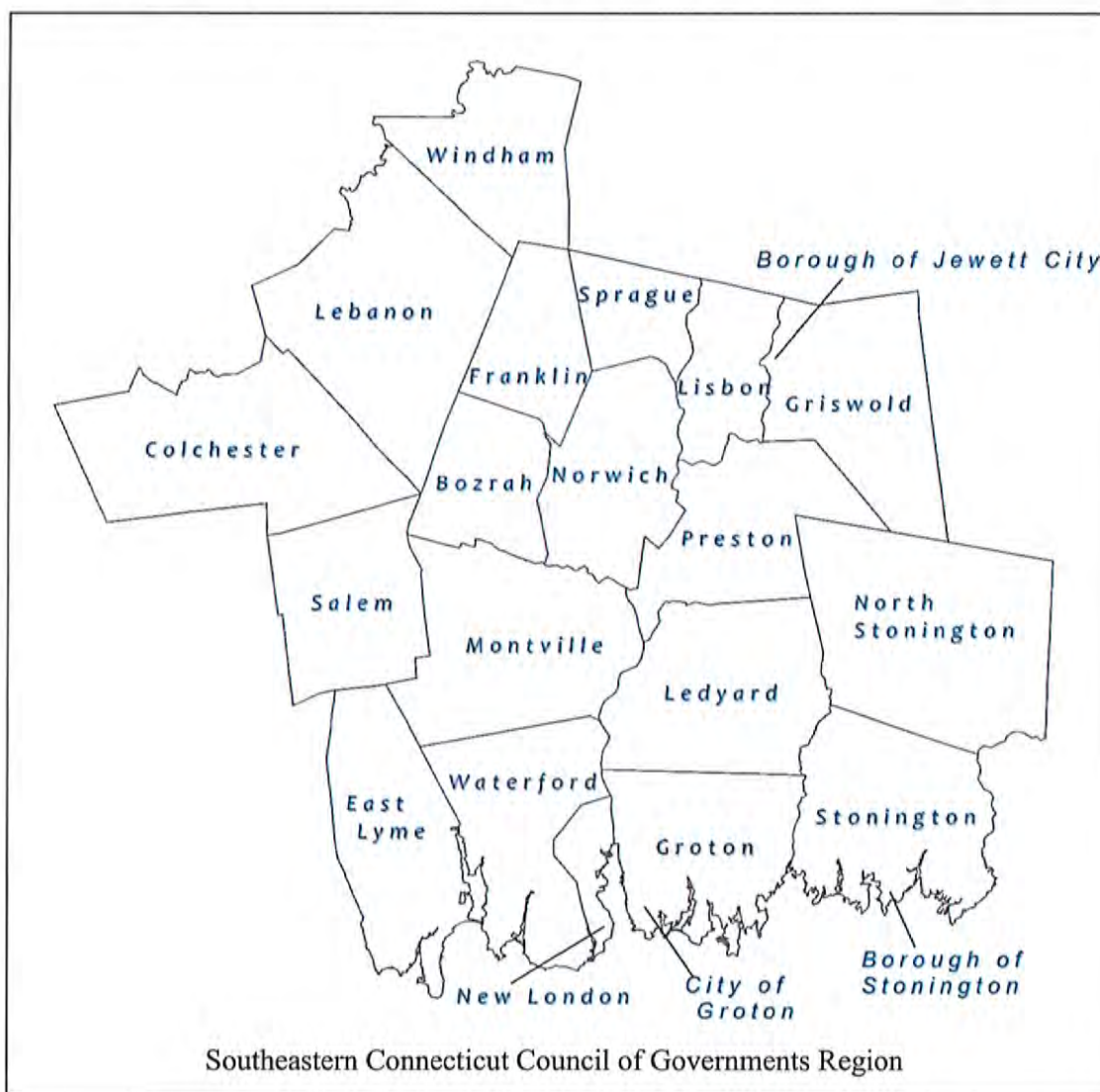
Submitted to the Secretary of the Office of Policy and Management, and the
Planning and Development Committee and the Finance, Revenue, and Bonding
Committee of the Connecticut General Assembly

Pursuant to CGS 4-66r

27 September 2019

ABOUT THE SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

The Southeastern Connecticut Council of Governments (SCCOG) is one of nine regional councils of governments in Connecticut. Its predecessor agency, the Southeastern Connecticut Regional Planning Agency, was first established under the Connecticut General Statutes in January 1961. It transformed itself into a council of governments in October 1992 through the adoption of ordinances for this purpose by the twenty towns, cities, and boroughs that composed the region at that time. In 2014, as the result of legislation that consolidated regions, the Towns of Lebanon and Windham joined the SCCOG, and Voluntown left, bringing the number of SCCOG member municipalities to twenty-one. In 2015, the Borough of Jewett City, located in SCCOG member municipality Griswold, voted to join the SCCOG as its twenty-second member.



SCCOG member municipalities and the chief elected officials/chief executives who represent their municipality on the SCCOG board are:

Bozrah	Glenn Pianka, First Selectman
Colchester	Art Shilosky, First Selectman
East Lyme	Mark Nickerson, First Selectman
Franklin	Charles Grant, First Selectman
Griswold	Todd Babbitt, First Selectman
Borough of Jewett City	Alan Geer, Warden
City of Groton	Keith Hedrick, Mayor
Town of Groton	Patrice Granatosky, Mayor; John Burt, Town Manager
Lebanon	Betsy Petrie, First Selectman
Ledyard	Fred Allyn, III, Mayor
Lisbon	Thomas Sparkman, First Selectman
Montville	Ron McDaniel, Mayor
New London	Michael Passero, Mayor
North Stonington	Michael Urgo, First Selectman
Norwich	Peter Nystrom, Mayor; John Salomone, City Manager
Preston	Robert Congdon, First Selectman
Salem	Kevin Lyden, First Selectman
Sprague	Cathy Osten, First Selectman
Stonington Borough	Jeffrey Callahan, Warden
Town of Stonington	Rob Simmons, First Selectman
Waterford	Daniel Steward, First Selectman
Windham	Victor Funderburk, Mayor; Jim Rivers, Town Manager

The SCCOG is unique in that it also counts as affiliate non-voting members the state's only two federally recognized Native American tribes, the Mashantucket Pequot Tribal Nation and the Mohegan Tribe, and has liaison representation from the region's two military installations, the United States Naval Submarine Base and the United States Coast Guard Academy.

A staff of eight currently supports the work of the Council. These include an executive director, an assistant director/director of special projects, four planners, an office manager, and a GIS coordinator. Operation of the staff is governed by personnel policies adopted by the Council.

