

## **WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

Stamford Office: 888 Washington Boulevard, 3<sup>rd</sup> Floor, Stamford, CT 06901

Brookfield Office: 162 Whisconier Road, Brookfield, CT 06804

Telephone: (203) 316-5190

### **Meeting of the Western Connecticut Council of Governments (WestCOG)**

April 16, 2015 – 12:30 p.m.

Darien Town Hall, Mather Center Cafeteria, 2 Renshaw Road, Darien, CT 06820

### **Agenda**

1. **MEETING CALL TO ORDER and ROLL CALL:** Hon. Matthew Knickerbocker, Chairman
2. **FEATURED GUEST:** Jennifer March-Wackers, Municipal Services Manager, CRCOG
3. **PUBLIC PARTICIPATION**
4. **ACTION ITEMS**
  - a) Approval of March 19, 2015 Minutes Attachment 4.a, Pp. 1-5
  - b) CMAQ Projects and Priorities Attachment 4.b, PP. 6-7
  - c) HVCEO, SWRPA, and WestCOG Stub Audits - Request to proceed with Letters of Engagement with audit firm of Henry, Raymond & Thompson for 3 stub audits Attachment 4.c, Pg. 8
  - d) Employee Handbook Modifications Attachment 4.d, Pp. 9-10
  - e) Discussion of Northwest Hills RTP (with Rick Lynn) Attachment 4.e, Pp. 11-18
5. **INFORMATION ITEMS**
  - a) Office Status
  - b) Legislation
  - c) Quarterly Financial Report Attachment 5.c,  
Handout at Meeting
6. **OTHER BUSINESS**
7. **NEXT MEETING:** May 21, 2015 at Newtown Municipal Center
8. **ADJOURNMENT**

*For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at [help@westernctcog.org](mailto:help@westernctcog.org). Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con Western Connecticut Consejo de Gobiernos por lo menos cinco días hábiles antes de la reunión al [help@westernctcog.org](mailto:help@westernctcog.org).*

**DRAFT MINUTES**  
**3/19/2015 MEETING**  
**WESTERN CONNECTICUT**  
**COUNCIL OF GOVERNMENTS**

**DRAFT**

Meeting at New Milford Town Hall, 10 Main Street, New Milford, CT

**MEMBERS ATTENDING**

Bethel..... Absent  
 Bridgewater..... Selectman Alan Brown  
 Brookfield..... First Selectman William Tinsley  
 Danbury..... Absent  
 Darien..... First Selectman Jayme Stevenson, Vice Chairman

Greenwich..... Absent  
 New Canaan.... Absent  
 New Fairfield... First Selectman Susan Chapman, Secretary  
 New Milford..... Mayor Patricia Murphy  
 Newtown..... Public Works Director Fred Hurley (non-voting)

Norwalk..... Absent  
 Redding..... Selectman Leon Karvelis  
 Ridgefield..... First Selectman Rudy Marconi  
 Sherman..... First Selectman Clay Cope

Stamford..... Chief of Staff Michael Pollard (non-voting)  
 Weston..... First Selectman Gayle Weinstein, Treasurer  
 Westport..... Absent  
 Wilton..... First Selectman William Brennan

**GOVERNMENTAL OFFICIALS**

John Louizos of the Stamford Board of Finance, New Milford Economic Development Director Luigi Fulinello, Roxane Fromson of CT DOT, Stamford Traffic Engineer Mani Poola, Norwalk Transit District CEO Kimberlee Morton, Richard Schreiner and Stephanie Scavelli of HARTransit, and Westport Transit District Director Jennifer Johnson.

**OTHER ATTENDEES**

Susan Tuz of the News Times, Elaine LaBella of the Housatonic Valley Association, Margaret Wirtenberg of Weston, and Chuck Burnham and Tracey Alston of Eversource. From the WestCOG staff Francis Pickering, David Hannon, Sue Prosi, Patricia Payne, Alex Karman, Carl Zimmerman, Michael Towle, Robert Sachnin, Camille Acquanita and Jonathan Chew.

**CALL TO ORDER**

The meeting was called to order at 12:30 PM by Vice Chairman Jayme Stevenson and a quorum was determined to be present.

**PUBLIC PARTICIPATION**

Pat Murphy welcomed the group to New Milford, described the Town, and distributed copies of the local history book "Voices from the Past."

