

### **Agenda Item Summary**

**To:** Executive Committee

**From:** Matthew Hart, Executive Director

**CC:**

**Meeting Date:** May 25, 2022

**Subject:** Approval to Renew the Legislative Liaison Contract with Rome, Smith, and Lutz

**Background:** Rome, Smith and Lutz (RSL) have served as CRCOG's lobbyist for many years.

**Benefit to Member Towns/CRCOG:** Rome, Smith and Lutz have been effective in helping CRCOG with its lobbying efforts at the legislature and informing CRCOG regarding opportunities and issues at the state level.

**Financial/Operational Impact:** Currently, CRCOG pays \$23,100 per year for the state lobbying services. This contract renewal would reflect a 4% increase to \$24,000 a year.

**Project Schedule:** The agreement would be for two years.

**Recommendation:** Recommend the Policy Board approve the renewal of the contract with Rome, Smith and Lutz.

**Attachments:**

- Resolution to Renew the Contract with Rome, Smith, and Lutz, Legislative Liaison

**RESOLUTION OF  
THE CAPITOL REGION COUNCIL OF GOVERNMENTS  
AUTHORIZING RENEWAL OF THE LEGISLATIVE LIAISON CONTRACT  
WITH ROME, SMITH, AND LUTZ**

**Whereas**, the Capitol Region Council of Governments (CRCOG) currently engages Rome, Smith and Lutz for legislative liaison services; and

**Whereas**, CRCOG desire to continue its legislative liaison agreement with Rome, Smith and Lutz

**Now therefore be it resolved**, that the Policy Board of CRCOG authorizes CRCOG's Executive Director to act on behalf of the CRCOG in executing all appropriate and necessary contractual instruments with Rome, Smith and Lutz for legislative liaison services.

I certify that the above is a true copy of the Resolution adopted by the CRCOG Policy Board Executive Committee at its meeting on May 25, 2022.

  
\_\_\_\_\_  
Jason Bowsza, Secretary  
Capitol Region Council of Governments

June 8<sup>th</sup>, 2022

Date



### **Agenda Item Summary**

**To:** CRCOG Policy Board  
**From:** Matt Hart, Executive Director  
**Date:** May 25, 2022  
**Subject:** Resolution to Enter into Contract with GovHR for a Classification and Compensation Study

**Background:** CRCOG last conducted a comprehensive class and compensation study over 10 years ago. Since that time, the salary schedule has been updated based on cost-of-living adjustments (COLA) but otherwise has seen very little change. Given the current labor market, changes in CRCOG's programs and services, and the length of time since the original class and compensation study was completed, management believes it is time to conduct a comprehensive update.

CRCOG interviewed two firms as part of the selection process. Management recommends the selection of GovHR USA because the firm's bid is more competitive and it has more extensive public sector experience, including studies for other councils of governments.

**Benefit to Member Towns/CRCOG:** The study would benchmark CRCOG against other COGs and like organizations and enable us to remain competitive with recruitment and talent retention.

**Financial/Operational Impact:** The project would cost between \$12,080 to \$19,960 depending on the amount of work required to update our current job descriptions.

**Project Schedule:** If approved, we would plan to begin this project in early June; it would take approximately 12 to 16 weeks to complete.

**Recommendation:** In order to ensure that our classification plan is appropriately structured and remains competitive, I recommend that the Board approve the attached resolution authorizing me to negotiate, execute, and amend all appropriate and necessary contractual instruments with GovHR USA for the purpose of conducting a classification and compensation study and updating job descriptions.

**Attachments:**

- Resolution to Enter into Contract with GovHR USA for a Classification and Compensation Study

**RESOLUTION OF  
THE CAPITOL REGION COUNCIL OF GOVERNMENTS  
TO ENTER INTO CONTRACT WITH GOVHR USA FOR A CLASSIFICATION AND  
COMPENSATION STUDY**

**Whereas**, the Capitol Region Council of Governments (CRCOG) seeks to conduct a classification and compensation study for its employees; and

**Whereas**, CRCOG received three proposals from qualified companies and GovHR USA offered the most competitive price and is also the best qualified;

**Now therefore be it resolved**, that the Policy Board of CRCOG authorizes its Executive Director to act on behalf of the CRCOG in executing all appropriate and necessary contractual instruments with GovHR USA for purposes of conducting a classification and compensation study.

I certify that the above is a true copy of the Resolution adopted by the CRCOG Policy Board Executive Committee at its meeting on May 25, 2022.



