

Lower Connecticut River Valley Council of Governments



**Proposed consolidation of
Connecticut River Estuary Regional Planning Agency (CRERPA)
and Midstate Regional Planning Agency (MRPA)
Connecticut River Valley Council of Elected Officials
Meeting January 25, 2012
Revised February 2012**

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Member Towns by Current Planning Agency

CRERPA		MRPA	
Town	Population	Town	Population
Chester	3,994	Cromwell	14,038
Clinton	13,578	Durham	7,406
Deep River	4,629	East Haddam	9,141
Essex	6,683	East Hampton	12,999
Killingworth	6,525	Haddam	8,376
Lyme	2,406	Middlefield	4,430
Old Lyme	7,603	Middletown	47,697
Old Saybrook	10,242	Portland	9,522
Westbrook	6,938		
Total	62,598	Total	113,609

COMBINED AGENCY POPULATION: 176,207

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FAQs

What is a Council of Governments?

A Council of Governments (COG) incorporates the functions of the regional planning agencies and the councils of elected officials. A COG gives the chief elected officials of the member towns greater input on regional issues and a powerful voice at the state and federal level. Federal and state funding will flow through the COG. The COG will perform regional planning and facilitate regional collaboration.

How do we become a COG?

The first step was taken when Connecticut River Valley Council of Elected Officials (CRVCEO) voted on July 27, 2011 to become a Council of Governments—the Lower Connecticut River Valley Council of Governments. The Office of Policy and Management (OPM) then approved the merger of the two regional planning agencies and the creation of the Lower Connecticut River Valley Council of Governments.

Now, according to Connecticut law, the agreement among towns to form a COG must be approved by the legislative body of each town. Once eleven of the seventeen member towns have voted to ratify, the COG can be formed. As of February 2012, X towns have approved the agreement.

What is CRVCEO?

CRVCEO comprises a group of the chief executives of the towns of Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland and Westbrook. Two state regional planning agencies, the Connecticut River Estuary Regional Planning Agency (CRERPA) and Midstate Regional Planning Agency (MRPA), currently serve these towns. CRVCEO facilitates collaborative agreements on such matters as cooperative purchasing, mutual aid, joint grant applications, and information sharing.

Why was CRVCEO formed?

The towns of this region have much more in common with one another than with the surrounding areas, which include larger cities such as Hartford, New Haven and New London. The council of the 17 towns gives our region a stronger voice in state and federal government matters than one town would have. The council also provides a forum for town leaders to work collaboratively on matters that affect our area.

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Why form a COG now?

The CRVCEO towns have been discussing this option for many years. Over the past few years, however, the state legislature has considered several measures that would reduce the number of regions and regional planning organizations in Connecticut to fewer than the current 15. Some proposals are for as few as five regions. These proposals could divide the CRVCEO towns and fold them into districts centered on much larger cities.

The members of CRVCEO decided to take the proactive step of establishing a COG to protect our regional identity and organization. The state will provide funding for two years to help defray costs for regions that voluntarily consolidate and form a COG. As the first region to take this step, we expect to be awarded funds that will significantly defray the costs of the transition.

What guarantee do we have that once we form this group the state won't change it?

While there are no guarantees, OPM has been tasked by the legislature with recommending a regional structure for the state. OPM has indicated that it will recommend no changes to any regions that voluntarily consolidate now. OPM will not have to review these boundaries again until 2032.

Will there be any savings to the towns?

We anticipate that there will be savings as the two offices are consolidated into one, with the benefits of economies of scale and voluntary employee retirements. Some services currently provided to individual towns through the regional planning agencies will be spun off and paid for separately. Other services will be expanded for some towns, and so the per capita contributions that currently support the regional planning agencies will eventually rise somewhat for towns now in the Midstate RPA and fall somewhat for towns in the Connecticut River Estuary RPA.

Where will the offices be located?

A location has not yet been selected, but the plan is to locate the newly formed COG centrally in the lower Connecticut River valley. At this point in time we are investigating office space in Deep River.

How will the COG be structured and what will be its duties and responsibilities?

A subcommittee of CRVCEO is conducting transitional planning and financial analysis. We hope that the transition can officially begin on July 1 and expect that the process will take a year to complete.

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Services and Benefits

The two regional planning agencies—CRERPA and MRPA—bring different strengths and services to the COG. The following is a brief synopsis of services currently provided by each agency that will be available to the member towns (it is not meant to be fully inclusive but rather an overview).

For a complete breakdown of information from each of the agencies of present services and accomplishments, please see Appendix A of this document.

Please note:

CRERPA has traditionally provided up to 25% of a town's dues in uncharged consulting services for each town, the reduction in the state grant in aid funding has had a limiting impact on those services in recent years.

MRPA currently provides services (that are assessed a fee) to two of its towns that will be provided privately after the merger. The FY2013 budget for the newly formed COG is not dependent upon any additional funding from its member towns.

<i>Transportation:</i>	
<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Performs all standard basic requirements for state and federal transportation funding. ➤ Assists with identifying and preparing state and federal funding opportunities both regionally and for individual towns; such as safe routes to schools, traffic plans, corridor studies, trails, parking, public transit planning and more. ➤ Assists with public transit planning for Nine Town Transit. 	<ul style="list-style-type: none"> ➤ Performs all standard basic requirements for state and federal transportation funding. ➤ Assists with identifying and preparing state and federal funding opportunities both regionally and for individual towns; such as safe routes to schools, traffic plans, corridor studies, trails, parking, public transit planning and more. ➤ Coordinates elderly and disabled vehicle and demand-responsive services
<i>Local Technical Assistance:</i>	
<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Researches—short term and in depth. ➤ Guidance land use with regulations. ➤ Assists with Plans of Conservation and Development. ➤ Assists with hiring land use staff or substitute staffing. 	<ul style="list-style-type: none"> ➤ Assists with Plans of Conservation and Development. ➤ Performs and analyzes ridership surveys.

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Emergency Management and Hazard Mitigation:

<p style="text-align: center;"><u>CRERPA</u></p> <ul style="list-style-type: none"> ➤ Supports and staffs for regional emergency planning teams. ➤ Natural Hazard Mitigation Plan preparation, advocacy and updating for individual towns and regionally. 	<p style="text-align: center;"><u>MRPA</u></p> <ul style="list-style-type: none"> ➤ National Hazard Mitigation Plan preparation.
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Natural Resources Planning:

<p style="text-align: center;"><u>CRERPA</u></p> <ul style="list-style-type: none"> ➤ Mapping and inventory of open space. ➤ Advocacy and assistance with open space corridors, greenway planning, natural resource funding, scenic road applications, Connecticut River issues and more. 	<p style="text-align: center;"><u>MRPA</u></p>
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Waste Management:

<p style="text-align: center;"><u>CRERPA</u></p> <ul style="list-style-type: none"> ➤ Recycling education for schools and civic groups. ➤ Informs area CEOs of changes in waste handling and new recycling initiatives. ➤ Operates regional household hazardous waste facility. 	<p style="text-align: center;"><u>MRPA</u></p> <ul style="list-style-type: none"> ➤ Coordinates annual house hold hazardous waste collection.
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GIS Mapping:

<p style="text-align: center;"><u>CRERPA</u></p> <ul style="list-style-type: none"> ➤ Maintains regional property maps and parcel data for planning. ➤ Provides maps for towns and organizations upon request. 	<p style="text-align: center;"><u>MRPA</u></p> <ul style="list-style-type: none"> ➤ Maintains regional property maps and parcel data for planning. ➤ Provides maps for towns and organizations upon request.
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<i>Demographics:</i>	
<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Analysis of Census, Labor Department, Health Department and other statistical information for the region. 	<ul style="list-style-type: none"> ➤ Analysis of Census, Labor Department, Health Department and other statistical information for the region.
<i>Housing:</i>	
<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Advises towns on housing matters, including legislation, regulations, history, options and incentive housing. 	
<i>Economic Development:</i>	
<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Monitors regional tax base changes and make recommendations of development in keeping with character of the area. 	
<i>Agriculture:</i>	
<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Develops expertise and seminars on agriculture green architecture, energy conservation as a component of the economic base and area character. 	
<i>Regional Plan of Conservation and Development:</i>	
<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Prepares and updates regional plan. 	<ul style="list-style-type: none"> ➤ Prepares and updates regional plan.

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State Plan of Conservation and Development:

<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Provides coordination of information on regional and local plans as input for the state plan. ➤ Maps sewer areas for OPM. ➤ Assists towns on preparing comments on the state plan. 	<ul style="list-style-type: none"> ➤ Provides coordination of information on regional and local plans as input for the state plan. ➤ Maps sewer areas for OPM. ➤ Assists towns on preparing comments on the state plan.

State and Regional Participation and Coordination:

<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Participates in statewide professional associations. ➤ Provides speakers for conferences and forums to include regional viewpoint. ➤ Participates in statewide studies and advisory committees. 	<ul style="list-style-type: none"> ➤ Participates in statewide professional associations. ➤ Participates in statewide studies and advisory committees.

Public Information:

<u>CRERPA</u>	<u>MRPA</u>
<ul style="list-style-type: none"> ➤ Maintains website with information on their agency, other agencies and links to member towns. ➤ Assists local land use staff with information on programs and practices. ➤ Legislative monitoring. 	<ul style="list-style-type: none"> ➤ Maintains website with information on their agency, other agencies and links to member towns.

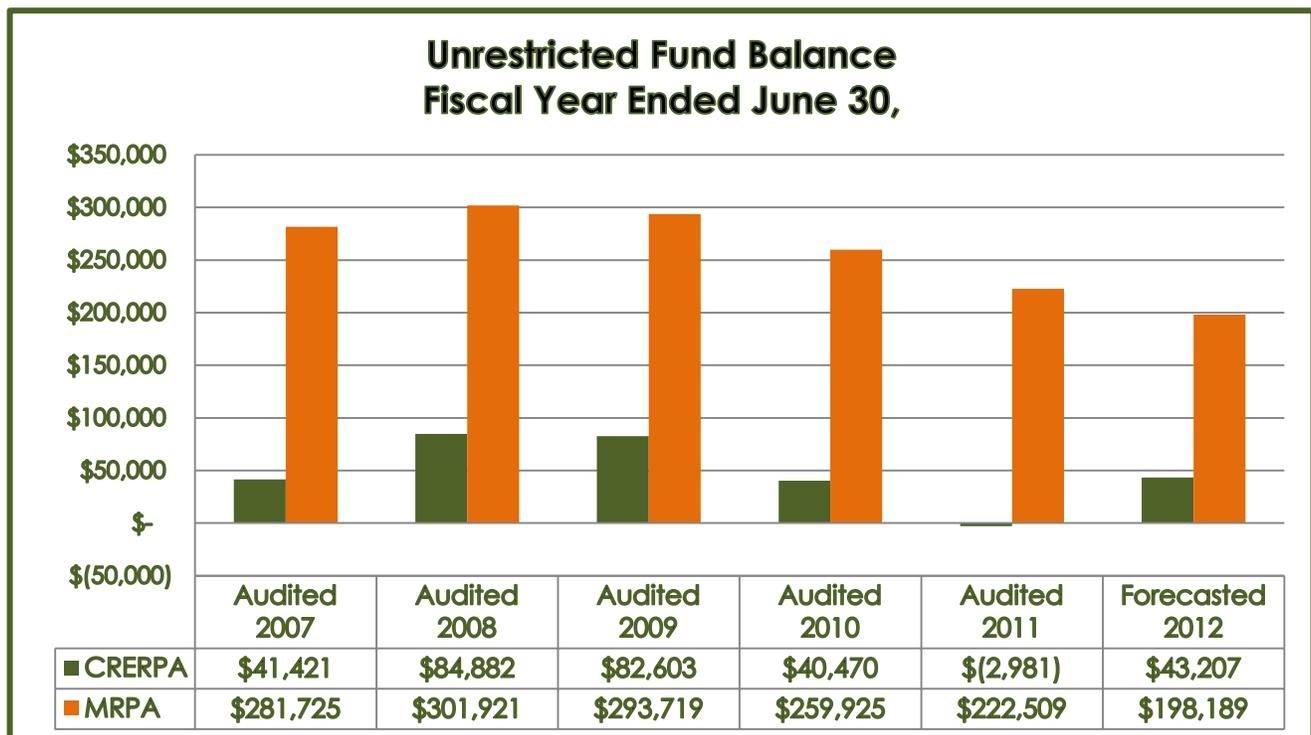
Financial Information

The Merger Committee has carefully reviewed the financial information for both CRERPA and MRPA with regard to revenues, expenditures and unreserved fund balance. It is the recommendation of the Merger Committee that the per capita dues remain the same for FY2013: \$2.00 for CRERPA towns and \$.66 for MRPA towns. To follow is a synopsis of the financial information and budget recommendations.

Fund Balance:

The chart below reflects five years of audited unrestricted fund balance for both agencies and the projected FY year end 2012 fund balance (based upon the information provided by each agency for revenues and expenditures).

It should be noted that the timing of grants can have an impact on the unrestricted funds (as noted with CRERPA at June 30, 2011) and that consideration should be given for planning for a fund balance that can sustain the unpredictable timing of grants and to maintain a proper cash flow. CRERPA is forecasting that their balance will be back up at the end FY2012. It should also be noted that MRPA has relied on their fund balance to balance their budget and is forecasting the same for FY2012. Revenue and expenditures associated with the CRERPA Household Hazardous Waste (HHW) Facility are included in the FY2012 budget and forecast information, but not in the FY2013 proposed budget. The HHW budget will be outside of the COG general budget.



