

**APPROVED 5/19/2016 MINUTES**

**WESTERN CONNECTICUT  
COUNCIL OF GOVERNMENTS**

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

Public access by phone was also available at the WestCOG Stamford Office

Chairman Matthew Knickerbocker - Vice Chairman Jayme Stevenson  
Secretary Susan Chapman - Treasurer Patricia Llodra

**IN ATTENDANCE**

- Bethel First Selectman Matthew Knickerbocker
- Bridgewater Absent
- Brookfield First Selectman Stephen Dunn
- Danbury Mayor Mark Boughton
- Darien First Selectman Jayme Stevenson
- Greenwich First Selectman Peter Tesei
  
- New Canaan First Selectman Robert Mallozzi
- New Fairfield First Selectman Susan Chapman
- New Milford Mayor David Gronbach
- Newtown First Selectman Patricia Llodra
- Norwalk Absent
- Redding Absent
  
- Ridgefield First Selectman Rudy Marconi
- Sherman First Selectman Clay Cope
- Stamford Mayor David Martin
- Weston First Selectman Nina Daniel
- Westport First Selectman James Marpe
- Wilton First Selectman Lynne Vanderslice

Stamford Chief of Staff Michael Pollard, CTDOT Supervising Planner Roxane Fromson, CTDOT State Safety Engineer Joseph Ouellette, Weston resident Dr. Margaret Wirtenberg, Town of Ridgefield Interns Brendan Pallant, Gwendolyn Ellis and Catherine Crespo, Andrea Rynn of the Western CT Health Network and Norwalk Resident Jo-Anne Horvath.

In addition, Kimberlee Morton and Stephanie Scavelli of the Norwalk Transit District, from the CT Conference of Municipalities Director of Government Finance and Research George Rafael, Advocacy Manager Randy Collins and Senior Legislative Associate Daniel Luigi, WestCOG staff members Francis Pickering, David Hannon, Patty Payne, Carl Zimmerman, Rob Sachnin and Jon Chew.

**CALL TO ORDER**

The meeting was called to order at 12:35 PM by Chairman Matthew Knickerbocker. Rudy Marconi introduced three Ridgefield High School students serving as municipal interns.

## **STATE BUDGET AND LEGISLATIVE SESSION**

Making a presentation on this topic were CT Conference of Municipalities Director of Government Finance and Research George Rafael and Advocacy Manager Randy Collins. Their remarks reviewed in some detail the recent session and its results for municipalities and COGs.

The presentation was followed by questions, answers and discussion. It was noted by the presenters that to promote communications, CCM Senior Legislative Associate Daniel Luigi will attend future WestCOG meetings.

## **PUBLIC PARTICIPATION**

There was no public participation.

## **ACTION ITEMS**

**Approval of 4/21/2016 Minutes:** On a motion made by Jim Marpe and seconded by Rudy Marconi, the minutes of the meeting of 4/21/2016 were unanimously approved, except for abstentions by David Gronbach and David Martin who were not in attendance at that meeting.

**Quarterly Financial Report Ending 3/31/2016:** Treasurer Pat Llodra reviewed the components of the report, referring to agenda attachments entitled Operating Statement, Balance Sheet for Assets, and Liabilities and Capital Statement of Cash Flow.

Comments were provided by Patty Payne. After brief discussion and on a motion made by Clay Cope and seconded by Lynne Vanderslice, the Quarterly Financial Report Ending 3/31/2016 was unanimously approved.

**Annual Budget for FY2016-2017:** Treasurer Pat Llodra then presented the draft FY2016-2017 WestCOG Budget. In doing so she made reference to Director Pickering's explanatory memo and budget spread sheets in the agenda packet. Anticipated revenue for the upcoming fiscal year is \$3,451,997, she said.

After discussion and on a motion made by Rudy Marconi and a second by Clay Cope, the Annual Budget for FY2016-2017 was unanimously approved.

**Authorizations for Advancing LOTCIP Projects:** Francis Pickering referred to two administrative resolutions in the agenda packet required for the next steps with implementing WestCOG's Local Transportation Capital Improvement Program (LOTCIP).

