

**Meeting of the Housatonic Valley & South Western Region  
Metropolitan Planning Organizations  
March 17, 2016 at 11:30 am**

**Ridgefield Library, 472 Main Street, Ridgefield, CT, 06877**

**Agenda**

**1. MEETING CALL TO ORDER AND ROLL CALL**

**2. PUBLIC PARTICIPATION**

The public is invited to attend the meeting in Ridgefield. For those unable to travel to Ridgefield, staff will be on hand to facilitate participation at WestCOG Stamford office: 888 Washington Blvd, 3<sup>rd</sup> Floor, Stamford, CT, 06901.

**3. JOINT INFORMATION/DISCUSSION ITEMS**

- a. Funding & Other Opportunities

Attachment 3-a, pp. 1-3

**4. ACTION ITEMS**

HV & SWR

- a. MPO Operating Procedures

Attachment 4-a, pp. 4-10

HV

- b. Approval of February 18, 2016 Meeting Minutes  
c. Transportation Improvement Program (Placeholder)

Attachment 4-b, pp. 11-13

SWR

- d. Approval of February 18, 2016 Meeting Minutes  
e. Transportation Improvement Program (Placeholder)

Attachment 4-d, pp. 14-17

**5. NEXT MEETING:** April 21, 2016 at the Ridgefield Library

**6. ADJOURNMENT**

*For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at [help@westcog.org](mailto:help@westcog.org). Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con WestCOG por lo menos cinco días hábiles antes de la reunión al [help@westcog.org](mailto:help@westcog.org). Para obter assistência língua ou outras acomodações, entre em contato com WestCOG pelo menos cinco dias úteis antes da reunião em [help@westcog.org](mailto:help@westcog.org).*

March 10, 2016

**Attachment 3-a**

## **AVAILABLE FUNDING AND INFORMATIONAL ACTIVITIES**

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### **Funding Opportunities:**

**USDOT TIGER Program:** \$500 million discretionary grant program, awarding projects that advance USDOT's strategic goals. Primarily geared towards capital projects. Application deadline is April 29, 2016. Additional details can be found on Page 2 of this packet.

**USDOT FASTLANE Program:** nearly \$800 million in discretionary funding has been made available for this program, which seeks to fund nationally and regionally significant freight and highway projects. Application deadline is April 14, 2016. Additional details can be found on Page 3 of this packet.

**FTA 5310 Program:** seeks to enhance mobility for seniors and individuals with disabilities. There is approximately \$3.1 million in statewide funding. Applications are due to CTDOT (original) and WestCOG (copy) on April 29, 2016. Section 5310 Applicants must place a public notice by April 15, 2016. Additional information can be found at: <https://westcog.org/fta-5310/>. Questions regarding this solicitation may be directed to Rick Schreiner at [transit@westcog.org](mailto:transit@westcog.org) with a cc to [ricks@hartransit.com](mailto:ricks@hartransit.com).

**CT State Matching Grant Program:** provides matching funds for the transportation of senior and disabled populations (i.e. dial-a-ride). Each municipality is eligible for a predetermined programmed amount, including flexibility to pool resources at a regional level and/or with a transit district. Applications are due to WestCOG by March 24, 2016. Additional information can be found at: <https://westcog.org/municipal-dial-a-ride-grant/>. Questions may be directed to Rick Schreiner at [transit@westcog.org](mailto:transit@westcog.org) with a cc to [ricks@hartransit.com](mailto:ricks@hartransit.com).

### **Informational Items:**

**National Transit Map Initiative:** to create a National Transit Map, displaying stops, routes, and schedules for all participating transit agencies. Transit agencies may participate by provided USDOT their General Transit Feed Specification (GTFS) data. Additional information can be found at the National Transit Map website: <http://gis.rita.dot.gov/Transit/>.

**CMAQ Program Follow-up:** Our region received over \$8 million in federal Congestion Mitigation and Air Quality (CMAQ) program funding. The program supports surface transportation projects and other related efforts that improve air quality and provide congestion relief. The municipalities of Greenwich, Norwalk, and Stamford, as well as HARTransit were awarded projects. CTDOT will be reaching out to project sponsors to provide additional details.

March 10, 2016

Attachment 3-a-1

TO: HV & SWR MPO Members  
RE: USDOT FY16 TIGER Grant Program

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## Overview:

The United States Department of Transportation (DOT) has issued a Notice of Funding Opportunity (NOFO) for the FY16 Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program. TIGER seeks to award projects that advance the DOT's strategic goals for the nation's transportation system, found in their [FY14-FY18 Strategic Plan](#). Successful projects leverage resources, encourage partnership, catalyze investment and growth, fill a critical void in the transportation system or provide substantial benefit to the nation, region, or the project's metropolitan area.