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Proposed FY2013 Budget:

Below is Merger Committee's recommended FY2013 budget:

	Combined Agencies FY2012			Proposed FY 2013 Budget
	Budget	YTD Actual	June 30 Forecast	
REVENUES				
Town dues	\$198,962	\$198,962	\$198,962	\$200,178
Restricted grants and fees for services	938,882	509,423	968,970	784,383
OPM funding (state grant in aid)	43,200	25,632	25,632	25,000
Other governmental agencies	127,052	55,278	127,052	-
Other Income	500	254	269	-
TOTAL REVENUES	1,308,596	789,549	1,320,885	1,009,561
EXPENDITURES				
Salaries, wages and benefits				
Salaries	717,008	370,296	717,008	539,130
Fringe benefits (medical and retirement)	194,998	107,001	194,998	145,565
Contract/temporary employment	10,000	100	7,516	-
Payroll taxes	57,032	29,566	57,032	43,130
Post employment benefits	-	-	-	13,557
Unemployment insurance	1,920	-	1,920	-
Total salaries, wages and benefits	980,958	506,963	978,474	741,382
Operations				
Bad debt	-	-	-	-
Books, dues and subscriptions	5,200	2,801	4,740	4,000
Conferences, travel and staff expenses	7,400	2,824	4,269	3,000
Direct project costs	88,500	110,391	158,803	84,534
Equipment rental/maintenance & copier lease	13,137	7,895	12,637	12,250
Furniture, fixtures and equipment	10,700	2,854	9,233	4,000
Insurances	9,716	4,976	9,716	6,000
Maintenance and improvements	3,580	800	1,600	2,000
Miscellaneous	25	25	25	250
Postage	5,800	3,187	5,700	2,000
Printing and reproduction	8,000	2,842	6,700	4,000
Professional fees	29,250	26,516	26,516	45,000
Recruitment	1,800	1,350	1,350	-
Rent	41,651	20,870	41,651	48,000
Supplies	6,000	2,570	4,657	4,500
Technical consultants	4,000	1,400	3,000	5,000
Technology	9,000	4,103	8,206	9,000
Utilities	26,700	9,810	21,740	19,000
Total operations	270,459	185,835	320,543	252,534
TOTAL EXPENDITURES	\$1,251,417	\$712,177	\$1,299,017	\$993,916
Excess (deficiency of revenues over expenditures)	57,179	77,371	21,868	15,645
Projected unrestricted fund balance			219,527	241,395
Projected ending unrestricted fund balance			\$241,395	\$257,040

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Revenue Detail: TOWN DUES

Description	Combined Agencies FY2012			Proposed FY 2013 Budget
	Budget	Actual	June 30 Forecast	
REVENUES				
Town dues	\$198,962	\$198,962	\$198,962	\$200,178

The chart below lists each of the 17 towns, their population and their proposed FY2013 dues:

Town	Population	Assessment	Total
Chester	3,994	\$ 2.00	\$ 7,988
Clinton	13,578	2.00	27,156
Cromwell	14,038	0.66	9,265
Deep River	4,629	2.00	9,258
Durham	7,406	0.66	4,888
East Haddam	9,141	0.66	6,033
East Hampton	12,999	0.66	8,579
Essex	6,683	2.00	13,366
Haddam	8,376	0.66	5,528
Killingworth	6,525	2.00	13,050
Lyme	2,406	2.00	4,812
Middlefield	4,430	0.66	2,924
Middletown	47,697	0.66	31,480
Old Lyme	7,603	2.00	15,206
Old Saybrook	10,242	2.00	20,484
Portland	9,522	0.66	6,285
Westbrook	6,938	2.00	13,876
Totals	176,207		\$ 200,178

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Revenue Detail: RESTRICTED GRANTS AND FEES FOR SERVICES

Description	Combined Agencies FY2012			Proposed FY 2013 Budget
	Budget	Actual	June 30 Forecast	
REVENUES				
Restricted grants and fees for services	938,882	509,423	908,571	784,383

Listed below are the various restricted grants and fees for services. It should be noted that for each of these items there are corresponding expenditures. While these grants are reflected in the overall budget, each of these items are restricted by the grant requirements:

CRERPA DEMHS Lead Agency: CRERPA currently serves as the Lead Agency for the State's Emergency Management Region 2, comprised of 30 towns.	150,000
CRERPA Gateway Commission: CRERPA has provided meeting space and support staff including research, spokesperson and application review since Gateway's inception in 1973. Gateway is billed directly for the services.	35,000
CRERPA/Midstate Transportation Grants: The budget assumes current levels of funding through FHWA, FTA and CTDOT to be held harmless in FY2013. Total amount is sum of funds allocated in State's two year budget, requires a 10% match. Work includes long range plan, STIP and TIP, individual town projects.	529,583
CRERPA Hazardous Mitigation Planning Grant: FEMA funding for towns are dependent on maintenance of current 5 year mitigation plans. CRERPA will complete its towns' updating process in FY2013.	54,300
CRERPA Forest Grant: Grant entitled "Reactions to Community Engagement and Landscape Approaches to Forest Stewardship" through UCONN Extension and U.S. Forest Service includes all nine CRERPA towns plus Haddam and East Haddam. Requires a 3% match.	15,500

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Revenue Detail:

Description	Combined Agencies FY2012			Proposed FY 2013 Budget
	Budget	Actual	June 30 Forecast	
REVENUES				
OPM funding (state grant in aid)	43,200	25,632	25,632	25,000
Other governmental agencies	127,052	55,278	127,052	-
Other Income	500	254	269	-

OPM FUNDING (STATE GRANT IN AID)

The proposed revenue budget represents the total amount received by both of the agencies in FY2012.

OTHER GOVERNMENTAL AGENCIES:

There are services (that are assessed a fee) that are provided by MRPA to two of its towns that will be provided privately after the merger and therefore are not included in the proposed budget.

OTHER INCOME:

No revenue is included in the proposed budget for interest income or other miscellaneous revenue.

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Expenditure Detail: SALARIES, WAGES AND BENEFITS

Description	Combined Agencies FY2012			Proposed FY 2013 Budget
	Budget	Actual	June 30 Forecast	
EXPENDITURES				
Salaries, wages and benefits				
Salaries	717,008	370,296	717,008	539,130
Fringe benefits (medical and retirement)	194,998	107,001	194,998	145,565
Contract/temporary employment	10,000	100	7,516	-
Payroll taxes	57,032	29,566	57,032	43,130
Post employment benefits	-	-	-	13,557
Unemployment insurance	1,920	-	1,920	-
Total salaries, wages and benefits	980,958	506,963	978,474	741,382

The proposed budget reflects that three employees between the two agencies have indicated that they will be retiring. The proposed budget provides additional funding (approximately 4%) to allow for wage adjustments as the agencies are merged. There is an overall budget reduction of \$253,133.

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Expenditure Detail: OPERATIONS

Description	Combined Agencies FY2012			Proposed FY 2013 Budget
	Budget	Actual	June 30 Forecast	
EXPENDITURES				
Operations				
Bad debt	-	-	-	-
Books, dues and subscriptions	5,200	2,801	4,740	4,000
Conferences, travel and staff expenses	7,400	2,824	4,269	3,000
Direct project costs	88,500	110,391	158,803	84,534
Equipment rental/maintenance & copier lease	13,137	7,895	12,637	12,250
Furniture, fixtures and equipment	10,700	2,854	9,233	4,000
Insurances	9,716	4,976	9,716	6,000
Maintenance and improvements	3,580	800	1,600	2,000
Miscellaneous	25	25	25	250
Postage	5,800	3,187	5,700	2,000
Printing and reproduction	8,000	2,842	6,700	4,000
Professional fees	29,250	26,516	26,516	45,000
Recruitment	1,800	1,350	1,350	-
Rent	41,651	20,870	41,651	48,000
Supplies	6,000	2,570	4,657	4,500
Technical consultants	4,000	1,400	3,000	5,000
Technology	9,000	4,103	8,206	9,000
Utilities	26,700	9,810	21,740	19,000
Total operations	270,459	205,214	320,543	252,534

Highlights of the proposed Operations Budget are as follows:

There are anticipated reductions for areas where there are duplicated services, materials or the opportunity to reduce costs; such as: Books, dues and subscriptions; Conferences, travel and staff expenses; Furniture, fixtures and equipment; Insurances; Miscellaneous improvements; Postage; Printing and reproduction; Professional fees; Supplies and Utilities. There is an overall budget reduction of \$301,058.

Direct project costs as they relate to grants breakdown as follows:

Transportation Planning Grants—10% Match	\$52,959
Hazardous Mitigation Planning Grant—25% Match	\$13,575
Forest Grant—In-kind Match	\$3,000
Other Direct Project Costs	\$15,000

Office rent is a proposed increase at this time. The Merger Committee is reviewing an opportunity for office space in Deep River at approximately \$8 a square foot. The potential office space will provide a more appropriate environment that will better serve the 17 towns and will provide for regional conference and meeting space.

Transitional Financial Information

OPM Funding	\$150,000
Potential uses of funding	
Professional services	To be determined
Issue RFP for Audit Firm for new agency, with a goal to close out FY2012 for agencies and to implement financial protocol for COG	
Close out CRERPA and MRPA	
Move and potential build-out of new location	
Transition to a single budget	
Implement single staffing plan	
Review office equipment (including software) for needs, revisions and funding	
Other transitional needs to be determined	

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Resolution and Ratification Status

“Resolved, that the Town Meeting of the Town/City of _____ hereby ratifies the action of the Connecticut River Valley Council of Elected Officials to become a council of governments at their meeting of July 27, 2011, toward that end, the Connecticut River Valley Council of Elected Officials formally adopted Sections 4-124i and 4-124p, inclusive of the Connecticut General Statutes, in accordance with the procedures set forth in Section 4-124j of the Connecticut General Statutes, and that this new established council of governments be called the Lower Connecticut River Valley Council of Governments.”

11 of the 17 member towns must vote affirmatively to ratify in order to form the COG.

Town	Status (if known)
Chester	
Clinton	Scheduled for February 2012
Cromwell	Approved
Deep River	Scheduled for February 2012
Durham	
East Haddam	Approved
East Hampton	
Essex	
Haddam	
Killingworth	Approved
Lyme	
Middlefield	Scheduled for February 2012
Middletown	
Old Lyme	
Old Saybrook	
Portland	Approved
Westbrook	

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Regional Affiliations

The 17 towns have a long history of working cooperatively with one another. The chart below demonstrates some of the regional affiliations between towns. There are also regional cooperatives such as shared animal control facilities, shared employees, other services and other regional cooperatives.

Town	CRVCEO Member	Planning Agency		Gateway Comm.	HHW Facility Essex	Health District		DEHMS Region			Probate Court				
		CRERPA	MRPA			Chatham	CT. River	2	3	4	14	15	32	33	
Chester	✓	✓		✓	✓			✓							✓
Clinton	✓	✓			✓		✓	✓							✓
Cromwell	✓		✓						✓				✓		
Deep River	✓	✓		✓	✓		✓	✓							✓
Durham	✓		✓					✓					✓		
East Haddam	✓		✓	✓		✓			✓			✓			
East Hampton	✓		✓			✓			✓			✓			
Essex	✓	✓		✓	✓			✓							✓
Haddam	✓		✓	✓	✓	✓		✓							✓
Killingworth	✓	✓			✓			✓							✓
Lyme	✓	✓		✓	✓					✓					✓
Middlefield	✓		✓					✓					✓		
Middletown	✓		✓						✓				✓		
Old Lyme	✓	✓		✓	✓					✓				✓	
Old Saybrook	✓	✓		✓	✓		✓	✓							✓
Portland	✓		✓			✓			✓			✓			
Westbrook	✓	✓			✓			✓							✓

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Appendix A

Services and Benefits Information

CRERPA Information

MRPA Information

CRERPA SERVICES

(List compiled January 2012)

Board Support

- **Staff CRERPA** (Connecticut River Estuary Regional Planning Agency) – prepare budget and work program; provide administration and personnel management; prepare minutes, agendas, notices, supplies; select and operate office location; conduct research and analysis, and advise on matters of interest to Board members
- **Staff LCVSA** (Lower Connecticut Valley Selectmen's Association) – prepare minutes, agendas, notices, research items of interest, schedule speakers. Conduct research analysis and advise on matters of interest to Board members.
- **Staff CREMPO** (Connecticut River Estuary Metropolitan Planning Organization) – Prepare required transportation planning program work elements. Make recommendations for priorities and actions; prepare extensive administrative paperwork and reports.
- **Staff CRVCEO** (Connecticut River Valley Council of Elected Officials) - staff monthly meeting, minutes, agendas, location, organizational tasks, research and information on merger and COG. Attend municipal meetings and give interviews to explain process and details of regional merger.
- **Maintain membership and mailing lists** for several other regional organizations
- **Legislative monitoring** of state and federal legislation affecting land use and regional issues and provide forums for informing local officials.