FY 2019 ANNUAL REPORT TO OPM AND GENERAL ASSEMBLY

In accordance with CGS Sec. 4-66r (2018 Supplement), the annual report due by October 1st shall:

(1) summarize the expenditure of such grant funds, (2) describe any regional program, project or initiative currently provided or planned by the council, (3) review the performance of any existing regional program, project or initiative relative to its initial goals and objectives, (4) analyze the existing services provided by member municipalities or by the state that, in the opinion of the council, could be more effectively or efficiently provided on a regional basis, and (5) provide recommendations for legislative action concerning potential impediments to the regionalization of services.

1) SUMMARY OF EXPENDITURE OF FY 2019 RSG FUNDS

In FY 2019, SCCOG received \$341,421 in Regional Service Grant (RSG) funding. SCCOG assigned the following expenditures to the RSG:

SCCOG Staff Expenditures

Direct Salary - \$163,797

BF&O – \$169,449

Direct Other - \$1,385

SUB-TOTAL - \$334,631

Contractual Expenditures

Fiscal Impact Analysis - \$44,000

Regional Wastewater Management Plan - \$70,600

Regional Election Monitor - \$3,379

TOTAL - \$452,610

Pending completion of its Annual Audit, it appears that the SCCOG overspent its RSG by \$111,189. SCCOG funds will be used to cover this overage, thereby “leveraging” the FY 2019 Regional Service Grant.

2) SCCOG'S REGIONAL PROGRAMS

This past year the SCCOG provided/planned to provide a number of different programs and projects that fall into four broad program areas, some of which are funded by the RSG and some by other funding sources:

A. Comprehensive Planning:

This program operates with a combination of funds from the annual municipal dues to the Council and the RSG grant from the Connecticut Office of Policy and Management. Major tasks within the program include: support of regional economic development efforts; administrative and technical support of the Council of Governments; the conduct of mandated review activities; legislative review; coordination with other agencies; training programs for members of local commissions; provision of assistance and training to local officials and the public in using census materials; analysis of census data; coordination with other agencies; non-reimbursed technical assistance to member municipalities; and the provision of information to the public. Of note are the following initiatives:

Regional Planning: In 2017, after a two-year effort, the Council adopted an updated Regional Plan of Conservation and Development (RPOCD), and work on implementing actions continued this past fiscal year. The RPOCD recommends a number of strategies and specific activities that are being implemented via our hazard mitigation planning, shared services coordination, housing planning, planner and commissioner training, transportation planning and regional economic development activities discussed in this report. In addition, SCCOG's statutorily-required review of municipal Plans of Conservation and Development includes documentation of how the contents of each municipal plan specifically relate to regional goals and strategies. SCCOG encourages municipal requests for state or federal funding to include statements of how proposed municipal activities relate to regional goals established in the RPOCD and has assisted municipal staff in preparing this information. Throughout the year, the SCCOG holds a quarterly meeting of the Regional Planning Commission, consisting of representatives of each of our member municipalities' planning commissions, to engage the municipal commissions in regional initiatives, share best practices, provide training on specific topics, and identify issues of concern that the SCCOG might assist in addressing.

Regional Economic Development Activities: During the fiscal year, the SCCOG continued to support the efforts of the Thames River Heritage Park Foundation, which coordinates activities involving close to 20 historic sites as a state park, and which for the fifth consecutive summer operated a water taxi on the Thames River connecting these sites. The SCCOG and its Executive Director also supported and participated in the work of the Southeastern Connecticut Enterprise Region (seCTer), which worked to implement its Comprehensive Economic Development Strategy (CEDS) this past year, and the Eastern Connecticut Workforce Investment Board (EWIB)

Housing Planning: SCCOG and its staff support the work of the Southeastern Connecticut Housing Alliance (SECHA). In March 2018, SECHA and SCCOG produced the region's third regional housing needs assessment since 2002, and since then SECHA and SCCOG staff have been conducting outreach within SCCOG member municipalities on housing needs and strategies to improve housing availability. In FY 19, SCCOG and SECHA individually briefed or provided technical assistance to six of the region's towns, with five towns actively pursuing actions to support affordable housing, such as modifying zoning regulations or exploring the use of surplus town-owned land for housing. As part of SCCOG's Joint Land Use Planning efforts (see Military/Community Planning below), SCCOG also developed data documenting the potential growth of housing in the short term (5-10 years), as well as the region's long-term ability to absorb growth.

Bicycle/Pedestrian Planning: In late FY 2018, SCCOG began work on a Regional Bike – Ped Plan, which is being funded by an OPM TOD Responsible Growth grant. SCCOG was the only Council of Governments to receive a TOD Responsible Growth grant. This past fiscal year, SCCOG and its consultant held several public events, including three demonstration projects, while this plan was being drafted. It is expected to be completed in the fall of 2019.

Regional Water Planning: The SCCOG has a Regional Water Committee, which serves as the region's water planning body, with representation on that committee by the major municipal water purveyors in the region. The Eastern Connecticut Water Utility Coordinating Committee (Eastern WUCC), in which SCCOG staff plays an important role, held its first meeting following completion of its Coordinated Water System Plan (CWSP). The Eastern WUCC, with SCCOG staff assistance, will begin monitoring progress of the CWSP during this fiscal year.

Regional Wastewater Management Planning: This past FY, SCCOG used OPM RSG funds to have prepared a Regional Wastewater Management Plan. This plan describes the current condition of the centralized wastewater system in the region and contains projections for demand and facility capacity, identifies infrastructure at-risk to natural hazards, and establishes recommendations for local and regional solutions to meet projected wastewater demand. The SCCOG adopted the plan on July 17th.

Regional Stormwater Planning: This past year, SCCOG partnered with the Eastern Connecticut Conservation District (ECCD) to create a regional stormwater collaborative. This collaborative brought together and assisted towns in the region which are required under CT DEEP's MS4 Program to implement stormwater control measures.

Hazard Mitigation Planning: Municipalities must have a current FEMA-approved hazard mitigation plan in order to receive certain federal funding for disaster planning and hazard mitigation projects. In 2011, SCCOG received a USEPA grant to prepare an update to the region's 2005 Regional Hazard Mitigation Plan, with the update completed in 2012; in 2015, SCCOG completed an update to the WINCOG Regional Hazard Mitigation Plan for the two WINCOG towns that recently joined SCCOG and for the four WINCOG towns that joined CRCOG; and USEPA funds most recently enabled SCCOG to update the Hazard Mitigation Plan for SCCOG municipalities this past fiscal year. Using another RPIP grant, in FY 2019, consultants to the SCCOG created a guidebook and toolkit to assist SCCOG member municipalities with enrolling in FEMA's Community Rating System (CRS), which allows a reduction in flood insurance rates for residents in municipalities that have become members of this program.

