

Western Connecticut Council of Governments

November 16, 2017 – 12:30 p.m.

**Location: Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, CT 06877**

Agenda

1. Meeting call to order: Hon. Jayme Stevenson, Chairman
2. Public participation
3. Guest Speakers:
 - a) Liz Fluette, *Ms. President US Program*
 - b) Betsy Gara, Connecticut Council of Small Towns (COST)
4. Action items:
 - a) Approval of October 5, 2017 Minutes Attachment 1, pp. 1-3
 - b) Approval of 2018 COG Meeting Schedule Attachment 2, pp. 4
 - c) Quarterly Financial Report Attachment 3, pp. 5
 - d) Draft FY18-21 LOTCIP Solicitation Attachment 4, pp. 6-13
 - e) WestCOG Bylaws – proposed amendments Attachment 5, pp. 14-15
5. Information items:
 - a) Eversource response to October storm (for discussion)
 - b) Nominating Committee
 - c) Legislative Committee
 - d) WestCOG Foundation, Inc. Proposed Bylaws Attachment 6, pp. 16-18
6. Other business
7. Next meeting: Thursday, December 14th
8. Adjournment

Western Connecticut COUNCIL OF GOVERNMENTS



Disclaimer: These interim minutes of the Western Connecticut Council of Governments (“WestCOG” or “COG”) are released and “available for public inspection” and “posted” on WestCOG’s website, in accordance with C.G.S. §1-225(a). Said interim minutes are subject to review and approval by the COG members, after which time the final approved minutes will be available and posted in accordance with laws. Accordingly, the interim minutes may contain inaccuracies and do not reflect the final action of the COG.

INTERIM Council Minutes

for the 10/05/2017 Regular Meeting

Held at the Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, Connecticut 06877

Chairman Jayme Stevenson - Vice Chairman Susan Chapman
Secretary David Gronbach - Treasurer Patricia Llodra

MEMBERS ATTENDING

- Bethel..... First Selectman Matt Knickerbocker
- Bridgewater..... First Selectman Curtis Read
- Brookfield..... First Selectman Steve Dunn
- Danbury Absent
- 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..... Mayor Harry Rilling
- Redding..... First Selectman Julia Pemberton

- Ridgefield..... First Selectman Rudy Marconi
- Sherman..... First Selectman Clay Cope
- Stamford..... Chief of Staff Michael Pollard
- Weston..... Absent
- Westport..... First Selectman James Marpe
- Wilton..... First Selectman Lynne Vanderslice

OTHERS ATTENDING

WestCOG staff members Francis Pickering, Robert Sachnin, Nicole Sullivan, and William Kenny. Sara Harris, Harrison Wenchell, Richard Schreiner, Andrea Rynn, Ali Mohseni, Claire Matzke, James Root, Felicia Jones, Diane Lauricella, Jo-ann Brooks, and John Hayes were also in attendance.

CALL TO ORDER

The meeting was called to order at 12:30pm by Chairman Jayme Stevenson.

PUBLIC PARTICIPATION

There was no public participation.

GUEST SPEAKER

Chairman Stevenson welcomed Public Health Section Chief Lori Mathieu of the CT Department of Public Health's Drinking Water Section to the meeting. Information was presented regarding the "Final Draft" of the CT State Water Plan. Environmental issues and policies regarding water were discussed. The public comment period for the CT State Water Plan is open until November 20th.

ACTION ITEMS

Approval of 8/17/2017 Minutes: After review and on a motion made by Mayor Harry Rilling and seconded by First Selectman Matt Knickerbocker, the minutes of the meeting of 8/17/2017 were unanimously approved.

FFY 2017 Homeland Security R5EPT MOU: Director Pickering addressed this topic, explaining that the Memorandum of Understanding is for emergency support in Region 5. A motion to approve the MOU was made by First Selectman Susan Chapman and seconded by First Selectman Clay Cope, the motion was then passed unanimously.

Concurrence with REDD Designation: Director Pickering addressed this topic. On a motion made by Mayor David Gronbach and seconded by First Selectman Matt Knickerbocker concurrence with the State's designation of WestCOG as a Regional Economic Development District was passed unanimously.

Approval of CEDS: A motion to approve the CEDS was made by First Selectman Matt Knickerbocker and seconded by First Selectman Clay Cope, followed by unanimous approval.