Transportation

- Perform all standard basic requirements for **State and Federal Transportation Planning** annual grants to regional planning organizations (**See Midstate memo**)
- Staff MPO, required paperwork, STIP, TIP, air quality, congestion management, program and **priority for regional projects**
- Additional uses of state and federal monies, beyond basic contractual requirements **Inform towns of funding opportunities**, Enhancement projects, Safe Routes to Schools
- Scope and seek funding for **Special Area studies** – Essex Traffic Circulation Plan, Route One Corridor Study for Old Saybrook, Westbrook and Clinton
- Shoreline **Bicycle and Pedestrian Coalition** (Bicycle committee) - work with regional and shoreline bicycle advocates to promote safe biking for commuters and recreationalists
- **Trails** – work with town and state organizations to identify and link existing trails
- **Intermodal transportation committee** – convene local professional planners to seek intermodal connections
- **Parking Issues** – facilitate parking solutions, including commuter lots and rail parking – serving on DOT Rail parking task force
- **Public Transit planning** – assist Nine Town Transit in planning routes and other matters
- Assistance with **development of municipal proposals** – help towns seek funding and prepare grants for transportation projects
- **Site plan review** of local development proposals upon request (traffic impacts, access, flow, drainage)
- Assistance with **transportation components of plans of development** and special area studies
- Conducted two-year **study of boat traffic** under railroad bridges over the Connecticut and Niantic Rivers and Shaw's Cove in New London to provide factual information on the impact of bridge closings on marine traffic

- **Coordination with VISTA** for transit planning

Local Technical Assistance

- **Short term research** for individual towns– experiences of other towns, examples and models
- **In depth research** for individual or several towns – detailed review of specific issues, such as design standards and design districts
- Provide guidance in **preparing land use regulations** – models, examples, drafts
- Primary authors of current Chester, Essex and Lyme **Plans of Conservation and Development** – major role in Old Saybrook and Clinton plans. (In past two decades, have prepared or updated PCD for all nine towns in Estuary region.)
- **Geographic and Functional Area Plans** – information and technical assistance on plan preparation.
- Assistance to towns in hiring **land use staff** – job descriptions, interviews
- **Provide substitute zoning officer** – fill in as town staff due to illness, resignation, conflict of interest
- **Convene and staff multi-town meetings** on issues of common interest
- Assist with preparation and adoption of local **Harbor Management plans**
- **Debris management** - public works directors
- **ZOO** – zoning officers and others – peer discussions
- Statutory **inter-town referrals** of zoning regulations changes and subdivisions
- Coordination on **projects of intermunicipal significance**
- Assist towns with preparation of **grant applications** (grant research and writing)
- **Conduct site inspections** when requested or required
- Prepare, distribute, tally and **analyze town opinion surveys**

Emergency Management and Hazard Mitigation

- Fiduciary **administrator for 1M grant from DESPP** for thirty towns in DEMHS Region 2
- **Provide support and staff Regional Emergency Planning Team** – collect MOA's and resolutions from 30 towns, prepare quarterly reports, minutes for steering committee meetings
- Primary planners for **Region 2 Emergency Support Functions 1 and 6** project – Inventory of transportation and sheltering components
- Fiduciary for regional **Citizen's Corps**
- Prepare and advocate for passage of **Natural Hazard Mitigation Plans** and updates, both for region and individual municipalities

Natural Resources Planning

- **Mapping and inventory of open space** and undeveloped parcels
- Creation and implementation of the **Lower Connecticut River and Coastal Region Land Trust Exchange**
- Participation and leadership for Eastern **Connecticut Resource Conservation and Development Area, Inc.** (Environmental Review Teams and Farm Bill Programs)
- **Lower Connecticut River and Coastal Forest Stewardship** Initiative - Working with UCONN Extension and the U.S. Forest Service on grant entitled "Reactions to Community Engagement and Landscape Approaches to Forest Stewardship". Involves organizing and attending meetings with local officials
- Working with individual towns on **open space corridors**
- Coordination among towns on **greenway planning**

- **Lower Connecticut River Ground Truthing Project** – Grant from National Fish and Wildlife Service/EPA to map undeveloped parcels over 5 acres in area.
- **Sea level rise impacts** – organize coastal resilience workshops with TNC
- Identifying and developing tools to **preserving scenic views and vistas**
- **Pump out boat coordination** – agreement worked out through LCVSA
- Assist towns with grant applications for **natural resource funding**
- Created series of popular **canoe and kayak trail maps** which served as state-wide model
- Provide **geological expertise** when requested
- Regional liaison with State for all **Coastal Management and Coastal Permitting**
- Monitor and review updates to **Connecticut Water Company supply plans**
- Assist towns with preparation of **scenic road applications**
- Coordination with towns on **AMTRAK High Speed Rail**
- Monitor, participate, convene, research, educate on **CT River issues**
- **Staff Connecticut River Gateway Commission** with CRERPA planners
- **Charting the Course** – with Connecticut River Watershed Council, organized and presented forum series on Connecticut River issues sponsored by numerous regional public and private organizations,
- Mapped existing and potential **dock locations** on the CT River for DEP
- Provided information and coordination on **Connecticut River Ferries** issues
- **Prepared Informational materials** – Example: grant to produce and distribute brochure on “What to do with dead hemlocks” after the woolly adelgid infestation
- Active participant in **Eight Mile Wild and Scenic River Study** and designation
- **Participation on state boards** – Long Island Sound License Plate Fund, DEP Landscape Stewardship committee

Waste Management

- **Operate regional household hazardous waste facility** (12 collection days annually) – responsible for acquiring funding, construction and operation of facility
- Inform area CEOs of changes in waste handling and new recycling initiatives
- Provide **recycling education** for schools and civic groups
- **Support PhD thesis research** on environmental behavior (based on use of HHW facility)
- Represent region at **State Solid Waste Management** meetings
- Member of **State Recycling Council**

GIS/Mapping

- Maintain awareness of technological changes in field and advance **adoption of technological tools** that further planning objectives
- **Participate in State Geospatial Council** – member of CT State Geospatial Information Systems Cadastral Framework Data Subcommittee
- Collect and maintain **regional property maps and parcel data** for planning purposes
- **Provide specific maps** to towns and organizations upon request
- Applied for **RPIP grant** to create standardized regional parcel data base – goal is to develop consistent, current data base

Demographics

- **Analysis of Census**, Labor Department, Health Department and other statistical information for the region

Housing

- Participant in Middlesex County Chamber of Commerce **affordable housing committee**
- **Advise towns** on housing matters, including legislation, regulations, history, options and incentive housing
- **Coordinate housing forums** with state, regional and local non-profits

Economic Development

- Monitor regional tax base changes, recommendations of development in keeping with **character of the area**
- Applied for RPIP grant for **creation of regional economic development strategy**
- Monitor activities of **State Economic Development Districts** and act as advocate for retention of Lower Connecticut River Valley area as a separate economic entity

Agriculture

- **Develop expertise** and seminars on agriculture green architecture, energy conservation as a component of the economic base and area character,
- Organize and operate **regional community garden** in Essex, as demonstration project
- Provide classes on **soil management**
- Represent region at **Northeast Organic Farming Association**

Regional Plan of Conservation and Development

- **Prepare and update regional plan** (completing Estuary Region update prior to merger)

State Plan of Conservation and Development

- **Organize regional meetings** on behalf of OPM
- **Provide information** on regional and local plans as input for the state plan
- **Map sewer areas** for OPM
- Review and comment as an Agency and assist towns in preparing comments on **State Plan**

Coordinate with other regions

- Participate in **CARPO** (Connecticut Association of Regional Planning Organizations) meetings and activities
- **Provide speakers** for conferences and forums to include regional viewpoint
- Participate in organization of and attend **professional planners' conferences** and forums Including program development and speakers

Participate in state-wide and regional committees and studies

- **Eight mile River Wild and Scenic River Study Committee** – Working member of technical committee guiding study
- **Advisory Commission on Intergovernmental Relations (ACIR)** – Executive Director serves on Commission as representative of all 15 regional planning organizations in the State.
- **Eastern Connecticut Resource Conservation and Development Area** – staff serves as Board Secretary, Livable Communities Committee member

Public information

- **Website development and maintenance** for CRERPA, LCVSA, Connecticut River Gateway Commission, Land Trust Exchange
- **Staff training** – assist local land use staff with information on programs and practices
- Publications – Publish and distribute **educational information to public**. Examples: canoe and kayak brochures, disposal of infested hemlock, conservation easements handbook,
- radio and cable **interviews**
- **Mailing lists**
- Bulk Mailing of CRERPA **Newsletter** (prior to website)
- **Forums/Conference speakers** on regional matters and regional planning
- **Legislative monitoring**
- Navigator, translator, coordinator of **interagency functions**

Awards received for Planning Work:

CRERPA and CRERPA staff members have been recognized for our outstanding work by other organizations. Some of this recognition includes the following awards.

1998 – Rockfall Foundation to Pete Webster and CRERPA for canoe and kayak trail maps

1998 - Governor's Environmental Award to Linda Krause of CRERPA for "outstanding contributions" to the protection of Connecticut's natural resources

1999 – DEP Green Circle Award to CRERPA for "improving public access to the waterfront through voluntary projects"

2001 – NOAA, national Walter B. Jones Memorial Award to CRERPA for Excellence in Local Government Planning

2002 – Middlesex County Soil and Water Conservation District to CRERPA for Environmental Program of the Year

2002 – Rockfall Foundation to CRERPA/Gateway Commission/Connecticut River Watershed Council for planning and implementing forum series "Charting the Course"

2011 – Rockfall Foundation to Margot Burns of CRERPA for organizing and leading the Connecticut River and Coastal Land Trust Exchange

Regional Planning Organization (RPO) - Transportation Planning Activities

Product	Time Frame	Summary
MPO Documents		
Unified Planning Work Program (UPWP)	Every 2 years	A document listing of regional priorities, hourly rates and staff time, financial responsibility, funding sources, and work schedule broken down by; 1) management, 2) data collection, 3) planning, 4) technical assistance, and 5) public participation.
Transportation Improvement Program (TIP)	Every 2 years and also amended monthly	A document describing federal programs, definitions, finances, and primarily a list of all federally transportation projects to receive funding in the next four federal fiscal years
Regional Transportation Plan (RTP)	Every 4 years	The long range (30 year) planning document including sections on population and land use, the regional transportation system, transportation system management, planning for the future, and appendices.
Air Quality Conformity Determination (ACQ)	At every 1) TIP update, 2) LRP update, and 3) anytime "regionally significant" projects are added to the TIP or LRP	Included in the TIP and LRP as neither can create new violations to the National Ambient Air Quality Standards (NAAQS). "Regionally significant" projects are new highways in new locations, new lanes longer than a mile, and new expressway interchanges. The analysis is performed by ConnDOT in conjunction with ConnDEEP, RPO's, EPA, FHWA, and FTA.
Environmental Justice (EJ) Review	At every 1) TIP update, 2)LRP update,3) MTD Title VI report, and 4) project level basis as needed	Minority, low income, and Limited English proficiency populations (LEP) populations are mapped for the region at the block group level. The EJ review analyzes the projects in the TIP and LRP in relation to these populations in relation to investment impacts, implementation impacts, and operational impacts. EJ reviews are also done for large scale projects such as corridor studies, major investment studies, environmental assessment and impact statements, and for specific projects affecting the stated populations.
Public Involvement Policy (PIP)	Annually	A document that describes how agency, TIP, LRP, special studies, FTA 5307, and other public meetings are held as well as, how federal programs, TIP amendments and actions, and general information is made available to the public.
Regional Studies	As needed	Special studies are typically large scale projects done in conjunction with ConnDOT and consultancy firms. Examples include; Route 17 Corridor Study and Access Management Plan , Route 66 Corridor Study and Access Management Plan, Middletown Area River Crossing Study, Route 9 Corridor Study, Route 9 Tunnel Feasibility Study, etc.
Statewide Studies	As needed	Work with ConnDOT on statewide studies such as the Statewide Bus System Study, Statewide Bicycle and Pedestrian Study, Statewide Rest Area Study, I-91 Transportation investment Area Study, etc.
Transportation Monitoring and Management Report for the Hartford Urbanized Area	Every few years – report Annually – data collection	Congestion Management Program Report for the freeway system and arterials in the Hartford Urbanized Area performed in conjunction with CRCOG, CCRPA and MRPA.
Freight Movement in the Hartford Metropolitan Area	As needed	Freight Planning Program Report in the Hartford Urbanized Area performed in conjunction with CRCOG, CCRPA and MRPA.

Locally Coordinated Human Services Transportation Plan (LOCHSTP) for the Hartford Urbanized Area	Annually	Transit planning and needs assessment document for FTA 5310, New Freedom, and Jobs access programs performed in conjunction with CROG, CCRPA and MRPA for the Hartford Urbanized Area.
Hartford Area Regional ITS Architecture	As needed	Intelligent transportation systems (ITS) report describing stakeholders, needs, inventory, architecture, implementation, operational agreements, and ITS standards in the Hartford Urbanized Area performed in conjunction with CROG, CCRPA and MRPA.
Safe Routes to Schools (SRTS) Plans	Annually/As needed	Work with member towns to develop SRTS plans which are required when applying for Federal SRTS grants. Plans are in place in Haddam and Portland
Municipal Plans of Conservation and Development (POCD)	As needed	Work with member towns to revise sections their POCD's. Transportation sections of Durham, Haddam, Middlefield, and Portland were updated.
Midstate Region Minority and Low Income Report	Every 10 years after decennial census	Demographic and mapping report of minority and low income populations used for planning purposes
Linguistic Analysis of the Midstate Region	Every 10 years after decennial census	Demographic and mapping report of LEP populations used for planning purposes
Middletown Transit District (MTD) Title VI Report	Every 3 years	A document addressing FTA general reporting requirements, transit provider requirements, civil rights assurances, and transit monitoring procedures such as level of service, quality of service, route performance, inventory of minority and low income communities
MRPA Basic Financial Statements	Annually	A document produces in accordance with Government Auditing Standards by an independent auditor as required
Quarterly P.L. Reports	Quarterly	A brief report for ConnDOT, FHWA, and FTA describing the work completed and funds expended in the quarter based on the five primary tasks listed in the UPWP
Quarterly Commuter Lot Survey	Quarterly	A brief data collection report for ConnDOT listing the number of vehicles using each of the region's eight commuter lots
Federal/State Funding Programs		
STP-Urban Program (STP-U)	With new federal transportation bill/As needed	Flexible funding for federal aid roads classified as higher than an urban collector. Projects are typically municipal roadway capital improvement and reconstruction projects and there is also a 15% set aside for pavement preservation projects
STP-Enhancement Program (STP-E)	With new federal transportation bill	Flexible funding for projects that strengthen cultural, aesthetic, environmental and other aspects of the transportation system. Projects are typically municipal multi-use trail or streetscape projects
STP-Congestion Mitigation and Air Quality (CMAQ)	Every 2 years	Flexible funding for projects in non-attainment areas that reduce mobile emissions. Projects are typically municipal coordinated signal systems or transit improvements
STP-High Priority Projects (HPPS)	With new federal transportation bill	Legislative funding for projects such as the CBD parking garage, downtown Middletown transportation infrastructure improvements, and intermodal transportation center
Discretionary Grant Programs	Annually	1) National Scenic Byways Program (NSB), 2) Transportation, Community and System Preservation Program (TCSP), 3) Public Lands Highway Program (PLHP), 4) Ferry Boat Program, and 5) Truck Parking Facilities Program. Examples of municipal projects include the East Haddam mobility improvements and Route 154 scenic roadway designation