**Total Funding:** \$500 million (discretionary); **Max Award:** \$100 million, **Min Award:** \$5 million (\$1 million for rural areas).

**Cost Share/Match:** Urban Area: up to 80% federal; Rural Area: up to 100% federal.

**Eligible Projects:** include, but are not limited to:

- Highway or bridge projects eligible under Title 23
- Public transportation projects eligible under 49 U.S.C. Chapter 53
- Passenger and freight rail;
- Port infrastructure investments; and
- Intermodal projects.

\*Further details can be found in Section C-3-i of the NOFO

Also of note is the application review criteria found in Section E-1 of NOFO, which includes the project selection criteria.

**Application Deadline:** April 29, 2016 at 8:00pm, submitted through [www.grants.gov](http://www.grants.gov).

*\*If you intend to submit an application(s), please inform WestCOG as soon as possible so appropriate and potentially time sensitive coordination with CTDOT can commence.*

**Additional Materials:** including the Notice of Funding Availability NOFO, can be found at the TIGER website: <https://www.transportation.gov/TIGER>

**Further Information/Questions:** [TIGERGrants@dot.gov](mailto:TIGERGrants@dot.gov), or call Howard Hill at 202-366-0301.

March 10, 2016

**Attachment 3-a-2**

TO: HV & SWR MPO Members  
RE: USDOT Fostering Advancements in Shipping and Transportation for the Long-Term Achievement of National Efficiencies (FASTLANE)

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*Description:* The United States Department of Transportation (DOT) has issued a Notice of Funding Opportunity (NOFO) for the FY16 Nationally Significant Freight and Highway Projects program, also known as the Fostering Advancements in Shipping and Transportation for the Long-Term Achievement of National Efficiencies (FASTLANE) program. The purpose of FASTLANE is to provide financial assistance to nationally and regionally significant freight and highway projects.

*Eligible Applicants:* States; MPOs in urbanized areas with >200k pop.; local governments; political subdivision of State or local government; special purpose districts; multistate or multijurisdictional group of other eligible entities.

*Funding available:* \$4.5 billion authorized for 2016-2020; \$759.2 million available for award in 2016; minimum grant size: large projects (total cost >\$100 million): \$25 million; small projects (all other): \$5 million; 25% set aside for small urban and rural areas.

*Federal share:* FASTLANE funding may not exceed 60% of project cost; other Federal assistance may be 20% of project cost; maximum Federal participation is 80% of project costs.

***Eligible projects:***

- Highway freight project on the National Highway Freight Network;
- Highway or bridge project on the National Highway System, including added Interstate capacity or a project in a national scenic area;
- Freight projects:
  - Freight intermodal or freight rail project;
  - Project within the boundary of a public or private freight rail, water, or intermodal facility that facilitates direct intermodal connection to the facility (project must make significant improvements to National Highway Freight Network and funding is only available for project elements with public benefit);
- Railroad-highway cross crossing or grade separation project.

*More information:* [Notice of Funding Opportunity](#), 81 Fed. Reg. 10955 (Mar. 2, 2016).

***Application deadline:*** April 14, 2016 at 8:00pm, submitted through [www.grants.gov](http://www.grants.gov).

**MPO  
OPERATING  
PROCEDURES**

**FOR THE SOUTH WESTERN MPO AND THE  
HOUSATONIC VALLEY MPO AS ADMINISTERED  
BY THE WESTERN CT COUNCIL OF GOVERNMENTS  
DRAFT OF 3/01/2016**

**SECTION A: MPO MEMBERSHIP**

**Local Elected Officials:** *The eighteen municipal chief elected officials on WestCOG, defined as WestCOG municipal representatives within the WestCOG Bylaws, shall serve concurrently as members of their respective MPOs. MPO alternates are then defined herein as whoever is appointed by the WestCOG municipal representative.*

**Transit Operators:** *Each MPO will appoint one or more transit operator representatives by a majority vote of the MPO's municipal members. Each representative shall be a member of management, general manager, or equivalent of a public transit system that operates in the region and that is a designated or direct recipient of federal Urbanized Area Formula Program funds from the Federal Transit Administration. Alternates to these members may also be appointed by the MPO.*

*The terms of the transit representatives continue until their resignation or replacement by the MPO. No person shall serve in any simultaneous capacity of either municipal representative, transit operator representative or CT DOT representative.*

**State Officials:** *The Commissioner of the CT DOT will be requested to appoint a representative and alternate to serve as a non-voting member of the MPO. The CT DOT appointees will serve until their resignation or replacement by the CT DOT Commissioner.*

