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

25 November 2019

NOTICE OF MEETING

TO: SCCOG Executive Committee
Mark Nickerson, First Selectman, East Lyme
Fred Allyn, III, Mayor, Ledyard
Jim Rivers, Town Manager, Windham
Michael Passero, Mayor, New London

FROM: Thomas Sparkman, First Selectman, Lisbon – **Chairman**

The Executive Committee will hold a meeting on ***Monday, December 2, 2019, at 8:30 a.m.,*** at the SCCOG office, 5 Connecticut Avenue, Norwich.

AGENDA

1. Eastern Pequot Tribal Nation Request to Participate in SCCOG – ***Attachment #1***
2. Request to Address SCCOG by CT Port Authority
3. Possible RPIP Grant Applications
4. FY 2018-2019 Audit – ***Attachment #2***
5. Proposed FY 2021 Operating Budget – ***Attachment #3***
6. Proposed FY 2021 Work Program – ***Attachment #4***
7. Proposed 2020 Schedule of Meetings – ***Attachment #5***
8. Bank Authorizing Resolution No. 19-5 – ***Attachment #6***
9. FY 2019 Annual Report – ***Attachment #7***
10. Other
11. Adjournment

ATTACHMENT #1

Eastern Pequot Tribal Nation

RECEIVED
NOV 15 2019
SCCOG

Eastern Pequot Tribal Nation Tribal Council

Katherine Sebastian Dring J.D.
Tribal Chairwoman

Brenda Geer
Vice Chairwoman

Lynn D. Powers, MSM
Recording Secretary

Joanne Silva-Njoku
Corresponding Secretary

Ashbow Sebastian
Acting Treasurer/Comptroller

Shianne Sebastian
Tribal Councilor

Carole Maddox
Tribal Councilor

Mitchel Ray
Tribal Councilor

Tyrone Gambrell
Tribal Councilor

Natasha Gambrell
Tribal Councilor

Stephen Randall
Tribal Councilor

Larry Pemberton
Tribal Councilor

November 11, 2019

Southeastern Connecticut Council of Governments
5 Connecticut Avenue
Norwich, CT 06360

Dear Council Officials:

The Eastern Pequot Tribal Nation is a historic state recognized tribe with a government located in southeastern Connecticut on one of the oldest continuously occupied reservations in the country.

We would like to participate in the Southeastern Connecticut Council of Governments. Please advise us of the schedule of meetings and any other necessary information.

Thank you for your kind assistance.

Sincerely,

Katherine Sebastian Dring
Katherine Sebastian Dring

P.O. Box 208 North Stonington Ct 06359
Phone 860-535-1868 Fax 860-535-2005 eptn1683@yahoo.com
www.easternpequottribalnation.com

TABLE 1

ATTACHMENT #3

PROPOSED OPERATING BUDGET, 1 July 2020 - 30 June 2021
Southeastern Connecticut Council of Governments
Adopted:

Budget Items:	**Adopted FY 2020**	**Proposed FY 2021**
STAFF:		
Salaries	$621,089	$641,189
FICA, Insurance, Retirement	$239,567	$262,759
Subtotal:	**$860,656**	**$903,948**
SUBCONTRACTORS:		
Computer Services	$2,000	$2,500
Professional Services (general)	$500	$500
Planning Consultant, Lisbon	$55,000	$57,000
Planning Consultant, Sprague	$15,000	$12,500
Property Survey Index Consult. (online Hosting only)	$13,000	$13,000
DEMHS Financial Consultant	$24,500	$25,500
Regional Election Monitor	$7,000	$9,000
JLUS Consultant	$200,000	$0
Subtotal:	**$317,000**	**$120,000**
OTHER:		
Office Maintenance/Utilities	$27,000	$26,000
Supplies	$7,000	$7,000
Equipment, Rental/Maintenance	$8,000	$7,000
Equipment, Miscellaneous	$500	$500
Equipment, Capital (incl. computers & software)	$7,000	$7,000
Phones, Mail, Internet	$6,000	$8,000
Insurance, Bond	$14,500	$15,000
Printing	$1,000	$500
Travel	$7,500	$7,500
Conference Expenses	$3,000	$4,000
Staff Expenses	$1,500	$1,500
Books, Subscriptions, Dues	$5,000	$5,000
Audit, Accounting, Legal	$34,500	$35,500
Advertising	$500	$500
Capital Fund	$0	$0
Subtotal:	**$123,000**	**$125,000**
Grand Total:	**$1,300,656**	**$1,148,948**
Unallocated/Return to Reserve:	**$123,091**	**$130,170**
SOURCES OF REVENUE:		
Municipal Dues	$157,688	$157,688
OPM Grant (Regional Services Grant)	$300,000	$387,500
CTDOT Planning Grant	$506,059	$545,930
LOTCIP	$40,000	$5,000
Technical Assistance Contracts	$170,000	$140,000
DEMHS (FY18) Regional Collaboration Grant	$12,000	$10,000
DEMHS (FY19) Regional Collaboration Grant	$12,000	$10,000
DEMHS (FY20) Regional Collaboration Grant	$12,000	$5,000
DEMHS (FY19) EMPG HazMat Grant	$1,500	$1,500
ECCD Regional Stormwater Collaborative Grant	$0	$4,000
DOD JLUS Grant	$200,000	$0
SECHA	$12,000	$12,000
Council Reserve	$0	$0
Other	$0	$0
Investment Income	$500	$500
GRAND TOTAL:	**$1,423,747**	**$1,279,118**

TABLE 2: ESTIMATE OF TECHNICAL ASSISTANCE CONTRACTS FOR FY 2021		
CONTRACTS:		**Estimated Revenue**
Bozrah, Planning & Zoning Commission		$13,500
Bozrah, Inland Wetlands Commission		$7,000
Franklin, Planning & Zoning Commission		$20,000
Franklin, Inland Wetlands Commission		$10,000
Lisbon, Planning & Zoning Commission		$57,000
Salem, Planning & Zoning Commission		$21,000
Sprague, Planning & Zoning Commission		$12,500
TOTAL:		**$141,000**

TABLE 3: RECOMMENDED SALARIES FY 2021, 7/1/20 - 6/30/21		
Staff Position	**FY 2020 Current**	**FY 2021 Proposed** [1]
Executive Director	$140,296	$144,505
Assistant Director/Director of Special Projects	$86,868	$91,211 [2]
Planner III/Project Mgr (KR)	$80,084	$82,487
Planner III (SA)	$63,000	$64,890
Planner II (CM)	$62,289	$64,158
Planner II (JLF)	$60,706	$62,257
Office Manager	$63,645	$65,554
GIS Coordinator	$64,201	$66,127
Salary Totals:	$621,089	$641,189
FICA/Insurance/Retirement	$239,567	$262,759
TOTAL STAFF COSTS:	**$860,656**	**$903,948**

1. Proposed salaries based on 3.0% increase.
2. Proposed salary based on 5.0% increase associated with change of title to Deputy Director/Director of Special Projects.

TABLE 4

Expenditure From / Return to SCCOG Reserve Fund

FY 2001 - FY 2020

FY Ended	Budgeted Exp. From Reserve ($)	Actual Exp. Of Reserve ($)	Return to Reserve ($)	Reserve Total End of FY ($)
2020	0	TBD	TBD	TBD
2019	0	35,237	0	662,825
2018	0	10,753	0	698,062
2017	0	27,602	0	708,815
2016	0	0	172,408	736,417
2015	0	0	111,299	561,009
2014	82,364	0	30,457	449,710
2013	87,062	76,806	0	419,253
2012	89,702	110,364	0	496,059
2011	76,448	8,712	0	606,423
2010	59,089	0	9,795	615,135
2009	6,875	0	64,644	605,340
2008	10,000	0	63,909	540,696
2007	10,000	19,490 [1]	0	476,787
2006	3,160	56,453 [2]	0	496,277
2005	59,380	0	63,546	552,730
2004	0	0	48,289	489,184
2003	15,200	0	48,212	440,895
2002	0	0	74,057	392,683
2001	0	0	56,290	318,626

1. This actual expenditure from Reserve can be attributed to a one-time contribution of $18,249 to the emergency homeless shelter in New London, and the $28,000 lighting upgrade/HVAC replacement project.