**MINUTES FROM 2/19/2015**

After review and on a motion made by Clay Cope and seconded by Rudy Marconi, the minutes of the meeting of 2/19/2015 were unanimously approved.

## **APPOINTMENTS TO DEMHS REGION 1**

It was noted that due to the transition from SWRPA to WestCOG, representation from the eight southern municipalities to the DEMHS Region 1 Emergency Planning Team needed to be updated.

In keeping with the DEMHS Region 1 structure, Francis Pickering is proposed as the staff representative, with Sue Prosi continuing as the alternate and proxy. The chief elected official representative had been New Canaan First Selectman Robert Mallozzi, who is willing to continue serving.

A request was then made to appoint the three persons above as WestCOG's representation to DEMHS 1. After brief discussion and on a motion made by Bill Brennan and seconded by Leon Karvelis, the appointments were unanimously approved.

## **DISASTER RECOVERY FUNDS**

Rob Sachnin updated members on the U.S. Department of Housing and Urban Development's (HUD) National Disaster Resilience Competition. He noted that HUD plans to award \$1 billion for unmet disaster recovery and that projects in our area may qualify for funding.

As letters of support are suggested for participation, it was advisable at this early point to issue a nonbinding Partner Letter, enabling continued participation in the funding competition. He noted that should funding be awarded to an area project, any more formal agreements required will be vetted through WestCOG.

Francis Pickering stated that as Partner Letters were due prior to today's meeting date, the Executive Committee authorized submission prior to the meeting. The March 4 Partner Letter was then reviewed, after which concurrence by the full WestCOG was requested. Then on a motion made by Rudy Marconi and seconded by Bill Brennan, the Partner Letter was unanimously endorsed.

## **AGREEMENTS FOR GIS DEVELOPMENT**

Alex Karman presented this topic, requesting approval of a resolution authorizing agreements with GIS consultants and vendors for amounts not to exceed the funds available within the OPM grant for the GIS Service project, noting only state funds are involved within the agreements.

There was a discussion of GIS issues. Then on a motion made by Bill Brennan and seconded by Rudy Marconi, the requested authorization was unanimously approved.

## **APPLICATIONS FOR TRANSIT FUNDS**

### **SERVING ELDERS AND PERSONS WITH DISABILITIES**

Francis Pickering presented the request for a resolution authorizing submission of applications for the "CT DOT Demand Response Transportation Grant Program for Elders and Persons with Disabilities." He noted this transit subsidy program has been providing funds to the area annually since 2006.

As the statute requires municipalities requesting grants to apply to CT DOT through their regional planning organization, authorization is requested for WestCOG to submit its municipal applications via a resolution to that effect. After brief discussion and on a motion made by Leon Karvelis and seconded by Alan Brown, such authorization was unanimously approved.

## **TRANSPORTATION STUDY OF STAMFORD**

It was noted that WestCOG has been awarded funds to conduct a Stamford Bus and Shuttle Study, a comprehensive assessment of Stamford transit services, and an evaluation of the full multimodal network and its related land use and development potentials.

The request is to authorize WestCOG to contract with transportation engineering consultants to conduct the study, in close cooperation with CT DOT and the City of Stamford, the effort entirely funded by the State of Connecticut.

Michael Pollard provided an overview of the effort. He noted that Stamford is projected to become the largest municipality in Connecticut within ten years, that this analysis will lead to recommendations important for maintaining the City's economic success, and that results will serve suburban commuters into Stamford as well as City residents.

Roxane Fromson conveyed the comments of CT DOT Commissioner James Redeker that he fully supports this WestCOG transportation planning effort.

It was then requested that WestCOG approve a resolution authorizing the consultant contract with a selected consultant firm. This was followed by discussion. Then on a motion made by Rudy Marconi and seconded by Leon Karvelis, the requested authorizing resolution was unanimously approved.

## **PLANNING AGENCY FOR MPOS**

Francis Pickering reviewed this item, noting that HVMPO and SWRMPO as federal administrative designations are not full corporate entities, thus requiring them to rely upon a more fully functional entity for their office space and staffing needs.