**WestCOG Staff:** *The WestCOG Director or designee will serve as a non-voting member on the MPO. The Director will serve until termination of employment or until replacement by WestCOG.*

**Voting Members:** *The municipal chief elected officials on WestCOG or their alternates and the transit operators or their alternates shall constitute the entirety of the MPO voting membership. Each municipal chief elected official shall have one vote. The transit operator representatives shall have, cumulatively, one vote, split evenly among the transit operator representatives.*

#### **SECTION B: MPO OFFICERS**

*Officers of the MPO shall include a chairman and vice chairman, who shall serve for a term of two years. The officers of the MPO shall be municipal chief elected officials and WestCOG municipal representatives.*

*The chairman shall preside at all meetings of the MPO. In the absence of the chairman the vice chairman shall preside. In the event that a vacancy occurs in any office a successor shall be elected at the next meeting of the MPO to serve out the unexpired portion of the two year term.*

*At the last meeting of the MPO in odd numbered calendar years, nominations for chairman and vice chairman shall be made from the floor by voting members of the MPO. Once nominations are closed the chairman shall call separate votes to elect each officer. Election to each office shall be by a majority of the members or their alternates present and voting.*

#### **SECTION C: PROCEDURES FOR MPO, TAG AND COMMITTEE MEETINGS**

*For the conduct of the business of the MPO or a Transportation Advisory Group (TAG) to the MPO, participation by a majority of the voting members shall constitute a quorum.*

*Votes by the MPO or TAG shall be by majority vote of the members voting, except where an applicable federal law requires a greater percentage of affirmative votes.*

*The latest edition of Robert's Rules of Order shall be utilized to conduct MPO and TAG meetings. All MPO, TAG and Committee meetings shall comply with the requirements of all applicable local, state and federal laws.*

*Meetings of the MPO may be called by the MPO chairman in accordance with the MPO's annual meeting schedule or as determined to be needed by the chairman. Meetings of the TAG or committees shall be called as needed by WestCOG staff.*

*MPO Meeting agendas shall be prepared by the chairman in consultation with WestCOG staff. TAG or MPO committee meeting agendas shall be prepared by WestCOG staff. An opportunity for the public to speak shall be included on the agendas for all MPO, TAG and committee meetings.*

*The MPO may make use of a TAG or any other committees it wishes to establish. The MPOs may establish committees independently or jointly. Such Committees are subject to the procedures identified herein for the TAG.*

*Voting members on the MPO shall each designate a representative and an alternate to the TAG. Actions taken by the TAG shall be by a majority vote of the members voting. Each voting member shall have one vote.*

#### **SECTION D: AMENDMENTS**

*These Operating Procedures may be amended by a two-thirds vote of all MPO members at any regular or special meeting of the MPO. Notice of any proposed amendment of these operating procedures shall be sent to all members of the MPO, prior to their discussions at regular or special MPO meetings.*

*Any proposed amendment to these Operating Procedures shall first be submitted to any regular or special meeting of the MPO for preliminary consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special meeting of the MPO for formal adoption.*

## **EXPLANATORY NOTES FOR DRAFT OPERATING PROCEDURES**

### **1. INTRODUCTION**

The purpose of these notes is to provide background of use in updating operating procedures for the two Metropolitan Planning Organizations (MPOs) within the boundary of the Western CT Council of Governments (WestCOG). A requirement for receipt of federal transportation planning and project funds in urban areas is the continuing operation therein of such MPOs.

MPOs have formal roles in the federal transportation planning process along with the Connecticut Department of Transportation, the U.S. Department of Transportation and the U. S. Environmental Protection Agency. Federal law (C.F.R. 23 United States Code §134 - Metropolitan Transportation Planning) defines the structure of MPOs nationwide.

The State of Connecticut's defined boundary for the Western Connecticut Planning Region served by WestCOG encompasses eighteen municipalities. Since 1981 there have been two federally structured MPOs operating within this geography.

The South Western Region MPO (SWRMPO) encompasses Darien, Greenwich, New Canaan, Norwalk, Stamford, Weston, Westport and Wilton. The Housatonic Valley MPO (HVMPO) encompasses Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield and Sherman.

Taken together, the combined eighteen town area of the two MPOs exactly matches the eighteen town area of WestCOG. These federally supported MPO boundaries were unchanged by the 1/1/2015 merger of the two former state designated planning regions that reflect the two MPO geographies.

SWRMPO and HVMPO are defined as policy boards meeting federal requirements. Neither has ever had the capacity to employ their own staff or directly manage funds. However, WestCOG as a Council of Governments established pursuant to state law (C.G.S. §4-124a-u) does have such capacity.