Jason E. Bowsza, Secretary

Capitol Region Council of Governments



, 2022



## **Agenda Item Summary**

**To:** Policy Board

**From:** Robert Aloise, Director of Planning

**CC:** Matt Hart, Executive Director; Jon Colman, Transportation Committee Chair

**Meeting Date:** May 25, 2022

**Subject:** Annual Urban Planning Certification Resolution

**Background:** As the designated Metropolitan Planning Organization (MPO) for the Capitol Region, CRCOG must annually self-certify that its transportation planning process has been conducted in accordance with the terms and provisions of applicable federal regulations.

**Benefit to Member Towns/CRCOG:** CRCOG's transportation planning program includes multi-modal planning, operations and management efforts, coordination of funding opportunities, and integration of performance measures. Details can be found in CRCOG's [Unified Planning Work Program](#).

**Financial/Operational Impact:** Annual self-certification is a requirement for MPOs, and compliance is needed in order to continue receiving federal transportation funding.

**Project Schedule:** n/a

**Recommendation:** The Transportation Committee will provide a recommendation at their meeting on May 23, 2022.

**Attachments:**

- Annual Urban Planning Certification Resolution

## RESOLUTION

### ANNUAL URBAN PLANNING CERTIFICATION

**WHEREAS**, the Capitol Region Council of Governments (CRCOG) has been designated as the Metropolitan Planning Organization (MPO) for the Capitol Region,

**NOW THEREFORE BE IT RESOLVED**, that the CRCOG Policy Board certifies that the urban transportation planning process has been conducted in accordance with the terms and provisions of 23 U.S.C. 134, 49 U.S.C. 5303 and the metropolitan planning regulations at 23 CFR 450, and that all applicable provisions relative to the involvement of public and private providers of mass transit, Civil Rights, involvement of minority business enterprises, special efforts for elderly and disabled persons, the Clean Air Act, 23 USC and 49 USC, and 23 CFR 450.334(a) have been satisfied.

Dates of adoption of key planning documents:

- FY2022-2023 Unified Planning Work Program (UPWP): May 26, 2021
- 2045 Capitol Region Metropolitan Transportation Plan (MTP): April 3, 2019
- FFY2021-2024 Transportation Improvement Program (TIP): October 28, 2020

#### CERTIFICATE

I certify the above is a true copy of a resolution adopted by the Policy Board at its meeting held on May 25, 2022.

BY: \_\_\_\_\_

Jason Bowsza, Secretary

DATE: \_\_\_\_\_

6/8/22



## **Agenda Item Summary**

**To:** Policy Board

**From:** Pauline Yoder, Chief Operating Officer

**CC:** Matthew Hart, Executive Director

**Meeting Date:** May 25, 2022

**Subject:** Action Item to Accept the FY 2022-2023 Regional Services Grant

**Background:** CRCOG receives a Regional Services Grant (RSG) from the Regional Planning Incentive Account (RPIA) by statute outlined in Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) and Section 8-31b. The Office of Policy and Management (OPM) administers the funds and individual grant award amounts are determined through OPM's application of the statutory formula. FY 2022-2023 expected amount is \$849,348.64. This resolution enables CRCOG to accept the funding.

**Benefit to Member Towns/CRCOG:** RSG funding supports every department in CRCOG for various activities including (but not limited to) cooperative purchasing, statutorily required activities, such as Regional Election Monitor and Human Services Coordinating council, Land Use Planning and other regional planning, projects and activities.

**Financial/Operational Impact:** The amount outlined in the resolution is based on statutory formula and included in CRCOG's Budget

**Project Schedule:** Not Applicable

**Recommendation:** Recommend the Policy Board approve the resolution

**Attachments:**

- Secretary's Certificate / Resolution

**SECRETARY'S CERTIFICATE/RESOLUTION**

I, Jason E. Bowsza, Secretary of the Capitol Region Council of Governments (CRCOG), an organization (the "Organization") existing under the laws of the State of Connecticut, certify that the following are true and complete resolutions which were adopted at a duly called and held meeting of the governing body of CRCOG on 5/25/2021, and that such resolutions have not been amended or modified and continue to be in full force and effect:

**RESOLVED**, that the Organization execute and deliver to the State of Connecticut a Notice of Grant Award (the "Agreement") in the amount of \$849,348.64, or the awarded amount from the Office of Policy and Management, for the Fiscal Year 2022-2023 Regional Services Grant.