Military/Community Planning: In December 2017, SCCOG completed a Joint Land Use Study (JLUS) with SUBASE New London to identify current or potential conflicts between military activities and existing or planned uses in surrounding municipalities. This project was funded by a grant from the U.S. Department of Defense Office of Economic Adjustment (DOD OEA), with an in-kind match provided by the SCCOG and six participating municipalities. Toward the end of last fiscal year, the SCCOG applied for and was granted additional DOD OEA funding to support implementation activities identified in the JLUS: 1) to review existing and potential use of privately-owned land in Groton immediately adjacent to the SUBASE entrance and recommend preferred future uses and zoning revisions, and 2) to examine the potential impacts of the anticipated ramp-up in hiring by Electric Boat especially in relation to additional demand for housing and capacity in

the region's transportation network which if not addressed, could negatively impact SUBASE New London's activities and conditions for the greater SUBASE community. In FY 2019, two consultant teams were hired, one for each part of the project, public meetings held, and plans drafted. Both parts of this project should be completed before the end of the calendar year.

Fiscal Impact Planning: Using OPM RSG funds, this past year the SCCOG completed a two-phase Fiscal Impact Analysis project. Phase One resulted in a report that examines municipal and school district expenditures and liabilities, with financial profiles for each SCCOG member municipality. Phase Two built upon data in the previous phase to produce fiscal impact analysis "tools" individualized for each municipality, that are intended to estimate new tax revenue and municipal and education expenditures associated with future residential, commercial, and industrial development.

Human Services Coordination: In 2011, the SCCOG formed the state's first COG-sponsored Regional Human Services Coordinating Council (RHSCC). This council brings together representatives from the region's human service network, who meet with SCCOG chief elected officials, to coordinate activities, and to discuss matters of mutual concern. In 2014, state legislation mandated all COGs to form these RHSCCs, and to include representation from state human service agencies, which the SCCOG RHSCC has now done. During FY 2019, the RHSCC worked with staff and a consultant to complete a Regional Performance Incentive Program (RPIP) grant funded study that examines the potential for human service agencies in the region to share services and improve efficiency. This study was finalized in December 2018, and the RHSCC has begun work toward implementation of its recommendations.

Municipal Shared Services: In late 2014, SCCOG received an RPIP grant to prepare a municipal shared services study; work was completed on this project during FY 2018 and work is now underway on implementing study recommendations. This past year, as recommended in the study, meetings were held with the region's Department of Public Works Directors to discuss best practices. A meeting was also held with one of our towns' labor attorney, so that other towns with limited or no Human Resources staff could learn more about best practices for municipal HR. In addition, 12 of SCCOG's 22 member municipalities participated in CRCOG's Capitol Region Purchasing Council during the year. Additional discussion of the shared services study's recommendations is included below in section 4.

Municipal Planner and Commissioner Training: In FY 2019, the SCCOG hosted two training sessions for land use commissioners in the region, both of which were provided by Attorney Steven Byrne. SCCOG also convened the region's municipal planners five times during the year to present project findings and to identify issues of concern in their towns that the SCCOG might assist in addressing.

Statutory Planning and Zoning Referrals: During this past FY, SCCOG staff reviewed and responded to 51 statutorily-required referrals from its member municipalities.

2020 Census Participation: In FY 2019, the Southeastern Connecticut Council of Governments has worked with its municipalities to prepare for the 2020 Decennial Census. Primarily, the work consisted of participation in the Participant Statistical Areas Program (PSAP). This program involves the review of the boundaries of census tracts and block groups. SCCOG coordinated with

the municipalities of New London County to ensure that the boundary changes that were proposed by the Census Bureau would not impact any municipal objectives. SCCOG also coordinated with the Connecticut Department of Transportation to incorporate their goals with boundary changes, following a review process. SCCOG has also been active in attending meetings to ensure a complete count of residents in 2020.

Election Monitoring: During the year, SCCOG continued to provide Regional Election Monitor (REM) services to its member municipalities. When this program was first required by State Statute, it was funded with a grant from the Secretary of State's office. This past year the grant funds have been expended, and the SCCOG has paid its REM using RSG funds.

Sustainable CT: This past summer the SCCOG hosted two Sustainable CT Fellows provided by the Institute for Sustainable Energy to assist SCCOG municipalities pursuing certification under this program. This support has resulted in two SCCOG member municipalities (New London, Windham) achieving bronze certification in 2018, and five others working towards certification.

Regional Geographic Information Systems: In 2009, SCCOG received an RPIP grant which was used to create and maintain a regional web-based Geographic Information System (GIS), with that being continually updated and maintained during this past fiscal year.

Regional Online Property Information: In 2013, SCCOG received another RPIP grant to prepare an online property survey index for SCCOG towns; this index was periodically updated during the past year.

Legislative Coordination: The SCCOG meets annually with the southeastern Connecticut legislative delegation to discuss issues important to SCCOG member municipalities that might be the subject of proposed legislation before the start of the legislative session. In November, the SCCOG adopted its 2019 Legislative Agenda, which this year had as its primary focus legislative solutions to address the impact that non-profit agency property tax exemptions have on municipalities. These recommendations were the result of a SCCOG Task Force which over several months studied this issue and quantified its impact on several SCCOG municipalities. In addition, representatives from the federal legislative delegation representing southeastern Connecticut regularly attend and report on their activities at the SCCOG's monthly meetings. This past fiscal year, the SCCOG continued to work closely with Congressman Courtney's office to coordinate and participate in the filing of an Amicus Curiae brief opposing New York's appeal of US EPA's decision to approve the Eastern Long Island dredge disposal site; the SCCOG was able to convince all of the state's coastal COGs to join it and other stakeholders in filing this brief.

B. Transportation Planning:

This program consists of three sub-elements.

The general transportation planning program is funded with municipal dues, a CTDOT grant, and funds from the Federal Highway Administration (FHWA). Major tasks include: updating of the regional transportation plan; data collection and analysis; assessment of the transportation impact of large trip generators including the region's casinos and tourist attractions; updating of the Transportation Improvement Program (TIP); activities related to meeting the requirements of the Clean Air Act Amendments; technical assistance to municipalities on a non-reimbursable basis;

public information; participation with CTDOT in a variety of projects. Other tasks include further development of the Council's geographic information system capability; a comprehensive regional survey of local land use; special studies as needed. Since 2014, SCCOG received funding from CTDOT to administer and manage the Local Transportation Capital Improvement Program (LOTICIP) in the region. Two major transportation documents were prepared and adopted in FY 2019: SCCOG's 2019 - 2045 Metropolitan Transportation Plan, and SCCOG's FY 2019 – 2021 Unified Planning Work Program (UPWP).

