



**Regular Council Meeting: Thursday, March 25th, 2021, 10:00 am (immediately following the GVBMPD Meeting)**

**\*\*\*\* ALL ATTENDEES MUST ATTEND REMOTELY \*\*\*\***

Meeting access is remote only, consistent with provisions specified in Executive Order No. 7B.

The meeting will be recorded

Please join via web or phone as follows:

**Web:** <https://global.gotomeeting.com/join/946025621>

**Phone: Dial-in: 1 (646) 749-3112 Access Code: 946-025-621**

PLEASE announce your name before making motions or offering comments.

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- I. **Call to Order (MetroCOG Officer)**
- II. **Public Participation**
- III. **Approval of Meeting Minutes**
  - a. January 28<sup>th</sup>, 2021 (Attachment A)
- IV. **Presentations**
  - a. Donna Hamzy (CCM): Proposed changes to state zoning statutes (SB 1024)
  - b. Mario Coppola (Berchem Moses PC): Introduction
- V. **Other Business**
  - a. Financials (Attachment B)
  - b. Household Hazardous Waste RFI, Municipal Solid Waste, Backyard Composting
  - c. Regional On-call Services (Engineering design, Construction inspection, site plan review, drainage design, etc)
  - d. Regional Assessor Coordination Meeting (Quarterly)
  - e. Regional 5G report
  - f. FY22 Employee Health Benefits

- h. Next Meeting Dates:
  - i. April 29<sup>th</sup>, 2021
  - ii. May 27<sup>th</sup>, 2021

## VI. Adjourn

*Interpreters for any language are available upon request and at no charge; the request must be received within five (5) or more business days before the meeting.*

### INFORMATION REGARDING THIS REMOTE ELECTRONIC PUBLIC MEETING

On March 14th, 2020, in response to the COVID-19 pandemic and in an effort to reduce the risk of transmission by virtue of attendance at public meetings, Governor Lamont suspended in-person open meeting requirements and permits conducting public meetings remotely by conference call, videoconference or other technology. A copy of the full text of Executive Order No. 7B(1) is available for review via <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>

Accordingly, the Connecticut Metropolitan Council of Governments (MetroCOG) has selected GoToMeeting as the preferred technology application to conduct this remote public meeting in compliance with Executive Order No. 7B(1). This technology will permit up to 250 members of the public to participate in real-time in the public meeting via computer, tablet, smartphone or telephone via the access information set forth on this meeting agenda. It is highly recommended that any interested participant download and utilize the GoToMeeting software applications which are available in the meeting link below prior to the commencement of the meeting. Each meeting may have unique participation information, including access code, phone number and live link. Please be sure that you are accessing the correct information for the correct meeting.

Any members of the public who desire to submit written information relative to the business set forth on the agenda may do so up to one hour in advance of the meeting via electronic mail to [info@ctmetro.org](mailto:info@ctmetro.org)

#### **Notice is hereby given that this remote electronic public meeting shall:**

1. Permit the public to view or listen anonymously, and when permitted, participate in real-time;
2. Be recorded and posted to MetroCOG's website within 7 days;
3. Be made available to the public within a reasonable time (at MetroCOG's offices or upon written request).

**In addition to standard parliamentary procedure as outlined on this agenda, the following special rules shall apply to all participants:**

- Please “mute” your microphone so as reduce background noise at any time you are not speaking.
- Prior to speaking on each occasion, each speaker shall clearly state their name and title for the record.
- The use of chat features are prohibited and will not be considered during the meeting if in use.

Notice is hereby given that only 250 participants may access this remote electronic public meeting at any one time.

Access is granted solely by the GoToMeeting technology on first access basis and is not within the control of the Connecticut Metropolitan Council of Governments. While it is anticipated that this participant limit will be sufficient, should the participants reach said limit, the meeting may be adjourned and continued at a later date using technology appropriate to ensure all members of the public may participate.

