

**South Western Region
Metropolitan Planning Organization
June 25, 2015
Meeting Minutes**

Chief Elected Officials:	<i>Hon. William Brennan, Wilton; Hon. Robert Mallozzi; Hon. Jayme Stevenson, Darien; Hon. James Marpe, Westport; Hon. Peter Tesei, Greenwich; Mr. Michael Pollard, Stamford (for Mayor David Martin)</i>
Transit District Officials:	<i>Mr. Mani Poola, Stamford Transit District; Ms. Jennifer Johnson, Westport Transit District;</i>
Official Voting Members:	<i>Mr. Michael Pollard, Stamford (for Mayor David Martin)</i>
WestCOG:	<i>Mr. Francis Pickering, Executive Director; Ms. Sue Prosi, Sr. Transportation Coordinator; Mr. Rob Sachnin, Sr. Planner; Mr. Michael Towle, Associate Planner; Ms. Elizabeth Esposito, Associate Planner, Mr. Matthew Weinstein, Regional Planner; Mr. Jonathan Chew, Senior Project Manager</i>
CTDOT:	<i>Ms. Roxane Fromson, Supervising Transportation Planner, CTDOT;</i>
USDOT:	<i>Kenneth Shooshan-Stoller, FHWA</i>
Other:	<i>Ms. Tracey Alston, Eversource.</i>

**Note: Italics indicates participation via telephone.*

Chairman Brennan called the meeting to order at 12:05 p.m. The place of meeting was the WestCOG Stamford Office, 888 Washington Avenue, Stamford, CT 06901.

1. South Western Region MPO Minutes – May 21, 2015*

Mr. William Brennan made a motion to approve the May 21, 2015 minutes. The motion was seconded by Mr. Robert Mallozzi. The minutes were approved as submitted and carried unanimously.

2. Public Involvement

There were no comments from the public.

3. Transportation Improvement Program: FFY2015-2018*

Ms. Sue Prosi referred the MPO to the proposed Transportation Improvement Program (TIP) Amendments requested by CTDOT. The TIP amendments are for two South Western Region MPO planning studies approved by CTDOT: the Darien Noroton Heights Access and TOD Plan and a Bike-Pedestrian Plan in Stamford.

Ms. Jayme Stevenson described the Noroton Heights study. She expressed her support for the project, stating that it would aid in long range plans for the area which include transit oriented development projects, and would serve to benefit the Metro-North Railroad corridor Ms. Stevenson encouraged the MPO to support this proposed amendment for the Darien study.

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments
01	STPB	0035-0196	X6		DARIEN	DARIEN NOROTON HEIGHTS STUDY	PL	2015	250	200	25	25	ADD NEW PROJECT

Mr. Michael Pollard expressed his support for the Stamford Bicycle and Pedestrian (Bike/Ped) Master Plan. He stated that the plan is necessary to ensure adequate bike/ped safety, pointing out that the road network in Stamford was not originally engineered to accommodate the growing bike/ped population and subsequent demands in the city. Lastly, he stressed the importance of project benefits such as improved safety within the city as more people use these modes to reach their destinations.

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments
01	STPB	0135-0333	X6		STAMFORD	STAMFORD BICYCLE AND PEDESTRIAN PLAN	PL	2015	250	200	25	25	NEW PROJECT

Mrs. Jennifer Johnson asked if the scopes of work for these projects will be available online so that other municipalities can access them. Ms. Prosi responded that the next step in the process is to issue a Request for Qualifications (RFQ). When the RFQs are issued, draft scopes will be included in the RFQ and posted on the WestCOG website. The schedule for release of the RFQ is not yet set. The motion to approve **Resolution #2015-013** was moved by Mr. Brennan and seconded by Mr. Mallozzi. The motion carried unanimously.

4. South Western Region LOTCIP Program*

Ms. Prosi next proceeded to brief the MPO on the Local Transportation Capital Improvement Program (LOTICIP). She explained that the State established the program two years ago in order to advance projects more quickly by reducing CTDOT involvement and burdensome state and federal requirements. This program is primarily for municipal collector roads and/or other facilities. Under the LOTICIP program regions are responsible for some of the work that previously conducted by CTDOT. These responsibilities include engineering review of design submittals and other engineering functions. To secure engineering consultants for the South Western Region MPO projects, a Request for Qualifications (RFQ) for consultants for task based services was issued; responses were rated and interviewed by the consultant selection panel consisting of municipal engineers and WestCOG staff to the SWRMPO. The top two consultant firms has been identified and CTDOT approval of the procurement process is being requested. Agreements with the firms will be executed for the task based LOTICIP engineering services.. This is an essential service and several projects currently in the design phase need this review before they can be approved for advertising for construction. Lastly, Ms. Prosi advised that WestCOG, as the SWRMPO host agency, is requested to approve the authorizing resolution for the consultant services at the WestCOG June 25, 2015 meeting.

Ms. Johnson expressed concern about WestCOG having the power to vote on the authorizing resolution for a SWRMPO activity when members of WestCOG are not a part of the SWRMPO.

Ms. Prosi responded that WestCOG as host agency for the SWRMPO provides administrative and staff support to the SWRMPO.

5. Information Items

a. Upcoming Meetings

6/30/15 10:00 a.m. TTAG – WestCOG Stamford Office (if a meeting is needed)

7/16/15 8:15 a.m. South Western Region MPO – WestCOG Stamford Office (if a meeting is needed)

7/16/15 12:00 noon Western CT COG – Stony Hill Volunteer Fire Department, Bethel

b. Other None

6. Adjournment

The MPO meeting was adjourned at 12:24 p.m. The motion to adjourn was made by Mr. Brennan and seconded by Mr. Mallozzi which was unanimously approved.

SWRMPO Endorsed: July 16, 2015