



Regular Council Meeting: Thursday, December 17, 2020, 10:00 am

****** 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. November 19th, 2020 (Attachment A)
- IV. Presentations**
 - a. Mario Coppola (Berchem Moses PC)
 - b. RKG Associates (CEDs)
- V. Action Items**
 - a. Election of Officers
- VI. Other Business**
 - a. Financials (Attachment B)
 - b. COVID19 Long Term Recovery – EDA Funding
 - c. Comprehensive Economic Development Strategy (CEDs)
 - d. Regional Hazardous Waste Collection
 - e. EPA RLF Supplemental Funding
 - f. Regional Transportation Safety Plan
 - g. MetroCOG Donation to Local Food Pantries
 - h. MetroCOG/Municipal ongoing issues with CTDOT

- h. Next Meeting Dates:
 - i. January 28th, 2021
 - ii. February 25th, 2021

VII. 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

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, November 19, 2020, 10 am

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) 749-3122 Access Code: 946-025-621

Name	Representing
Joseph Ganim, Mayor (Ken Flatto, Proxy)	Bridgeport
David Bindelglass, First Selectman	Easton
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
Lawrence Ciccarelli, Administrative Services Director	MetroCOG
Chris King	King, King & Associates
David Murphy	Milone & Macbroom
Sara Radacsi	CTDOT
Lynn DiGiovanni	Luchs & Decarlo
Meg Haffner	Kennedy Center
Eric Tang	VN Engineers
Bridget Boucaud	VN Engineers

Minutes

- I. Call to Order (MetroCOG Officer)

The meeting was called to order at 10:39 by the Chairman, First Selectman Kellogg. First Selectman Kellogg performed a roll call, present members were:

 - Mr. Flatto
 - First Selectman Bindelglass
 - Mayor Hoydick
 - First Selectman Tesoro
 - First Selectman Kellogg

A motion to add a presentation from David Murphy to item IV. was made by First Selectman Bindelglass and seconded by Mayor Hoydick. The motion carried unanimously by roll call vote.
- II. Public Participation

There was no public participation.
- III. Approval of Meeting Minutes
 - a. September 24th, 2020

A motion to approve the September minutes was made by Mayor Hoydick and seconded by Mr. Flatto. The motion carried unanimously by roll call vote.
- III. Presentations
 - a. Chris King – King, King and Associates

Mr. King presented the Fiscal Year 2020 audit to the board. He noted a surplus of \$102,349 and commented that it was typical of COGs to have large variances in the final numbers because of changing project completion dates.

Mr. King explained that there were no findings or questionable costs.

First Selectman Bindleglass commented that he was not used to seeing an overhead rate greater than 100%.

Mr. King responded that the overhead rate is based on direct labor and did not include direct costs.

Mr. Flatto commented that he was happy to see the net position improve and inquired if there was a range that COGs try to maintain.

Mr. King responded that he was not aware of a suggested range.

First Selectman Kellogg noted that it was a clean report with no structural issues.

- b. David Murphy
Mr. Murphy provided the board with a brief update on Resilient CT, administered by CIRCA. He noted that the towns highlighted were the ones along the rail lines with opportunity for TOD.

- c. Regional Transportation Safety Plan, Bridgette Boucaud, Community Outreach
Ms. Boucaud gave the board a presentation on the Metropolitan Regional Transportation Plan, noting that she met with each municipality individually.

Mr. Tang explained crash countermeasures and provided the board with next steps.

First Selectman Kellogg inquired what the timeline was to approve the plan.

Mr. Fulda responded the plan would be redistributed for review and approved at the December meeting.

V. Action Items

- a. FY2020 Audit of Financial Statements (Attachment B)
A motion to adopt the resolution to approve the audit was made by First Selectman Tesoro and seconded by Mr. Flatto. The motion carried unanimously by roll call vote.
- b. FY2020 Audit Representation Letter (Attachment C)
A motion to approve the audit representation letter was made by Mr. Flatto and seconded by First Selectman Bindelglass.
Mr. Flatto commented that it looked like a standard letter.
First Selectman Kellogg confirmed that to Mr. Fulda's knowledge the representations are true.
The motion carried unanimously by roll call vote.

VI. Other Business

- a. COVID19 Long Term Recovery
Mr. Fulda noted that the State has contracted a consultant to perform the work.
- b. Comprehensive Economic Development Strategy (CEDS)
Mr. Fulda updated the board the firms have been interviewed and a preferred consultant has been selected to draft CEDS and perform outreach and engagement.
- c. Brownfields
Mr. Fulda explained that discussions were being held with Bridgeport regarding taking over their Brownfields Revolving Loan Fund (RLF).
Mr. Flatto requested a sidebar with Mr. Fulda on that topic.

Mayor Hoydick noted that based on the previous meeting it would be beneficial to set up a separate meeting to discuss COVID practices.

The board concurred and stated their preference to hold the meeting prior to the Thanksgiving holiday.

VII. Next Meeting Dates:

- a. December 17th, 2020
- b. January 28th, 2021

VIII. Adjourn

A motion to adjourn was made by Mayor Hoydick and seconded by First Selectman Bindelglass. The meeting was adjourned at 11:33am.