**GUIDELINES FOR PUBLIC PARTICIPATION IN REMOTE ELECTRONIC MEETINGS**

Anyone who desires to address the Council must adhere to the following rules of participation:

- ☐ The Board welcomes all public participation but asks that all comments be limited to items listed on the meeting agenda.
- ☐ Please state your name and address for the record prior beginning your comment.
- ☐ The MetroCOG presiding officer will limit each comment to 3 minutes in order to accommodate all members of the public that wish to speak. The presiding officer may allow additional time at their discretion.
- ☐ Written comments or statements on any topic within the purview of the body are always welcome and will be provided to all MetroCOG Board members.
- ☐ Please be advised that immediate replies to questions/comments should not be expected.

## Attachment A

**Regular Council Meeting: Thursday, January 28, 2021, 10 am**

**\*\*\*\* ALL ATTENDEES ATTENDED REMOTELY \*\*\*\***

Meeting access was remote only, consistent with provisions specified in Executive Order No. 7B.

**Web: <https://global.gotomeeting.com/join/946025621>**

**Phone: Dial-in: 1 (646) 749-3112 Access Code: 946-025-621**

Name	Representing
Joseph Ganim, Mayor (Ken Flatto, Proxy)	Bridgeport
David Bindelglass, First Selectman	Easton
Brenda Kupchick, First Selectwoman (Jackie Bertolone, Proxy)	Fairfield
Ken Kellogg, First Selectman, Chairman	Monroe
Laura Hoydick, Mayor	Stratford
Vicki Tesoro, First Selectman	Trumbull
Matthew Fulda, Executive Director	MetroCOG
Patrick Carleton, Deputy Director	MetroCOG
Devin Clarke, Regional Planner	MetroCOG
Colleen Kelleher, Finance Director	MetroCOG
Meghan Sloan, Planning Director	MetroCOG
Kyle Talente	RKG
Meg Haffner	Kennedy Center
Ellen Graham	Senator Blumenthal's Office
Eileen Lopez-Cordone	UI

Minutes

- I. Call to Order (MetroCOG Officer)  
The meeting was called to order at 10:02 by the Chairman, First Selectman Kellogg.

First Selectman Kellogg performed a roll call, present members were:  
 Mr. Flatto  
 First Selectman Bindelglass  
 Ms. Bertolone  
 Mayor Hoydick  
 First Selectman Tesoro  
 First Selectman Kellogg

Staff included:  
 Mr. Fulda  
 Mr. Carleton  
 Ms. Sloan  
 Ms. Kelleher  
 Mr. Clarke

Ms. Haffner from the Kennedy Center and Ms. Graham from Senator Blumenthal’s Office announced their presence.

- II. Public Participation  
There was no public participation.

- III. Approval of Meeting Minutes
  - a. November 19, 2020  
A motion to approve the November minutes was made by Mayor Hoydick and seconded by First Selectman Bindelglass.

A roll call vote was taken:  
 Mr. Flatto - yes  
 First Selectman Bindelglass - yes  
 Ms. Bertolone - yes  
 Mayor Hoydick - yes  
 First Selectman Tesoro - yes  
 First Selectman Kellogg – yes

The motion carried unanimously.

- IV. Presentations
  - a. Mario Coppola (Berchem Moses PC)  
Mr. Coppola was unable to attend this meeting so the presentation will be rescheduled.
  - b. RKG Associates (CEDs)

Mr. Talente was introduced by Mr. Fulda. Mr. Talente explained that RKG was currently working on the CEDs project, provided a brief background of RKG. He also updated the board on the status of the CEDS. The goal of RKG is to bring the six municipalities together and identify what is working and emerging opportunities.

RKG will work with each municipality individually and create a SWOT analysis, prioritize opportunities and implement a strategy. Mr. Talente explained that a document will be drafted that can be used for years to come and the buy in will be through education and participation.

Mr. Talente noted that the draft document should be available in four to five months.