2. This actual expenditure from Reserve can be attributed to the SCCOG's implementation of an employee health insurance opt-out payment ($20,000) not contemplated when the budget was adopted, and use of Reserve Funds to pay off the remaining mortgage on the SCCOG office during the fiscal year ($111,951) in order to save over $42,000 in avoided interest.

TABLE 5

SCHEDULE OF MUNICIPAL CONTRIBUTIONS

1 JULY 2020 - 30 JUNE 2021

Southeastern Connecticut Council of Governments

Adopted:

Municipality	Contribution Amt.	Date Received	Amt. Received
Bozrah	$1,445		
Colchester	$8,837		
East Lyme	$10,537		
Franklin	$1,057		
Griswold	$4,655		
Groton City	$5,714		
Groton Town	$16,349		
Jewett City	$1,918		
Lebanon	$4,019		
Ledyard	$8,278		
Lisbon	$2,386		
Montville	$10,764		
New London	$15,191		
North Stonington	$2,913		
Norwich	$22,271		
Preston	$2,599		
Salem	$2,283		
Sprague	$1,641		
Stonington Borough	$511		
Stonington Town	$9,689		
Waterford	$10,734		
Windham	$13,897		
TOTAL	**$157,688**		

Note: Based on a per capita contribution of $0.55, using municipal population figures from the 2010 Census. (The proposed per capita contribution was increased by 5¢ in FY 2013. The rate of $.50 had remained the same for the prior six fiscal years)

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS
5 Connecticut Avenue/ Norwich, Connecticut 06360
Tel. (203) 889-2324 / FAX: (203) 889-1222 / Email: office@seccog.org

FY 2021 WORK PROGRAM, ADOPTED:

MAJOR ELEMENTS OF FY 2021 WORK PROGRAM

Program Elements	Anticipated Budget	% of Total
Transportation Planning	$ 611,589	53.2
Comprehensive Planning	397,359	34.6
Technical Assistance	140,000	12.2
Total:	**$1,148,948**	**100.0**

DESCRIPTION OF ELEMENTS OF FY 2021 WORK PROGRAM

TRANSPORTATION PLANNING PROGRAM:

Anticipated Funding:	CTDOT Grant	$545,930
	SCCOG	60,659
	LOTCIP	5,000
	TOTAL:	$611,589

Tasks:		
1.	Program management	$65,000
2.	Public information and participation	$30,000
3.	Coordination and cooperation with other agencies, including CTDOT	$40,000
4.	Data base development and management	$50,000
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 2019-21 Unified Planning Work Program; prepare and adopt a FY 2022-2023 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: • 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 • State priority transportation projects in the region • Groton-New London Airport development • Assist Norwich Alternative Fuels Initiative • Preston/Ledyard/Groton Bikeway Initiative	$50,000
13.	Prepare a regional transportation safety plan in accordance with the Strategic Highway Safety Plan	$5,000
14.	Follow-up to preparation of regional Bicycle and Pedestrian Plan	$5,000
15.	Provide technical assistance to member municipalities, assistance may include: • Land use/traffic corridor studies • Transportation elements of local plans • Traffic counts • Access management study follow-up • Transportation facilities, including multi-modal	$80,000
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: • 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.	$168,589