First Selectman Vicki Tesoro
MetroCOG Secretary

Attachment B

Connecticut Metropolitan Council of Governments
Snapshot Statement as of 12/14/20

REVENUE	Actual 2020	Budget FY 2020	Total Collected to date	Funding Expected to be Collected	Variance From Original Budget
Revenue					
Grant Revenue					
CEDS (Contractual)	-	41,000	-	41,000	-
CIRCA (Personnel)	-	37,500	13,162	24,338	-
COVID Relief (Personnel)	-	150,000	-	150,000	-
EPA Brownfields - Assessment # 2 (Personnel)	12,862	6,000	4,398	1,602	-
EPA Brownfields - Assessment # 2 (Contractual)	185,236	56,000	85,042	(29,042)	-
EPA Brownfields - RLF (Personnel)	8,789	15,000	3,374	11,626	-
EPA Brownfields - RLF (Contractual)	1,215	530,000	-	530,000	-
*LOTICIP - Administration (Personnel)	104,639	100,000	28,558	71,443	-
*LOTICIP - Administration (Contractual)	6,519	50,000	-	50,000	-
**LOTICIP - CT and Stratford Ave (Personnel)	27,121	32,000	8,646	23,355	-
**LOTICIP - CT and Stratford Ave (Contractual)	3,952	140,000	18,096	121,904	-
**LOTICIP - Fairfield Traffic Circle (Personnel)	27,361	50,000	9,909	40,091	-
**LOTICIP - Fairfield Traffic Circle (Contractual)	141,453	120,000	60,527	59,473	-
NFWF (Personnel)	-	15,000	-	15,000	-
**Regional Services Grant (Personnel)	114,015	180,000	52,191	127,809	-
**Regional Services Grant	227,219	161,000	34,065	126,935	-
Transportation Planning (Personnel)	561,094	670,820	203,215	467,605	-
Transportation Planning (Contractual)	247,502	322,662	71,830	250,832	-
Grant Revenue Total	1,668,976	2,676,982	593,012	2,083,970	-
Office Administration Revenue					
Local - Membership Dues	80,215	80,215	80,215	-	-
Local - GIS	56,000	56,000	56,000	-	-
Office Administration Revenue Total	136,215	136,215	136,215	-	-
Direct Revenue					
*Stratford Complete Streets Design (Personnel)	10,412	3,400	2,777	623	-
*Stratford Complete Streets Design (Contractual)	65,040	90,000	-	90,000	-
Stratford Emergency Services (Personnel)	28,729	35,000	1,928	33,072	-
Direct Revenue Total	104,181	128,400	4,705	123,695	-
Personnel Revenue		1,425,720	328,158	1,097,562	
Contractual Revenue		937,000	137,203	799,797	
Revenue Total	1,931,120	2,941,597	733,933	2,207,664	-

Connecticut Metropolitan Council of Governments
Snapshot Statement as of 12/14/20

EXPENSES	Actual 2020	Budget FY 2020	Total Expended to Date	Remaining Funds Expected to be Spent	Variance From Original Budget
Consultant / Grant Expenses					
Consultant Services					
CT Transportation Planning - Sub Consultant	189,503	297,662	45,482	252,180	-
CT Transportation Planning - Direct Charges	33,473	47,000	32,227	14,773	-
EDA CEDs		41,000	-	-	
EPA Brownfields - Assessment #2	185,236	56,000	85,042	(29,042)	-
EPA RLF	1,215	530,000	-	530,000	-
Local - GIS Program	39,052	56,000	8,299	47,701	-
LOTICIP - Administration	6,519	50,000	-	50,000	-
LOTICIP - CT and Stratford Ave	3,952	140,000	18,096	121,904	-
LOTICIP - Fairfield Traffic Circle	120,052	120,000	60,527	59,473	-
RSG/Other Direct	223,836	161,000	34,065	126,935	-
Stratford Complete Streets	65,040	90,000	5,989	84,012	-
Consultant Total	867,878	1,588,662	289,727	1,257,935	0
Personnel / Operation Expenses					
Personnel					
Staff Salaries	656,543	738,846	226,154	512,692	-
Fringe Benefits	131,370	177,976	55,552	122,424	-
Education	-	17,000	-	17,000	
Payroll taxes	49,112	73,885	23,119	50,766	-
Personnel Total	837,025	1,007,706	304,825	702,881	-
Operations					
Audit	13,290	15,000	13,685	-	1,315
Audit CTDOT	47,883	15,000	-	9,225	5,775
Contingency	-	115,579	-	115,579	-
Equipment, Computers & IT Support	11,593	15,000	7,838	7,162	-
Insurance (Building & Worker's Comp)	12,716	15,000	2,051	12,949	-
Printing and Supplies	4,229	5,000	147	4,853	-
Copier	2,448	3,500	1,222	2,278	-
Office Rent	97,195	105,000	39,867	65,133	-
Postage	430	650	141	509	-
Telephone, Fax and Internet	8,153	8,500	2,507	5,993	-
Travel and Field Survey	4,590	10,000	-	10,000	-
Training, Dues and Fees	11,813	12,000	5,340	6,660	-
Meeting Expenses	5,389	10,000	238	9,762	-
Legal	5,300	10,000	1,678	8,323	-
Marketing/Outreach	1,188	5,000	-	5,000	-
Operations Total	226,217	345,229	74,715	270,514	7,090
Total Expenses	1,931,120	2,941,597	669,267	2,231,331	7,090