First Selectman Kellogg requested a high-level project plan outlining the main activities to share with the team. The outline will also identify who is required to participate so staff can be prepared.

There was a brief discussion regarding who was participating in the working group and the industry segment breakup. Mayor Hoydick encouraged Mr. Carleton to reach out to utilities.

#### V. Action Items

##### a. Election of Officers

First Selectman Kellogg opened the floor for nominations for Chair.

Mayor Hoydick nominated First Selectman Kellogg, the nomination was seconded by First Selectman Tesoro. There were no other nominations.

A roll call vote was taken:

Mr. Flatto - yes

First Selectman Bindelglass - yes

Ms. Bertolone - yes

Mayor Hoydick - yes

First Selectman Tesoro - yes

First Selectman Kellogg – yes

First Selectman Kellogg was named Chair.

First Selectman Kellogg opened the floor for nominations for Vice-Chair.

First Selectman Tesoro nominated Mayor Hoydick, the nomination was seconded by First Selectman Tesoro. There were no other nominations.

A roll call vote was taken:

Mr. Flatto - yes

First Selectman Bindelglass - yes

Ms. Bertolone - yes

Mayor Hoydick - yes

First Selectman Tesoro - yes

First Selectman Kellogg – yes

Mayor Hoydick was named Vice-Chair.

First Selectman Kellogg opened the floor for nominations for Secretary.

Mayor Hoydick nominated First Selectman Tesoro, the nomination was seconded by First Selectman Kellogg. There were no other nominations.

A roll call vote was taken:

Mr. Flatto - yes

First Selectman Bindelglass - yes

Ms. Bertolone - yes

Mayor Hoydick - yes

First Selectman Tesoro - yes

First Selectman Kellogg – yes

First Selectman Tesoro was named Secretary.

Mayor Hoydick commented that with all the strife and conflict it was a pleasure working with the elected officials and MetroCOG staff.

Mr. Fulda noted that the current bylaws allow 2 terms for the executive board, mirroring state statute. The State is in the process of removing the 2-term limit. Mr. Fulda commented that he was stating this for future discussion.

First Selectman Kellogg commented that regionalism often has a negative connotation and applauded the MetroCOG staff and board for its positive efforts.

## VI. Other Business

### a. Financials (Attachment B)

Ms. Kelleher commented that the financials are on track and she would begin to put together end of year projections for the next meeting. The one questionable revenue source was COVID relief, which Mr. Fulda explained MetroCOG would have more information about soon. He did not anticipate needing to use the fund balance to cover staff time.

First Selectman noted a typo in the spreadsheet.

Mr. Flatto commented that Bridgeport had received a dues notice and inquired if it needed to be paid.

Ms. Kelleher responded that notices were sent in January to assist in budget planning but that invoices were not mailed until July.

### b. Regional On-call Services (Engineering design, Construction inspection, site plan review, drainage design, etc)

First Selectman Kellogg noted that Regional on-call services had been discussed with Mr. Fulda and Monroe would be interested in taking advantage if the bids are competitive. He noted that this would not be an additional burden to MetroCOG staff to have a list available.



Mr. Fulda commented that his hopes were to reduce administrative overhead on the municipal level and would be happy to set up a call with purchasing departments to ensure the process was acceptable for each municipality.

First Selectman Tesoro commented that the list would be helpful.

c. Regional Hazardous Waste Collection

Mr. Fulda explained that Mr. Giron has been meeting with town personnel and there is interest among the municipalities to move forward with regional hazardous waste collections. Municipal staff felt it would be best to continue current practice while looking into a regional framework through an RFI.

d. MetroCOG/Municipal ongoing issues with CTDOT

Mr. Fulda explained that CTDOT reached out to the COGs and MPOs regarding ongoing issues concerning communications with CTDOT. Mr. Fulda wanted to discuss prior to resending the email forwarded to staff.

e. Affordable Housing Plans

Mr. Fulda commented that Affordable Housing Plans were due to the state by July 22 and wanted to offer MetroCOG's assistance.