The transit planning program is funded with municipal dues and CTDOT's transportation planning grant, which includes funding from the Federal Transit Administration (FTA). The primary activities include: technical planning assistance to Southeast Area Transit (SEAT) and the Eastern Connecticut Transportation Consortium (ECTC); forecasting SEAT's financial needs and revenues; activities related to meeting the requirements of the Clean Air Act Amendments and the Americans With Disabilities Act; and public information. Included in the technical assistance to SEAT is support of efforts to implement new transit initiatives. In 2014, SCCOG received CTDOT approval to use \$250,000 in STP funding to conduct a Comprehensive Operational Analysis (COA) of the SEAT bus system, which was completed in December 2015. During FY 2019, SCCOG staff continued to work with SEAT staff and the SEAT Board of Directors to implement the report's recommendations. Also this past year, SCCOG staff assisted SEAT in requesting and selecting proposals for a new transit management services contract for the next 5 – 11 years.

A number of special projects important to improving travel in the region have been conducted under this program. This past fiscal year, SCCOG assisted two of its municipalities with CT DOT funded corridor studies, one for Route 32 in New London and the other for Route 161 in East Lyme.

C. Emergency Management Planning:

SCCOG has played several roles in coordinating emergency management planning in the region. In 2014, upon the dissolution of WINCOG, SCCOG assumed the role of lead fiduciary for the Department of Emergency Management and Homeland Security (DEMHS) Region 4 Regional Emergency Planning Team (REPT), which it continues to do. In FY 2019, the REPT and its REPT Steering Committee approved a \$304,659 budget for the purchase of equipment and services and for the provision of training to the region's emergency responders. In addition to these grant funds, SCCOG administered seven other ongoing emergency management grants during the past fiscal year.

D. Technical Planning Assistance to Municipalities:

In FY 2019, SCCOG contracted with six of its member municipalities to provide municipal planning services to member towns on a reimbursable basis. Towns receiving this service include Bozrah (two contracts: one for Planning and Zoning, and one for Inland Wetlands); Franklin (Planning and Zoning); Lisbon (Planning and Zoning); Salem (Planning and Zoning); and Sprague (Planning and Zoning). During this past year, SCCOG staff provided a total of 1,568 hours of technical assistance to the participating municipalities under this program. In addition, SCCOG stands ready to provide on-call planning assistance on an emergency or temporary basis to its member towns, such as when a town requires additional support of existing staff or when a town is in the process of conducting a search for a new planner.

3) PERFORMANCE OF SCCOG'S REGIONAL PROGRAMS

The SCCOG adopts a Unified Planning Work Program (UPWP) every two years as required by federal law in order to receive transportation planning funds in its capacity as a Metropolitan Planning Organization (MPO). Each year, SCCOG prepares an annual Work Program that summarizes the work planned in that particular year including that work outlined in the UPWP. These two documents collectively document SCCOG's goals and objectives, planned tasks, and budgets allotted for specific tasks and programs. The SCCOG's 2018-2019 Work Program, adopted by the SCCOG on December 20, 2017, is as follows. A review of this document in comparison to the above-described regional programs and services would indicate that the SCCOG achieved its goals and objectives with the funding which was actually made available to it this past fiscal year.

COMPREHENSIVE PLANNING PROGRAM:

Anticipated Funding:	OPM Regional Services Grant	\$200,000	
	SCCOG (Municipal Dues)	86,052	*
	OPM RPIP Grant (Nutmeg Network)	4,356	
	OPM RPIP Grant (Shared Human Services)	75,000	
	OPM RPIP Grant (Community Rating Sys.)	75,000	
	Secy. of State Grant (Regional Election Monitor)	3,000	
	SECHA	15,000	
	Investment Income	500	
	DEMHS FY 16 RCG	11,500	
	DEMHS FY 17 RCG	12,000	
	DEMHS FY 18 RCG	21,000	
	DEMHS FY 17 EMPG	1,500	
	TOTAL:	\$504,908	**

* Total dues to be collected is \$157,688, with \$71,636 used to match federal and state transportation funds.

** Includes funding for unallocated/return to Reserve. Actual funds available for comprehensive planning program are \$447,941.

Tasks		
1.	Program management	\$50,000
2.	Public information and participation	\$5,000
3.	Provide administrative and technical support for the Council of Governments including its Regional Planning Commission (RPC), Regional Human Services Coordinating Council (RHSCC), and other committees as needed	\$126,585
4.	Support economic development efforts with planning services including ongoing implementation of the regional CEDS; participation in seCTer; and EWIB	\$10,000
5.	Coordinate and cooperate with other agencies	\$10,000
6.	Provide technical assistance to municipalities, including training programs	\$20,000
7.	Perform Census-related activities, including assistance to the Bureau of the Census in reviewing and analyzing information	\$1,000

	from the 2010 Census and preparation for the 2020 Census	
8.	Provide technical and administrative support to the SCCOG Regional Water Committee, the Eastern Connecticut Water Utility Coordinating Committee (WUCC), and other efforts to promote a regional water network	\$5,000
9.	Perform advisory reviews of matters referred under Federal and State law	\$2,000
10.	Monitor and act on legislation affecting the region	\$2,000
11.	Serves as fiduciary and participates in DEMHS Region 4 Collaboration with NECCOG to support Regional Emergency Planning Team, including administration of HazMat program	\$39,000
12.	Ongoing implementation of the 2017 Regional Plan of Conservation and Development (non-transportation elements)	\$5,000
13.	Continue use of Nutmeg Network for fifth year using OPM RPIP grant funds to cover agency expenses	\$4,356
14.	Complete the preparation of a shared services study for the region's human service agencies using OPM RPIP grant funds	\$75,000
15.	Complete the preparation of a model Community Rating System (CRS) for SCCOG municipalities using OPM RPIP grant funds	\$75,000
16.	Continue to provide Regional Election Monitor services using a grant from the Secretary of the State	\$3,000
17.	Continue to assist the Southeastern Connecticut Housing Alliance (SECHA) in their advocacy for more affordable housing in the region	\$15,000

TRANSPORTATION PLANNING PROGRAM:

Anticipated Funding:	CTDOT Grant	\$506,059
	SCCOG	71,636
	LOTICIP	50,000
	TOTAL:	\$627,695

Tasks:		
1.	Program management	\$63,546
2.	Public information and participation	\$28,885
3.	Coordination and cooperation with other agencies, including CTDOT	\$40,000
4.	Data base development and management	\$51,992
5.	Prepare and adopt an updated Regional Transportation Plan	\$25,000
6.	Prepare and adopt an updated Regional Transportation Improvement Program	\$10,000
7.	Coordinate tasks in FY 2017-19 Unified Planning Work Program; prepare and adopt a FY 2019-2021 Unified Planning Work Program	\$3,000