Therefore, both MPOs maintain agreements with WestCOG for it to serve as their host agency for staffing and practical administrative matters. This hosting service enables these MPO Operating Procedures to be simpler than if the MPOs were themselves fully operational entities.



While housed together, the three organizations maintain policy independence from one another; MPO actions on federal transportation matters are not subject to an override by WestCOG. This independence is the federal intent.

**Current MPO Operating Procedures:** SWRMPO makes use of its 2006 Operating Procedures. Prior to 1/1/2015 HVMPO made use of the bylaws of its host council of elected officials. Since that date HVMPO has made use of Robert's Rules of Order without reference to other formalized operating procedures.

**Recommended MPO Operating Procedures:** To maximize efficiency and reduce the potential for confusion with three closely related regional organizations operating simultaneously, MPO operating procedures should promote uniformity between the structures of SWRMPO and HVMPO. There is a related need for identical administrative structures in the relationship of each MPO to its host WestCOG.

The starting point for achieving these objectives is a revision of the 2006 SWRMPO Operating Procedures. This is approached primarily through updating and some streamlining. The SWRMPO revision is then structured to serve as a single reference document for use by both MPOs.

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## **2. KEY ELEMENTS OF THIS UPDATE**

### **STANDARDIZE MPO MEMBERSHIP**

There are federal requirements as to membership on MPO policy boards, somewhat revised since the 2006 update of the SWRMPO Operating Procedures.

Required representation is broader for larger urban areas such as that served by SWRMPO, activated in the federal law by its location within a federally designated Transportation Management Area (TMA). HVMPO serve a smaller urban area outside of a TMA and therefore has less broad membership requirements.

According to federal rules the board membership for SWRMPO is to consist of 1) local elected officials, 2) representation by transit operators, and 3) appropriate state officials. In contrast the federally required board membership for smaller HVMPO need not include more than the first category above of local elected officials.

**Current Membership by 1) Local Elected Officials:** SWRMPO includes eight elected officials and HVMPO includes ten. All are chief elected officials, either the mayors or the first selectmen of the eighteen WestCOG municipalities.

**Recommended Membership by 1) Local Elected Officials:** To meet the federal requirement the municipal chief elected officials on WestCOG are conveniently available. Accordingly these MPO Operating Procedures define "local elected official" membership by citing the definition of WestCOG municipal representatives within the WestCOG Bylaws. The MPO alternate is then defined herein as whoever is appointed by the WestCOG municipal representative.

Use of that reference is less cumbersome than incorporating herein a separate set of qualifications and appointment procedures for MPO membership by local officials. Therefore voting representatives on WestCOG are automatically members of their respective MPOs.

**Current Membership by 2) Transit Operators:** SWRMPO Operating Procedures include the Norwalk Transit District, the Stamford Transit District and the Westport Transit District. Each transit district is empowered with one third of one vote. The HVMPO board includes no transit operator representative.

**Recommended Membership by 2) Transit Operators:** The first objective is to achieve consistency of MPO Operating Procedures between the two MPOs by raising the HVMPO to the higher standard of transit operator inclusion required of SWRMPO.

The second objective is to maximize the flexibility of the MPO in its choice of transit operator representative. This is accomplished by removing the names of specific transit representatives from the MPO Operating Procedures to enable flexibility by the MPO.

Using this procedure the MPO would appoint one or more transit operator representatives by a majority vote of the MPO's municipal members. Each representative is to be a member of management, general manager, or equivalent of a public transit system that operates in the respective MPO region and that is a designated or direct recipient of federal Urbanized Area Formula Program funds from the Federal Transit Administration.

Continued from the current Operating Procedures is the provision that the transit representatives shall have, cumulatively, one vote, split evenly among the transit representatives. Transit representative's terms then continue until their resignation or replacement by the MPO.

To both insure the federal intent of broad representation as well as to maintain clarity of voting procedures, it is recommended that no person serve in any simultaneous capacity of either municipal representative, transit operator representative or CT DOT representative.

**Current Membership by 3) State Officials:** Neither SWRMPO nor HVMPO includes a state official, a federal requirement that was introduced after the SWRMPO Operating Procedures were last updated.

**Proposed Membership by 3) State Officials:** The Commissioner of CT DOT will be requested to appoint a representative and alternate to serve as a non-voting member of each MPO. These appointees will serve until their resignation or replacement by the Commissioner.

To achieve the desired consistency between MPO procedures, the recommendation is to again raise the HVMPO board to the broader state official representational standard required of SWRMPO.

However, much of the business conducted by both MPOs is in the form of voting upon the merits of project funding and other proposals referred to it by CT DOT. It is therefore not appropriate for the CT DOT appointee to participate in MPO voting. Accordingly, CT DOT appointees are assigned non-voting MPO membership.