Further, that with the sunseting of SWRPA and HVCEO, the role of MPO transportation planning agency has migrated to WestCOG. A merger administrative item remaining is to formally designate WestCOG as the transportation planning agency for HVMPO and SWRMPO.

There was then a discussion, focusing upon the I-95 coastal corridor and how MPO designations as they may evolve can best meet the vital need to coordinate with transportation planning both east and west of WestCOG.

Then on a motion made by Bill Brennan and seconded by Rudy Marconi, the requested resolution was unanimously approved.

## **STATE TRANSPORTATION INITIATIVE AND TOD POLICY**

Francis Pickering reviewed 2/2015 CT DOT documents which had been distributed to members earlier, the "CT Five Year Transportation Ramp Up Plan" and the "CT Bold Vision for A Transportation Future."

He stated that while each of the nine COG regions works with the state to shape its transportation future, of the nine regions WestCOG is the second largest by population, and of the nine has the most serious transportation problems. In addition WestCOG alone serves as the transportation hinge between New England and the remainder of the nation.

A discussion of transportation policies followed. This soon focused upon proposed House Bill 6851, which if passed would compromise municipal planning and zoning powers within the Region's several Transit Oriented Development planning areas.

Key concerns were that investors and land owners interested in participation will be thrown into a state of confusion if the bill becomes law. And that hopes for successfully blending new TOD development with surrounding community character will be significantly dimmed.

Discussion continued. Then on a motion made by Pat Murphy and seconded by Rudy Marconi, it was voted unanimously to authorize Director Pickering to prepare a letter to legislators conveying WestCOG opposition to House Bill 6851 and the reasoning therefore.

#### **COLLABORATION WITH NORTHWEST HILLS COG**

Director Pickering referenced a letter in the agenda packet from the Northwest Hills Council of Governments. It stated that Council wishes to explore subcontracting with WestCOG to prepare its Northwest Hills Regional Transportation Plan.

There was then a discussion of the advantages and disadvantages of the proposal and staffing issues. The Council will await more specifics.

#### **COLLABORATION WITH NATURE CONSERVANCY**

Director Pickering reported that the Nature Conservancy has approached WestCOG staff regarding the potential for technical data collaboration. The Conservancy is extending its effort to identify nitrogen emissions reaching Long Island Sound. The research project will provide information that municipalities may use to improve water quality.

Their proposal is for WestCOG to provide data and local contacts for the study, and for their study process to return resulting data formatted by municipality and with usable information.

There was discussion. Concern was raised that the data generated may further empower recent state agency proposals to force high costs on municipalities for runoff remediation; the controversial MS4 state permit process.

It was agreed that a specific proposal from the study sponsors be requested, defining products to be prepared for municipalities, such that members can better understand intent and municipal budget impact prior to considering authorization for staff to collaborate.

#### **FY2015 TRANSPORTATION WORK PROGRAM ADJUSTMENTS**

It was noted that due to the 12/31 merger at the half way point in the annual transportation grant cycle for SWRPA and HVCEO, adjustments to transportation work programs are required. Drafts of the changes have been submitted to CT DOT for its review and will then be presented to the COG for consideration.

#### **POTENTIAL COMMUNITY RATING SYSTEM PROJECT**

Flood insurance ratings, and potential lower rates to property owners thru WestCOG GIS technical analysis, were discussed.

#### **SNOW PLOW ROUTING EFFICIENCY**

There was a discussion of how GIS technical analysis might assist the efficiency of municipal snow plow routing.

#### **ECONOMIC DEVELOPMENT PLANS AND DISTRICTS**

There was a discussion of the area's two federally structured regional economic development plans and the potential for funding of municipal economic development projects. Fact finding on this topic will continue.

### **COLLECTIVE PURCHASING**

Director Pickering reviewed an agenda attachment on activities of the Capitol Region Purchasing Council (CRPC). He conveyed that municipalities outside of the Capitol Region COG area are eligible to join CRPC to utilize its group bidding process and resulting reduced per unit costs.

Of the 97 municipal members statewide six are from our area: Bridgewater, Darien, Greenwich, New Canaan, Newtown and Redding. The six individual municipal annual dues combined total to \$10,420.

But the CRPC group rate for an entire COG area is \$500 per municipality or \$9,000 for all eighteen. Members expressed interest in pursuing the broader and less costly membership option.