Local Road Accident Reduction Program (LRARP)	Annually	Local road safety improvements that help to reduce or eliminate the severity of a common accident location at a minimal cost
Section 5310 Program	Annually	Grant program for the purchase of elderly and disabled lift equipped vehicles by municipalities and non-profits
State Matching Grant Program (MGP)	Annually	Grant program for elderly and disabled demand-responsive transportation services that expand or provide new service and encourage coordination of resources
Jobs Access (Section 5316) and New Freedom (Section 5317) Programs	As needed	Jobs Access grants are for employment related transportation services for low income populations, and New Freedom for public transportation services above and beyond ADA requirements
Transit Enhancement Program	Annually	Flexible 10% set aside program for transit enhancements similar the STP-E program within the Hartford Urbanized Area therefore coordinated with CRCOG and CCRPA. Examples of projects include the MTD garden, station apron and shelter, and bus shelters
Technical Assistance/Other		
Regional Traffic Counting Program	As needed	Traffic volume, speed, gap, etc. counts and intersection turning movement counts for member municipalities
Highway Performance Monitoring System (HPMS) data collection	As needed	Data collection on local roads
Surface Transportation Program list	Annually	Publish list of a granted and obligated projects in the region
MRPA Website	As needed	Maintain and update website with meeting agendas, minutes, project solicitations, etc.
Incident Management	As needed	Provide support to the CT Traffic Incident Management Coalition, formerly the Statewide Incident Management Task Force (SIMTF), CREPC RESF-1 subcommittee , Capital Region Incident Management Steering Committee, etc.
Local Bridge Program	As needed	Provide support to member municipalities in identifying and applying for funding under the state local bridge program
Federal Funding Programs	As needed	Provide support to member municipalities on state administered federal programs such as the 1) state bridge program, 2) recreational trails (RT) program, 3) national highway system (NHS) program, 4) STP anywhere (STP-A) program, 5) Highway Safety Improvement Program (HSIP), 6) interstate maintenance (IM) program, 7) CMAQ program and other programs
American Recovery and Reinvestment Act Program (STP-ARRA)	One time bill	Solicit projects, revise agreements, assist municipalities in completing eligible applications, developing projects, and delivering projects
MPO Certification Review	Every 4 years	Provide information, materials, and site review to FHWA and FTA for metropolitan planning organization (MPO) certification
MPO Title VI/EJ Review	As needed	Provide information, materials, and site review to ConnDOT for Title VI/EJ compliance review
Planning Program Management	As needed	Federal and state program administration, federal/state/local coordination, public information meetings, response to public inquiries, maintain mailing list of public interest groups (bike/ped, community, healthcare, religious, environmental, senior, disabled, etc.) attend workshops, classes and conferences to keep up with best practices

MTD	As needed	Provide support to the MTD with annual operating agreements, ridership surveys, enhancement program, Section 5307 urban capital and operating program, Section 5311 rural capital and operating program, Section 5316 jobs access/reverse commute, triennial reviews, public participation, Title VI, safety and security, Routes and scheduling, ITS, etc.
ConnDOT	As needed	Provide support to ConnDOT in their development of statewide plans and policies, performance measures, project scoping, management systems, etc.
Functional Classification of Roadways (FC)	Every 10 years after decennial census/as needed	Review and revise as necessary functional classification of roadways in conjunction with ConnDOT for FHWA approval
Transportation Analysis Zones (TAZ)	Every 10 years after decennial census	Review and revise as necessary TAZ's in conjunction with ConnDOT for FHWA approval
Other Programs and Initiatives	As needed	Livable communities, climate change, environmental mitigation, safety planning, security planning, airport planning, waterway planning, bicycle and pedestrian planning railroad planning, commuter services planning, and other similar federal, state and local initiatives are included in the transportation planning process

Activity	Time Frame	Summary
LOCAL TECHNICAL ASSISTANCE (LTA)	On going	State Grant-in Aid was steadily reduced from a high of \$58,000+/- in the early years of the last decade to a low of 5,519 in FY 11. It has increased to \$12,000 in FY 12. Reduction in state funding has significantly reduced our ability to provide (LTA) and requires the use of local dues or surplus to fund our essential regional statutory functions. Transportation funds are used to provide (LTA) where appropriate.
Identify conflicts between local Plans of Conservation and Development (P of C&D) with the current state (P of C&D).	Last three years	As part of our last update of the Regional Plan of Conservation and Development we compared the local plan of C&D with the current state (P of C&D) and identified conflict areas and possible reasons for the conflicts. Met with local officials to discuss the conflicts.
Provide assistance to towns applying for safe routes to school funds.	Upon request	Staff assisted two towns who were submitting applications for grants under this program to upgrade the information to meet DOT criteria.
Conduct volume and speed counts on local roads.	Upon request	Staff has conducted studies for all applications that go through the Agency as well as studies for enforcement agencies through the C.E.O.'s office. Studies are also conducted for determining recommendations for local road surface preservation studies.
Provide assistance to municipalities to coordinate local projects that involve state roads.	Upon Request	Staff has attended meeting with local officials and various DOT staff to coordinate issues related to local proposals that would require state approval for the activity.
Prepare plans for local road surface preservation projects.	Upon Request	The most recent project was conducted in Haddam. Traffic counts were done and analysis of roadway utilization was performed, recommendations for re-surfacing were recommended on the basis of traffic volume and function.
Preparation of informational guidelines directed towards Public Works Departments and Town Engineers.	Periodic	Some of the topics covered included pavement management, chip sealing, postal box locations, as well as other topics. One of the more recent guidelines dealt with the Federal Highway Department's requirements for street signs.
Analysis of ridership surveys	Every 3 years	The Middletown Transit District conducts an on board survey every three years as part of their title VI requirements. Midstate analyzes the survey for the District.
Ridership surveys	Upon request	To assist towns in knowing what service levels their annual budget contribution supports, Midstate has performed these surveys for the rural route service.
Help coordinate local projects that interface with state roads	Upon request	Usually this involves the DOT District staff and the appropriate local officials.

Assist with Plans of Conservation and Development.	Upon request	Usually this assistance is related to the population, housing and transportation sections of the local plans. Staff collects census data as it becomes available for use in these updates.
Hazard Mitigation		
Natural Hazard Mitigation Plan preparation	Update every 5 years	A regional plan has been prepared and is under review by DEEP and FEMA. Once approved, the towns will be eligible for federal funding of qualified projects.
Waste Management		
Household hazardous waste collection day.	Annually	Every October an event is scheduled in Middletown at a school or other appropriate location in conjunction with MDC and local recycling coordinators. Educational materials advertizing the event and the materials that are acceptable are distributed to the schools in the participating municipalities.
GIS Mapping		
Parcel s, zoning, sewer, water, open space & local POCD's.	3 year update	For some municipalities this data is updated more frequently.
Demographics		
Same as CRERPA		
Regional Plan of C&D		
Prepare and update regional plan.	Every 10 years	During this last update effort a detailed comparison was make between the State Plan of C & D and local land use policy. The areas of conflict were identified and meeting were held with local officials to discuss the conflicts.
Regional Planning		
Required Reviews	As submitted	Zoning and text amendments within 500' of a municipal boundary. One to five reviews are handled each month. Subdivisions that abut or cross a town boundary. Three reviews per year. Applications for state funding, DEEP & DECD primarily. Six reviews per year. Review of municipal plans of conservation and development. Statues require that the plans be reviewed for update every 10 years. If they are updated they are submitted for review.

Lower Connecticut River Valley Council of Governments

Appendix B

Financial Information Detail
FY 2011 Audited Financial Information
FY 2012 Budget and Year-End Forecast Information
Proposed FY 2013 Combined Agency Budget

Lower Connecticut River Valley Council of Governments

Appendix C

CT RPO Salary Surveys FY 2011-2012
Executive Director/Planning Director
Senior Planner
Planner
GIS Coordinator & Specialist
Planning Assistant/Intern
General Administration/Office Manager
Secretary/Bookkeeper
CT RPO Fringe Benefits Survey FY 2011-2012

CT RPO SALARY SURVEY: FY 2011-12

3/30/2011

POSITION: Executive Director/Planning Director

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
CRCOG	None	\$142,800	6	32	MPA+5	Ph.D	24
CCRPA	None	\$96,710	9	37	MA+7	MS	7
COGCNV	None	\$92,316	19	37	MCP+6; BA+9	MCP	8+
CRERPA(30 Hrs)	None	\$60,840	15	33	Masters+6	MCP	7
GBRPA (Acting)	None	\$62,558	< 1 yr.	5	MUP/MRP	MUP	7
HVCEO	None	\$92,720	25	37	MS+10	MS	4
LHCEO	None	\$82,557	23	32	MS+5; BS+7	MS	1+
MRPA	None	\$93,475	43	47	MS+5; BS+7	MS	5
NECCOG	None	\$85,000	15	26			23
NWCCOG	None	\$52,898	11	34	M+4	MRP	1
SCRCOG	None	\$100,000	1	32	Equivalent Exp.	J.D.	5
SECCOG	90-110	\$110,670	12	35	MPA/MRP+6	MPA	8
SWRPA	None	\$114,360	4	42	MS+10	Ph.D	9
VCOG	None	\$109,200	5.5	25.5	MA+5 / Equiv. Exp.		5+
WINCOG	\$60-\$80	\$72,989	3	5	M+5	MA	4

POSITION: Assistant Director/Deputy Director

CRCOG							
Comm. Dev.	84.3-96.9	\$98,262	24	29	MA+4	MA	3
Trans.Services	84.3-96.9	\$84,314	<1	14	MA+5	MA	6
Public Safety	73.3-95.3	\$86,844	4	12	Masters	MPA	2
Finance	73.3-95.3	\$86,844	4	37	MA; BA	BS	1
CCRPA	None	\$61,742	7	12	MA+5	MS	4
COGCNV	None	\$44.34(HR)	7	38	MCP+5; BA+7	MRP	3
HVCEO	None	\$78,184	15	40	BA+4	PE	1
NECCOG		\$50,000	3	5	BA+	BA	0
SECCOG							
Asst. Director	\$70-\$90	\$87,989	18	41	BA+7:MA+5	MURP	6
Dir. SECHA	None	\$75,000	3	23	None	MA	0
SWRPA	None	None			BS+5		N/A

CT RPO SALARY SURVEY: FY 2011-12

3/30/2011

POSITION: Senior Planner

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
CRCOG							
Mun.Ser. Manager	63.7-82.8	\$63,754	<1	9	MA	MPA	0
Prin.Transp. Planner	\$55.4-\$72.1	\$72,899	5	14	BA	Ph.D	0
Prin.Transp. Planner	\$55.4-\$72.1	\$70,000	12	20	BA	MA	0
Prin.Transp. Planner	\$55.4-\$72.1	vacancy	NA	NA	BA		0
Sen.Transp. Planner	\$55.4-\$72.1	\$57,575	11	15	BA	BA	0
Sen.Transp. Planner	\$55.4-\$72.1	\$60,000	2		BA	BA	0
Sen.Transp. Planner	\$55.4-\$72.1	\$62,000	2		BA	BA	0
Prin.Transp. Planner	\$55.4-\$72.1	\$67,028	10	16	BA	BA	0
Prin.Com.Dev. Planner	\$55.4-\$72.1	vacant	NA	NA	MA		0
Sen.Com.Dev. Planner	\$48.2-\$62.2	\$50,470	4	9	MA	MA	0
Sen.Planner/GIS	\$48.2-\$62.2	\$62,152	4	9	BA	BA	0
Spec. Proj. Coord. P hr	\$55.4-\$72.1	vacant	NA	NA	MA		0
CCRPA							
Senior Planner/IT Mgr.	\$51,000.00	\$51,000	1	3	BA+3	MS	1
Senior Planner/Asst. Dir.	\$51,000.00	\$51,000	1	3	BA+3	MS	1
Planner II	None	None	0	0	MS+1		0
COGCNV							
Senior Planner	None	\$55,545	3+	6	MCP+3	MUP	0
CRERPA							
Senior Planner (35 hr)	None	\$56,420	15	26	MCP or equiv.	MS	0
Senior Planner (35 hr)	None	\$55,055	1	24	MCP or equiv.	MRP	0
Senior Planner (30 hr)	None	\$49,920	9	27	MCP or equiv.	MCP	0
GBRPA							
Sen.Transp.Planner	\$50-\$90	\$85,000	30	30	MUP/MRP+5	MUP	0
Transp. Engineer	\$40-\$70				BCE+4: MCE+3	BS	0
NECCOG							
Engineer	\$65-\$75	\$65,000	<1	<1	PE	MA/PE	0
Regional Planner	\$40-\$60		2	2	Masters+	MA	0
SCRCOG							
Prin. Planner (Fin.)	None	\$74,051	34	34	BA+5	BS	1
SECCOG							
Senior Planner	\$50-\$70	\$73,230	40	40	M+4: B+6	MURP	0
Senior Planner	\$50-\$70	\$71,257	23	30	M+4: B+6	MURP	0
Senior Planner	\$50-\$70	\$66,418	15	22	M+4: B+6	BA	0
Planner II	\$40-\$55	Vacant		2	M+1: B+3	MCP	0
SWRPA							
Sen. Reg Transp Coord	None	\$80,372	18	36	BS+5	MS	2
Sen.Transp.Planner	None	\$56,116	5	7	BS+5	MCP	1
Sen. Transp. Planner	None	\$56,009	4	8	BS+5	MRP	0
VCOG							
Senior Planner/GIS	None	\$75,000	5	7	MURP+2	MS+	2
WINCOG							
Senior Planner/GIS	\$45-\$59	\$48,324	10	12	BA+3	BA	1