8.	As needed, participate in ongoing statewide transportation initiatives	\$10,000
9.	Continue implementation of the 2017 Regional Plan of Conservation and Development (transportation related elements)	\$10,000
10.	Maintain and implement the SCCOG's Congestion Mitigation Process (CMP)	\$25,000
11.	Prepare and implement the requirements of the agency's Title VI Program	\$5,000
12.	Monitor and assist with major projects/issues:	\$50,000
	- Follow-up activities related to: Rtes. 2, 2A, and 32 improvements; Rte. 85 improvements, and other regional transportation priorities. - Participate in preparation of updated I-95 study - Port of New London/State Pier - Ferry service improvements - Rail: electrification/other improvements; passenger service revitalization; including advocate for expansion of SLE - Multi-modal facilities development and preservation of multi-modal function at Union Station - LetsGoCT projects in the region - Groton-New London Airport development - Assist Norwich Alternative Fuels Initiative - Preston/Ledyard/Groton Bikeway Initiative	
13.	Prepare a regional transportation safety plan in accordance with the Strategic Highway Safety Plan	\$5,000
14.	Completion preparation of regional Bicycle and Pedestrian Plan	\$5,000
15.	Provide technical assistance to member municipalities, assistance may include:	\$80,000
	- Land use/traffic corridor studies - Transportation elements of local plans - Traffic counts - Access management study follow-up - Transportation facilities, including multi-modal	
16.	Review applications and oversee grants for Section 5310, vehicle replacement, and other Surface Transportation Programs such as, the Municipal Grants for the Elderly; LOCHSTP; the Local Road Accident Program, the Enhancement Program and STP-U funding program	\$20,000
17.	Within available resources, conduct regional studies/planning activities:	\$140,272
	- Cooperate with CTDOT, affected municipalities, and the Mashantucket Pequot and Mohegan Indian Tribes in developing strategies to manage casino impact on the region's transportation system - Assist SEAT in the following areas: implementing the Comprehensive Operational Analysis completed in 2015; projecting financial needs; designing routes and schedules; updating the plan to provide transit services under the Americans With Disabilities Act; integration with LOCHSTP and conducting facility improvement studies as needed - Participate in interagency planning and coordination related to transit support for the Jobs Access and Reverse Commute/Welfare-to-Work Program	

	• Further develop the Geographic Information System for the region, including maintaining a web-based Regional GIS	
	• Provide technical assistance to the Eastern Connecticut Transportation Consortium (ECTC) in the area of paratransit service	
	• Work with SEAT, ECTC, and the Rideshare Company and other organizations to coordinate their separate transit and paratransit services for the region, including Jobs Access and Reverse Commute program, welfare to work, Municipal Grants for the Elderly, Groton-Dial-A-Ride and other programs into a LOCHSTP program.	
	• Implement Environmental Justice program	
	• Review and analyze 2010 Census information for use in COG's transportation planning program	
	• Conduct Congestion Management System (CMS) Strategy reports	
	• Coordinate with CTDOT efforts to examine freight movements through and to the region	
18.	Manage the Local Transportation Capital Improvement Program (LOTICIP) in the Region, including application review and prioritization, and design review of proposed municipal projects	\$50,000
19.	Assist CTDOT in conducting the Transportation Alternative Program (TAP) for bicycle and pedestrian infrastructure improvement in this region	\$5,000

TECHNICAL ASSISTANCE:

Anticipated Funding:	Contracts with Municipalities	\$167,000
----------------------	-------------------------------	-----------

Tasks:	
	Provide planning services to municipalities on a fee-for-service basis. The assistance would include advisory services to local commissions, the conduct of special studies, the updating of local plans or regulations, and GIS assistance. In FY 2019 it is anticipated that contracts for this assistance will be requested by Bozrah (2), Franklin, Lisbon, Salem, and Sprague

4) ANALYSIS OF SERVICES THAT COULD BE PROVIDED REGIONALLY

As stated in section 2) above, using an RPIP grant, the SCCOG completed work in FY 2018 on a Shared Services Opportunity Study for its member municipalities. The key objectives of this study was to examine current examples of shared services in the region; identify and evaluate potential impact of new shared service opportunities; and provide a process template that could be transferrable to other regions and municipalities in Connecticut. The study identified 33 existing shared arrangements where services are shared in 15 service areas. Opportunities for sharing services were examined for potential cost savings, potential service enhancement, and for potential improvement in service sustainability. Some of the opportunities for new or expanded shared service arrangements include: regional animal control; increased number of municipalities contracting with

SCCOG for planning services; shared assessment operations; joint bidding for revaluation services; selling/swapping unique public works services and specialty equipment; shared marketing of recreational programs through use of a common website for registration and scheduling; sharing of training opportunities; potential formation of regional district to administer recreation functions; evaluation of alignment of municipal and board of education financial software under joint license using a common system; migration to single Enterprise Resource Planning (ERP) system and Document Management system across the region; integrated municipal and boards of education Human Resources offices; and joint bidding/procurement of IT hardware and software. The final shared services report that was prepared by the SCCOG may be read in full at seccog.org/publications.

5) RECOMMENDATIONS FOR LEGISLATIVE ACTION

Our first recommendation is for a stable source of funding for Councils of Governments which is important to allow us to continue to provide the programs and services that we do now, and that we might be able to do if the State and our member municipalities so requested. This includes the maintenance of Regional Service Grants at or in excess of the FY 2020 appropriation, and restoration of funding for the Regional Performance Incentive Program (RPIP).

A second recommendation is to further clarify in state statute that Councils of Governments can provide any service regionally that its member municipalities can, whether expressly stated in statute or not. As an example, our attempt to establish a regional ethics commission was put on hold in response to our attorney's opinion that this was not expressly allowed in state statute, and therefore could pose a problem in terms of appeals taken against the findings and recommendations of a regional commission. This lack of a statute allowing COGs to perform services for its members collectively that towns can perform individually, continues to be an impediment raised when regionalization of services is discussed.

PLEASE ADD THESE ITEMS TO YOUR NEXT AGENDA										2018 STIP REQUESTED CHANGES					
Region	FACode	Proj#	TempP#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments	code for change
13	STPNL	0044-0154		X6	CT 156	EAST LYME	REHAB BR 06026 of NIANTIC RIVER	CON	2020	5,496	4,397	1,099	0	ADD PHASE	06
13	HIPA	0044-0154		X6	CT 156	EAST LYME	REHAB BR 06026 of NIANTIC RIVER	CON	2020	14,124	11,239	2,825	0	ADD PHASE	06
13	REP	0044-0154		X6	CT 156	EAST LYME	REHAB BR 06026 of NIANTIC RIVER	CON	2020	980	980	0	0	ADD PHASE	06
RECEIVED SEP 12 2019 SCCOG															
CODE KEY															
01 Move projects from one year in the STIP to another year in the STIP															
02 Fiscal constraint issues															
03 Adjust existing projects for design schedule changes															
04 Adjust existing projects for revised cost estimates															
05 New Project															
06 New Phase															
07 Administrative Requirement															
08 Delete phase															
09 Delete project															
10 Correction															

SCCOG

REG 13 AMD-ACT PACKAGE 9-11-2019

TIP/STIP~Action and Amendment Details

9/11/19

Project No	Region	Route	Town	Description	Project Manager
0044-0154	13	CT 156	EAST LYME	REHAB BR 06026 o/ NIANTIC RIVER	Hagert, Jon

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2018	2019	2020	2021	FYI
CN	2020	REP	980,000	980,000	0	0		0	0	980,000	0	0

Revision Code 06-New phase

amendment Add new CN phase to the STIP. This phase was previously funded with 100% state money, but is now being federalized in order to program STPNL, HIPA & REP funds in FY20. Balance w/ STPNL & HIPA.