Mayor Hoydick expressed concern that it wasn't specifically an Affordable Housing Plan but that it was a Housing Plan that incorporated Affordable Housing. She requested that Ms. Bertolone reach out to First Selectman Kupchick to confirm.

First Selectman Kellogg confirmed that the statute was for Affordable Housing and a plan was due every 5 years, Monroe was including this plan as part of its 10-year POCD.

f. PSAP/Assessor Regionalization report to OPM March 1

Mr. Fulda explained that a contingency in the RSG grant requires a regionalization report with an update on what is being done regionally.

g. County Equivalent Designation for COGs

Mr. Fulda explained that the county equivalency is moving forward and he would be submitting a letter of support.

Mr. Fulda explained that a report was put together by WestCOG for CT Next regarding 5G. MetroCOG would be looking at what WestCOG has done and begin planning a report for the MetroCOG region.

Mr. Fulda acknowledged MetroCOG staff for its preparation of a Brownfields report which received praise from the EPA for its quality.

h. Next Meeting Dates:

- i. February 25<sup>th</sup>, 2021
- ii. March 25<sup>th</sup>, 2021

## VII. Adjourn

A motion to adjourn was made by Mayor Hoydick and seconded by First Selectman Tesoro. The meeting was adjourned at 10:53am.

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First Selectman Vicki Tesoro  
MetroCOG Secretary

## Attachment B

Connecticut Metropolitan Council of Governments  
Snapshot Statement as of 3/16/21

REVENUE	Actual 2020	Budget FY 2021	Total Collected to date	Funding Expected to be Collected	Variance From Original Budget
Revenue					
<b>Grant Revenue</b>					
CEDS (Contractual)	-	41,000	15,000	26,000	-
CIRCA (Personnel)	-	37,500	13,552	5,000	(18,948)
COVID Relief (Personnel)	-	150,000	-	10,000	(140,000)
EPA Brownfields - Assessment # 2 (Personnel)	12,862	6,000	4,398	-	(1,602)
EPA Brownfields - Assessment # 2 (Contractual)	185,236	81,000	80,653	-	(347)
EPA Brownfields - RLF (Personnel)	8,789	15,000	6,563	8,437	-
EPA Brownfields - RLF (Contractual)	1,215	530,000	125,000	405,000	-
*LOTICIP - Administration (Personnel)	104,639	100,000	56,178	60,000	16,178
*LOTICIP - Administration (Contractual)	6,519	50,000	11,175	38,825	-
**LOTICIP - CT and Stratford Ave (Personnel)	27,121	32,000	19,075	12,925	-
**LOTICIP - CT and Stratford Ave (Contractual)	3,952	140,000	78,063	61,937	-
**LOTICIP - Fairfield Traffic Circle (Personnel)	27,361	50,000	16,608	33,392	-
**LOTICIP - Fairfield Traffic Circle (Contractual)	141,453	120,000	82,744	37,256	-
NFWF (Personnel)	-	15,000	-	-	(15,000)
**Regional Services Grant (Personnel)	114,015	151,000	136,328	14,672	-
**Regional Services Grant	227,219	190,000	56,763	133,237	-
Transportation Planning (Personnel)	561,094	670,820	405,881	264,939	-
Transportation Planning (Contractual)	247,502	322,662	119,096	203,566	-
<b>Grant Revenue Total</b>	<b>1,668,976</b>	<b>2,701,982</b>	<b>1,227,077</b>	<b>1,315,186</b>	<b>(159,720)</b>
<b>Office Administration Revenue</b>					
Local - Membership Dues	80,215	80,215	80,215	-	-
Local - GIS	56,000	56,000	56,000	-	-
<b>Office Administration Revenue Total</b>	<b>136,215</b>	<b>136,215</b>	<b>136,215</b>	<b>-</b>	<b>-</b>
<b>Direct Revenue</b>					
*Stratford Complete Streets Design (Personnel)	10,412	3,400	4,893	-	1,493.47
*Stratford Complete Streets Design (Contractual)	65,040	90,000	7,644	82,356	-
Stratford Emergency Services (Personnel)	28,729	15,000	4,434	10,566	-
<b>Direct Revenue Total</b>	<b>104,181</b>	<b>108,400</b>	<b>16,971</b>	<b>92,922</b>	<b>1,493</b>
Personnel Revenue		1,376,720	690,553	528,288	
Contractual Revenue		991,000	351,655	638,998	
<b>Revenue Total</b>	<b>1,931,120</b>	<b>2,946,597</b>	<b>1,380,263</b>	<b>1,408,108</b>	<b>(158,226)</b>