CT RPO SALARY SURVEY: FY 2011-12

3/30/2011

POSITION: Planner

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
CRCOG							
Transp. Planner	\$36.5-\$47.4	vacant			BA		0
Transp. Planner	\$36.5-\$47.4	vacant			BA		0
Pub. Safety Planner	\$46.8-\$60.3	vacant			Masters		0
CCRPA							
Regional Planner	None	Vacant	0	0	BA+1	MA	0
Regional Planner	None	Vacant	0	0	BA+1	BA	0
Transit Manager	None	\$41,000	2	2	BA	BA	0
COGCNV							
Regional Planner	None	\$43,836	2+	2+	MCP+1:BA+3	MA	0
CRERPA							
Regional Planner (35hr)	None	\$50,960	5	16	None	BA	0
Regional Planner (35hr)	None	\$45,500	5	5	None	BA	0
GBRPA							
Sen.Transp.Planner	\$50-\$90	\$85,000	30	30	MUP/MRP+5	MUP	0
Transp. Engineer	\$40-\$70	Vacant			BCE+4: MCE+3	BS	0
MRPA							
Regional Planner	None	Vacant	NA	NA	BA: HS+Exp.	NA	0
Transp. Planner	None	\$53,768	11	15	BA: HS+Exp.	MA	0
SCRCOG							
Transp. Planner	None	\$67,965	4	37	BA+5	MS	0
Transp. Planner	None	\$59,363	4	12	BA+5	MA	0
SECCOG							
--							
SWRPA							
Regional Planner	None	\$50,143	2	7	Masters	MS	0
Transp. Planner (PT)	None	\$34/hr.	<1	11	BA	MS	0
VCOG							
Regional Planner	\$38-\$45	Vacant			M. Planning		0
Environ. Planner	None	\$75.00(hr)	7	33	BA/Equiv+5	MS	0
WINCOG							
Planner	\$35-\$44	Vacant	NA	NA	BA+1	NA	0

CT RPO SALARY SURVEY: FY 2011-12

3/30/2011

POSITION: GIS Coordinator & Specialist

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
CCRPA GIS/Tech/Clrk (PT)	None	Vacant	0	0		BA	0
COGCNV GIS Coordinator	None	\$48,345	5	17	BA+2	BS	1
GIS Plan. Asst.	None	\$37,000	0	2	BA+1	BA	0
GBRPA GIS Specialist	\$30-\$50	\$39,021	14	22	BS/GIS+3	BS/GIS	0
HVCEO GIS Manager	None	\$47,345	5	12	BS+2	BS	0
MRPA GIS Coordinator	None	\$38,293	3	3	BA+2 Exp.	BA	0
NECCOG		\$82,000					
SECCOG GIS Coordinator	\$40-\$55	\$48,000	1	10	None	MS	0
SWRPA GIS Analyst	None	\$38,000	<1	2	BA	MA	0
VCOG GIS / Planner	None	\$19.96(hr)	2	2	BA / BS	BS	0
WINCOG GIS Analyst	\$35-\$50	\$39,006	1	3	BA	BA	0

CT RPO SALARY SURVEY: FY 2011-12

3/30/2011

POSITION: Planning Assistant/Intern

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
CCRPA GIS/Tech/Clrk (PT)	None	Vacant					
COGCNV see GIS							
GBRPA Planning Asst.	\$25-\$45	\$40,679	19	25	BA/BS	BA	0
MRPA Transp. Assistant	None	\$42,827	4	4	BA+1 Exp.	BA	0
SWRPA Transp. Planning Asst.	None	\$25/hr.	<1	2	BA	MA	0
VCOG GIS Planner/Intern	None	Vacant			BA	NA	0
WINCOG Plng. Asst./Intern	\$18-\$34	\$27,136	6	6	BA	BA	0

CT RPO SALARY SURVEY: FY 2011-12

3/30/2011

POSITION: General Administration/Office Manager

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
CRCOG Sen. Fiscal Officer	**Position moved to Director						
CCRPA Office Mgr./Bkbp.	None	\$45,067	3	25	AA+6	HS+20	0
COGCNV Financial Mgr.	None	\$48,498	10	28	AA+3	BS	1
CRERPA Financial Admin.(30hrs)	None	\$46,800	9	25	None	MA	0
GBRPA Exec. Asst to Director	None	\$74,915	35	37	BA/BS+5	HS	1
HVCEO Office Mgr. (PT)	None	\$22.61(HR)	26	30	HS+5	HS	0
Fin. Mgr. (PT)	None	\$23.12(HR)	17	38	HS+5	HS+	0
LHCEO Admin. Asst.	None	\$21.79 (32 hr/wk)	14	17	AA+3: 5 Exp.	AA	0
MRPA Admin. Asst.	None	\$53,310	29	48	HS+4: AA+1	HS+	0
NECCOG		\$44,000	4	15			
NWCCOG Financial Admin.	None	\$28,613	9	46	HS+4	AS	0
SWRPA Office/Fin. Admin.	None	\$65,636	14	25	HS	AA+	1
VCOG Financial Admin.	None	\$45.00(HR)	7.5	21	AA+5/Equiv.	BS +CPA	0
WINCOG Office Manager	\$30-\$42	\$37,015	20	29	HS	HS	0

CT RPO SALARY SURVEY: FY 2011-12

3/30/2011

POSITION: Secretary/Bookkeeper

AGENCY	SALARY		EXPERIENCE		DEGREE		SUPERVISION
	Range	Actual	Actual Years In Position	Total Years of Exper.	Type Required	Actual Deg.Held	Employees Supervised
CRCOG							
Exec. Secretary	\$41.6-\$51.9	\$44,052	8	25	HS+3	HS	0
Admin. Secretary	\$32.9-\$41.0	\$39,300	8	17	HS+1	HS	0
Secretary 1	\$32.9-\$41.0	\$32,810	11	12	HS+1	HS	0
Accountant (PT)	NA	\$29,138	5	17	BS	BS	0
CCRPA							
Secretary (PT)	None	VACANT	0	0	HS+4		0
COGCNV							
Admin Assistant	None	\$37,157	2	14	AA+3	BS	0
CRERPA							
Office Mgr. (PT)	None	\$23.00(HR)	8	38	None	HS	0
GBRPA							
Secretary (PT)	\$15-\$20	\$17(HR)	4	10	HS	HS	0
MRPA							
Secretary	None	\$48,381	28	29	HS+2	AS	0
NECCOG							
Secretary		\$35,000	10+				
SCRCOG							
Admin. Assistant	None	\$50,536	41	41	HS	HS	0
Office Asst. (PT)	None	VACANT					0
SECCOG							
Exec. Secretary	\$35-\$49	\$50,524	22	25	HS+4	HS	0
SWRPA							
Admin.Asst. (PT)	None	\$24/hr.	<1	20	HS	AA+	0
VCOG							
Admin. Asst.	None	\$41,824	31	35	HS	HS	0

RPO FRINGE BENEFITS SURVEY: FY 2010-11

12/16/2011

	Midstate	Northwest	South Central	Southeastern	South Western	Valley	Windham
Maternity Leave							
Is unpaid leave allowed	Y	Y	Y-maternity	Y	Y	Y	Y
Work Week							
Hours:	40	35	35	35	35	35 hrs (4 days)	35
NOTES:	MRPA pays employee 60% of agency insurance cost if employee does not take insurance as fair reimbursement		^a As of 6/1/10, medical ins is provided as a high deductible plan (\$4,400), with SCRCOG funding an employee Health Saving Account at 90%.	^a Health insurance opt-out payment to employees taking less than full insurance coverage equal to 1/3 the savings to SECCOG.	^a Health insurance opt-out payment to employees waiving medical insurance coverage equal to 60% savings to SWRPA.	^a VCOG reimburses all employee out of pocket medical costs up to \$1000 per year	

RPO FRINGE BENEFITS SURVEY: FY 2011-12 (Data Request)

12/16/2011

	Capitol	Central CT	Central Naugatuck Valley	CT River Estuary	Greater Bridgeport	Housatonic Valley	Litchfield Hills
Maternity Leave							
Is unpaid leave allowed	Y	Y	Y-16 week max	Y fem.- only	Y	Y	Y
Work Week							
Hours:	19-35(PT/FT)	35	35	15-29/30-35 (PT/FT)	35	35	32-35
NOTES:	Employee Deductible 1500/4500 - in/out patient hospital deduct; EyeMED Vision Care 100%		If part-time, vacation, holidays and sick leave are prorated @ 20/35	*Cash for out of pocket medical expenses; if part time, 7 hr holiday pay; no other benefits			

RPO FRINGE BENEFITS SURVEY: FY 2010-11

12/16/2011

	Midstate	Northwest	South Central	Southeastern	South Western	Valley	Windham
Carrier:	various	ICMA	Prin. Fin. Grp.	MERF	Charles Schwab	The Principal	ING
PROF LIABILITY INS							
Carrier:	None	None	U.S. Liability Ins	Birmingham Ins.	Travelers	St. Paul Trav.	RSUI Indemnity
Coverage:	None	None	\$2,000,000	\$1,000,000	\$1,000,000	\$2,000,000	\$1,000,000
LEAVE BENEFITS							
Vacation	Yrs Srvd Days/Yr	Yrs Srvd Days/Yr	Yrs Srvd Days/Yr	Yrs Srvd Days/Yr	Yrs Srvd Days/Yr	Yrs Srvd Days/Yr	Yrs Srvd Days/Yr
	1 to 5 10	1 to 5 10	0 to 5 10	1 10	1 to 4 10	0 to 1 10	0 to 1 5
	5 to 10 15	6 to 10 15	6 to 10 15	2 11	5 to 9 15	2 11	1 to 4 10
	10+ 20		10+ 20*	3 12	10 to 1 20	3 12	5 to 9 15
			*only FTEs hired before 4/1/97	1 day for each additional year	20+ 20	4 13	10+ 20
						5 15	
Limit:	30 days carryover per year	10 day carryover	Accrue to max of 20 days/yr	Accrue to max of 20 days/yr			max= Annual leave + 10 days
Sick Leave							
Days per yr:	12	12	15	12	12	105 hrs/yr	15
Limit:	36 days	30 days	75 days	120 days	60 days	Mandatory Agency buy-back every 6 mos @ 50%	30 days
Personal Leave							
Days per yr:	3	3	3	0	5	3-Jan	3
Limit:	no carryover	no policy	no carryover	na	no carryover	no carryover	no carryover
Holidays							
Days per yr:	12	12	12	12	12	13	12
Compensatory Time							
Rate:	1 for 1	1 for 1	none	up to 3 hrs per mtg.	1 for 1	1 for 1	1 for 1
Professional Leave							
Agency policy:	Discretion of Exec Director	5 days	Discretion of Exec Director	Discretion of Exec Director	Discretion of Exec Director	Discretion of Exec Director	Discretion of Exec Director

RPO FRINGE BENEFITS SURVEY: FY 2011-12 (Data Request)

12/16/2011

	Capitol	Central CT	Central Naugatuck Valley	CT River Estuary	Greater Bridgeport	Housatonic Valley	Litchfield Hills
Carrier:		ING	ING	ICMA	ICMA	various	Ameriprise Fin.
PROF LIABILITY INS							
Carrier:	CIRMA	Great American	Reliance Ins.	None	None	CIRMA	CIRMA
Coverage:	\$1,000,000	\$1,000,000	\$1,000,000	None	None	\$1,000,000	\$1,000,000
LEAVE BENEFITS							
Vacation	<i>Yrs Srvd</i> <i>Days/Yr</i>	<i>Yrs Srvd</i> <i>Days/Yr</i>	<i>Yrs Srvd</i> <i>Days/Yr</i>	<i>Yrs Srvd</i> <i>Days/Yr</i>	<i>Yrs Srvd</i> <i>Days/Yr</i>	<i>Yrs Srvd</i> <i>Days/Yr</i>	<i>Yrs Srvd</i> <i>Days/Yr</i>
	0-1 10	0 to 5 13	1 to 5 10	0 15	0 to 2 10	6 mos 5	0 to 5 10
	1 to 5 15	5 to 10 19	5 to 10 15		2 to 5 15	1+ 10	6 to 10 15
	5+ 20	10+ 21	10 to 15 20		5+ 20	5+ 15	11 to 15 20
			15+ 25			11+ 20	16+ 25
						17+ 25	
Limit:	20 day accrual with carryover to be used next year	20 days	Accrue to max of 30 days/yr	20 days	Accrue to max of 25 days/yr	Accrue to max of 25 days/yr	Accrue to max of 25 days/yr
Sick Leave							
Days per yr:	12	12	12	15	13	discretionary	12
Limit:	60 days	60 days	60 days	30 days	none	45 days	70 days
Personal Leave							
Days per yr:	3	3mns no time taken/earn a vac day	3	3	3	3	3
Limit:	no carryover	none	no carryover	no carryover	no carryover	no carryover	none
Holidays							
Days per yr:	13	11	12	12	13	12	12
Compensatory Time							
Rate:	1 for 1	1 for 1	2 hrs/meeting	1 for 1	none	anything over 7hrs/month	1 for 1
Professional Leave							
Agency policy:	Discretion of Exec Director	Discretion of Exec Director	Discretion of Exec Director	Discretion of Exec Director	Discretion of Exec Director	10 days w/o pay	none