LOTICIP Program Adjustments: Principal Planner Robert Sachnin presented information on the adjustments needed for LOTICIP projects. On a motion made by First Selectman Patricia Llodra and seconded by Mayor Harry Rilling, approval of the proposed adjustments was unanimous.

INFORMATION ITEMS:

Nominating Committee: Chairman Stevenson addressed the COG. First Selectman Curtis Read, First Selectman Peter Tesei, First Selectman Julia Pemberton, First Selectman Lynne Vanderslice, and First Selectman Steve Dunn volunteered to take part in the Nominating Committee.

Legislative Committee: Chairman Stevenson addressed the COG. First Selectman Julia Pemberton, First Selectman Rudy Marconi, First Selectman Jayme Stevenson, First Selectman Matt Knickerbocker, and First Selectman Susan Chapman volunteered to take part in the Legislative Committee.

Draft 2018 COG Meetings Schedule: The draft meeting schedule, as well as the proposed January 18th Legislative Breakfast date, was briefly discussed.

Update on COG Operations: Director Pickering reviewed this topic. Projects completed and in process by WestCOG staff were provided. Operational structures were discussed.

Monthly Financial Report-8/31/17: Treasurer Patricia Llodra updated the COG on the financial report of August 2017.

Legal action regarding opioids: Although there was brief discussion, this topic was formally tabled until the next meeting.

PUBLIC PARTICIPATION: There was no public participation.

OTHER BUSINESS: There was no other business.

ADJOURNMENT

The next WestCOG meeting will be held on Thursday, November 16th at the Ridgefield Visiting Nurse Association. The meeting was then unanimously adjourned at 1:36pm.

DRAFT 2018 Meetings Schedule

Proposed Meeting Location - Ridgefield Visiting Nurse Assoc., 27 Governor Street, Ridgefield, CT 06877

***Meetings held on the third Thursday of each month, unless otherwise noted.

Annual Legislative Breakfast, Proposed: Thursday, January 18th beginning at 8:45am.

Location: Ridgefield Visiting Nurse Assoc. (Snow date of Thursday, January 25th)

<u>Date 2018</u>	<u>MPO Meeting</u>	<u>WestCOG Meeting</u>
Jan. 18	8:00 am – 8:15 am	8:15 am – 8:30am
Feb. 15	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Mar. 15	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Apr. 19	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
May 17	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
June 21	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
July 19	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Aug. 16	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Sept. 27***	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Oct. 18	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Nov. 15	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Dec. 13***	11:30 am – 12:00 pm	12:30 pm – 2:00 pm

MPO: Housatonic Valley and South Western Region Metropolitan Planning Organizations

WestCOG: Western Connecticut Council of Governments

Western Connecticut Council of Governments
Monthly Financial Report
SEPTEMBER 2017