#### **USE OF ADVISORY GROUPS**

The SWRMPO makes use of a Technical Advisory Group (TAG). The membership of that group is composed of municipal staff such as planners or engineers and transit district staffs. Municipal chief elected officials make the appointments.

The TAG is empowered by the SWRMPO Operating Procedures to provide advisory opinions to SWRMPO on MPO matters before they are acted upon by SWRMPO. The SWRMPO TAG has operated productively since 1981 and should be continued.

The HVMPO makes use of individual municipal staff persons for advisory input. And on occasion utilizes a Danbury based public works professional group organized outside of WestCOG.

As the federal transportation operating grant to HVMPO is one half the size of the federal transportation operating grant to SWRMPO, HVMPO necessarily operates with fewer such program enhancements.

As this is a less critical area for MPO standardization, the recommended approach is permissive: the MPO may make use of a TAG or any other committees it wishes to establish. Further, efficient staffing will be facilitated if the MPOs are enabled to establish committees jointly.

#### **REFERENCES TO FEDERAL REQUIREMENTS**

The federal administrative requirements upon MPOs are complex. And federal and state administrative guidance is periodically revised, supplemented by interpretations by CT DOT and U.S. DOT staffs.

Rather than incorporate detailing of such requirements into the MPO Operating Procedures, it is preferable for WestCOG and CT DOT staff to provide necessary administrative guidance before or during MPO meetings.

This on-going support can best be conveyed if the WestCOG Director or designee is included as a non-voting member on each MPO board along with the CT DOT appointee as a non-voting member on each MPO board.

In a similar vein the 2006 SWRMPO Operating Procedures include detailing as to specifications for public input and access. These have been replaced by the encompassing statement "shall comply with the requirements of all applicable local, state and federal laws."

**2/18/2016**

**DRAFT MINUTES FOR**

**HOUSATONIC VALLEY  
METROPOLITAN PLANNING ORGANIZATION**

Chairman Rudy Marconi - Vice Chairman Susan Chapman  
Secretary Julia Pemberton

AT THE RIDGEFIELD LIBRARY, 472 MAIN STREET, RIDGEFIELD, CT 06877

**HVMPO MEMBER ATTENDANCE**

Bethel..... First Selectman Matthew Knickerbocker  
Bridgewater..... First Selectman Curtis Read  
Brookfield..... First Selectman Stephen Dunn  
Danbury..... Absent  
New Fairfield..... Absent

New Milford..... First Selectman David Gronbach  
Newtown..... First Selectman Patricia Llodra  
Redding..... First Selectman Julia Pemberton  
Ridgefield..... First Selectman Rudy Marconi  
Sherman..... First Selectman Clay Cope

**OTHERS IN ATTENDANCE**

Darien First Selectman Jayme Stevenson, Greenwich First Selectman Peter Tesei, New Canaan Town Planner Steve Kleppin, Stamford Chief of Staff Michael Pollard, Weston First Selectman Nina Daniel, Westport First Selectman James Marpe, Wilton First Selectman Lynne Vanderslice, Kimberlee Morton of Norwalk Transit District, Stamford Transportation Bureau Chief Joshua Benson, Richard Schreiner of HARTransit, Roxane Fromson and Patrick Zapatka of CT DOT, Susan Doskow of Johnson Controls Inc., Greenwich Deputy Commissioner of Public Works James Michel, New Milford Town Engineer Daniel Stanton, Tracy Alston of Eversource, WestCOG Director Francis Pickering and staff David Hannon, Michael Towle, Patty Payne, Rob Sachnin and Jon Chew.

**CALL TO ORDER**

Jayme Stevenson called the SWRMPO meeting to order at 2:13 PM after which Rudy Marconi called the HVMPO meeting to order. The two chairs then lead the joint segment of the meeting thru alternative management of agenda items.

**FEATURED GUEST**

Patrick Zapatka, Program Manager of the CTDOT Community Connectivity Program, then made a Power Point presentation. He noted that CTDOT is now accepting applications for its new Community Connectivity Program.

An approved application enables a Road Safety Audit to be provided by a CTDOT consultant, roadways under both state and local jurisdiction being eligible. Key project components of the Audit are bicycle and pedestrian access, safety improvements and accident reduction.

A professional report will be prepared at no cost to the municipality, an important result of which is that project stakeholders in the municipality will be better organized. The current projection is that \$44 million will be available over five years to fund the resulting report recommendations, he said.

A question and answer period followed. Regarding Route 1 in Darien, detailed planning for pedestrian improvements has already been completed, yet the Town is having difficulty determining how to move forward. And in Ridgefield the Rail Trail is already constructed but there are safety concerns as to priority use by pedestrians, joggers and bicyclists.

