

Minutes
Regular Meeting
Connecticut Metropolitan Council of Governments
Thursday, August 30, 2018 at 10:00 am
MetroCOG Conference Room Bridgeport, Connecticut

Name	Representing
Joseph Ganim, Mayor (Ken Flatto, Proxy)	Bridgeport
Adam Dunsby, First Selectman	Easton
Michael Tetreau, First Selectman, Chairman	Fairfield
Laura Hoydick, Mayor	Stratford
Vicki Tesoro, First Selectman	Trumbull
Matthew Fulda, Executive Director	MetroCOG
Mark Hoover, GIS Specialist	MetroCOG
Larry Ciccarelli, Administrative Services Director	MetroCOG
Sara Radasci	CTDOT
Frank Smeriglio	Trumbull
Doug Holcomb	GBT
Michelle McCabe	Center for Food Equity and Economic Development
Kristyn Gorton, Commuter Program Manager	CTRides

Minutes

I. Call to Order: First Selectman Tetreau called the meeting to order at 10:45am.

II. Public Participation: There was no public participation.

III. Approval of Meeting Minutes:

- a. **June 21st, 2018:** First Selectman Dunsby made a motion to approve minutes. Mr. Flatto seconded. The motion passed unanimously

IV. Action Items:

- a. **City of Bridgeport – Stratford and Connecticut Avenue Corridor Study:**
 Mr. Fulda gave a description of the project. He explained that this action is the board’s permission for MetroCOG to enter into a consultant agreement.
 Mr. Flatto noted that he was very happy that this project was approved.

First Selectman Tetreau made a motion to approve the action and Mr. Flatto seconded. The motion passed unanimously.

b. Town of Fairfield – Post Road Circle Traffic, Engineering and Safety Study:

Mr. Fulda gave a description of the project. He explained that this action is the board's permission for MetroCOG to enter into a consultant agreement.

First Selectman Tetreau explained that this area was a safety issue for vehicles and pedestrians. He was thrilled that the funding was approved.

Mayor Hoydick made a motion to approve the action and First Selectman Tesoro seconded. The motion passed unanimously.

c. Town of Trumbull – LOTCIP, PRT crossing at Route 111:

Mr. Fulda gave a description of the project and that it was implementing one of the recommendations from the Routes 25/111 Planning Study. The action would add the project to LOTCIP. Another project from Trumbull would be pushed out to 2023. The project would add a new light at Chip's Plaza that would also allow pedestrians and cyclists from the Pequonnock River Trail to cross at a signal.

First Selectman Tesoro noted that this was a very important project to her community. This is a safety issue for both vehicular and pedestrian traffic and she is overjoyed to see it funded through LOTCIP.

There was some discussion of the text of the amendment. Mayor Hoydick made a motion to amend the action to include a project description and First Selectman Tesoro seconded. The motion passed unanimously.

Mayor Hoydick then made a motion to approve the action and First Selectman Tesoro seconded. The motion passed unanimously.

V. Communications & Announcements:

a. Old Town Road (Fairfield, Trumbull, Bridgeport & Stratford):

Mr. Fulda provided an update. First Selectman Tetreau asked for comments and questions. Hearing none, he moved on.

b. CRCOG Purchasing Council:

Mr. Fulda gave a brief description of the Purchasing Council. He noted there would be no fee for MetroCOG and it would reduce the fees of member towns if they wanted to join the council.

c. REPT Report

Mr. Fulda provided an update. There is available funding for relief from the recent tornado incident, but it does not appear any of the member municipalities were impacted. REPT is also looking into Crisis Track, Damage Assessment Software. This is a FEMA approved tracking tool that would allow for easier reporting to FEMA.

First Selectman Tetreau asked for questions.

Mayor Hoydick noted that it seemed well worth it to have an action plan with FEMA.

Mr. Fulda noted that he will keep everyone apprised of new information.

d. Shared Health Department Employee:

Mr. Fulda described the idea of a shared health department employee. The concept originated with the Stratford Health Director, in coordination with all the region's health directors. Stratford has a fully accredited health department and went through a lengthy accreditation process. Accreditation would require a large amount of work but not enough for a full-time position in each town. The shared employee would work at MetroCOG and would assist all municipalities with getting accredited. This was an initial discussion and cost was not been discussed. Mr. Fulda has a September 12th meeting with the six health directors to discuss further.

First Selectman Tetreau asked for comments.

First Selectman Dunsby asked what the shared employee would do.

Mr. Fulda explained that the position would help departments get accredited on the national level. He noted that there has been discussion with the Department of Health if accreditation would be required.

Mr. Flatto noted that they would have to seek authorization through each town's budget process.

First Selectman Tetreau asked if accreditation was required.

Mr. Fulda responded that it wasn't, but noted that if it was required it would save towns from having to use a current employee to get through the process.

First Selectman Tetreau noted that until accreditation was required it was of no benefit.

Mr. Fulda agreed but explained the beginning of the process was a discussion with the health department directors. He would update the board as he learns more.

e. Financials:

Mr. Ciccarelli stated the audit was going very well. The auditors were in the office this week and all pertinent material had been given to them.

Mr. Fulda stated that they hope to have the draft completed by October with approval in November.

First Selectman Dunsby asked would the auditor was.

Mr. Fulda answered King & King.

First Selectman Tetreau asked for any more comments.

Mr. Ciccarelli noted that the operations expense now has a contingency number to balance the budget.

First Selectman Tetreau asked if there were any concerns.

Mr. Fulda did not have concerns. The regional services grant agreement had been executed and MetroCOG can process the 1st quarter payment. He thanked the board for approving the resolution in June to expediate the process.

First Selectman Tetreau inquired if the elections and turnover at the state would cause any concern regarding funding.

Mr. Fulda answered that only the regional services grant was not guaranteed the entire year. To prepare for any funding reduction, Mr. Fulda was waiting to implement the shared services for document management until they have secured all the funding required.

VI. Other Business:

a. Executive Director Update on MetroCOG Activities:

i. Hazard Mitigation Plan update

Mr. Fulda noted that the DEMHS received the grant award on Tuesday. They are currently drafting the subrecipient award which MetroCOG will need to sign and send back. The RFP will be sent to DEMHS on Monday and will note that the draft plan must be completed by February.

ii. County Equivalency update:

Mr. Fulda noted that these are grants that Connecticut is currently not able to apply for because it does not have counties or county equivalency. First Selectman Tetreau noted that this is money left on the table and a very important issue to him. Mr. Fulda stated that he would get back to the board when he has more information.

b. Next Meeting Dates

- i. September 27th, 2018
- ii. October 25th, 2018 (& MPO)

VII. Executive Session (Personnel)

Mayor Hoydick made a motion to go into an Executive Session, which was seconded by First Selectman Dunsby. At 11:47, the Executive Session ended.

Mr. Flatto made a motion, which was seconded by Mayor Hoydick, to add the following action to the agenda:

“Pursuant to 5a of the Executive Director’s employment agreement, that for year two of the contract, the Executive Director be paid a discretionary bonus of \$1,150, making total compensation for year two \$118,910.”

Mr. Flatto made a motion to approve the action which was seconded by Mayor Hoydick. The motion passed unanimously.

VIII. Adjourn

At 11:50. Mr. Flatto made a motion to adjourn which was seconded by Mayor Hoydick. The motion passed unanimously.

First Selectman Adam Dunsby
MetroCOG Secretary