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance*	Annual Budget Approved
REVENUES					
State/Federal/Local Grants	\$ 148,792	\$ 409,388	\$ 544,305	\$ (134,917)	\$ 2,177,217
Local Dues	\$ 23,733	\$ 71,198	\$ 71,198	\$ -	\$ 284,793
Misc./Interest Income	\$ 45	\$ 229	\$ 200	\$ 29	\$ 800
TOTAL	\$ 172,570	\$ 480,815	\$ 615,703	\$ (134,888)	\$ 2,462,810
EXPENSES					
DIRECT CONTRACT EXPENSE:					
(Reimbursable through contracts)					
Project Consultants	\$ 9,492	\$ 22,763	\$ 150,778	\$ (128,015)	\$ 603,111
Other Direct Costs	\$ 16,885	\$ 32,085	\$ 15,039	\$ 17,046	\$ 60,161
Contingency (built into contracts)	\$ -	\$ -	\$ 9,292	\$ (9,292)	\$ 37,167
PERSONNEL EXPENSE:					
Salaries (Direct & Indirect)	\$ 76,831	\$ 232,206	\$ 253,385	\$ (21,179)	\$ 1,013,539
Payroll Taxes	\$ 5,914	\$ 17,878	\$ 23,274	\$ (3,906)	\$ 87,136
Pension	\$ 5,742	\$ 17,226	\$ 18,900	\$ (1,674)	\$ 75,600
Fringe Benefits	\$ 11,030	\$ 31,249	\$ 39,456	\$ (8,207)	\$ 157,824
GENERAL OVERHEAD EXPENSE:					
Rent	\$ 7,609	\$ 22,615	\$ 23,274	\$ (659)	\$ 93,097
Utilities	\$ 1,962	\$ 6,395	\$ 6,531	\$ (136)	\$ 26,125
Audit & Legal Services	\$ 1,998	\$ 10,731	\$ 9,425	\$ 1,306	\$ 37,700
Other Professional Services	\$ -	\$ -	\$ 1,000	\$ (1,000)	\$ 4,000
Service Agreements	\$ 786	\$ 1,338	\$ 2,408	\$ (1,070)	\$ 9,632
Reproduction	\$ -	\$ 18	\$ 250	\$ (232)	\$ 1,000
Office Supplies	\$ 591	\$ 1,053	\$ 2,750	\$ (1,697)	\$ 11,000
Conf/Travel/Mtg. Expense	\$ -	\$ 440	\$ 575	\$ (135)	\$ 2,300
Membership Dues/Subscriptions	\$ 691	\$ 2,074	\$ 3,074	\$ (1,000)	\$ 12,294
Postage	\$ 50	\$ 103	\$ 375	\$ (272)	\$ 1,500
Commercial Liability Insurance	\$ 1,583	\$ 3,896	\$ 4,750	\$ (854)	\$ 19,000
Lease (copier/postage machine)	\$ 1,028	\$ 3,069	\$ 3,250	\$ (181)	\$ 13,000
Legal Notices	\$ -	\$ -	\$ 125	\$ (125)	\$ 500
Misc.	\$ 696	\$ 839	\$ 1,870	\$ (1,031)	\$ 7,480
Depreciation	\$ 333	\$ 1,000	\$ 1,000	\$ -	\$ 4,000
Due back to State*	\$ 46,159	\$ 46,159	\$ -	\$ 46,159	
TOTAL	\$ 189,380	\$ 453,137	\$ 570,781	\$ (116,154)	\$ 2,277,166
SURPLUS/<DEFICIT>	\$ (16,810)	\$ 27,678	\$ 44,922	\$ (18,734)	\$ 185,644

**Financial Notes of Interest*: (1) Negative revenue variances are the result of fluctuations in the timing of consultant invoices on various projects, and do not indicate a 'lack' of or underbilling of revenue sources. Variances may fluctuate on the expense side as well due to changes in staffing and timing of expenses. (2) Surplus amounts partially reflect we are invoicing our grants at a burden, fringe and overhead (BFO) rate that is too high, and at fiscal year end may owe money back to grantors at the conclusion of our annual audit. (See 'Due back to State')

Local Transportation Capital Improvement Program (LOTICIP) Project Selection Process FY 2018-2021 Project Solicitation

1. **Objective:** This document lays out the process for project selection under the region's Local Transportation Capital Improvement Program (LOTICIP), guiding the selection of new projects as well as changes to existing projects. It is the goal of WestCOG to program funds in a manner that is orderly, equitable, and beneficial to the region.
2. **LOTICIP Background:** LOTICIP provides state funding for a variety of municipal transportation capital improvements, including: bridge rehabilitation and replacement; road reconstruction; intersection improvements; traffic signals; streetscapes; sidewalks; multi-use trails; and pedestrian bridges.
3. **Eligibility:** Projects must adhere to CTDOT's revised [LOTICIP Guidelines](#) dated March 2016 and including any future revisions.
 - Projects must be located on roads classified as collector or arterial (see exceptions for bridge and transportation alternatives projects).
 - Minimum project construction cost is \$300,000.
 - Pavement preservation/rehabilitation and stand-alone sidewalk projects are capped at a maximum of 15% (combined) of annual LOTICIP funding to the region (15% = about \$1.6 million per year).
 - Bridge improvements on roads classified as local are eligible if the span length is 20 feet or greater.
 - Transportation alternatives projects (typically bicycle and pedestrian improvements, such as multi-use trails) are eligible, and are not required to be located on collector or arterial roads. Although a specific cap has not been established, the amount of regional funding allocated to such projects is expected to be limited.
 - Eligible applicants are the eighteen municipalities that comprise the Western Connecticut Council of Governments (COG).
4. **Available Funding:** is determined by using proposed statewide LOTICIP funding of \$62 million in FY 2018 and \$64 million per year in FY 2019-2021, reserving a 25% contingency, and accounting for existing project commitments. Exact numbers are subject to change.

Based on the above, the region anticipates that a total of approximately \$29.1 million FY 2018-21 will be available for funding new projects in the region.