Mr. Zapatka stated that the policy intent of the new Community Connectivity Program is broad enough such that it is fully applicable to these specialized needs. After additional discussion he was thanked for his presentation.

#### **PUBLIC PARTICIPATION**

There was no public participation.

#### **JOINT INFORMATION AND DISCUSSION ITEMS**

**Federal Transit Administration 5310 Program:** Rick Schreiner of HARTransit reviewed this grant related item, which requires each MPO to set priorities for grant applications to CTDOT for wheelchair accessible vans serving seniors and persons with mobility impairments, also for projects and activities supporting same.

It was noted that for past application cycles HARTransit had managed program administration for HVMPO, and for this cycle is so serving both HVMPO and SWRMPO, reviewing and ranking applications received utilizing CTDOT's criteria and point system.

Applications are due by the end of April, Mr. Schreiner said, with six applicants identified thus far and inquiries from two others received. There was brief discussion. Mr. Schreiner is to report back with recommended priorities for each MPO's consideration, following consultation with other stakeholders.

**Draft MPO Operating Procedures:** Francis Pickering reviewed draft MPO Operating Procedures that are identical for the two MPOs within WestCOG, referencing the draft in the agenda packet.

The goal is to maximize efficiency and reduce the potential for confusion with three closely related regional organizations operating simultaneously, he said.

To accomplish this the MPO Operating Procedures should promote uniformity between the structures of SWRMPO and HVMPO, then identical relationships of both MPOs to their host agency WestCOG.

The starting point for achieving these objectives is a revision of the 2006 SWRMPO Operating Procedures, approached primarily through updating to new federal standards and some streamlining. The SWRMPO revision is then structured to serve as a single reference document for use by both MPOs.

Mr. Pickering also noted that as HVMPO relies solely upon Robert's Rules of Order its operation needs more comprehensive management as protection from liability if a decision is contested.

A discussion followed. Kim Morton stated that rather than "each MPO appoint one or more transit operator representatives", the Norwalk Transit District should be specifically mentioned as one of those transit operators in the new procedures, or at least contain reference to the designated recipient of federal transit funding.

There was then additional discussion of this agenda item, which will be addressed at the next meeting.

**CT State Bicycle and Pedestrian Plan Update:** Francis Pickering noted that CTDOT has initiated an update of its 2009 Connecticut Statewide Bicycle and Pedestrian Plan and accompanying Statewide Bicycle Map. Increasingly in the Region, importance is being placed on creating bike friendly environments and walkable communities, he said.

The schedule for the update was included on an agenda attachment. During the discussion there were comments that the projected high costs associated with the proposed Merritt Parkway Trail at \$250 million show that proposal is not viable.

#### **VOTING ITEMS: HVMPO**

**HVMPO Minutes from 1/21/2016:** After review and on a motion made Matt Knickerbocker and seconded by Stephen Dunn, the minutes of the HVMPO meeting of 1/21/2016 were unanimously approved.

**HVMPO Transportation Improvement Program Amendments:** Dave Hannon reviewed Project 0016-0098 entitled "Safety Improvements in the Vicinity of Wewaka Brook on Route 133 in Bridgewater, CT." The scope of work includes roadway reconstruction, slope stabilization, drainage and safety improvements, mill and overlay and retaining wall construction, he said.

The project budget of \$10,000,000 is currently programmed for 100% state funds, but is proposed to be revised to 80% federal funds matched by 20% state funds. The specifics of proposed federal funding are \$4,000,000 thru the federal STPA funding category and \$4,000,000 thru the federal STPO funding category.

Mr. Hannon explained that the change is to insure the full programming of federal funds in federal fiscal year 2016 and that there are no revisions to the project's specifications due to the proposed switch from state to federal funding sources.

There was brief discussion during which Bridgewater First Selectman Curtis Read expressed his support for the amendment. Then on a motion made Curtis Read and seconded by Matt Knickerbocker the Transportation Improvement Program amendment for Project 0016-0098 was unanimously approved.

#### **VOTING ITEMS: SWRMPO**

**SWRMPO Minutes from 1/21/2016:** After review and on a motion made by Peter Tesei and seconded by Jim Marpe, the minutes of the SWRMPO meeting of 1/21/2016 were unanimously approved.

**SWRMPO Transportation Improvement Program Amendments:** There were no amendments for consideration.

#### **HVMPO ADJOURNMENT**

Chairman Rudy Marconi stated that the next joint SWRMPO - HVMPO meeting would be held at 11 AM before the WestCOG meeting scheduled for 3/17/2016 at the Ridgefield Library.

