

**Regular Meeting
Connecticut Metropolitan Council of Governments
Thursday, November 7, 2019 at 2:00 PM
MetroCOG Conference Room Bridgeport, Connecticut**

Name	Representing
Joseph Ganim, Mayor (Ken Flatto, Proxy) (Teleconference)	Bridgeport
Ken Kellogg, First Selectman (Teleconference)	Monroe
Laura Hoydick, Mayor (Teleconference)	Stratford
Vicki Tesoro, First Selectman (Teleconference)	Trumbull
Matthew Fulda, Executive Director	MetroCOG
Patrick Carleton, Deputy Director	MetroCOG
Lawrence Ciccarelli, Administrative Services Director	MetroCOG
Devin Clarke, Transportation Planner	MetroCOG
Colleen Kelleher, Deputy Finance Director	MetroCOG
Meghan Sloan, Planning Director	MetroCOG
Chris King	King, King & Associates
Bruce Wittchen	CTDOT

Minutes

I. Call to Order:

The meeting was called to order by the Vice Chairman, Mayor Hoydick, at 2:00 PM

II. Public Participation: There was no public participation

III. Election of Interim Secretary:

A motion to amend the agenda to include a vote to nominate an interim Secretary was made by First Selectman Tesoro and seconded by Mr. Flatto. The motion carried unanimously.

First Selectman Tesoro made a motion to nominate First Selectman Kellogg interim Secretary. The motion was seconded by Mr. Flatto. There were no other nominations. The motion carried unanimously.

IV. Approval of Meeting Minutes:

- a. September 26th, 2019 (Attachment A)

A motion to approve the minutes was made by First Selectman Kellogg and seconded by First Selectman Tesoro. The motion carried unanimously.

V. Action Items:

- a. MetroCOG website redevelopment, Professional Services Agreement
Mr. Fulda explained the need for a new website and how it would be paid for.

A motion to allow Mr. Fulda to enter into agreement to develop and redesign a new website was made by First Selectman Kellogg and seconded by First Selectman Tesoro.

First Selectman Kellogg inquired if the impact of funding the new website would pose issues for other funding.

Mr. Fulda responded that the website redesign was in the budget and would be paid for by RSG and PL.

The motion carried unanimously.

- b. EPA Brownfields Assessment, Petroleum: 11 Old South Ave., Stratford
Mr. Fulda explained that the EPA Assessment Grant would be used to perform a petroleum site assessment.

A motion approved the funding was made by First Selectman Kellogg and seconded by Mr. Flatto.

First Selectman Kellogg asked if there was adequate funding available to perform the assessment. Mr. Carleton verified there was. The motion carried unanimously.

c. EPA Brownfields Revolving Loan Fund: Capital for Change, Financial Management Agreement

Mr. Fulda explained that the resolution would authorize Mr. Fulda to enter into contract with Capital for Change. He noted that the agreement was similar to the one approved in 2014 and has been reviewed by legal.

A motion to approve the resolution was made by First Selectman Tesoro and seconded by First Selectman Kellogg.

Mayor Hoydick inquired if MetroCOG considered any other vendors.

Mr. Carleton explained that Community Capital was hired due to their vast RLF experience. Capital for Change is a merger of all of the CDFI's.

Mr. Flatto expressed concern regarding their timeliness and recommended close monitoring.

Mr. Fulda noted that MetroCOG has not had issues but will take the concern into consideration.

The motion carried unanimously.

VI. Other Business:

a. Review of MetroCOG FY19 Audit of Financial Statements (Chris King)

Mr. King explained the audited financial statements and noted that allowance for refundable grants was kept out of the fund balance so it would not affect next year's numbers.

Mr. King discussed the variances in MetroCOG's budget, noting that it was not uncommon to see variances in COG budgets. He then described the new indirect rate calculation and explained to the board that money would be owed to CTDOT due to COGs not being allowed to charge using the new rate until they have CTDOT approval.

Mr. Flatto clarified that without the money that MetroCOG owed CTDOT the fund balance would be higher. Mr. King confirmed that was accurate.

Mr. King presented the management letter and commented that MetroCOG should switch to accrual accounting rather than the hybrid cash and accrual method currently practiced. Mr. King also commented that though MetroCOG follows current procurement practices, however an official policy would need to be adopted.

b. Discussion item: Residential Treatment Facilities

Mr. Fulda noted the concern for the residential treatment facilities in Fairfield. There was no discussion.

c. Regional Pictometry Flight

Mr. Fulda explained that a memo was sent to the board regarding an upcoming pictometry flight. He noted that MetroCOG would cover \$25,000 and the remaining costs would be split between the towns based on the dues calculation.

First Selectman Kellogg expressed concern that the timing was off the budget cycle.

Mr. Fulda noted that Bridgeport and Fairfield were in the process of doing reevaluations so the timing of the flight would be convenient. Mr. Fulda commented that payments would not need to be made until July 1 and can be stretched out over 3 years.

First Selectman Kellogg inquired if the flight can be done on regular intervals so it can be included in the budget regularly.

Mr. Fulda noted that he looked into booking 2 flights but found that due to cost and timeliness it would be beneficial to book an initial flight and schedule more later.

Mr. Flatto inquired if there was a statewide flight being done.

Mr. Fulda responded that they have not done a flight since 2007.

d. Regional Emergency Preparedness Team: Fiduciary Agent

Mr. Fulda explained that MetroCOG was considering becoming the fiduciary agent for REPT. He noted that someone would be hired part time and REPT would be their sole responsibility.

First Selectman Kellogg commented that he was familiar with the group and suggested reaching out to Bridgeport to confirm the workload.

Mr. Fulda said that he would reach out to Bridgeport and noted that the funding levels have decreased lowering the work requirements.

Mr. Carleton responded that it is a lot of work but if it is stayed on top of it is manageable.

e. Financials

Mr. Ciccarelli briefly explained the financials, noting that the COG was on track with the budget.

f. Executive Director Update on MetroCOG Activities

i. Hazard Mitigation Plan update

Mr. Fulda commented that the Hazard Mitigation Plan has been adopted by all

municipalities.

ii. County Equivalency update

Mr. Fulda noted that it has been submitted to the census bureau and he would be part of the steering committee.

Mr. Fulda mention a new CIRCA grant MetroCOG was applying for because of its GIS capabilities.

Mr. Flatto requested an update on Laserfiche.

Mr. Fulda responded that the board should see something soon regarding content management.

g. Next Meeting Dates

iii. November 21st, 2019 (immediately after MPO meeting)

iv. December 19th, 2019

v. 2020 Calendar

Mayor Hoydick inquired when Mr. Fulda will be doing introductions with the new board members.

Mr. Fulda responded that he has reached out to Easton and will reach out to Fairfield after its November 25th inauguration.

VII. Adjourn:

A motion to adjourn was made by First Selectman Kellogg and seconded by Mr. Flatto. The meeting was adjourned at 2:54 PM

First Selectman Ken Kellogg
MetroCOG Interim Secretary