### **TRANSPORTATION PLAN UPDATES**

Staff provided an update on the two draft plans. All materials regarding the two plans, their public informational meetings and ancillary documents, are posted on the WestCOG web site MPO page.

### **LOGOS AND WEB SITE**

Director Pickering reviewed the status of logos and web design options.

### **STAFF VACANCY**

Director Pickering discussed staffing needs in relation to the budget and work load.

### **OTHER BUSINESS**

Under other business there was a discussion of potential state changes to motor vehicle taxes and the proposed regional tax sharing pool.

There was also a request for a letter of support for a Ridgefield STEAP grant application to expand parking for users of the Ridgefield to Katonah commuter bus shuttle operated by HARTransit.

Then on a motion made by Pat Murphy and seconded by Susan Chapman, the letter of support was unanimously authorized.

### **NEXT MEETING**

The next meeting is to be held in Darien on April 16, 2015 with CT DOT Commissioner James Redeker the guest speaker.

### **ADJOURNMENT**

There being no further business, on a motion made by Rudy Marconi and seconded by Clay Cope the meeting was adjourned at 1:50 PM.

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### Western CT Council of Governments Approval of Housatonic MPO and South Western Region MPO CMAQ Priorities 2015

**Western CT Council of Governments Action Requested:**

***Endorse candidate projects and priorities for the South Western Region MPO and Housatonic Valley MPO using the provided resolution.***

**Background**

CTDOT issued a solicitation for candidate projects to be funded through the Congestion Mitigation and Air Quality Program (CMAQ) in December 2014. The last opportunity to apply for CMAQ funding was in 2012. CTDOT requires that the CMAQ candidate projects with priorities approved by the MPOs and the COG be submitted by April 30, 2015.

The CMAQ program funds projects that will help to improve or maintain ambient air quality in regions designated as non-attainment areas under the provisions of the Clean Air Act (CAA). CTDOT has earmarked \$10 million each year in CMAQ funds for projects submitted by the state's MPOs. Each MPO is entitled to submit three projects with designated priorities. A project cannot request more than \$3M CMAQ funding.

In response to the solicitation the South Western Region MPO received three applications. The CMAQ Working Group (applicants and WestCOG Stamford staff) reviewed the projects for eligibility, need, and potential emissions reduction which is a key factor in CTDOT's evaluation and ranking of projects. Priorities are supported by the TTAG with the recommendation for South Western Region MPO endorsement.

**South Western Region MPO Candidate Projects and Priorities** *Developed by and supported by the South Western Region TTAG and scheduled for South Western Region MPO endorsement on April 16, 2015*

Priority & Sponsor	Project	CMAQ Funding	Municipal Funding	Total
1. Stamford	Signal System Upgrade & Synchronization	\$ 3,000,000	\$ 1,000,000	\$ 4,000,000
2. Norwalk	Signal System Upgrade Phase 3	\$ 3,000,000	\$ 48,000	\$ 3,048,000
3. Greenwich	Traffic Signal Optimization & Intersection Improvements Glenville Street/Glenville Road Corridor	\$ 2,000,000	\$ -	\$ 2,000,000

**Housatonic Valley MPO Candidate CMAQ Projects and Priorities** *As endorsed by the Housatonic Valley MPO on April 16, 2015.*

The draft WestCOG resolution is provided.

**WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS  
CONFIRMATION OF HOUSATONIC VALLEY MPO AND  
SOUTH WESTERN REGION MPO  
CMAQ PRIORITIES – APRIL 2015**

Be it resolved that the Western CT Council of Governments confirms the CMAQ candidate projects and priorities endorsed by the Housatonic Valley MPO and the South Western Region MPO.

**HOUSATONIC VALLEY MPO CMAQ PRIORITIES**

*As endorsed by the Housatonic Valley MPO on April 16, 2015.*

**SOUTH WESTERN REGION MPO CMAQ PRIORITIES**

*Endorsement scheduled at April 15, 2015 meeting.*

Priority & Sponsor	Project	CMAQ Funding	Municipal Funding	Total
1. Stamford	Signal System Upgrade & Synchronization	\$ 3,000,000	\$ 1,000,000	\$ 4,000,000
2. Norwalk	Signal System Upgrade Phase 3	\$ 3,000,000	\$ 48,000	\$ 3,048,000
3. Greenwich	Traffic Signal Optimization & Intersection Improvements Glenville Street/Glenville Road Corridor	\$ 2,000,000	\$ -	\$ 2,000,000

Darien, Connecticut

I, Susan Chapman, Secretary of the Western Connecticut Council of Governments (the "Council"), certify that the following is a true copy of the vote of the Council at its meeting on April 16, 2015 in Stamford, Connecticut, a quorum being present.