0044-0154 CN Phase Total: 980,000 Federal Share: 980,000 State Share: 0 Local Share: 0

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2018	2019	2020	2021	FYI
CN	2020	STPNL	5,495,822	4,396,658	1,099,164	0		0	0	4,396,658	0	0

Revision Code 06-New phase

amendment Add new CN phase to the STIP. This phase was previously funded with 100% state money, but is now being federalized in order to program STPNL, HIPA & REP funds in FY20. STPNL funds are available for this project because project 103-259 CN recently moved in schedule from FY20 to FY21. Balance w/ HIPA & REP.

0044-0154 CN Phase Total: 5,495,822 Federal Share: 4,396,658 State Share: 1,099,164 Local Share: 0

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2018	2019	2020	2021	FYI
CN	2020	HIPA	14,124,178	11,299,342	2,824,836	0		0	0	11,299,342	0	0

Revision Code 06-New phase

amendment Add new CN phase to the STIP. This phase was previously funded with 100% state money, but is now being federalized in order to program STPNL, HIPA & REP funds in FY20. Balance w/ STPNL & REP.

0044-0154 CN Phase Total: 14,124,178 Federal Share: 11,299,342 State Share: 2,824,836 Local Share: 0

2018 STIP REQUESTED CHANGES															
PLEASE ADD THESE ITEMS TO YOUR NEXT AGENDA															
Region	FACode	Pro#	Temp#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments	code for change
10, 13	NHPP	0172-0490		X6	VARIOUS	DISTRICT 2	REPLACE HIGHWAY SIGNS & SUPPORTS	PD	2020	100	100	0	0	0 NEW PROJECT	05
10, 13	NHPP	0172-0490		X6	VARIOUS	DISTRICT 2	REPLACE HIGHWAY SIGNS & SUPPORTS	FD	2020	250	250	0	0	0 NEW PROJECT	05
RECEIVED															
SEP 12 2019															
SCCOG															
CODE KEY															
01 Move projects from one year in the STIP to another year in the STIP															
02 Fiscal constraint issues															
03 Adjust existing projects for design schedule changes															
04 Adjust existing projects for revised cost estimates															
05 New Project															
06 New Phase															
07 Administrative Requirement															
08 Delete phase															
09 Delete project															
10 Correction															

9/12/2019

**STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION**



**PROJECT MEMORANDUM FOR
ENGINEERING**

To: Patricia A. Hustus
Capital Services Division
Bureau of Finance & Administration

MOD # _____ RPM _____

DATE: 5/23/19
From: L. Zhang for Barry Schilling
PE or PL Project ID: DOT01720490PE
FD Project ID: DOT01720490FD
RW Project ID: _____
CN Project ID: DOT01720490CN

Please Review Project Information and Estimate for Approval:

Project Description (short):	Replace Hwy Signs & Supports
Project Description (long):	Replacement of highway signs and sign supports along the limited access portions of Route 2, Route 3, Route 11, and Route 17, from Hartford to Norwich.

Justification:	The existing highway signs and many sign support structures have exceeded their useful service life and are in need of replacement. The project will include replacement of all signs on the mainline roadway and on/off ramps not currently planned for replacement in other projects. The PE phase includes a PD/FD split.
Project Manager:	Barry Schilling
Project Engineer:	Michael Chachakis

Scope Code:	ST 5	ST 5 - Signing
Requested Schedule (Proj. Manager):		Assigned Schedule (Capital Planning):
	11/20/19	PE(PD) Start
	6/24/20	Design Approval/FD/RW
☒ State ADV	5/26/21	FDP
☐ Town ADV	7/7/21	DCD
	8/4/21	ADV
		PE Auth
		FD/RW Auth
		FDP
		DCD
		ADV

Estimates Summary:		Project Type CN	
Project Type	EST Amount Requested	Activity	EST Amount Requested
PE or PL	\$100,000	CT	\$15,500,000
FD	\$250,000	CG	\$0
Total	\$350,000	IN	\$0
		NI	\$0
		NF	\$0
		UT	\$0
		RF	\$0
		SF	\$0
		TF	\$0
		CM	\$0
Project Type	EST Amount Requested	Total	\$15,500,000
RW	\$0		
Total	\$0		
Project Grand Total (Sum of Project Types) = \$15,850,000			

Submitted by: (sign & date)	Approved by: (sign & date)
Project Manager (Print Name)	Division Chief (Print Name)
Principal Engineer (Print Name)	Capital Planning - Darren E. Meyers

TIP/STIP~Action and Amendment Details

9/11/19

Project No	Region	Route	Town	Description	Project Manager
0172-0490	10, 13	VARIOUS	DISTRICT 2	REPLACE HIGHWAY SIGNS & SUPPORTS	Schilling, Barry

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2018	2019	2020	2021	FYI
PD	2020	NHPP	100,000	100,000	0	0		0	0	100,000	0	0

Revision Code 05-New project

amendment Add new project. The CN phase is programmed with 100% state funds.

0172-0490 PD **Phase Total:** 100,000 **Federal Share:** 100,000 **State Share:** 0 **Local Share:** 0

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2018	2019	2020	2021	FYI
FD	2020	NHPP	250,000	250,000	0	0		0	0	250,000	0	0

Revision Code 05-New project

amendment Add new project. The CN phase is programmed with 100% state funds.