**RESOLVED**, that Matthew W. Hart, as Executive Director of the Organization, is directed to execute and deliver the Agreement on behalf of the Organization and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement.

I further certify that Matthew W. Hart now holds the office of Executive Director and that he/she has held that office since 2/28/2022.

I am signing this certificate on 6/8/22.

SEAL

Jason E. Bowsza, Jason E. Bowsza  
Signature



## **Agenda Item Summary**

**To:** Policy Board

**From:** Pauline Yoder, Chief Operating Officer

**CC:** Matthew Hart, Executive Director

**Meeting Date:** May 25, 2022

**Subject:** Resolution to Approve Regional Performance Incentive Program Grants

**Background:** The Office of Policy and Management (OPM) is accepting applications for the Regional Performance Incentive Program (RPIP). RPIP allows for COGs to apply for funding to develop programs that help towns share services. CRCOG Municipal Services conducted a survey of our towns to ascertain needs and opportunities for RPIP applications. Municipal Services reviewed the list and approved CRCOG staff to bring it to the Policy Board. Unlike previous years, participating municipalities are no longer required to pass a resolution to be part of an RPIP application.

**Benefit to Member Towns/CRCOG:** CRCOG staff believes any of these RPIP opportunities could help meet the needs that small and large towns have for staffing, economic development, and other areas. It is an opportunity for member towns to share services, reduce costs and increase service levels in their communities.

**Financial/Operational Impact:** This would be an opportunity for CRCOG to use state funding to help CRCOG jump start shared services. The grants will require a minimum of 25% match (local or from CRCOG) and must be self sufficient after the grant period is complete.

**Project Schedule:** OPM is reviewing RPIP applications on a rolling basis with the first review scheduled for August. The RPIP grants are awarded for a maximum of three years. Once the Policy Board approves the applications, staff will reach out to towns to understand interest levels for initial participation. Staff will then develop grant applications with the intention to submit applications by July.

**Recommendation:** Move to Approve the Resolution Authorizing CRCOG Executive Director to Sign for OPM Regional Performance Incentive Program Grants

### **Attachments:**

- Resolution
- RPIP Application Process Summary and Descriptions

## **Regional Performance Incentive Program (RPIP) Application Process Summary**

- Must be an existing service
- Rolling application process; first review scheduled for August 1, 2022
- Studies are not applicable to RPIP
- Towns do not need to pass a resolution, but CRCOG governing body must
- 25% minimum match requirement
- Must be self-sufficient after 3 years
- Although CRCOG can submit an unlimited number of applications, staff recommends submitting a three to four of the strongest applications with the most support.

## **CRCOG RPIP Application Process**

- CRCOG staff will reach out to towns for initial interest for the individual applications after the Policy Board meeting. Member towns should indicate interest by June 15<sup>th</sup>.
- Working with the participating towns, CRCOG staff will develop the application with target submission by end of July (ideally, July 15<sup>th</sup>). If any applications need further development, CRCOG staff may decide to submit after the August as part of OPM's rolling review process.
- OPM reviews initial submissions in early August
- Staff continues to develop additional RPIP applications, as needed.

## **CRCOG RPIP Application Descriptions**

Staff and MSC recommend applying for the following projects:

- Economic Vitality / Development (cost \$450,000 / \$150,000 per year)
- Region-Wide Inspection (\$750,000/\$250,000 per year)
- RPIP Shared Assessor (Cost: TBD, based on participating municipalities)
- RPIP: Regional Animal Control Facility (TBD, based on number of facilities and towns served)
- Regional Animal Control Officers (Cost: TBD, based on participating municipalities)

Additional details can be found below.



## **RPIP: Economic Vitality / Development (Cost: \$450,000 / \$150,000 per year)**

Thirteen towns expressed an interest in economic development as an area of regional sharing and a potential area to pursue.

This application would hire a region wide economic development director/ consultant. Towns would purchase the ED services on an a la carte basis. Services would include:

- Project based analysis / assistance (time to be estimated by director/consultant on a project basis and municipality to pay a competitive hourly rate)
- Set number of weekly/monthly hours focused on the town's needs (e.g. 8 hours a month / 5 hours a week)
- Other specific services (?)
- Objective would be to be self-funded by towns purchases by year 3

## **RPIP Region-wide Inspection (\$750,000/\$250,000 per year)**

Many CRCOG towns are experiencing staffing shortages and open positions in various building, planning and other related inspection areas. This program would hire a Region-wide inspection director and administrative assistant based at CRCOG (employee or contractor) who would manage a team of part- or full-time shared officials in the following areas:

- Building Official
- Fire Marshal
- Code Enforcement Officer / Zoning Enforcement Officer
- Inland Wetlands Agent

CRCOG funds would support 25% of the RPIP match for the director. Municipalities would pay for the officials on a per diem basis (serving as additional match for RPIP grant purposes and paving the way for self-funding)

## **RPIP Shared Assessor (Cost: TBD, based on participating municipalities)**

(Staff estimates 175K for each shared assessor)

Many CRCOG towns are experiencing staffing shortages and open positions in Assessment. This program would hire Shared Assessor(s). Each Shared Regional Assessor shall: discover, list and value real estate, business personal property and motor vehicle in a uniform, equitable manner, conforming to local, State and Federal standards and mandates; conduct appraisals, evaluations and re-evaluations as required by law; maintain and update ownership, field cards, and mapping (GIS) records; administer State and local exemption programs; handle property appeals and claims; provide in-office coverage (as needed); administer ad valorem tax program, including compliance with tax laws; provide updates to and maintain online forms, records and permitting (permits) and provide other essential services as required.



## **RPIP: Regional Animal Control Officers (Cost: TBD, based on participating municipalities)**

(Staff estimates 100K per ACO)

Eight towns expressed Animal Control as an area of interest. Municipalities would share the services of Animal Control Officer(s). Proposal would include the following:

- ACO would share vehicle(s)
- Municipalities to contribute 25% of costs in the 1<sup>st</sup> year, 50% in the second year and 75% in the third year and meet the objective of self-funding by the fourth year.
- Offer the opportunity for Regional ACOs to serve as per incident / per diem back-up for non-participating towns

**RESOLUTION AUTHORIZING CRCOG EXECUTIVE DIRECTOR TO SIGN FOR  
OPM REGIONAL PERFORMANCE INCENTIVE PROGRAM GRANTS  
ON BEHALF OF A NUMBER OF CAPITOL REGION TOWNS**

**WHEREAS**, Section 4-124s of Public Act 13-246 (An Act Concerning Responsible Growth) passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

**WHEREAS**, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

**WHEREAS**, the Capitol Region Council of Governments desires to apply for projects:

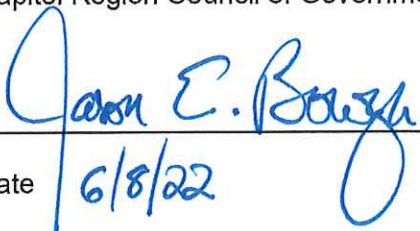
- Regional Economic Vitality
- Region-wide Inspection
- Shared Assessor
- Regional Animal Control Officers

**WHEREAS**, Connecticut's Office of Policy and Management administer the statewide grants;

**NOW THEREFORE BE IT RESOLVED**, that the Executive Director of the Capitol Region Council of Governments, is authorized to enter into and amend contractual instruments in the name and on behalf of CRCOG with the Office of Policy and Management if and when such grants are awarded and to affix the corporate seal.

*I certify that the above is a true copy of the resolution adopted by the CRCOG Policy Board at its meeting of May 25, 2022.*

Jason Bowsza, Secretary  
Capitol Region Council of Governments

  
Date 6/8/22

## **Agenda Item Summary**

**To:** Policy Board

**From:** Robert Aloise, Director of Planning

**CC:** Matt Hart, Executive Director; Jon Colman, Transportation Committee Chair

**Meeting Date:** May 25, 2022

**Subject:** Resolution Authorizing Transportation Committee to Act as Policy Board

**Background:** While the Policy Board does not meet during the summer months, the Transportation Committee has scheduled summer meetings. Each year in May, the Policy Board acts to empower the Transportation Committee to act on its behalf to approve time sensitive action items until the Policy Board's next regular meeting in September.

**Benefit to Member Towns/CRCOG:** Authorizing the Transportation Committee to act as the Policy Board allows time sensitive items to be acted upon during a period of time when Policy Board does not hold regular meetings.