This resolution remains in full force and effect as of April 16, 2015.

Dated at Stamford, Connecticut on this Sixteenth Day of April, 2015.

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Susan Chapman, Secretary



## WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS

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Brookfield Office: 162 Whisconier Road, Brookfield, CT 06804

Telephone: (203) 316-5190

TO: WestCOG Council Representatives  
FROM: Francis Pickering, Executive Director  
Date: April 16, 2015  
RE: Request for Authorization for Expenditures of Stub Audits

According to the WestCOG bylaws, *Article VIII, D.*, "The Executive Committee shall develop procedures to be used for awarding of contracts and all non-recurring expenditures above five thousand dollars (\$5,000), subject to approval of the Council."

**BACKGROUND:** During merger meeting discussions last year, it was determined that the Housatonic Valley Council of Elected Officials (HVCEO) would contract with the CPA accounting firm of *Raymond & Thompson, LLC (HR&T)*, which was currently under contract with the South Western Regional Planning Agency (SWRPA) for its FY13-14 annual audit; this was done successfully. Next, a determination was made to request additional letters of engagement from *HR&T* for the following three State-mandated stub audits necessary to begin WestCOG's FY15-16 with cleanly audited records. WestCOG has received proposals for the following three audits from *HR&T*:

- Stub audit for HVCEO for period July 1, 2014 through December 31, 2014 (\$12,000);
- Stub audit for SWRPA for period July 1, 2014 through December 31, 2014 (\$13,000); and
- Stub audit for WestCOG for period January 1, 2015 through June 30, 2015 (\$15,000).

**MERGER COSTS:** It was previously determined that the cost for these audits would be absorbed by the additional \$125,000 State-Grant-In-Aid funding received by WestCOG during FY13-14, specifically dedicated to additional costs due to merger.

**ACTION REQUESTED:** I am requesting authorization for WestCOG to enter into proposed audit agreements with *HR&T* for the purposes of three stub audits to complete the financial analysis and reporting of the former HVCEO and SWRPA through 12/31/14 and the half FY14-15 for WestCOG through 6/30/15. Individual contracts for this work are available for examination upon request.

## WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS

888 Washington Boulevard, 3<sup>rd</sup> Floor, Stamford, CT 06901  
Stamford Office (203) 316-5190 | Brookfield Office (203) 775-6256

DATE: April 9, 2015  
TO: WestCOG Board Members  
FROM: Francis R. Pickering, Executive Director  
RE: Technical corrections to the Employee Handbook

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### **BACKGROUND:**

The WestCOG Employee Handbook states that the “Federal Family Medical Leave Act only covers organizations with fifty or more employees.” This is incorrect. The Family and Medical Leave Act (FMLA) covers all public agencies, regardless of size.

The Employee Handbook is also inconsistent in the treatment of paid time off. While part-time staff may carry vacation time into a new fiscal year, full-time employees lose all accrued time on July 1. This prevents full-time employees from taking vacations during the summer.

### **ACTION REQUESTED:**

It is proposed that WestCOG amend the Employee Handbook to: a) indicate compliance with FMLA and b) to make the vacation time policy for full-time staff consistent with that for part-time staff. Suggested language is attached.

## **FAMILY AND MEDICAL LEAVE**

### *Existing policy:*

~~The Federal Family Medical Leave Act only covers organizations with fifty or more employees. WCCOG employees with such a need for a leave of absence should discuss his/her needs with the Executive Director, who may make a decision to accommodate any such request based on the needs of the WCCOG and his/her best judgment.~~

### *Replacement policy:*

WestCOG provides leave in compliance with all applicable federal and state laws, including the Family and Medical Leave Act.