Funding for new projects will be allocated by *(subregion or total WestCOG region)*. *{COG to select funding allocation method}*

Further detail is provided as follows, and a list of current project allocations is attached for reference:

	FY 14-17 Balance	FY 18 Project Commitments	FY18 LOTICIP Funding*	FY18 Net Available	FY19 LOTICIP Funding*	FY20 LOTICIP Funding*	FY 21 LOTICIP Funding*	FY 18-21 Total Available
HV Region	\$363,115	\$0						
SW Region	\$612,309	(\$4,050,000)						
Total WestCOG Region	\$975,424	(\$4,050,000)	\$7,848,270	\$4,773,694	\$8,101,440	\$8,101,440	\$8,101,440	\$29,078,014

* Net of 3% admin. costs and 25% reserve for cost increases

1. Assumed Statewide LOTICIP Funding = \$62 million FY 18 and \$64 million per year FY 19-21

Maximum Project Award: To maximize the number of projects and municipalities that can participate, a maximum cost of \$2,500,000 per project is recommended, however, higher project costs may be recommended by the Technical Advisory Group (TAG) and approved by the COG.

Outer Years Funding: Projects programmed for FY 2020 and 2021 funding may not initially advance LOTICIP projects until confirmation is received that CTDOT will accept associated project materials (e.g., applications and design submissions) prior to adoption of the FY2020-21 state budget. FY 2020 and 2021 are included to assist member municipalities by aligning to their capital planning process.

5. Project Prioritization and Selection Criteria: Priority may be given based on the following considerations, subject to TAG recommendation and COG approval:

- Adherence to CTDOT LOTICIP Guidelines
- Regional significance
- Readiness to proceed - which may include, but is not limited to:
 - Municipal track record of successfully advancing LOTICIP projects
 - Project complexity and design status
 - Critical path concerns: such as anticipated permitting, rights of way (ROW), and utilities
- Existing unfunded regional/MPO priorities
- Safety
- Bicycle and pedestrian improvements
- Mobility and connectivity to existing transportation systems
- Equity

6. Project Review and Approval Process

- **Municipalities submit projects:** for consideration using the WestCOG Project Proposal Summary form.
- **Staff reviews projects:** for LOTICIP eligibility, and to confirm purpose and need, cost, etc.
- **Staff evaluates projects:** using the project prioritization and selection criteria.
- **TAG review:** of projects and recommends projects proposed to be funded to the COG.
- **COG review and approval:** of TAG project recommendations, with discussion and revisions as warranted.

7. Municipal Responsibilities

- **Commitment:** The Chief Elected Official shall commit to the project in writing, including commitment to fund design.
- **Match Funding:** LOTCIP provides up to 100% funding for ROW and construction. Design costs are the responsibility of the municipality.
- **Quarterly Reporting:** Each municipality shall provide quarterly reports to WestCOG staff and the TAG regarding design progress and construction expenditures and schedule. Report dates are: September 30, December 31, March 31, and June 30.

8. Program Adjustments and Financial Details

- **Cost Containment Policy:** Any increases in project cost, above the amount allocated by the COG, will require the municipality to either:
 - Pay the difference using town funds, or
 - Request TAG review and COG approval to program additional LOTCIP funding (if sufficient unallocated funds exist) or adjust the project schedule or reprogram as needed.
- **Scope Changes:**
 - COG staff shall be informed of changes to project cost, scope of work, or priority as soon as possible. Depending on the type and magnitude of change, TAG review and COG approval may be required. Changes required by CT DOT review comments will generally be given priority in allocating additional funds. The TAG may recommend and the COG may periodically adjust project scopes of work, funding allocations, and schedules based on revised cost estimates and other information that becomes available during design. Municipally-driven requests for increases in the scope of work of projects will be reviewed on a project by project basis.
- **Delays, Schedule Adjustments, and Reprogramming:**
 - **Delays:** in schedule may result in a recommendation by the TAG and action by the COG to adjust project schedules or reprogram funds. Such consideration will be on a project by project basis, depending on the reason(s) for delay and impact to the overall programming of LOTCIP projects. Projects will be considered delayed, and will be subject to a mandatory project review by the TAG, if LOTCIP Applications are not submitted to CTDOT within 4 months from allocation of funds for the project by the COG and if Final Design Submissions are not made within 24 months from CT DOT issuance of a Commitment to Fund.
 - **Schedule Adjustments:** Allocated FY2018 & 2019 funds will be used on a first come, first serve basis. Projects programmed during this period experiencing delays referenced above may be adjusted to outer years to accommodate projects that are advancing more rapidly. Such efforts are required to obligate available funding and sustain overall program health.
 - **Reprogramming:** Projects determined ineligible by CTDOT, those cancelled by the sponsoring municipality, and/or those experiencing delays may be removed from the program by TAG recommendation and COG approval. Their allocations will be returned to the program and made available for other program efforts, such as cost increases and/or new projects. It is expected that priority consideration in reallocation of funds from cancelled projects will be given to the sponsoring municipality.