- Implement Environmental Justice program
- Review and analyze 2020 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 (LOTCIP) in the Region, including application review and prioritization, and design review of proposed municipal projects	$5,000
19.	Assist CTDOT in conducting the Transportation Alternative Program (TAP) for bicycle and pedestrian infrastructure improvement in this region	$5,000

2. COMPREHENSIVE PLANNING PROGRAM:

Anticipated Funding:			
	OPM Regional Services Grant	$387,500	
	SCCOG (Municipal Dues)	97,029	*
	SECHA	12,000	
	Investment Income	500	
	DEMHS FY 18 RCG	10,000	
	DEMHS FY 19 RCG	10,000	
	DEMHS FY 20 RCG	5,000	
	DEMHS FY 17 EMPG	1,500	
	TOTAL:	$523,529	**

* Total dues to be collected is $157,688, with $60,659 used to match federal and state transportation funds.

** Includes funding for unallocated/return to Reserve. Actual funds available for comprehensive planning program are $397,359.

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	$234,859
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, SCCOG Regional Wastewater Management Committee, the Eastern Connecticut Water Utility Coordinating Committee (WUCC), and other efforts to promote a regional water network, including follow-up to Waste Water Management Study.	$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	$26,500
12.	Ongoing implementation of the 2017 Regional Plan of Conservation and Development (non-transportation elements)	$5,000
13.	Implement the two-part Joint Land Use Study (JLUS) completed in 2019.	$5,000
14.	Continue to provide Regional Election Monitor services.	$9,000
15.	Continue to assist the Southeastern Connecticut Housing Alliance (SECHA) in their advocacy for more affordable housing in the region	$12,000

TECHNICAL ASSISTANCE:

Anticipated Funding:	Contracts with Municipalities	$140,000

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 2021 it is anticipated that contracts for this assistance will be requested by Bozrah (2), Franklin (2), Lisbon, Salem, and Sprague.

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

13 November 2018

To: Municipal Clerks
SCCOG Representatives and Alternates
Liaison Representatives

From: Thomas Sparkman, Chairman

Subject: **2020 Schedule of SCCOG Meetings**

Following is the schedule of regular meetings of the Southeastern Connecticut Council of Governments and its Executive Committee in 2020. All meetings will begin at 8:30 a.m. Meetings will be held at the office of the Southeastern Connecticut Council of Governments, 5 Connecticut Avenue, Norwich.

1. Meetings of the full Council of Governments:

15th January	15th July
19th February	19th August
18th March	16th September
15th April	21st October
27th May *	18th November
17th June	16th December

2. Meetings of the Council's Executive Committee:

6th January	6th July
3rd February	3rd August
2nd March	8th September **
6th April	5th October
4th May	2nd November
1st June	7th December

* Meeting moved to **fourth Wednesday** to avoid conflict with USCGA graduation.
** Meeting moved to **Tuesday** due to the Labor Day holiday.

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

RESOLUTION NO. 19-5
RELATING TO BANK RESOLUTIONS

RESOLVED, that the Southeastern Connecticut Council of Governments hereby adopts any and all bank resolutions or certificates that may be required to maintain accounts in the following banks: State Treasurer's STIF and Dime Savings Bank; and,

FURTHER RESOLVED, that the Treasurer hereby is authorized to deposit and/or withdraw funds from any of the above financial institutions on behalf of the Southeastern Connecticut Council of Governments in accordance with the provisions of the council's bylaws or as may be directed by vote of the council.

This resolution shall be effective 18 December 2019.

CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Southeastern Connecticut Council of Governments on December 18, 2019.

Date:_____ By: _____
James S. Butler, Executive Director

ATTACHMENT #7

SCCOG

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.

Southeastern Connecticut Council of Governments Region

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 represents 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 (LOTCIP) 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
	LOTCIP	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: • 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	$50,000
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: • Land use/traffic corridor studies • Transportation elements of local plans • Traffic counts • Access management study follow-up • Transportation facilities, including multi-modal	$80,000
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: • 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	$140,272

	• 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 (LOTCIP) 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.