## **VACATION**

### *Existing full-time policy:*

~~You begin each new fiscal year with NO vacation days on Jul 1<sup>st</sup> and accrue vacation days each month, which are credited to you at the end of the month (see chart below). Accrued vacation days as a rule should not be carried over to the following year, but with the Executive Director's approval up to five (5) days may be carried into the first half of the new fiscal year.~~

### *Existing part-time policy and proposed new full-time policy:*

Accrued vacation time at July 1<sup>st</sup> must be taken within the following six months. Vacation leave may be taken either during the fiscal year earned or during the following first six months of the new fiscal year. Vacation leave may not be accumulated for use beyond this time period. An exception may be made by the Executive Director.



March 6, 2015

Mr. Francis Pickering, Executive Director  
Western CT Council of Governments  
888 Washington Boulevard – 3<sup>rd</sup> Floor  
Stamford, CT 06901

Dear Francis,

As we discussed, the Northwest Hills Council of Governments is interested in exploring the possibility of subcontracting with the Western CT COG to help prepare the “Northwest Hills Regional Transportation Plan” for our 21 member COG.

As a rural regional planning organization with a small staff, we have contracted with neighboring COGs in the past for technical assistance and it has worked well (e.g. GIS services from COGCNV, Natural Hazard Mitigation Planning Assistance from CCRPA). We believe it may offer advantages to both the NHCOCG and WCCOG to collaborate in preparing the Regional Transportation Plan for the Northwest Hills. Among the potential advantages are:

- 1) The NHCOCG would enter into an inter-governmental Agreement to compensate the WCCOG for the staff time and mileage/materials devoted to assisting the NHCOCG in the preparation of the RTP.
- 2) The WCCOG staff would benefit from the experience gained in preparing a RTP under the new federal planning guidelines (MAP-21) for a neighboring region with less severe transportation challenges. The lessons learned could be very helpful in updating the WCCOG Regional Transportation Plan in the coming years.
- 3) The existing transportation network links our two regions through Route 7, the Housatonic rail line, and the Western New England Greenway. A broader transportation perspective can be achieved by the WCCOG and NHCOCG collaborating on regional transportation planning.
- 4) Contracting with a neighboring COG can enhance inter-regional cooperation. Much like the NHCOCG supports the Western CT COG by serving as the fiduciary for the DEMHS Region 5 Homeland Security Grant Program, the WCCOG has a talented and experienced staff in regional transportation planning that the NHCOCG would very much like to work with in preparing the transportation plan for the Northwest Hills.
- 5) As stated by ConnDOT in their recent correspondence pertaining to the FY 2016-2017 Unified Planning Work Program, one of the major emphasis areas of the FHWA and FTA is promoting cooperation and coordination across MPO boundaries to ensure a regional approach to transportation planning.



If the Western CT COG is receptive to this proposed inter-regional collaboration, please let me know.  
Thank you for your consideration.

Sincerely,

Rick Lynn, AICP  
Executive Director

cc: Maribeth Wojenski, ConnDOT  
Neil Ryan, ConnDOT  
Eloise Powell, FHWA

Major task	Minor task	Begin date	End date	Hours	Cost
<b>Project initiation</b>		<b>15-Feb</b>	<b>6-Mar</b>	<b>23</b>	<b>\$621</b>
	Review existing plans in cooperation with NHCOC staff			10	\$270
	Provide notice of process and develop e-mail contact list of interested parties (for periodic status up			5	\$135
	Develop survey for NHCOC staff to use in meeting with local officials to discuss transportation need			2.5	\$68
	Contact service providers to set up meetings			2.5	\$68
	Contact agency/commercial providers to obtain data			2	\$54
	Contact Housatonic Railroad to obtain project information and set up meetings			1	\$27
<b>Data collection: obtain data on existing and, where available,</b>		<b>9-Mar</b>	<b>17-Apr</b>	<b>115.5</b>	<b>\$3,524</b>
	<b>Highway system</b>			<b>45</b>	<b>\$1,215</b>
	Facilities by type (e.g. functional class), length, posted speed, and ownership			5	\$135
	Pavement and bridge condition			8	\$216
	State and local scenic routes			2.5	\$68
	Volume and capacity			1	\$27
	Vehicle mix			1	\$27
	Low bridges and turn limitations			2.5	\$68
	Speed and congestion -- OPTIONAL TASK			10 + cost of data	
	Motor vehicle crashes, including with pedestrians/cyclists			25	\$675
	Traffic counts at selected locations -- OPTIONAL TASK			7 per count	
	<b>Transit system, including dial-a-ride</b>			<b>18.5</b>	<b>\$500</b>
	Routes and schedules			2.5	\$68
	Passenger trips by route/run			2	\$54
	Operating hours and mileage			2	\$54
	Fares and conditions of carriage			1	\$27
	Vehicle fleet, technology, and stop facilities, including signage			6	\$162
	Multimodal connections and connections to other systems			5	\$135
	<b>Cyclist and pedestrian facilities</b>			<b>5</b>	<b>\$540</b>