RPO FRINGE BENEFITS SURVEY: FY 2010-11

12/16/2011

	Midstate	Northwest	South Central	Southeastern	South Western	Valley	Windham
HEALTH PLAN							
Type:	POS	HMO	POS ^a	FlexPOS Health Sav.Acct. ^a	Flex POS with Health Sav. Acct [*]	POS	POS
Name of Plan:	Indiv. Choice	MEHIP	Aetna Choice	ConnectiCare	Oxford 200D	Bluecare	Bluecare
Provider:	Indiv. Choice	Aetna	Aetna	ConnectiCare	CBIA Connections	Anthem	Mansfield
Major medical	Y	Y	Y	Y	Y	Y	Y
Doctor visits	Y	Y	Y	Y	Y	Y	Y
Dental	Y	Y	Y	Y (Anthem Flex)	Y (separate)	Y(separate)	Y (Employee pays)
Prescriptions	Y	Y	Y	Y	Y	Y	Y
Eyeglasses	N	Y	Y	Y	N	Y	N
Other:							
Pct Paid by Agency for:							
Employee:	80%	100%	90%	90%	90%	100% ^a	95%
Family:	80%	100%	90%	90%	90%	100% ^a	50%
LIFE INSURANCE							
Amount	1.5x salary	1x salary	\$50,000	\$50,000	up to \$75,000	1x salary ExecDir = 3x salary	1.5x salary
Pct paid by Agency:	80%	100%	100%	100%	100%	100%	100%
DISABILITY INSURANCE							
Carrier:	Guardian	Unum Life	None	UNUM	Prin. Life Ins.	ExecDir Only MassMutual	None
Short-term benefit:	70% salary	None	None	None	67%	80% salary	None
Long-term benefit:	60% salary	60%	None	60%/ Salary	60% for 5 yrs.	80% salary	None
Pct paid by Agency:	0.8	100%	None	100%	100%	100%	None
RETIREMENT PLAN							
Type:	457 Def Comp	457 Def Comp	457 Def Comp	Defined Benefit	Defin. Bnft	SEP (def comp)	457 Def Comp
Pct Paid by Agency:	5%	6.50%	5%	9.50%	100%	6% ExecDir=15%	up to 6%
Employee Contrib:	3%+	optional	optional	2.25	0%	optional	optional
Yrs before eligible:	1 year	6 mos	3 mos	0	1 year	6 mos	6 mos
Yrs to be fully vested:	1 year	na	5 years	10 years	7 years	na	na
Min yrs for retirement:	age 55	na	age 65	na	age 55	na	na

RPO FRINGE BENEFITS SURVEY: FY 2011-12 (Data Request)

12/16/2011

	Capitol	Central CT	Central Naugatuck Valley	CT River Estuary	Greater Bridgeport	Housatonic Valley	Litchfield Hills
HEALTH PLAN							
Type:	POS / or H S A	PPO	PPO	POS	HMO	HMO	H S A
Name of Plan:	Bluecare	Century Pref	Century Pref	Blue Care	HMO High Ded	BlueCare Plus	Lumenos HSA
Provider:	Anthem/Anthem	Anthem	MEHIP/Anthem	Anthem	ConnectiCare	Anthem	Anthem BC/BS
Major medical	Y	Y	Y	Y	Y	Y	Y
Doctor visits	Y	Y	Y	Y	Y	Y	Y
Dental	Y(Guardian)	Y	Y (Anthem)	Y (separate)	Y (Guardian)	Y	Y(Ameritas)
Prescriptions	Y	Y	Y	Y	Y	Y	Y
Eyeglasses	Y	N	N	Y	N	N	N
Other:	Y (Sec.125) EyeMED Vision Care			\$500*			
Pct Paid by Agency for:							
Employee:	90% / 100%	95%	90%	100%	100%	100%	100% premium 80% H S A
Family:	90% / 100%	90%	90%	50%	90%	100%	100% premium 80% H S A
LIFE INSURANCE							
Amount	1x salary \$100,000 max	up to \$30,000	employee option: up to 15% of pension	None	None	2x salary	\$50,000
Pct paid by Agency:	100%	100%	varies	None	None	100%	100%
DISABILITY INSURANCE							
Carrier:	Mutual of Omaha	Guardian	Guardian	None	None	Mut of Omaha & IDS	None
Short-term benefit:	60% salary	60% salary	60% salary	None	None	100% salary	None
Long-term benefit:	60% salary	None	60% salary	None	None	60% salary	None
Pct paid by Agency:	1	90%	100%	None	None	100%	None
RETIREMENT PLAN							
Type:	Defined Comp	Money Purchase (Savings) Plan	Target Trust	457 Def Comp	401(a)	SEP	Annuity
Pct Paid by Agency:	10%	4%	varies	6%	5%	7.50%	5%
Employee Contrib:	0%	3%	2% of salary	optional	2% - 5%	0%	0%
Yrs before eligible:	6 mos	1,000 hours	1,000 hours	1 year	6 mos	6 mos	1 year
Yrs to be fully vested:	5	10	5	1	5	na	1 year
Min yrs for retirement:	Age 65	na	age 65	na	age 64	na	na

Lower Connecticut River Valley Council of Governments

Appendix D

Job Descriptions
CRERPA
General Job Descriptions
Executive Director (Transitional)
Assistant Director/Principal Planner
Administrative Assistant/Office Manager
Finance Administrator
Senior Planner
Regional Planner
MRPA
Executive Director
Transportation Planner
Assistant Planner/Transportation
GIS Coordinator
Administrative/Finance Assistant
Secretary

LOWER CONNECTICUT RIVER VALLEY COUNCIL OF GOVERNMENTS

**General Job Descriptions
(12/11 draft)**

REQUIREMENTS FOR ALL STAFF

All staff of the regional planning organization must have the following skills:

- Ability to work as part of a team essential.
- Flexibility and willingness to assume new tasks as RPO functions change
- Excellent communications skills, both written and oral, in both one-on-one and group settings
- Good understanding of local and state government functions, FOIA
- Broad range of experience in planning and/or related fields. Life experiences which are comparable to the agency's mission are considered a positive qualification.
- Willingness to assist other staff with priority projects and activities
- Ability to attend evening meetings.
- Ability to secure employee's own transportation to the office and to relevant meetings outside the office
- Basic computer skills
- Vacancies may be filled by individuals with skills and experience which complement existing staff.
- An effort will be made to accommodate personal and family needs.

SPECIFIC QUALIFICATIONS

(Transitional) Executive Director

Position Summary Provides leadership for the agency. Planner and general administrator of both short and long term programs and activities.. Oversees personnel, budget, work program, and coordination with other agencies. Provides staff support for agency board and committees. Maintains current knowledge of state and local issues. Serves as principal planner for specific agency projects. Serves as agency representative on regional and statewide committees... Serves as agency spokesperson as required. May fill other professional responsibilities as necessary. Receives supervision from the Board of Directors.

Minimum required Qualifications Master's Degree in Planning or closely related field. Minimum ten years' experience in land use planning or closely related field. Experience in a public agency. Some supervisory experience required.

Knowledge, Ability and Skills Must meet requirements for all staff as listed separately, in addition to the following criteria: Thorough knowledge of the principles and practices of land use and regional planning. Knowledge of state and federal regulations pertaining to agency functions. Knowledge of local land use management systems and system changes occurring in member towns. General knowledge of local government functions. Familiarity with subject matter specialties within the agency work program... Knowledge of budget and personnel administration.. Ability to express concepts in understandable terms and present oral and written information to officials and the public in a clear, concise and interesting manner. Ability to innovate, seek and encourage participation in agency activities, and motivate other staff members. .

Assistant Director/Principal Planner

Position Summary Assists Executive Director in the administration of the Agency. Assumes responsibility for agency leadership in the absence of the Director. Responsible for specific program areas and/or projects within the work program.. May represent the agency on boards and committees..Maintains a current knowledge of local, state and federal issues affecting member towns. Provides planning advice and assistance to other staff planners. Receives supervision from the Executive Director.

Education and Experience Master's degree in land use planning or closely related field. Minimum five years experience in a planning office or closely related activity. Experience within a public agency preferred. Some supervisory experience preferred.

Knowledge, Ability and Skills Must meet requirements for all staff as listed separately, in addition to the following criteria:. Thorough knowledge of principles and practices of land use and regional planning. Knowledge of federal, state and local regulations pertaining to agency functions. General knowledge of local government functions. Familiarity with subject matter specialties within the agency work program. Ability to present written and oral information to officials and the public in a clear, concise and interesting manner. Ability to innovate and accept new challenges.

Administrative Assistant/Office Manager

Position Summary Under the direction of the Executive Director, provides general administrative support for the agency. Prepares and maintains agency documents, notices, agendas and minutes. Maintains agency database. Prepares correspondence as requested. Purchases and manages office supplies and equipment. Researches major equipment acquisitions. Serves as agency receptionist for in-person visitors and electronic contacts. Processes agency mail.

Education and Experience Bachelor's degree or equivalent experience. Minimum of five years experience in an administrative assistant capacity. Experience at the municipal government level desirable.

Knowledge, Ability and Skills Must meet requirements for all staff as listed separately, in addition to the following criteria: Strong organizational and time management skills. Knowledge of widely-used computer programs for data analysis. Ability to conduct research on a variety of issues. Considerable written and oral ability to present ideas in a clear and accurate manner.

Financial Administrator

Position Summary Under the direction of the Executive Director, prepares and maintains financial records for the agency, including time sheets, accounts receivable, accounts payable and audit preparation. Makes recommendations for improvements to the financial accounting system. Assists Director with preparation of the annual budget and monthly financial reports. Serves as human resources researcher for medical insurance and other personnel matters. Performs other office functions in a back-up capacity, including general editing, grant application and management, as well as office management.

Education and Experience Bachelor's degree in financial field or a minimum of five years' experience as a bookkeeper/financial manager. Some experience with government or a public agency desirable.

Knowledge, Ability and Skills Must meet requirements for all staff as listed separately, in addition to the following criteria: Thorough knowledge of bookkeeping principles and practices. Knowledge of federal and state payroll requirements. Ability and knowledge to use a variety of financial and other computer software. Ability to deal with other government entities and to process grant paperwork.

Planner(s): There will be two categories of "Planner", based on length and range of experience.) Planning Specialties within staff, not distinct job classifications, will include HHW and Recycling, Transportation, Local Assistance, Environmental, Housing, Emergency Management, GIS, other.

Senior Planner

Position Summary Under the general supervision of the Executive Director and Assistant Director, utilizes professional planning principles and practices to carry out the agency work program as assigned. The Senior Planner is expected to deal with a more diversified workload than the Regional Planner. May specialize in a particular area of planning, such as transportation, environment or economic development, as required. May work independently on individual projects or programs and act as agency spokesperson for those matters when authorized by the Director. May represent the agency on boards and committees. May provide services directly to member towns as assigned. Researches new projects and techniques for agency consideration, consistent with the agency's mission. Maintains current knowledge of innovations in land use and other areas of planning.

Education and Experience Master's degree in land use planning or closely related field, or equivalent experience. Minimum of five years' in a planning capacity. Previous experience with a government or non-profit agency preferable.

Knowledge, Ability and Skills Must meet requirements for all staff as listed separately, in addition to the following criteria: Thorough knowledge of the principles and practices of land use and regional planning. Knowledge of relevant federal, state and municipal government functions. Knowledge of the Lower Connecticut River Valley Region. Ability to make written and oral presentations to officials and the public in a clear, concise and interesting manner. Ability to express innovative concepts and develop implementation plans for such concepts.

Regional Planner

Position Summary: Under the general supervision of the Executive Director and Assistant Director, utilizes professional planning principles and practices to carry out the agency work program as assigned. The Regional Planner is expected to perform most of the same functions as the Senior Planner, except that the Senior Planner will deal with those issues requiring greater experience.

Education and Experience Master's degree desirable. Required Bachelor's Degree in a field closely-related to land use planning, such as environmental science, geography, geology, economics or government, plus three years' experience in a planning position.

Knowledge, Ability and Skills Must meet requirements for all staff as listed separately, in addition to the following criteria: Thorough knowledge of the principles and practices of land use and regional planning. Knowledge of relevant federal, state and municipal government functions. Knowledge of the Lower Connecticut River Valley Region. Ability to make written and oral presentations to officials and the public in a clear, concise and interesting manner. Ability to express innovative concepts and develop implementation plans for such concepts.

MIDSTATE RPA – JOB DESCRIPTION EXECUTIVE DIRECTOR
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Position Summary/Purpose:

The purposes of this position are to plan, organize, manage, conduct and supervise a comprehensive regional planning and development program for the Midstate Regional Planning Agency including Transportation Planning, Grants Management, land use planning, regional efforts, etc. The Executive Director is required to exercise considerable independent judgment in administering and managing the region's planning process and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Administers, supervises, reviews, evaluates and makes recommendations related to applications for zoning, subdivisions, conservation & development plans, grant applications submitted to the Regional Planning Agency under State statutes or regulations
- Direct the preparation of the regional plan of conservations and development
- Provides technical advice, information and policy recommendations on matters related to land use development, regional planning, grants and transportation planning for the Region. Participates in the ranking and evaluating of competitive transportation projects and other regional projects and establishment of priorities.
- Supervise and oversee the transportation planning process for the Regional Planning Agency/Metropolitan Planning Organizations through the preparation and development of three major documents/plans including the Design of the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRP)
- Management of the Planning process for the region through program administration or various state and federal regulations, providing information to the public and towns through workshops and meetings. Making recommendations to the RPA board for adoption of various programs and plans. Updates web site with appropriate information to inform the public about regional planning and transportation issues.
- Analyzes the effectiveness of land use controls and makes short term and long term recommended changes.
- Coordinates Regional planning programs with other regional planning organizations, state, and federal agencies, local governments, non-profits and private organization
- Provides staff assistance to and coordinates the activities of Regional Planning Agency Board including the preparation of all Board related correspondence.
- On a contracted basis serves as Town Planner, zoning enforcement officer, wetlands

enforcement officer for the Town of Durham and provide professional advice to First Selectman, Planning & Zoning Commission, Inland Wetlands Commission, and Zoning Board of Appeals related to land use issues and related grants. Prepares related correspondences such approvals, denials, special permits, surety agreements, etc.