0172-0490 FD **Phase Total:** 250,000 **Federal Share:** 250,000 **State Share:** 0 **Local Share:** 0

☐ 01-Move project to another year

☐ a - Funding limitations
☐ b - Outstanding ROW issue
☐ c - Outstanding Permit
☐ d - Other (Specify)

 Comments:

☐ 02-Fiscal constraint

☐ a - Funding fully programmed
☐ b - State match not available
☐ c - Local match not available
☐ d - Other

 Comments:

☐ 03-Design schedule change

☐ a - Permit issue
☐ b - CTDOT staffing issue

☐ c - Local staffing issue
☐ d - ROW issue
☐ e - Other

 Comments:

☐ 04-Revised cost estimate

☐ a - Increase due to inflation
☐ b - Increase due to (specify)
☐ c - Decrease due to (specify)
☐ d - Other

 Comments:

☐ 05-New project

☐ a - Project requested by (specify)
☐ b - Copy of RPM attached

 Comments:

☐ 06-New phase

☐ a - PE phase required
☐ b - ROW phase required
☐ c - CON phase required

 Comments:

☐ 07-Administrative requirement

☐ a - Add AC entry
☐ b - Other

 Comments:

☐ 08-Delete phase

☐ a - Phase not required
☐ b - Phase changed to State funds
☐ c - Phase changed to Local funds
☐ d - Other

 Comments:

☐ 09-Delete project

☐ a - Not supported by State
☐ b - Not supported by Region

☐ c - Not supported by Town
☐ d - Change to State funded
☐ e - Change to Local funded
☐ d - Other

 Comments:

☐ 10-Correction
 Comments:

☐ 11-Financing/Funding revision

☐ a - Due to project schedule
☐ b - Due to funding availability
☐ c - Other

 Comments:

(Note: Language with strike-out to be removed; italicized language to be added.)

D. LEAVES OF ABSENCE

1. SICK LEAVE WITH PAY

Sick leave for regular and short-term, full-time employees shall accrue at the rate of one (1) day per month, and during the first year of an individual's employment, the Executive Director shall have the discretion to provide advance credit of up to six days of sick leave. Full-time employees who have changed to part-time status shall be entitled to sick leave on a pro rata basis. Other part-time employees shall not be entitled to paid sick leave. Accrued sick leave may be carried from year-to-year up to a maximum total of 120 days. A doctor's certificate may be required for four (4) or more consecutive days of sick leave or at the discretion of the Executive Director.

During an absence due to illness or injury, it is the responsibility of an employee to communicate directly with the Executive Director or, in his absence, the Assistant Director at the onset of the absence. Failure to notify the Executive Director within at least three (3) days will be interpreted as absence without leave and pay. During a prolonged absence due to illness or injury, the Director shall determine the frequency with which the employee shall periodically report his/her status and anticipated return to work. In the event that an employee is unable to communicate with the Executive Director, due to the nature of the illness or injury, it is the employee's responsibility to assure that someone else contacts the Executive Director or, in his absence, the Assistant Director regarding the absence.

At the discretion of the Executive Director, up to ten (10) days of sick leave may be used in any one (1) year to care for ailing members of immediate families to the extent that the employee has accrued sufficient sick leave, with the condition that there is documentation to affirm the condition of the family member(s) requiring such care. *(Effective 1/18/09)* The Executive Director may also permit employees to use up to three days of sick leave to supplement leave authorized for a death in the employee's family.

Any absence in excess of accrued sick leave shall be without pay, except that unused vacation may be used as sick leave and that the Executive Committee may make additional exceptions. Additional sick leave granted by the Executive Committee shall not exceed 70 hours for any employee in any fiscal year.

Employees leaving the Council's staff ~~shall not be paid for accrued sick leave after ten (10) years of continuous service shall be paid for one-half (1/2) of their accrued sick leave, up to a maximum of sixty (60) accumulated sick days. Upon the death of an employee having ten (10) years of continuous service, the employee's designated beneficiary shall be paid for one-half (1/2) of their accrued sick leave, up to a maximum of sixty (60) accumulated sick days.~~

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

MEMORANDUM

TO: SCCOG Executive Committee
FROM: James S. Butler, Executive Director 
DATE: 7 October 2019
RE: Proposed Sick Leave Buy Back Policy

"Sick leave was originally intended as a privilege but over the years has come to be viewed by employees as an entitlement." 1.

ISSUE

The current SCCOG Personnel Policies state at the end of Section D. 1: *"Employees leaving the Council's staff shall not be paid for accrued sick leave"*. Formulation of a policy that would compensate employees for unused sick leave has been discussed at recent Executive Committee meetings; this memorandum reviews the practice of buying back sick leave by two SCCOG member municipalities and other Council of Governments in Connecticut, and makes a recommendation for a policy that the Executive Committee could recommend to the full SCCOG board.

BACKGROUND

The current SCCOG sick leave policy (copy of full policy attached) provides that employees accrue sick leave at the rate of one day per month; accrued sick leave may be carried from year-to-year up to a maximum of 120 days (the SCCOG does not provide its employees short-term disability insurance because of this provision); a doctor's certificate may be required for four or more days of sick leave taken. At the discretion of the Executive Director, up to ten days of sick leave may be used in any one year to care for an ailing family member.

The absence of a sick leave buy back policy, sometimes referred to as an "attendance incentive program", has the potential to result in employees taking sick leave when not really sick because they do not wish to lose this time off once they hit the maximum allowed 120 days, and can be

1. (D. Orric, "Controlling Abuse of Sick Leave", March, 2004, as cited in "Burning Excess Sick Days at Retirement: Employee Benefit or Policy Violation", C. Milbourn, San Antonio Police Department, August 2005)

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, office@seccog.org
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org
如果您需要语言帮助, 请致电 860-889-2324 或发送电子邮件至 office@seccog.org.*

viewed as the loss of a benefit by long-term healthy employees who reach their maximum accrual and then “lose” up to 12 days every year if they take no sick leave. A sick leave buy back policy could provide incentive for employees to not take sick leave unless they really are sick, and also reward long-term employees who use little sick leave and who are leaving the COG’s employ.

After the September Executive Committee meeting where this topic was discussed and several Executive Committee members reported their town had such a policy, I received copies of the sick leave policies from Colchester and Lisbon, both of which have a sick leave buy back policy. A summary of those towns’ policies follows.

Colchester (union employee policy) – Employees can accumulate up to 60 days of sick leave. Employees who retire or resign with ten or more years of service will be paid for his sick leave at the base rate of pay. Upon death of the employee, the employee’s designated beneficiary shall be paid for his sick leave at his base rate of pay.

Lisbon – Employees may accumulate up to 65 sick leave days. An employee who is laid off or separated from service (other than through termination for cause) after 10 years of service shall receive payment for one-quarter of accumulated sick leave not to exceed 15 days. Upon retirement, an employee shall be paid up to one-half of accrued accumulated sick days up to a maximum of 30 days. Upon death of an employee, fifty percent of accumulated sick days shall be paid in a lump sum to the employee’s designated beneficiary at the employee’s then current rate of pay to a maximum of 30 days.