Then on motion made by Curtis Read and a second by Matt Knickerbocker, it was voted unanimously to adjourn the HVMPO meeting at 2:53 PM.

**2/18/2016**

**DRAFT MINUTES FOR**

**SOUTH WESTERN REGION  
METROPOLITAN PLANNING ORGANIZATION**

Chairman Jayme Stevenson -- Vice Chairman Robert Mallozzi

AT THE RIDGEFIELD LIBRARY, 472 MAIN STREET, RIDGEFIELD, CT 06877

Public access also available at the WestCOG Stamford Office,

888 Washington Boulevard, Stamford, CT 06901

**SWRMPO MEMBER ATTENDANCE**

Darien .....First Selectman Jayme Stevenson  
Greenwich.....First Selectman Peter Tesei  
New Canaan..... Alternate Steve Kleppin  
Norwalk .....Absent

Stamford.....Alternate Michael Pollard  
Weston.....First Selectman Nina Daniel  
Westport.....First Selectman James Marpe  
Wilton.....First Selectman Lynne Vanderslice

Norwalk Transit. .Chief Executive Officer Kimberlee Morton  
Stamford Transit. Transportation Bureau Chief Joshua Benson  
Westport Transit. Absent

**OTHERS IN ATTENDANCE**

Bethel First Selectman Matthew Knickerbocker, Bridgewater First Selectman Curtis Read, Brookfield First Selectman Stephen Dunn, New Milford First Selectman David Gronbach, Newtown First Selectman Patricia Llodra, Redding First Selectman Julia Pemberton, Ridgefield First Selectman Rudy Marconi, Sherman First Selectman Clay Cope, Richard Schreiner of HARtransit, Roxane Fromson and Patrick Zapatka of CT DOT, Susan Daskow of Johnson Controls Inc., Greenwich Deputy Commissioner of Public Works James Michel, New Milford Town Engineer Daniel Stanton, Tracy Alston of Eversource, WestCOG Director Francis Pickering and staff David Hannon, Michael Towle, Patty Payne, Rob Sachnin and Jon Chew.

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An approved application enables a Road Safety Audit to be provided by a CTDOT consultant, roadways under both state and local jurisdiction being eligible. Key project



components of the Audit are bicycle and pedestrian access, safety improvements and accident reduction.

A professional report will be prepared at no cost to the municipality, an important result of which is that project stakeholders in the municipality will be better organized. The current projection is that \$44 million will be available over five years to fund the resulting report recommendations, he said.

A question and answer period followed. Regarding Route 1 in Darien, detailed planning for pedestrian improvements has already been completed, yet the Town is having difficulty determining how to move forward. And in Ridgefield the Rail Trail is already constructed but there are safety concerns as to priority use by pedestrians, joggers and bicyclists.

Mr. Zapatka stated that the policy intent of the new Community Connectivity Program is broad enough such that it is fully applicable to these specialized needs. After additional discussion he was thanked for his presentation.

#### **PUBLIC PARTICIPATION**

There was no public participation.

#### **JOINT INFORMATION AND DISCUSSION ITEMS**

**Federal Transit Administration 5310 Program:** Rick Schreiner of HARTransit reviewed this grant related item, which requires each MPO to set priorities for grant applications to CTDOT for wheelchair accessible vans serving seniors and persons with mobility impairments, also for projects and activities supporting same.

It was noted that for past application cycles HARTransit had managed program administration for HVMPO, and for this cycle is so serving both HVMPO and SWRMPO, reviewing and ranking applications received utilizing CTDOT's criteria and point system.

Applications are due by the end of April, Mr. Schreiner said, with six applicants identified thus far and inquiries from two others received. There was brief discussion. Mr. Schreiner is to report back with recommended priorities for each MPO's consideration, following consultation with other stakeholders.

**Draft MPO Operating Procedures:** Francis Pickering reviewed draft MPO Operating Procedures that are identical for the two MPOs within WestCOG, referencing the draft in the agenda packet.

The goal is to maximize efficiency and reduce the potential for confusion with three closely related regional organizations operating simultaneously, he said.

To accomplish this the MPO Operating Procedures should promote uniformity between the structures of SWRMPO and HVMPO, then identical relationships of both MPOs to their host agency WestCOG.

The starting point for achieving these objectives is a revision of the 2006 SWRMPO Operating Procedures, approached primarily through updating to new federal standards and some streamlining. The SWRMPO revision is then structured to serve as a single reference document for use by both MPOs.

Mr. Pickering also noted that as HVMPO relies solely upon Robert's Rules of Order its operation needs more comprehensive management as protection from liability if a decision is contested.