WestCOG Housatonic Valley Region LOTCIP Program - 10/05/17

	Municipality	Project	Amount	Balance
Available Funding (FY14-FY16), less admin. costs*				\$9,644,710
FY14	Brookfield	"Four Corners" Intersection & Bike/Ped Improvements	(\$837,000)	
FY14	New Fairfield	Candlewood Corners Drainage Project	(\$693,000)	
FY14	New Milford	Still River Drive Roundabout	(\$1,119,175)	
FY15	Newtown	Toddy Hill Road Bridge Replacement	(\$3,200,000)	
FY16	New Milford	Wellsville Avenue Bridge Reconstruction	(\$1,381,000)	
FY16	Ridgefield	Farmingville Road Multi-Use Trail	(\$1,530,000)	
			Remaining Balance	\$884,535
Authorized Funding (FY17), CTDOT to Request Bonding, less admin. costs*				\$4,378,580
FY17	Danbury	White Street Intersection Improvements	(\$2,650,000)	
FY17	Bethel	Downtown TOD Pedestrian and Streetscape Improvements	(\$1,500,000)	
FY17	Sherman	Wakeman Hill Road Pavement Rehabilitation	(\$750,000)	
			Remaining Balance	\$363,115
CTDOT Requested Appropriation (FY18-19), less admin. costs**				\$7,455,420
			Remaining Balance	\$7,818,535

*Based on 6/28/16 CTDOT LOTCIP Program Summary. Also accounts for 3% admin. costs.

**assumes admin. costs at 3%

TAG: COG Approval Recommended 09/06/2017

COG: COG Approved 10/05/2017

WestCOG South West Region LOTCIP Program - 10/05/17

State Fiscal Year	Municipality	Project	Amount	Balance
Available Funding (FY14-16), less admin. costs*				\$18,117,290
FY14	Stamford	Fiber Optic Trunk Cable	(\$5,459,061)	
FY14	Norwalk	(1) Hamilton Ave Staircase	(\$600,000)	
FY15	Norwalk	SoNo Streetscape	(\$2,069,045)	
FY15	Greenwich	Frontage Rd	(\$1,080,000)	
FY15	Stamford	(1) West Ave & West Main St	(\$2,000,000)	
FY16	Darien	(1) Noroton Ave & West Ave	(\$1,200,000)	
FY16	Westport	(1) Main St	(\$850,000)	
FY16	Norwalk	Traffic Signal System Upgrade - Phase 3 (Pedestrian Items Only)	(\$500,000)	
FY16	Stamford	(2) Greenwich Ave & Pulaski St Roundabout	(\$2,100,000)	
			Remaining Balance	\$2,259,184
Authorized Funding (FY17), CTDOT to Request Bonding, less admin. costs*				\$8,111,140
FY17	Greenwich	Sound Beach Ave Bridge & Roundabout	(\$4,900,900)	
FY17	Westport	(2) Riverside Ave	(\$607,115)	
FY17	Greenwich	(1) Davis Ave	(\$2,500,000)	
FY17	Stamford	(3) Strawberry Hill Rd & Rock Spring Rd	(\$1,750,000)	
			Remaining Balance	\$612,309
CTDOT Requested Appropriation (FY18-19), less admin. costs**				\$13,810,860
FY18	Greenwich	(2) Glenville Rd & Brookside Dr	(\$1,750,000)	
FY18	Westport	(3) Compo Rd South	(\$300,000)	
FY18	New Canaan	(1) Locust Ave Parking	(\$2,000,000)	
			Remaining Balance	\$10,373,169
(Overprogramming from April 2016 Solicitation)				
	Greenwich	(3) Lake Ave & Rock Ridge Ave	(\$1,000,000)	
	Stamford	(4) Atlantic St & Main St	(2,000,000)	
	Stamford	(5) Atlantic St & Broad St	(\$500,000)	
	Stamford	(6) Broad St & Summer St	(\$500,000)	

*Based on 6/28/16 CTDOT LOTCIP Program Summary. Also accounts for 3% admin. costs.