The first resolution was entitled "Authorizing the Submission of Project Materials for the Implementation of the WestCOG LOTCIP Program." He explained that the requested language would authorize staff to work with municipal sponsors to advance endorsed projects.

He then referenced the two LOTCIP lists of endorsed projects included in the agenda packet, as summarized below:

### **LOTCIP PROJECTS IN HVMPPO AREA**

2016 New Fairfield – Candlewood Corners Drainage \$693,000  
2016 New Milford – Still River Drive Roundabout \$590,000  
2016 New Milford – Wellsville Avenue Bridge Reconstruction \$1,381,000  
2016 Newtown – Toddy Hill Road Bridge Replacement off Route 34 \$2,596,000  
2016 Sherman – Taber Road Pavement Rehabilitation \$398,000

2017 Brookfield – Four Corners Intersection and Pedestrian Improvements \$837,000  
2017 Danbury – White Street Intersection Improvements \$2,650,000  
2017 Ridgefield – Farmingville Road Multi-Use Trail \$1,100,000

### **LOTCIP PROJECTS IN SWRMPO AREA**

A: EXISTING COMMITMENTS

Stamford - Fiber Trunk Cable \$5,459,061  
Norwalk - SoNo Streetscape \$2,069,045  
Greenwich - Frontage Road \$1,080,000  
Greenwich - Sound Beach \$3,900,900

B: FY14-15 SOLICITATION RESULTS WITH MUNICIPAL RANK  
Norwalk (1) - Alternative Enhancements \$600,000  
Stamford (1) - West Avenue and West Main Street \$2,000,000

C: FY16 SOLICITATION RESULTS WITH MUNICIPAL RANK  
Darien (1) - Noroton Avenue and West Avenue \$1,200,000  
Westport (1) - Riverside Avenue \$300,000  
Westport (2) - Compo Road South \$400,000  
Stamford (2) - Greenwich at Pulaski \$1,000,000

D: FY17 SOLICITATION RESULTS WITH MUNICIPAL RANK  
New Canaan (1) - Locust Avenue Parking \$2,000,000  
Greenwich (1) - Davis Avenue \$2,500,000  
Greenwich (2) - Glenville Road and Brookside Drive \$1,750,000  
Stamford (3) - Strawberry Hill Road at Rock Spring Road \$1,750,000  
Westport (3) - Main Street \$300,000

E: FY16 AND 17 PROJECTED 20%  
OVER-PROGRAMMING WITH MUNICIPAL RANK  
Greenwich (3) - Lake Avenue at Rock Ridge Avenue \$1,000,000  
Stamford (4) - Atlantic and Main Street \$2,000,000  
Stamford (5) - Atlantic at Broad \$500,000  
Stamford (6) - Broad Street at Summer Street \$500,000

**LOTICIP ASSISTANCE FOR BOTH MPOS**

LIST 1 for On Call Design Assistance: Municipalities may select from these firms for assistance with LOTICIP design phases; Fuss & O'Neil, Milone & MacBroom, Stantec and Tighe & Bond. Municipal selection from this list is optional.

LIST 2 for On Call Construction Assistance: Municipalities may select from these firms for assistance with LOTICIP construction phases; GM2, Milone & MacBroom, Tighe & Bond and VHB. Municipal selection from this list is optional.

LIST 3 for WestCOG Project Reviews: The Council has LOTICIP responsibilities separate from those assigned by CTDOT to municipalities. Accordingly, WestCOG has entered into agreements with consultants AECOM and CHA for program management and engineering design review services.

There was discussion. Members requested that the accounting formats for the lists be standardized by making use of the SWRMPO model. Then on a motion made by Rudy Marconi and seconded by Clay Cope, the resolution cited above was unanimously approved.

Director Pickering then requested a second LOTICIP related resolution entitled "Authorizing the Execution of Professional Services Agreements with Consultants Selected to Perform LOTICIP Based Services."

