

MINUTES OF THE 7 SEPTEMBER 2021  
SCCOG EXECUTIVE COMMITTEE MEETING  
Via ZOOM

Present: Fred Allyn, III, Mark Nickerson, Keith Hedrick, Mike Urgo, Danielle Chesebrough  
Staff: James Butler, Amanda Kennedy, Kate Rattan,

Chairman Allyn opened the meeting at 8:45 a.m.

1. Update on SCCOG Member Municipalities' Dedication of ARPA Funds to Support Regional Recovery Coordinator

The Executive Director reported that three SCCOG member municipalities have already sent checks for 0.25% of their County Allocation of ARPA funding to support a Recovery Coordinator position at the SCCOG. He said that approximately 7-8 other SCCOG members have said they would do so, with a couple of towns saying probably not and the rest not responding to an email asking for their position on this request. He said that he and the Deputy Director have each met with a town to explain this request, and that he was scheduled to meet with one other in the near future. He said he has not yet started interviewing potential candidates for the Regional Recovery Coordinator, and would not do so until more is known about SCCOG member municipality support for this position.

2. Update on Procurement of On-Call Transportation Engineering Services

The Executive Director reported on the solicitation for transportation engineering services using FY 2019 PL Carryover. He said that staff have interviewed five firms, and that CTDOT has approved of negotiation with the highest ranked firm.

3. Update on CTDOT Feasibility Study of Pedestrian Facility on SB Gold Star Memorial Bridge

The Executive Director reminded the Executive Committee that at the time CTDOT met with the SCCOG to discuss their study of a possible pedestrian facility on the NB span of the bridge, they promised to study improving pedestrian access on the SB bridge. They had promised that study by September, but SCCOG staff recently received an email from CTDOT staff in response to our inquiry concerning that study's status that it had recently just begun and its completion will be delayed.

4. New CTDOT Field Coordinator to SCCOG

The Executive Director reported that CTDOT has informed him that current Field Coordinator Grayson Wright will be reassigned to other COGs, and that Jennifer Pacacha will assume this position on October 1<sup>st</sup>.

5. Recommended Priorities for Section 5310 Applications

The Executive Director referred to a memorandum from Transportation Manager Kate Rattan recommending priorities for this funding. Ms. Rattan informed the Executive Committee

regarding the amount of funding this year and about the applications received.

MOTION: That the SCCOG approve of the recommended prioritization of Traditional and Non-Traditional applications for Section 5310 funds as recommended by SCCOG staff (Urgo, Hedrick). So voted unanimously.

#### 6. Draft Revised Personnel Policies

The Executive Director informed the Executive Committee that these policies had not been subject of a comprehensive review/update since he began work at the SCCOG 22 years ago. He referred to a memo that he had sent to the Executive Committee which explained the purpose of the update, and which had an attachment explaining the significant proposed amendments to the policy. After a brief discussion, the Executive Committee tabled action on the revised document until it could be discussed in detail at a Special Meeting of the Executive Committee scheduled for September 13<sup>th</sup>. At that time, the Executive Committee hopes to make a recommendation on the revised document to the full SCCOG.

#### 7. Other

The Executive Director reported that as part of the comprehensive review of the Personnel Policies, the SCCOG has retained HR consultant Earl Foster to perform an analysis of staff salary ranges and salaries, along with employee benefits. This information might be received in time to discuss at the special meeting on September 13<sup>th</sup>.

#### 8. Adjournment

The meeting adjourned at 9:03 a.m.

Respectfully Submitted,

James S. Butler, Executive Director