A discussion followed. Kim Morton stated that rather than “each MPO appoint one or more transit operator representatives”, the Norwalk Transit District should be specifically mentioned as one of those transit operators in the new procedures, or at least contain reference to the designated recipient of federal transit funding.

There was then additional discussion of this agenda item, which will be addressed at the next meeting.

**CT State Bicycle and Pedestrian Plan Update:** Francis Pickering noted that CTDOT has initiated an update of its 2009 Connecticut Statewide Bicycle and Pedestrian Plan and accompanying Statewide Bicycle Map. Increasingly in the Region, importance is being placed on creating bike friendly environments and walkable communities, he said.

The schedule for the update was included on an agenda attachment. During the discussion there were comments that the projected high costs associated with the proposed Merritt Parkway Trail at \$250 million show that proposal is not viable.

#### **VOTING ITEMS: HVMPO**

**HVMPO Minutes from 1/21/2016:** After review and on a motion made Matt Knickerbocker and seconded by Stephen Dunn, the minutes of the HVMPO meeting of 1/21/2016 were unanimously approved.

**HVMPO Transportation Improvement Program Amendments:** Dave Hannon reviewed Project 0016-0098 entitled “Safety Improvements in the Vicinity of Wewaka Brook on Route 133 in Bridgewater, CT.” The scope of work includes roadway reconstruction, slope stabilization, drainage and safety improvements, mill and overlay and retaining wall construction, he said.

The project budget of \$10,000,000 is currently programmed for 100% state funds, but is proposed to be revised to 80% federal funds matched by 20% state funds. The specifics of proposed federal funding are \$4,000,000 thru the federal STPA funding category and \$4,000,000 thru the federal STPO funding category.

Mr. Hannon explained that the change is to insure the full programming of federal funds in federal fiscal year 2016 and that there are no revisions to the project’s specifications due to the proposed switch from state to federal funding sources.

There was brief discussion during which Bridgewater First Selectman Curtis Read expressed his support for the amendment. Then on a motion made Curtis Read and seconded by Matt Knickerbocker the Transportation Improvement Program amendment for Project 0016-0098 was unanimously approved.

#### **VOTING ITEMS: SWRMPO**

**SWRMPO Minutes from 1/21/2016:** After review and on a motion made by Peter Tesei and seconded by Jim Marpe, the minutes of the SWRMPO meeting of 1/21/2016 were unanimously approved.

**SWRMPO Transportation Improvement Program Amendments:** There were no amendments for consideration.

#### **HVMPO ADJOURNMENT**

Chairman Rudy Marconi stated that the next joint SWRMPO - HVMPO meeting would be held at 11 AM before the WestCOG meeting scheduled for 3/17/2016 at the Ridgefield Library.

Then on motion made by Curtis Read and a second by Matt Knickerbocker, it was voted unanimously to adjourn the HVMPO meeting at 2:53 PM.

## **SWRMPO INFORMATION AND DISCUSSION ITEMS**

**Responses to 1/21 Meeting Questions:** Rob Sachnin provided members updates to questions raised at the 1/21 SWRMPO meeting, including the type of information displayed on Variable Messaging Signs (VMS), stakeholder involvement for project 173-472, and the process for updating/changing information on road signs.

**South Western Region LOTCIP Update:** Rob Sachnin provided an update to SWR LOTCIP activities, noting the current project solicitation to expend the remaining multi-million dollar balance. Mr. Sachnin encouraged municipalities to submit project applications, and explained that applications would be reviewed by the Transportation Technical Advisory Committee (TAG), with staff assistance, to determine priority projects within the region.

**MPO Alternates and Transportation Advisory Group Representation:** Rob Sachnin offered members an opportunity to update their listing of MPO Alternates, including Transportation TAG Representatives and Alternates. He noted that since the last update, there may have been staff turnover or other changes, and this update would serve to ensure adequate municipal coverage at meetings, if desired.

**Route 1 Bus Rapid Transit:** Rob Sachnin next informed members of the recently convened inter-regional meeting to discuss a Route 1 Bus Rapid Transit (BRT) study. Mr. Sachnin explained that while still early in the process, this CTDOT-sponsored project seeks to identify feasible locations and methods for implemented BRT. He added that such efforts are consistent with Connecticut's LetsGo CT 5-year ramp up report, which references BRT service along Route 1 between Norwalk and Stamford.

## **SWRMPO ADJOURNMENT**

Chairman Jayme Stevenson stated that the next joint SWRMPO - HVMPO meeting would be held at 11 AM before the WestCOG meeting scheduled for 3/17/2016 at the Ridgefield Library.

Then on a on a motion made by Lynn Vanderslice and a second by Peter Tesei, it was voted unanimously to adjourn the SWRMPO meeting at 2:59 PM.