**Connecticut Metropolitan Council of Governments**  
**Snapshot Statement as of 3/16/21**

EXPENSES	Actual 2020	Budget FY 2021	Total Expended to Date	Remaining Funds Expected to be Spent	Variance From Original Budget
<b>Consultant / Grant Expenses</b>					
<b>Consultant Services</b>					
CT Transportation Planning - Sub Consultant	189,503	297,662	91,128	206,534	-
CT Transportation Planning - Direct Charges	33,473	47,000	34,027	12,973	-
EDA CEDs		41,000	15,000	26,000	
EPA Brownfields - Assessment #2	185,236	81,000	80,653	-	347
EPA RLF	1,215	530,000	125,000	405,000	-
Local - GIS Program	39,052	56,000	10,338	45,662	-
LOTICIP - Administration	6,519	50,000	11,175	38,825	-
LOTICIP - CT and Stratford Ave	3,952	140,000	78,063	61,937	-
LOTICIP - Fairfield Traffic Circle	120,052	120,000	82,744	37,256	-
RSG/Other Direct	223,836	190,000	56,763	133,237	-
Stratford Complete Streets	65,040	90,000	7,644	82,356	-
<b>Consultant Total</b>	<b>867,878</b>	<b>1,642,662</b>	<b>592,536</b>	<b>1,049,779</b>	<b>347</b>
<b>Personnel / Operation Expenses</b>					
<b>Personnel</b>					
Staff Salaries	656,543	738,846	459,933	250,000	28,913
Fringe Benefits	131,370	177,976	88,983	68,993	20,000
Education	-	17,000	9,016	7,984	
Payroll taxes	49,112	73,885	38,926	24,959	10,000
<b>Personnel Total</b>	<b>837,025</b>	<b>1,007,706</b>	<b>596,858</b>	<b>351,936</b>	<b>58,913</b>
<b>Operations</b>					
Audit	13,290	15,000	13,685	-	1,315
Audit CTDOT	47,883	15,000	-	9,225	5,775
Contingency	-	66,579	-	-	66,579
Equipment, Computers & IT Support	11,593	15,000	10,655	4,345	-
Insurance (Building & Worker's Comp)	12,716	15,000	11,479	3,521	-
Printing and Supplies	4,229	5,000	386	500	4,114
Copier	2,448	3,500	1,895	1,606	-
Office Rent	97,195	105,000	63,698	41,302	-
Postage	430	650	227	200	223
Telephone, Fax and Internet	8,153	8,500	4,529	2,471	1,500
Travel and Field Survey	4,590	10,000	-	1,000	9,000
Training, Dues and Fees	11,813	12,000	8,210	1,000	2,790
Meeting Expenses	5,389	10,000	278	722	9,000
Legal	5,300	10,000	8,246	1,754	-
Marketing/Outreach	1,188	5,000	1,500	1,000	2,500
<b>Operations Total</b>	<b>226,217</b>	<b>296,229</b>	<b>124,788</b>	<b>68,645</b>	<b>102,796</b>
<b>Total Expenses</b>	<b>1,931,120</b>	<b>2,946,597</b>	<b>1,314,182</b>	<b>1,470,360</b>	<b>162,056</b>