**Financial/Operational Impact:** n/a

**Project Schedule:** May 25, 2022 – September 28, 2022

**Recommendation:** The Transportation Committee will provide a recommendation at their meeting on May 23, 2022.

**Attachments:**

- Resolution Authorizing Transportation Committee to Act as Policy Board



## **AUTHORIZING RESOLUTION**

### **FOR THE CRCOG TRANSPORTATION COMMITTEE TO APPROVE ACTION ITEMS ON BEHALF OF THE CRCOG POLICY BOARD**

**WHEREAS**, the regular monthly Policy Board meeting schedule does not resume until September 28, 2022, and the Transportation Committee has scheduled meetings over the summer;

**NOW THEREFORE BE IT RESOLVED**, that the Policy Board empowers the Transportation Committee to act on its behalf to approve time sensitive action items at any meeting following this May 25, 2022 meeting, until the CRCOG Policy Board's next regular meeting on September 28, 2022;

**BE IT FURTHER RESOLVED**, that Policy Board members shall be notified in advance of any meeting, and that the action items shall be provided to Policy Board members in advance of said meetings.

#### **CERTIFICATE**

I certify the above is a true copy of a resolution adopted by the Policy Board at its meeting held on May 25, 2022.

BY: Jason E. Bowsza DATE: 6/8/22  
Jason Bowsza, Secretary

### Agenda Item Summary

**To:** CRCOG Policy Board  
**From:** Timothy Malone, Community Development Deputy  
**CC:** Matt Hart, Executive Director  
**Date:** May 25, 2022  
**Subject:** Small Business Webinars and Entrepreneurial Meetups Consulting Agreement

**Background:** In 2021 the Connecticut Department of Economic and Community Development (DECD) received a grant from the US Economic Development Agency on behalf of CRCOG and five other Councils of Governments. That grant provided a total of \$375,000 to CRCOG to fund four projects. One of these projects is to host a series of educational webinars for small businesses as well as hosting entrepreneurial meetups. CRCOG staff conducted a request for proposals process to select a consultant for the project. From that process, staff selected the Collaboration of Minority Women Professionals as the most advantageous respondent.

**Benefit to Member Towns/CRCOG:** This project will provide small businesses throughout the CRCOG region with important information on a variety of topics, such as online marketing and digital sales. It will also provide small businesses and entrepreneurs throughout the region with networking opportunities.

**Financial/Operational Impact:** This project will cost \$75,000 and is being funded entirely by the grant from DECD.

**Project Schedule:** This project will likely begin in early June and will end by September 23, 2023.

**Recommendation:** Staff recommend approving the attached resolution, permitting CRCOG's Executive Director to act on behalf of the Capitol Region Council of Governments in negotiating, executing, and amending all appropriate and necessary contractual instruments with the Collaboration of Minority Women Professionals for the purpose of planning and presenting webinars and entrepreneurial meetups for small businesses.

**Attachments:**

- Resolution: For Execution of An Agreement With The Collaboration Of Minority Women Professionals To Provide Webinar And Entrepreneurial Meetup Services



## **AUTHORIZING RESOLUTION**

### **FOR EXECUTION OF AN AGREEMENT WITH THE COLLABORATION OF MINORITY WOMEN PROFESSIONALS TO PROVIDE WEBINAR AND ENTREPRENEURIAL MEETUP SERVICES**

**WHEREAS**, CRCOG maintains the Comprehensive Economic Development Strategy (CEDS) for the region; and,

**WHEREAS**, The Connecticut Department of Economic and Community Development (DECD) applied for a grant on behalf of six regions in the state to the Economic Development Administration (EDA) for funding from the CARES Act; and,

**WHEREAS**, the EDA awarded a grant to DECD that included a subgrant for CRCOG in the amount of \$75,000 to plan and present webinars and entrepreneurial meetups for small businesses; and

**WHEREAS**, CRCOG conducted a competitive Request for Proposals process to select a firm to assist CRCOG in this project; and

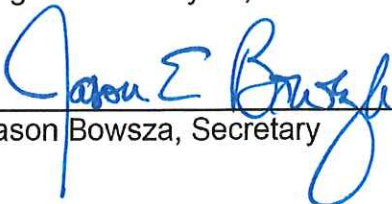
**WHEREAS**, the highest ranked firm in the competitive RFP process was the Collaboration of Minority Women Professionals;

**NOW THEREFORE BE IT RESOLVED THAT**, that CRCOG's Executive Director is authorized to act on behalf of the Capitol Region Council of Governments in negotiating, executing, and amending all appropriate and necessary contractual instruments with the Collaboration of Minority Women Professionals for the purpose of planning and presenting webinars and entrepreneurial meetups for small businesses.

#### **CERTIFICATE**

I certify the above is a true copy of a resolution adopted by the Policy Board at its meeting held on May 25, 2022.

BY: \_\_\_\_\_

  
Jason Bowsza, Secretary

DATE: \_\_\_\_\_