- On a contracted basis serves as the Town Planner, back up zoning enforcement officer for the Town of Middlefield and provide professional advice to First Selectman, Planning & Zoning Commission, Inland Wetlands Commission, and Zoning Board of Appeals related to land use issues and related grants. Prepares related correspondences such approvals, denials, special permits, surety agreements, etc.
- Assists with, supervise or prepares appropriate grants for the Towns or Region.
- Develops Agency policies and procedures and assigns, trains and supervises staff. Consults with Board or appropriate authorities on such personnel actions as hiring, termination, and discipline
- Prepares and administers operating budget and work program for agency; presents annual local assessment requests to the Towns.
- Submits oral and written reports to Town officials and state agencies as required

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other staff as needed to promote a team effort to serve the agency.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master's degree in planning, urban planning, regional planning, transportation planning or related degree from an accredited college or program and have over seven (7) years of experience in planning, transportation planning with specific experience with working in a metropolitan planning organization preferred including a minimum of two (2) years of supervision/management experience and or any equivalent combination of education, training and work experience.

Special Requirements: Must have and maintain: Valid Driver's License.

Knowledge, Ability and Skill:

Demonstrated competence in the following areas:

Thorough knowledge of the principles and practices of land use management, city and regional planning, zoning and transportation planning programs; thorough knowledge of state and federal regulations and related to planning, regional planning, transportation planning, land use and development; thorough knowledge of freedom information law and process of making public aware of regional planning programs; knowledge of GIS/GPS systems and computer applications; knowledge of budget and personnel administration;

Ability to develop short term and long range comprehensive plans for land use and transportation administration; ability to read and interpret site plans, drawings and specifications; ability to perform technical research and analysis in the field of planning, transportation, land use and development; ability to analyze, interpret and explain complex regulations to others; ability to work with and provide policy recommendations to boards; ability to multitask ; ability to assign, train, and supervise staff;

Excellent verbal and written communication skills to prepare complex reports; aptitude for working with drawings, plans and maps; aptitude for working with people and maintaining effective working relationships with various groups; project management skills; aptitude for working with paperwork and details; excellent research skills; excellent budget and financial management skills to maintain complex records of grants and allocation formulas; personnel administration skills to manage all levels of staff.

Supervision:

Supervision Scope: Performs varied and responsible technical, administrative, management and supervisory responsibilities requiring a strong knowledge of the regional planning, grants, land use, and transportation programs and state and federal regulations; and an exercise of judgment and initiative to effectively and efficiently regional planning agency; works independently and in combination with regional towns and state and federal agencies.

Supervision Received: Works under the general direction of the Regional Planning Agency Board, following professional standards, procedures and policies with little day to day supervision

Supervision Given: Supervises Transportation Planner, GIS Coordinator, Administrative/Finance Assistant and Secretary developing job direction, assigning tasks, providing instructions as needed and monitoring performance. Provides indirect supervision to Assistant Planner/Transportation.

Job Environment:

Administrative work is most often performed in a moderately quiet office with regular interruptions during the day from other Town staff, teleconference calls, state and federal agencies via phone; outdoor work includes driving to Town sites or offices, various meetings and gathering data and field observations where they are exposed to safety issues related to traffic or outdoor environment; outdoor work is done under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with all regional towns and state and federal agencies and the public requesting information; mostly work with Town CEO's, Public Works Directors, Town Planners, Town Engineers, attorneys, surveyors, applicants, census bureau, Middletown Transit District, COG's, RPA's, FHA, FTA, ConnDot; communication is frequently in person, by telephone, teleconference calls, email, fax, in writing or at meetings.

Errors in judgment or omissions could result in delay of services or rework and monetary loss and major concerns by towns if reports are not completed and funding and new programs are not implemented and various legal ramifications.

Physical and Mental Requirements:

Major physical activities required involve sitting, using eyes, hands and fingers to work at the computer preparing reports or analyzing data. Position also requires the physical skills for driving to offices or field locations which also involves walking and standing. Listening and speaking skills needed to deal with information sharing and research. On occasion also uses arms to file or bending to file documents. On occasion move file boxes up to 25lbs. Driving includes dealing with traffic noise otherwise office is mostly quiet. Mental requirements involve long hours of analysis of data research and preparation of reports; an ability to deal with details of various reports and regulations. Visual requirements include those needed for driving and use of computer.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

<p style="text-align: center;">MIDSTATE RPA – JOB DESCRIPTION TRANSPORTATION PLANNER</p>
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Position Summary/Purpose:

The purposes of this position are to plan, develop and manage the regional transportation plan through the various state and federal regulations. The position accomplishes this work through the development of numerous reports which requires coordination of data collection and analysis with towns, state and federal agencies to insure funding for the regional towns. The Transportation Planner is required to exercise considerable independent judgment in administering and managing the region's transportation planning process and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Management of the transportation planning process for the Regional Planning Agency/Metropolitan Planning Organizations through the preparation and development of three major documents/plans including the Design of the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRP)
- Management of the Planning process for the region through program administration or various state and federal regulations, providing information to the public and towns through workshops and meetings. Making recommendations to the RPA board for adoption of various programs and plans. Updates web site with appropriate information to inform the public about regional planning and transportation issues.
- Provides technical assistance on related transportation and development plans to local, state, federal agencies as well public interest groups including but not limited to: FHWA, FTA, ConnDot, Middletown Transit District, regional towns, and regional COG's, etc
- Performs data collection and analysis to prepare reports and managing planning process for various agencies and towns. Examples include but not limited to: census data, traffic counts, commuter lot surveys, congestion management program data collection, building permits, employment data, traffic volume, town maintained federal aid roads and bridges, parking, railroad, transit enhancements, bicycle & pedestrian data, etc
- Preparation of additional related reports for transportation and planning functions include but not limited to: Middletown Transit District report, locally coordinated Human Services report, ConnDot quarterly reports, Safe Routs to School reports, regional bicycle/pedestrian reports, corridor studies, bus studies, pavement management reports, bridge reports, plan of conservation and development reports, air quality conformity

- reports, demographic reports, etc
- Management of various state and federal transportation programs through reporting requirements, analysis, input or development of reports to assist the towns and insure proper funding. This includes but not limited to: Surface Transportation Programs (STP), Congestion Mitigation and Air Quality (CMAQ), Transportation and Community System Preservations (TCSP), Bridge replacement and rehabilitation, Local Road Accident Reduction Program (LRARP), FTA programs, job access reverse commute programs , resurfacing programs, rail programs, congestion management, intelligent transportation systems, airport planning, waterway planning, commuter service planning, bicycle and pedestrian planning, railroad planning, etc.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other staff as needed to promote a team effort to serve the agency.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master's degree in planning, urban planning, community development, transportation planning or related degree from an accredited college or program and have over seven (7) years of experience in planning, transportation planning with specific experience with working in a metropolitan planning organization preferred or any equivalent combination of education, training and work experience.

Special Requirements: Must have and maintain: Valid Driver's License.

Knowledge, Ability and Skill:

Demonstrated competence in the following areas:

Thorough knowledge of the principles and practices of land use management, planning, zoning and transportation planning programs; thorough knowledge of state and federal regulations and related to planning, zoning, regional planning, transportation planning, land use and development; thorough knowledge of freedom information law and process of making public aware of transportation programs; knowledge of GIS/GPS systems and computer applications, traffic recorders, appropriate for office;

Ability to develop short term and long range comprehensive plans for land use and transportation administration; ability to read and interpret site plans, drawings and specifications; ability to perform technical research and analysis in the field of planning, transportation, land use and development; ability to analyze, interpret and explain complex regulations to others; ability to work with and provide policy recommendations to boards; ability to multitask ; ability to assign, train, and supervise technical staff;

Excellent verbal and written communication skills to prepare complex reports; aptitude for working with drawings, plans and maps; aptitude for working with people and maintaining effective working relationships with various groups; project management skills; aptitude for working with paperwork and details; excellent research skills.

Supervision:

Supervision Scope: Performs varied and responsible technical, administrative, management and supervisory responsibilities requiring a strong knowledge of the planning, transportation programs and state and federal regulations; and an exercise of judgment and initiative to effectively and efficiently manage planning and transportation programs; works independently and in combination with regional towns and state and federal agencies.

Supervision Received: Works under the direction of the Executive Director, following professional standards, procedures and policies

Supervision Given: Supervises Assistant Planner/Transportation developing job direction, assigning tasks, providing instructions as needed and monitoring performance. Provides direction to GIS coordination related to requests for work products and assistance.

Job Environment:

Administrative work is most often performed in a moderately quiet office with regular interruptions during the day from other Town staff, teleconference calls, state and federal agencies via phone; outdoor work includes driving to Town sites or offices, various meetings and gathering data and field observations or performing traffic counts where they are exposed to safety issues related to traffic congestion; outdoor work is done under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment and occasional operation of GPS equipment and traffic counter, and hand tools to traffic counter.

Makes frequent and periodic contact with all regional towns and state and federal agencies requesting information about various transportation programs; mostly work with Town CEO's, Public Works Directors, Town Planners, Town Engineers census bureau, Middletown Transit District, COG's, RPA's, FHA, FTA, ConnDot; and occasional contact with the general public and public interest groups; communication is frequently in person, by telephone, teleconference calls, email, fax, in writing or at meetings.

Errors in judgment or omissions could result in delay of services or rework and monetary loss and major concerns by towns if reports are not completed and funding and new programs are not implemented.

Physical and Mental Requirements:

Major physical activities required involve sitting, using eyes, hands and fingers to work at the computer preparing reports or analyzing data. Position also requires the physical skills for driving to offices or field locations which also involves walking and standing. Listening and speaking skills needed to deal with information sharing and research. On occasion also uses arms to file or bending to file documents. On occasion move traffic counting equipment up to 25lbs. Driving includes dealing with traffic noise otherwise office is mostly quiet. Mental requirements involve long hours of analysis of data research and preparation of reports; an ability to deal with details of various reports and regulations. May be required to use GPS while driving or sitting or standing in field locations. Visual requirements include those needed for driving and use of computer.

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<p style="text-align:center">MIDSTATE RPA – JOB DESCRIPTION ASSISTANT PLANNER/TRANSPORTATION</p>
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Position Summary/Purpose:

The purposes of this position are to prepare specific grants each year and provide research assistance and data collection and analysis of various projects for the regional towns as well as assist the Transportation Planner with various transportation reports, data gathering and analysis. The Assistant Planner/Transportation is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Management of the Safe Routes to Schools Program. Send out notices of grants to all towns and schools to determine interest. Gather data on school populations to determine if they meet the requirements. Assist schools with timely preparation of the grant application and implementation of grant if awarded
- Management of Bus Transportation Grants. Work with towns to determine needs and analyze data such as census, ridership, routes, and appropriate locations for bus routes, etc. Assist towns with application process for new buses and other appropriate grants and implementation of grant if awarded.
- Assists Transportation Planner with research, data collection and analysis for preparation of various transportation planning reports.
- Provides data collection and analysis and research for Town with specific emphasis on Town Public Works Departments such as: new street sign regulations, pavement management systems, sand and salt operations for winter storms, sidewalk constructions, scenic road grants and funding, bike paths, land use grants, etc
- Performs traffic count studies for various grants and reports for Transportation Planner and transportation planning efforts
- Assist Executive Director with research or data collection and analysis for the Town of Durham and Middletown's planning and land use issues.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other staff as needed to promote a team effort to serve the agency.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's degree in planning, geography, community development, transportation planning or related degree from an accredited college or program and have over two (2) years of experience in planning, road construction, transportation planning with specific experience with preparation of grants preferred or Associates degree with over 5 years of experience as listed above or any equivalent combination of education, training and work experience.

Special Requirements: Must have and maintain: Valid Driver's License.

Knowledge, Ability and Skill:

Demonstrated competence in the following areas:

Knowledge of the principles and practices of land use management, planning, zoning, transportation planning and road and sidewalk construction programs; knowledge of grant application process and appropriate regulations; knowledge of GIS/GPS systems and computer applications, traffic recorders, appropriate for office;

Ability to read and interpret site plans, maps, drawings and specifications; ability to perform data collection and analysis out in the field and via computer searches and working with state and federal agencies; ability to manage grant applications in cooperation with Towns; ability to multitask;

Good verbal and written communication skills specifically related to preparation of grants; aptitude for working with drawings, plans and maps; aptitude for working with people and maintaining effective working relationships with various groups; project management skills.

Supervision:

Supervision Scope: Performs varied technical, administrative, research responsibilities requiring knowledge of the land use and transportation state and federal regulations; and an exercise of judgment and initiative to research and prepare grant applications; works independently and in combination with others

Supervision Received: Works under the direction of the Transportation Planner, following professional standards, procedures and policies; may receive assignments from Executive Director.

Supervision Given: None

Job Environment:

Administrative work is most often performed in a moderately quiet office with regular interruptions during the day from other Town staff, state and federal agencies via phone ; outdoor work includes driving to Town sites or offices, various meetings and gathering data and field observations or performing traffic counts where they are exposed to safety issues related to traffic congestion; outdoor work is done under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment and occasional operation of GPS equipment and traffic counter, and hand tools to traffic counter.

Makes frequent and periodic contact with all regional towns and schools and state and federal agencies requesting information about grants; mostly work with Town CEO's, Public Works Directors, Town Planners, census bureau, Middletown Transit District; and seldom contact with the general public; communication is frequently in person, by telephone, email, fax, in writing or at meetings.

Errors in judgment or omissions could result in delay of services or rework and monetary loss.

Physical and Mental Requirements:

Major physical activities required involve sitting, using eyes, hands and fingers to work at the computer preparing reports or analyzing data. Position also requires the physical skills for driving to offices or field locations which also involves walking and standing. Listening and speaking skills needed to deal with information sharing and research. On occasion also uses arms to file or bending to file documents. On occasion move traffic counting equipment up to 25lbs. Driving includes dealing with traffic noise otherwise office is mostly quiet. Mental requirements involve long hours of analysis of data; an ability to deal with details of various grants and regulations. May be required to use GPS while driving or sitting or standing in field locations. Visual requirements include those needed for driving and use of computer.