**assumes admin. costs at 3%

(#) to left of project name indicates the municipal priority

TAG: COG Approval Recommended 09/06/2017

COG: Approved 10/05/2017

Local Transportation Capital Improvement Program (LOTICIP)
Project Proposal Summary
FY 2018-2021 Project Solicitation

1. Project Title:
2. Project Sponsor Information:

Municipality:
Contact Name:
Title:
Address:
Phone Number:
Email:
3. Project Location: *Please attach location map.*
4. Project Eligibility:

 Project is located on a road with a functional classification of collector or higher
 Bridge improvement on a local road if span is 20 feet or more
 Pavement preservation or pavement rehabilitation only
 Sidewalk construction only
 Transportation alternative project, e.g., multi-use trail, pedestrian bridge, etc.

Note: Project construction cost must be at least \$300,000 to be eligible under this program. It is recommended that the maximum project cost be \$2,500,000.
5. Project Description: *Describe the proposed project scope.*
6. Project Purpose and Need: *Describe the project objectives and problems or deficiencies that will be addressed by the project.*
7. Project Plans: *Provide concept plans.*
8. Cost Estimate: *Provide a detailed cost estimate spreadsheet, including 10% contingencies and 10% incidentals (construction inspection and materials testing), as well as right-of-way acquisition costs if the municipality will be seeking reimbursement. Please refer to the following for a format example (copy also attached):*
http://www.ct.gov/dot/lib/dot/documents/dconsultdesign/Sample_Cost_Estimate_Form.xlsx

Summary of Costs:

\$ _____ Design (100% town funded)
\$ _____ Right-of-Way (100% state or town funded)
\$ _____ Construction (100% state funded)

9. Proposed Schedule:

LOTICIP Application:
Preliminary Design:
Final Design:
Construction Start:
Construction End:

10. Supporting Information (as applicable):

- *Planning or engineering studies*
- *Photographs*
- *Traffic volumes (ADT and/or turning movements)*
- *Speed data*
- *Crash data*
- *Safety issues*
- *Recent area improvements (e.g., signal, road, or sidewalk improvements)*
- *Existing or proposed area land development, especially major traffic generators*
- *Environmental impacts anticipated*
- *Environmental permits required*
- *Right-of-Way acquisition needed*
- *Other funding sources (if applicable)*
- *Bicycle and pedestrian transportation benefits*
- *Other applicable information*

11. Priority of Project for Sponsor:

If a municipality is submitting more than one application, please provide the numerical rank for this project (i.e., 1st priority, 2nd priority, etc.)

12. Documentation of Local Match: *Attach a letter of support from Chief Elected Official, indicating the town's commitment to fund the design of the project, as well as any proposed municipal share of right-of-way or construction costs, if applicable.*

13. Please submit this in digital format to WestCOG no later than 4:00 p.m. on Thursday, January 4, 2018: Rob Sachnin rsachnin@westcog.org with a copy to Bob Brinton rbrinton@westcog.org

Construction Cost Estimate | LOTCIP Application
 Project Name, Town Name

Major and Minor Contract Items

Item No.	Item	Unit	Quantity	Unit \$	Total Cost
				\$ 1.00	\$ -
				\$ 1.00	\$ -
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A	Major Items Subtotal			\$ -	\$ -
B	Minor Items Subtotal	20	% of Line "A"	\$ -	\$ -
C	Major and Minor Contract Items Subtotal (A + B)				\$ -

Other Item Allowances					
	Clearing and Grubbing	1	% of Line "C"	\$ -	\$ -
	M & P of Traffic	4	% of Line "C"	\$ -	\$ -
	Mobilization	7	% of Line "C"	\$ -	\$ -
	Construction Staking	1	% of Line "C"	\$ -	\$ -

D	Other Items Subtotal				\$ -
E	CONTRACT SUBTOTAL (C + D)				\$ -

Inflation Costs (Simple Method)					
	Date of Estimate		Oct-15		
	Anticipated Bid Date		Oct-16		
	Annual Inflation		4%		

F	Inflation Subtotal	4.0%	of Line "E"	\$ -	\$ -
G	TOTAL CONTRACT COST ESTIMATE (E + F) (Rounded to nearest \$1000)				\$ -

LOTCIP Project Costs Summary					
	Contract Cost Estimate (Line "G")			\$ -	\$ -
	Contingencies	10%		\$ -	\$ -
	Incidentals	10%		\$ -	\$ -
	ROW	LS			N/A
	Utilities	LS			N/A
TOTAL PROJECT COST				\$ -	\$ -

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: COG/MPO Members
 FROM: Francis R. Pickering, Executive Director
 DATE: November 9, 2017
 RE: Proposed COG bylaws/MPO operating procedure amendments

Description

The following changes are proposed and, if preliminarily approved, will be added to the agenda for a final vote at the December MPO and/or COG meetings, as applicable.