"Smooth" facilities by type (e.g. surface type, permitted uses), length, and ownership	5	\$135
"Rough" facilities by type (e.g. permitted uses), length, and ownership -- OPTIONAL TASK	15	\$405
Inventory and mapping of smooth or rough facilities -- OPTIONAL TASK	1 per route if volunteers collect GPS data; or actual time	
Actual usage by cyclists and pedestrians -- OPTIONAL TASK	10 + cost of data	
Cyclist/pedestrian counts at selected locations -- OPTIONAL TASK	7 per count	
Counts or photographic documentation of illegal ATV/OHV use -- OPTIONAL TASK	7 per count	
<b>Rail</b>	<b>17</b>	<b>\$459</b>
Facilities by class/condition, length, and ownership	5	\$135
Height/weight limitations	5	\$135
Trains and freight volume/value	7	\$189
Passenger rail trips by residents -- OPTIONAL TASK	7 per count	
<b>Parking</b>	<b>5</b>	<b>\$135</b>
Inventory and mapping of park and rides	2.5	\$68
Utilization of park and rides	2.5	\$68
Inventory and mapping of other parking -- OPTIONAL TASK	30	
Parking counts -- OPTIONAL TASK	3 per count	
<b>Financial program</b>	<b>15</b>	<b>\$405</b>
Federal (TIP/STIP) and state (LOTICIP, LRARP, LBP) expenditures by program, location, and project type	2	\$54

Transit agency revenues and capital/operating costs			3	\$81
Municipal transportation budgets, including for local dial-a-rides -- OPTIONAL TASK	20			
Railroad expenditures			10	\$270
<b>Population and demographics</b>			<b>10</b>	<b>\$270</b>
Age and disability			2	\$54
Sex/race/ethnicity			2	\$54
Drivers' license rates and vehicle age -- OPTIONAL TASK	10			
Commute-to-work by mode			2	\$54
Household size and number of vehicles			2	\$54
Per capita income			2	\$54
<b>Data analysis: evaluate data to inform recommendations (i.e.,</b>	<b>20-Apr</b>	<b>5-Jun</b>	<b>170</b>	<b>\$4,590</b>
<b>Traffic/congestion</b>			<b>40</b>	<b>\$1,080</b>
Adequacy of functional class: comparison of high-volume links, e.g., arterials/corridors, with existing FC			15	\$405
Congested areas: links/nodes with high volume/capacity ratios or demonstrated congestion			15	\$405
Freight corridors: links with high utilization by heavy trucks			10	\$270
<b>Network deficiencies</b>			<b>35</b>	<b>\$945</b>
Gaps in connectivity in transit, including dial-a-ride			10	\$270
Gaps in smooth/rough cyclist and pedestrian facilities			5	\$135
Barriers to truck freight			10	\$270
Barriers to rail freight			10	\$270
Under- and oversupply of parking -- OPTIONAL TASK		Varies		
<b>Safety</b>			<b>25</b>	<b>\$675</b>