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MIDSTATE RPA – JOB DESCRIPTION GIS COORDINATOR

Position Summary/Purpose:

The purposes of this position are to implement and maintain the Region's Geographic Information Systems (GIS) databases. A major purpose is to serve as lead data entry source to all RPA staff and Towns who use GIS. S/he accomplishes this by assisting with: Implementing applications and layers to GIS; field work with Global Positioning Systems (GPS); input/conversion of GPS or other data into the GIS database; entering and editing attribute and digital data and providing appropriate maps and analysis as needed. The GIS Coordinator is required to exercise independent judgment in problem solving and maintenance of GIS database and expanding data base and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Act as lead data entry source for the Regions' Geographic Information System (GIS); creatively recommend data display and use, in order to support informed decision making. Work closely with all RPA staff and Towns to update existing data, as well as to create new data sets for future use.
- Create maps for Transportation Improvement Programs, Regional Transportation Planning, Regional Plan of Conservation and Development Documents, Hazard Mitigation Plans, Sewer Service construction or existing systems and other requests from towns which are appropriate for the use of GIS maps
- Responsible for appropriate acquisition of all GIS data, whether through field work or purchase. Responsible for managing and updating the GIS database
- Provide research and analysis to various towns and their developers through review and analysis of GIS data and the conversion of such data into appropriate maps to provide assistance to decision and policy makers
- Convert statistical data into maps and other graphic representations
- Work with the staff or consultants to ensure that all GIS data is properly backed up, in case of disaster.
- Responsible for the availability of all GIS data and its representation.
- Coordinate field work activities of staff or consultants; ensure any field developed data points are properly inputted to the GIS.
- Maintain thorough knowledge of the latest version of ArcView and Arc Info and other GIS applications
- Transport and deliver documents to Towns
- Provide specific GIS services to Durham and Middlefield through Executive Director who serves as the Town Planner for those towns

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other staff as needed to promote a team effort to serve the agency.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in GIS or Geography or related field, and at least one year of ArcGIS experience in school or through internship, specifically data acquisition, analysis and maps. Experience with GPS equipment required, including capturing devices (Trimble unit); or any equivalent combination of education, training and work experience.

Special Requirements: Must have and maintain: Valid Driver's License. Certification in ERSI ArcGIS suite of products is preferred

Knowledge, Ability and Skill:

Demonstrated competence in the following areas:

Strong knowledge of geographic concepts, spatial and cartographic concepts; thorough knowledge of computer operating systems, GIS software, databases; working knowledge of planning & development and zoning concepts; and working knowledge of freedom of information laws; intermediate knowledge of Arc Software suite of products; knowledge of ways to interface and integrate various databases with GIS; knowledge of publishing GIS data and products on the internet;

Ability to establish and maintain effective working relationships with regional towns, various groups and individuals; ability to handle multiple projects and programs at one time; ability to prepare maps, reports and maintain records; ability to learn new programs or software

Good analytical and problem solving skills, including creative thinking; good verbal communication skills; skilled in diagnosing GIS systems; map reading and development skills; familiarity with GPS techniques.

Supervision:

Supervision Scope: Implements and maintains GIS database; works with end users to identify, understand and resolve their problems in using GIS technology and applications. Performs a wide variety of functions requiring responsible technical and administrative responsibilities requiring knowledge of GIS databases and how GIS can improve municipal operations.

Supervision Received: Works under the direction of the Executive Director and works closely with Transportation Planner, following professional standards, procedures and policies.

Supervision Given: none

Job Environment:

Administrative work is most often performed in a moderately quiet office with regular interruptions during the day from other Town staff via phone; outdoor work includes driving to Town sites or offices, various meetings and gathering data with GPS; under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment and occasional operation of GPS equipment, and experience with plotters, scanners and laminators and hand tools to fix printers.

Makes frequent and periodic contact with all regional towns and developers requesting GIS service specifically their Assessors, Planners and Public Works Directors; works frequently with State Agencies such as OPM and DEP, and occasional contact with the general public; communication is frequently in person, by telephone, email, fax, in writing or at meetings.

Errors in judgment or omissions could result in delay of services or rework and monetary loss.

Physical and Mental Requirements:

Major physical activities required involve sitting, using eyes, hands and fingers to work at the computer with GIS Data and handling data and files. Position also requires the physical skills for driving to offices or field locations which also involves walking and standing. Listening and speaking skills needed to deal with information sharing and research. On occasion also uses arms to file or bending to file documents. On occasion move boxes or furniture in office up to 50 lbs. Driving includes dealing with traffic noise otherwise office is mostly quiet. Mental requirements involve long hours of problem solving; analysis of data; an ability to deal with details of data entry; manipulation of data to create maps. Visual requirements include those needed for driving and use of computer.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

<p style="text-align: center;">MIDSTATE RPA – JOB DESCRIPTION ADMINISTRATIVE/FINANCE ASSISTANT</p>
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Position Summary/Purpose:

The purposes of this position are to provide clerical, financial and administrative assistance for the Executive Director including accounts payable, accounts receivable, purchasing, contract administration, general ledger work, bank reconciliation, payroll and employee benefits administration, assistance with budget and financial reports. The Administrative/Finance Assistant is required to exercise good judgment in administering the finance functions to relieve the Executive Director of administrative details and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Process accounts payables including: reviewing invoices for proper account coding and authorization; assign vendor coding; verifies pricing, discounts and calculations; prepares and processes account payable checks and posts into accounting system; prepares letters to vendors to obtain w-9 information and enters into computer.
- Process accounts receivables including billing to Towns for their share of RPA, receive state and federal grants and maintains records for grant review and audits
- Administers payroll functions; prepares monthly, quarterly and annual reports and payments related to payroll;; also handles contracted employees 1099 forms, prepare affirmative action reports, w-2 forms, etc.
- Maintains records of time sheets to allocate employee's time based on projects completed and related funds; provides information for various reports on work completed to state and federal agencies or to Transportation Planner for reports.
- Administers employee benefits, pensions, and workers compensation and process new employees for payroll and insurance and explains benefits.
- Handle finance functions such as; maintaining general ledger, reconciling bank accounts, making deposits, managing money market and Connecticut TIF accounts
- Responsible for purchasing office supplies and office equipment, and managing contracts such as rent, copies machines, cleaning service, etc. Prepares Requests for Proposals or bids as necessary
- Assist with recruitment process by posting vacant positions, organizing resumes, setting up interviews and handling correspondence with candidates.
- Assist Director in preparation of budget for RPA and develop reimbursement rates
- Prepare financial accounts and reports for Auditors review and verification. Assist auditors as needed
- Maintain financial and personnel records
- Pick up and distribute mail

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Maintain knowledge of accounting and payroll regulations to maintain records
- Assists other staff as needed to promote a team effort to serve the agency.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with an A.S. degree and 4 years of administrative, accounting and payroll service experience in a similar type of environment; or any equivalent combination of education, experience and training

Special Requirements: Must have and maintain: Valid Driver's License

Knowledge, Ability and Skill:

Demonstrated competence in the following areas:

Knowledge of the principles and practices of modern office procedures including purchasing, bookkeeping, payroll, benefits and maintenance of records; thorough knowledge of word processing and use of spreadsheets;

Ability to acquire working knowledge of financial and legal requirements of; ability to work independently and process large volumes of paperwork; ability to type with speed and accuracy and to develop and maintain complex records and files; ability to utilize data & word processing applications as they related to the functions of the offices and financial systems; ability to prepare reports as assigned; ability to prioritize work assignments to meet established deadlines and ability to multitask; ability to work efficiently and effectively with minimal supervision.

Good verbal and written communication skills; excellent finance and mathematical skills; excellent computer skills with spreadsheets; aptitude for working with people and maintaining effective working relationships with various groups;

Supervision:

Supervision Scope: Performs a variety of administrative and financial tasks requiring knowledge of agency standard operating procedures and the exercise of judgment and initiative to prepare accurate financial records; works independently and in combination with others.

Supervision Received: Works under the general direction of the Executive Director, following professional standards, procedures and policies.

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately quiet office with regular interruptions during the day at the office and by phone from the town staff, vendors or state agencies to deal with financial issues and problems.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with municipal finance staff, developers, vendors, federal and state agencies; occasionally handles calls from the public when covering the office; communication is frequently in person, by telephone, email, fax or in writing.

Errors in judgment or omissions could result in monetary loss or legal ramifications if records are not maintained accurately and a timely matter.

Physical and Mental Requirements:

Major physical activities required involve sitting, using eyes, hands and fingers to work at the computer to prepare agendas and packets and handling data and files. Position also requires the physical skills for driving to post office and banks which also involves walking and standing. Listening and speaking skills needed to deal with information sharing. On occasion also standing, walking and uses arms to file reports or sorting paperwork or bending to file documents. On occasion move files in office up to 10 lbs. Driving includes dealing with traffic noise otherwise office is mostly quiet. Mental requirements involve long hours of computer, data entry, and managing multiple financial documents deadlines; and ability to deal with details. Visual requirements include those needed for driving and use of computer.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

<p style="text-align: center;">MIDSTATE RPA – JOB DESCRIPTION SECRETARY</p>

Position Summary/Purpose:

The purposes of this position are to provide clerical, technical and administrative assistance for the Executive Director including preparing agendas and packets for the Regional Planning Agency Meetings; Durham and Middlefield Planning & Zoning Commission, Zoning Board of Appeals, Inland Wetlands Agency/Commission, The work involves attention to details to maintain accurate records of plans and documents needed for meetings; posting notices; managing the office. The position is also responsible for the coordination of the Household Hazardous Waste Day for the Region. The Secretary is required to exercise good judgment in administering the office to relieve the Executive Director of administrative details and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Act as receptionist for Agency; provides information, takes messages and information as needed; maintain the various commission calendars; assists public with information about commission meetings; maintains list of items for each meeting, manage files; obtain assessor's records for various meetings through computer or direct contact with Towns.
- Receives applications, reports, documents, etc for Regional Planning Agency in preparation of meetings. Prepares and posts legal notices of meetings or public hearings, assist with preparation of agendas and meeting packets, mail packets, prepares minutes from Director's notes, post minutes; and prepares follow up correspondence for RPA meetings as directed. Call board members about meetings to insure quorum. Organize and copy zoning referrals for Agency members
- For the Towns of Durham and Middlefield: Prepares and posts legal notices about Planning & Zoning Commission, Zoning Board of Appeals, Inland Wetlands, Commission meetings, site inspections and public hearings; assist with preparation of agendas and packets for meetings; review, edit and publish monthly meeting minutes. Works closely with town staff to coordinate location of meetings; maintenance of various regulations, applications, files and plans for Towns; preparation of records for appeals.
- Post meeting notices, agendas, public hearings and minutes properly under the Freedom of Information Rules on Town websites, Agency Website and with Town Clerks; handles disposal of record and retention schedules as required
- Coordinates Household Hazardous Waste Collection Day for the region. Includes activities such as: coordination with Town recycling contacts: preparing, copying and

distribute flyers to town halls, libraries and schools; preparing advertisements and media notices for local newspapers; notify civic groups and fire departments; recruit volunteers, attend appropriate meetings with vendors; serve as coordinator during the collection day.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Maintain knowledge of regulations to meet deadlines
- Assists other staff as needed to promote a team effort to serve the agency.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with an A.S. degree and 2 years of administrative, planning, or customer service experience in a similar type of environment; or any equivalent combination of education, experience and training

Special Requirements: Must have and maintain: Valid Driver's License

Knowledge, Ability and Skill:

Demonstrated competence in the following areas:

Some knowledge of land use regulations, statutes and procedures; knowledge of public meeting requirements for land use boards and commissions and FOI; strong knowledge of office procedures, practices and terminology; strong knowledge of the use of office automation applications and equipment, American business English and spelling general knowledge of local government and its operations is also helpful.

Ability to utilize data and word processing applications as they relate to land use offices; ability to deal effectively with the public, developers, regional agencies, persons needing assistance in a friendly and professional manner; ability to complete projects with minimum supervision; ability to type with speed and accuracy and to develop and maintain records and files; ability to understand, follow and interpret regulations, state statutes and legal requirements, procedures of assigned office; ability to keep accurate and detailed records; ability to prioritize work assignments to meet established deadlines and ability to multitask.

Good verbal and written communication skills; good computer skills; strong data analysis, entry and reporting skills, aptitude for working with people; aptitude for working with data and details; aptitude for working with paperwork and computers; skill in using standard office equipment; strong time management skills; administrative and secretarial skills; proofreading skills; sensitivity to public communications; high level of customer service skills.

Supervision:

Supervision Scope: Performs a variety of administrative and technical tasks requiring knowledge of agency standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

Supervision Received: Works under the general direction of the Executive Director, following professional standards, procedures and policies.

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately quiet office with regular interruptions during the day at the office and by phone from the general public or town staff to deal with customers' or staff issues and problems.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with municipal departments and staff, developers, builders, contractors, vendors, commission members, engineers, architects, attorney, regional, federal and state agencies, and the general public and recycling advocates; communication is frequently in person, by telephone, email, fax or in writing.

Errors in judgment or omissions could result in delay of services or legal ramifications if notices are not posted correctly.

Physical and Mental Requirements:

Major physical activities required involve sitting, using eyes, hands and fingers to work at the computer to prepare agendas and packets and handling data and files. Position also requires the physical skills for driving to town offices, libraries, schools, post office and meeting locations which also involves walking and standing. Listening and speaking skills needed to deal with information sharing. On occasion also standing, walking and uses arms to file and assemble packets or bending to file documents. On occasion move files in office up to 10 lbs. Driving includes dealing with traffic noise otherwise office is mostly quiet. Mental requirements involve long hours of computer, data entry, and managing multiple packets and agendas and deadlines; and ability to deal with details. Visual requirements include those needed for driving and use of computer.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and

requirements of the job change.)