Amendment 1

It is proposed to amend the *Article B: MPO Officers* of the HV/SWRMPO operating procedures thus:

*At the ~~last~~ **first** meeting of the MPO in ~~odd~~ **even** 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.*

or to amend *Article VI: Representation and Meetings* of the WestCOG bylaws thus:

*3. Annual Meeting. Unless otherwise specified by resolution of the Council, the annual meeting shall be held in ~~January~~ **December** of each calendar year for the purpose of electing officers.*

This change will ensure that elections of COG and MPO officers will take place at the same time, rather than in different months.

Amendment 2

It is proposed to amend *Article X: Other Council Committees* of the WestCOG bylaws thus:

"The Council may establish by resolution, in addition to the Executive Committee required under Article VIII of these Bylaws, such standing, special and advisory committees as it shall deem appropriate to support its comprehensive and functional planning duties and responsibilities.

In establishing any committee hereunder, the Council shall specify by appropriate resolution, the responsibilities of such committee including the period of time in which it shall be expected to act.

The Council may appoint, reappoint and remove members of any such committee and designate the Chairperson thereof and fill vacancies thereon or delegate any or all of such authorities to the Executive Committee or the Chairperson.

Any committee established hereunder by the Council may be abolished by the Council at any time. Any such committee may be comprised of Representatives to the Council or other persons as the Council may determine and appoint to serve on the committee.

The Council will appoint a subcommittee within sixty (60) days of the initial Western Connecticut Council of Governments (WCCOG) meeting to make recommendations on the organization structure, need, functions and benefits of a Regional Planning Committee.

This change will eliminate a section that no longer applies.

BYLAWS

WestCOG Foundation, Inc.

Article 1: Definitions

- A. Name. The name of the corporation shall be the WestCOG Foundation, Inc. (hereinafter the “Corporation”).
- B. “Eligible Member” shall mean any Chief Elected Official of a municipality within the Region, who has become a Member of the of the Corporation in accordance with these Bylaws and the Executive Director of the Corporation.
- C. “Director” shall mean a member of the Board of Directors of the Corporation.
- D. “Region” shall mean the Connecticut municipalities Bethel, Bridgewater, Brookfield, Danbury, Darien, Greenwich, New Canaan, New Fairfield, New Milford, Newtown, Norwalk, Redding, Ridgefield, Sherman, Stamford, Weston, Westport, and Wilton.

Article 2: Board of Directors

- A. Eligibility. All Eligible Members may obtain and retain Membership in the Board of Directors of the Corporation, for as long as they qualify under the definition of an Eligible Member.
- B. Membership. To become a Director of the Corporation, an Eligible Member shall confirm his or her intent to become a Director to the universe of Eligible Members and Directors of the Corporation. Each Eligible Member’s tenure as a Director of the Corporation shall continue until either said Member a) no longer qualifies as an Eligible Member or b) withdraws from the Board of Directors.
- C. Withdrawal. An Eligible Member may withdraw from the Board of Directors by formally confirming his or her intent to do so to the Chair of the Corporation.
- D. Operations. The activities and affairs of the Corporation shall be managed by its Directors.

Article 3: Executive Committee

- A. Establishment. An Executive Committee shall be drawn from the Directors of the Corporation. The Incorporator shall appoint the initial constituents of the Executive Committee.
- B. Title and Terms. The Executive Committee shall include the offices of Chairperson, Vice Chairperson, Secretary, and Treasurer (“Officers”), who shall be elected annually by a simple majority vote of the Board of Directors and shall serve in their office until their successors have been elected.
- C. Vacancies. In the event a vacancy occurs in any office during the year, a successor shall be elected by the Board of Directors to serve the unexpired term.
- D. Chairperson. The Chairperson of the Council shall be a duly elected Director. The Chairperson shall prepare meeting agendas and preside at all meetings of the Corporation, and in his or her absence, the Vice Chairperson will preside, and in the absence of the Chairperson and Vice Chairperson, a Director designated by the Chairperson shall preside.