This second resolution would enable WestCOG to enter into agreements with competitively selected consultants AECOM and CHA. Those firms will provide program management and engineering design review services.

The two consultant agreements would be effective until 1/31/2019 and are each not to exceed \$152,550. Both utilize 100% state LOTICIP funds as authorized by CTDOT, he said.

There was brief discussion. Then on a motion made by Clay Cope and seconded by Jayme Stevenson, the second LOTICIP resolution as cited above was unanimously approved.

**Bylaw Amendment Regarding Unelected Voting Proxies:** Francis Pickering summarized his memo on this topic as included in the agenda packet. He noted that at the April 21, 2016 meeting, the Council voted approval of an amendment to its bylaws, reappearing at this meeting for a required second vote. The text of the amendment is as follows:

"A Member municipality may appoint, in the manner provided by ordinance of the legislative body of such municipality, an elected official as an alternate. If the Representative and the alternate are unable to attend a meeting, the former may appoint a meeting-specific proxy.

The appointing party shall notify the Council Chair of said appointment in writing in advance of the service of the alternate or, in the case of a proxy, in advance of each meeting at which the proxy will serve.

Receipt of a properly executed appointment notification grants the alternate or proxy the same rights and privileges of a Representative, with the following conditions:

1) Neither an alternate nor a proxy may serve as an officer of the Council or of any committee established by the Council; 2) Neither an alternate nor a proxy may vote on amendments to these bylaws; 3) All actions taken by an alternate or a proxy with regard to Council matters, including testimony provided and votes cast, shall be considered to be the official position of the respective Representative; and 4) A Representative may utilize the meeting-specific proxy option no more than three times during a calendar year."

There was discussion. Then on a motion made by Jayme Stevenson and a second by Mark Boughton, the bylaw amendment above unanimously received its second approval.

### **INFORMATION ITEMS**

**Drug Task Force Report:** Francis Pickering summarized the Task Force's report which was included in the agenda packet. Viewing each municipality as unique in its challenges and resources, the Task Force has created a "menu" of recommendations to improve municipal reaction to the crisis, he said. There was discussion.

**Regional Election Monitor:** Francis Pickering stated that Norwalk Attorney Galen Wells had been hired for the position. She will be contacting registrars shortly.

**Local Road Accident Reduction Program (LRARP):** Director Pickering reviewed LRARP funding, a federal source thru CTDOT for low-cost safety improvements. Projects are submitted by COGs and then selected by CTDOT based on a benefit to cost ratio. He then reviewed program requirements contained in the agenda packet.

Mr. Pickering noted that the program is structured by CTDOT such that only two applications may be submitted from each of Connecticut's nine council of government areas, and that regional priorities must be set by WestCOG at its July 21 meeting. David Martin commented that the limitation of two per region was not a fair formula for larger areas such as ours with more congestion and accidents.

Carl Zimmerman then distributed a town-by-town data-driven GIS map analysis to assist with identification of locations with a high frequency of fatal or serious injury accidents. Then CTDOT State Safety Engineer Joseph Ouellette responded to member's questions regarding the grant program.

**Water Utility Coordination Committee:** An update was provided on Committee activities, with the Western WUCC to convene at 10 AM on June 14 at Brookfield Town Hall. It was noted that Curtis Reed is WestCOG's appointee and that supporting WestCOG staff will also attend.

**CT State Historic Preservation Office Assistance:** An agenda attachment on this topic was reviewed by Francis Pickering. The Historic Preservation Office is seeking to minimize effects to historic resources in the event of a natural disaster, he said.

Its team will work with WestCOG and the other four COGs along Connecticut's four coastal counties to conduct charrettes for municipal staff from all municipalities in those counties. The result of the process will be each municipality receiving a written assessment of challenges to protection of its historic resources.

### **ADJOURNMENT**

Matt Knickerbocker stated that the next WestCOG meeting will be held on Thursday, June 16, 2016. There being no further business, on a motion made by Clay Cope and seconded by David Martin and voted unanimously, the meeting was adjourned at 1:45 PM.