I also queried the states’ other eight COGs regarding their policies on this subject. Two responded they although they did not have they would favor such a policy with one COG Executive Director stating “.... *I like the idea. When employees reach their total allowable sick leave hours, and cannot accumulate any more, there is a natural incentive to call in ‘sick’. A buy back provision when an employee accumulates the most they can would counteract such an incentive*” and the second Executive Director stating “...*I have observed questionable sick time use occurring before separating from the COG*”. A third Executive Director responded that his COG used to have a policy of buying back 50% of sick leave value every six months, but that this policy was eliminated when they merged with another COG in 2014. The only COG responding that they do have a sick leave buy back policy was CRCOG, and their policy can be summarized as when an employee in good standing resigns or retires, they are reimbursed for unused sick leave based on years of service – after 3 years, 20% of accrued unused sick days; after 7 years, 40% of accrued unused sick days; after 10 years, 50% of accrued unused sick days, with the maximum reimbursement being for 60 days.

OPTIONS

1. The SCCOG could adopt a simple amendment to its sick leave policy to include a provision concerning sick leave buy back, either at regular intervals or at the end of an employee’s tenure at the SCCOG.

Member Municipalities: Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, office@seccog.org
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org.
如果您需要语言帮助，请致电 860-889-2324 或发送电子邮件至 office@seccog.org.*

2. The SCCOG could adopt a comprehensive amendment to its sick leave policy, possibly changing the maximum days accumulated, rate of accrual, combine vacation and sick leave into “all-purpose” leave, allowing unused sick leave to be converted to vacation leave or to health insurance, adopt a no-fault attendance policy, provide bonuses for outstanding attendance, and other innovative ways that employers are using to discourage sick leave abuse and to reward good attendance.

3. Do nothing.

RECOMMENDATION

I recommend some kind of approach consistent with #1 above, keeping any amendment that the SCCOG adopt simple, straightforward, and easy to administer. To begin the discussion of such an amendment, I would request that the Executive Committee consider amending our current policy to simply revise the last sentence of our current sick leave policy to read:

Employees leaving the Council's staff after ten years of continuous service shall be paid for one-half (1/2) of their accrued sick leave, up to a maximum of sixty (60) accumulated sick days.

One addition to the recommended amendment would be to allow a beneficiary to receive the benefit upon an employee's death.

This proposed amendment is consistent with both Colchester's and Lisbon's policies, and mirrors the policy of CRCOG for employees with ten years of service. While the maximum amount to be paid is double Lisbon's maximum of 30 days, the SCCOG's maximum accrual is 120 days to Lisbon's 65 days.

Finally, if the Executive Committee agrees to bring this or some other amendment of the sick leave policy forward for full SCCOG consideration, I will prepare for you an analysis of its financial impacts on the SCCOG in the immediate/short-term future.

Attachment

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

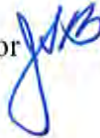
*If language assistance is needed, please contact SCCOG at 860-889-2324, office@seccog.org
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org.
如果您需要语言帮助, 请致电 860-889-2324 或发送电子邮件至 office@seccog.org.*

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/E-Mail: office@seccog.org

ATTACHMENT #4

EXECUTIVE DIRECTOR'S REPORT

To: SCCOG Representatives and Alternates
Liaison Representatives and Alternates
Other Interested Parties
From: James S. Butler, Executive Director 
Date: 8 October 2019

1. Financial and Management Matters

- A. We have completed closing out projects ending in FY 2019, and have provided the information that will be used for the SCCOG Annual Audit to the SCCOG's Accountant. The SCCOG Auditor is scheduled to begin their field visit to the SCCOG office on October 15th.
- B. At the request of the SEAT Board of Directors, I drafted an RFP that they are using to solicit Transit Management Services (First Transit's contract with SEAT expires on January 1), and have been assisting in their receipt and review of proposals. I have since worked with the selected consultant (First Transit) to have prepared an Agreement for their services, which the SEAT Board has accepted, and which is expected to be executed by the Chairman at the October meeting.
- C. OPM has approved of SCCOG's FY 2020 Work Plan for Regional Service Grant funds (see letter from OPM Secretary McCaw in Communications section of agenda packet), but has informed the state's COGs that payment will not be made to the COGs until mid-some time in November, due to the State's process for re-establishing the revenue stream that funds OPM's Regional Planning Incentive Account following the three-year suspension of the revenue diversion.
- D. At the behest of the Executive Committee, I have prepared a proposed amendment to the SCCOG Personnel Policies that would provide for the buy back of accrued sick leave (see Executive Committee agenda item #3).

2. Work Program

- A. Routes 2/2A/32: No report.
- B. Regional Water: No report.

- C. Regional Wastewater Management Plan: The draft Plan was emailed to all SCCOG members on June 18th. SCCOG staff has prepared a list of next steps that could be taken; this could be taken up by a newly formed Regional Wastewater Management Committee. The Executive Committee has asked staff to wait until after the November elections before seeking volunteers for this committee, as SCCOG member CEOs are expected to change.
- D. Southeastern Connecticut Housing Alliance (SECHA): SECHA met on September 13th, and scheduled several information sessions in SCCOG member municipalities.
- E. Regional Human Services Coordinating Council (RHSCC): The RHSCC is scheduled to meet on October 25th.
- F. Eastern CT Workforce Investment Board (EWIB): The EWIB Board met on September 24th.
- G. Comprehensive Economic Development Strategy (CEDS): No report.
- H. SUBASE Coalition: No report.
- I. Regional Emergency Management Planning: No report.
- J. Regional Plan of Conservation and Development: No report.
- K. LOTCIP: SCCOG staff is scheduled to meet with CTDOT staff on October 7th to discuss future LOTCIP projects in the region.
- L. Joint Land Use Study (JLUS): The consultant for the Part 2 report will make a presentation at the October 16th SCCOG meeting.
- M. Metropolitan Transportation Plan: No report.
- N. Regional Bike – Ped Plan: SCCOG Senior Planner/Project Manager Kate Rattan will make a presentation on this report at the October 16th SCCOG meeting. A link to the draft of the plan was emailed earlier this month to all SCCOG CEOs. For your convenience, that link is: https://bikewalksect.com/wp-content/uploads/2019/09/SCCOG-Bike-and-Ped-Plan_9.27.19_web2.pdf.
- O. Municipal Shared Services Study: No report.
- P. Task Force Analyzing Impact Property Tax Exemptions Have on SCCOG Municipalities: No report.
- Q. Regional Community Rating System (CRS) Program/Model: No report.
- R. Fiscal Impact Analysis: No report.

S. Planning and Zoning Commission Training: No report.

T. Staff assistance ongoing: seCTer, SEAT, ECTC, EWIB, SECHA, and 6 municipal planning assistance contracts (Bozrah - 2; Franklin; Lisbon; Salem; Sprague). In addition, this month at the request of First Selectman Todd Babbitt, staff provided assistance to the Griswold Planning and Zoning Commission, whose Planner is out on leave.