

MINUTES OF THE 4 AUGUST 2021
SCCOG EXECUTIVE COMMITTEE MEETING
Via ZOOM

Present: Fred Allyn, III, Keith Hedrick, Danielle Chesebrough, Mike Urgo, Jim Rivers
Staff: James Butler, Amanda Kennedy, Kate Rattan
Other: Steve Mansfield, LLHD; Patrick McCormack, Uncas HD

Chairman Allyn opened the meeting at 8:30 a.m.

MOTION: To add to the agenda a discussion concerning mask requirements and other COVID-19 protocols with the two health district directors who were present (Urgo, Hedrick). So voted unanimously.

1. Discussion Regarding Mask Requirements and Other COVID-19 Protocols

Mr. Mansfield and Mr. McCormack discussed the recent uptick in COVID cases in southeastern Connecticut, and the CDC's recent guidance on indoor mask wearing. Mr. Mansfield said that the CT DPH has now echoed the CDC guidance. He said the CT Association of Health Directors has sent a letter to the DPH Commissioner Gifford urging the State to reinstate a mask requirement in K-12 schools for the fall. Discussion ensued. Both Directors agreed to email their member towns with additional recommendations concerning mask wearing.

2. SCCOG Policy for Provision of Regional Code Enforcement Services

The Executive Director summarized his memorandum to the Executive Committee on this subject. He said the recent requests by Preston and Ledyard for Building Official services, and anticipated additional requests for both Building Official and Zoning Enforcement services, has raised the issue as to how these services are charged to towns. Currently the SCCOG provides Planner services to member towns charging the direct hourly rate for the assigned planner plus the audited Burden, Fringe, and Overhead (BF&O) rate. Preston and Ledyard are only paying the hourly rate charged by the contracted Building Official. If the SCCOG moves toward making this position a full-time benefitted employee as additional requests for the service are made, than to be fair to the towns receiving Planner services, than towns receiving Code Enforcement services should also be expected to pay the fully loaded rate. However, he noted this could make these services through the SCCOG unaffordable to some towns. He said his memo contained four alternatives, and he recommended alternative C. which would have the SCCOG treat each request separately, with allowance for flexibility to insure that those towns in need can procure the services but with the understanding if full-time staff are assigned than the subscribing town would pay the direct and BF&O hourly rate. Discussion ensued.

MOTION: To recommend to the SCCOG that it be SCCOG policy to consider each request for Code Enforcement services separately and to retain full-time staff if the request(s) presents a critical mass of hours that when coupled with other requests approaches or exceeds work for a full-time employee. If a full-time employee is deemed necessary and would be supported by the hours needed, then that municipality or municipalities should be required to pay their share of the

employee's benefits by being charged the audited BF&O rate in addition to the staff person's direct hourly rate for the hours worked in that town. If there are not enough hours required to support a full-time employee, then the SCCOG should continue its recent practice of assisting its smaller towns in finding Code Enforcement services, offering to contract with an individual to provide these services, and only charging the town for the consultant's hourly rate. While this does not result in all towns fully sharing the BF&O cost, it does allow the SCCOG to assist its smallest towns in securing a critical municipal service which is becoming increasingly difficult for towns to attract employees to fulfill (Urgo, Hedrick). So voted unanimously.

3. TIP/STIP Action Item, Route 82, Norwich

The Executive Director said he had already approved of this TIP/STIP Action, but wanted the Executive Committee, which serves as the SCCOG's Transportation Committee, to be aware of the subject Action's reason for moving funding for the Route 82 roundabout project in Norwich out one year as explained in a memo from CTDOT Project Manager Scott Bushey.

4. Continued Discussion: Voluntary SCCOG Assessment Using ARPA Funds

The Executive Director reported that to date, ten SCCOG member municipalities had responded to the poll as to whether or not they will provide SCCOG with the voluntary assessment using ARPA funds to support a regional Recovery Coordinator, with eight towns saying yes. He said that over the next month, he should have heard from enough towns to make a decision as to if and when to notice this position.

5. New London Jefferson Avenue LOTCIP Project Update

The Executive Director reported on the status of the project, and the projected cost which has increased several times since the original application for LOTCIP funds was made in 2016. The current estimate based on New London's Final Design submission is \$3,006,687, which is just under the 20% threshold requiring additional SCCOG approval. Ms. Rattan pointed out that CTDOT's review of the Final Design could result in a change to that figure. The Executive Director said staff would report back to the Executive Committee once CTDOT's review is complete and the Executive Committee could consider and act upon a final cost at that time, as it has been SCCOG policy to have the Executive Committee to consider and act upon significant cost increases even when under the 20% CTDOT threshold.

6. Other

The Executive Director requested that the Executive Committee meet with him and the Deputy Director in executive session to discuss a personnel matter related to the new Recovery Coordinator position.

MOTION: The Executive Committee go into executive session at 9:31 a.m. with the Executive Director and the Deputy Director present, for the purpose of discussing a personnel matter (Urgo, Chesebrough). So voted unanimously.

MOTION: The Executive Committee leave executive session at 9:43 a.m. with no motions made and no action taken (Hedrick, Chesebrough). So voted unanimously.

7. Adjournment

The meeting adjourned at 9:46 a.m.

Respectfully Submitted,

James S. Butler, Executive Director