- E.** When so duly authorized by the Corporation, the Chairperson, the Vice Chairperson, or the Executive Director may sign contracts in the name of the Corporation. The Chairperson shall be an ex-officio representative on all commissions and committees.
- F.** The Chairperson may call special meetings of the Corporation as specified in Article 4: Meetings.
- G.** Vice Chairperson. At the request of the Chairperson or in the absence of the Chairperson, or should the Chairperson become incapacitated, the Vice Chairperson shall assume the powers and duties of the Chairperson. The Vice Chairperson shall have such other powers and perform such other duties as may be assigned to the Vice Chairperson by the Corporation.
- H.** Secretary. The Secretary shall have the responsibility of verifying of and keeping minutes of the meetings of the Corporation and the Executive Committee as drafted by the staff of the Corporation. The Secretary shall see that all meeting notices are duly given in accordance with the provisions of the Bylaws and as required by law.
- I.** Treasurer. The Treasurer, who shall be bonded in the amounts deemed necessary by the Corporation, shall receive all money, property and securities of the Corporation delivered to the Corporation.

Article 4: Meetings

- A.** Regular Meetings. Regular meetings of the Corporation, of which at least one shall be held annually, shall be held at such times and places as may be established by the Corporation. Each Director shall be notified of a regular meeting at least seven (7) days before the meeting date. The notices shall include the place and time of the meeting and an agenda for the meeting.
- B.** Special Meetings. Special meetings of the Corporation shall be held by call of the Chairperson or by petition to the Secretary of the Corporation from at least one-third of the Directors of the Corporation. Each Director shall be sent notice of a special meeting at least three (3) days before the meeting date.
- C.** Voting List: The Directors of the Corporation shall fix a Record Date no more than thirty (30) days in advance of any meeting of the Corporation, as provided for in this article. If no Record Date is fixed, the date on which the meeting is noticed shall be fixed as the Record Date. The Record Date is effective as of the close of business on such date. All persons serving as Directors of the Corporation as of the Record Date shall be enumerated, and at that time a Voting List of their names and qualification to be a Member of the Corporation shall be compiled. These persons shall be entitled to vote at the meeting for which the respective Voting List was prepared; if such list is not included with the notice of the meeting, it shall be provided to the Directors at said meeting.
- D.** Quorum. A majority of the persons on the respective Voting List for a meeting of the Corporation, or of the membership of a committee as of its meeting, shall constitute a quorum. All meetings of the Corporation or committees shall be conducted in accordance with the most recent issue of Roberts Rules of Order, except as for provided by these Bylaws.
- E.** Action of the Corporation. Except for routine and administrative matters, only items included on the agenda shall be acted on at a meeting, except by the approval of two-thirds of the Directors present and constituting a quorum. Each Director shall be entitled to one vote at meetings of the Corporation. Except as otherwise provided, action of the Corporation shall require an affirmative vote of a majority of the Directors of the Corporation present, voting, and constituting a quorum.

Article 5: Committees

At any time, the Corporation may establish, modify, and disestablish standing, special and advisory committees as it deems appropriate.

Article 6: Fiscal Management

- A.** Fiscal Year. The fiscal year of the Corporation for purposes of work program development, budgeting, accounting, auditing and fiscal reporting shall commence July 1.
- B.** Funds and Contributions. Funds and contributions may be received by the Corporation for its own use from any public, non-profit, or private source deemed acceptable by a majority vote of the Corporation.
- C.** Signing Authority. The Executive Director may apply for funding on behalf of the Corporation. In order to accept funding, the approval of the Board of Directors shall be required.
- D.** The Chairman, Vice Chairman, Treasurer and Executive Director shall be the authorized signers on all bank accounts for the expenditure of Agency funds. Expenditures shall be made by check after approval vouchers are signed by any two (2) of the authorized signers of funds.

Article 7: Agreements

The Corporation may enter into agreements with public, non-profit, and private organizations for purposes it deems appropriate.

Article 8: Bylaw Amendment

Notice of any proposed amendment shall be sent to all Directors of the Corporation. Any proposed amendment to these Bylaws shall first be submitted to a regular or special meeting of the Corporation for consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special meeting of the Corporation for formal adoption. These Bylaws may be amended by a vote of a two-thirds vote of the Directors of the Corporation at a regular or special meeting of the Corporation.