Hazardous areas: links/nodes with high crash/casualty rates			25	\$675
<b>Population and demographics</b>			<b>35</b>	<b>\$945</b>
Commute patterns and travel times			20	\$540
Availability of transportation options			5	\$135
Concentrated areas of mobility-challenged, including young, old, poor, disabled			5	\$135
Title VI/Environmental Justice/Limited English Proficiency areas			5	\$135
<b>Land use</b>			<b>10</b>	<b>\$270</b>
Development patterns: change in land cover			2.5	\$68
Identification of population growth centers			2.5	\$68
Potential for station-area transit-oriented development			5	\$135
Potential for designation of new scenic routes -- OPTIONAL TASK		35		
<b>Condition and financial program</b>			<b>17.5</b>	<b>\$473</b>
Bridges in need of replacement: poor condition			2.5	\$68
Candidates for bridge removal: poor condition with low traffic and nearby alternate routes			15	\$405
<b>Scenario planning</b>			<b>7.5</b>	<b>\$203</b>
Develop a limited range of scenarios as a planning tool			7.5	\$203
<b>Municipal and public involvement</b>	<b>8-Jun</b>	<b>25-Sep</b>	<b>91</b>	<b>\$2,499</b>
<b>Preparation for meetings</b>			<b>30</b>	<b>\$810</b>
Prepare findings (from data collection and analysis) for meetings with municipal officials and service providers			25	\$675
Distribute findings, meeting notice, and request for projects to municipal officials and service providers			5	\$135

<b>Municipal involvement (all meetings open to public)</b>			<b>21</b>	<b>\$609</b>
Meet with municipal officials to discuss needs/issues/priorities and comment on findings			3	\$123
Meet with service providers to discuss needs/issues/priorities and get comment on findings			3	\$81
Create matrix of transportation improvement priorities based on discussions and findings			5	\$135
Distribute matrix as a survey to municipal officials for response			10	\$270
<b>Public involvement</b>			<b>40</b>	<b>\$1,080</b>
Publicize and distribute matrix as a survey to public for response			10	\$270
Prepare for and hold meetings on passenger service on Housatonic Railroad			15	\$405
Prepare for and hold meeting on freight service on Housatonic Railroad			15	\$405
<b>Transit stop (signage and shelter) plan</b>	<b>20-Sep</b>	<b>15-Oct</b>	<b>67.5</b>	<b>\$1,823</b>
Price out signage and shelters			2.5	\$68
Describe potential funding sources			2.5	\$68
<b>Identify draft locations</b>				
Shelters			5	\$135
Stops			25	\$675
<b>Present and review draft locations</b>				
Meet with transit operators			10	\$270
Meet with local traffic authorities			7.5	\$203
Present and review final locations with transit operators			5	\$135
Prepare signage and shelter plan, including implementation timeline			10	\$270
<b>Draft Plan</b>	<b>20-Sep</b>	<b>15-Oct</b>	<b>440</b>	<b>\$14,050</b>
Meet with NHCOG staff to go over findings from analysis and municipal/public involvement and dis			5	\$205

Develop list of short-, medium-, and long-term regionally significant transportation projects			15	\$615
Prepare text of draft plan			285	\$7,695
Prepare graphics and maps for draft plan			50	\$2,050
Print copies for distribution			2.5	\$103
Present draft plan to NHCOG staff and board for review and comment			2.5	\$103
Incorporate any comments received into draft plan			50	\$2,050
Make draft plan publicly available and distribute to interested parties			10	\$410
Prepare for and hold public meeting on draft plan			20	\$820
<b>Final Plan</b>	<b>16-Oct</b>	<b>15-Dec</b>	<b>65</b>	<b>\$2,665</b>
Incorporate any comments received into final plan			50	\$2,050
Print copies for distribution			5	\$205
Distribute and final plan to NHCOG staff and board for approval			10	\$410
<b>Incidental costs</b>				<b>\$5,875</b>
Mileage (15 meetings, est. average 50 miles round-trip per person)				\$825
Mileage (distribution of notices, est. 500 miles total)				\$275
Mileage (data collection, est. 500 miles total)				\$275
Printing (100 copies of draft and final plan)				\$2,000
Printing (notices, meeting materials, and other documents)				\$1,000
Postage (distribution of plans, notices, and other documents)				\$500
Advertising (newspaper, other media)				\$500
Hardware (for data collection)				\$400
Internet services (hosting for survey app)				\$100
<b>Sub-Total salary expense (not including optional/incidental costs)</b>			<b>972</b>	<b>\$29,771</b>
<b>BFO 148% applied to salary expense</b>				<b>\$44,061</b>
<b>Total (including Incidental Cost)</b>				<b>\$79,707</b>
<b>Contract total</b>	<b>\$86,450</b>			
<b>Less total cost of Project</b>	<b>\$79,707</b>			
<b>Revenue generated</b>	<b>\$6,743</b>			