

**Meeting of the Housatonic Valley & South Western Region  
Metropolitan Planning Organizations  
December 14, 2017 at 11:30 am**

**Ridgefield Visiting Nurse Assoc., 27 Governor Street, Ridgefield, CT, 06877**

**Agenda**

- 1. MEETING CALL TO ORDER**
- 2. PUBLIC PARTICIPATION**
- 3. INFORMATION ITEMS**
  - a. FHWA Safety Performance Measures Attachment 3a, pp. 1-3
- 4. ACTION ITEMS\***
  - a. Approval of November 16, 2017 Meeting Minutes (HV & SWR) Attachment 4a, pp. 4-8
  - b. 2018-2021 Transportation Improvement Program
    - i. HV: Project #96-202, Newtown Attachment 4b, pp. 9-10
  - c. MPO Operating Procedures – proposed amendments Attachment 4c, pp. 11-12
  - d. Election of Officers (*if needed*)
  - e. UPWP Amendments Attachment 4e, pp. 13-19
- 5. OTHER BUSINESS**
- 6. NEXT MEETING:** January 18, 2017 beginning at 8:00 am (*if needed*)
- 7. ADJOURNMENT**

*\*Separate votes are taken by HV and SWR MPOs*

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# Western Connecticut

## COUNCIL OF GOVERNMENTS



**TO:** HVMPO and SWRMPO Members  
**FROM:** Robert Sachnin  
**DATE:** December 7, 2017

**RE: FHWA Safety Performance Measures**

**Background:** On March 15, 2016, the Federal Highway Administration (FHWA) published a final rule to establish performance measures for State departments of transportation to carry out the Highway Safety Improvement Program (HSIP). The HSIP is a federal-aid program which seeks to reduce traffic fatalities and serious injuries on all public roads.

Performance measures are a relatively new federal law requiring data-driven decision-making for transportation planning and programming. In this case, performance measures are safety-related and included the following categories:

- Number of Fatalities
- Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT)
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-Motorized Fatalities and Serious Injuries

**Role of MPO in Performance Measures:** both CTDOT and the Connecticut MPOs are required to establish and report safety targets, but at different times. CTDOT set their targets for the five categories referenced above on August 2017, and notified the MPOs of these targets last month. Following the establishment and approval of State targets, MPO's have 180 days to either support CTDOT targets or establish other targets. Targets may be adjusted annually.

**CTDOT Safety Targets:** the targets set on August 27, 2017 are:

- Number of Fatalities: 5-year rolling average = 257
- Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT): 0.823
- Number of Serious Injuries: 5-year rolling average = 1,571
- Rate of Serious Injuries per 100 million VMT: 5.033
- Number of Non-Motorized Fatalities and Serious Injuries: 280

CTDOT supporting justification provided by CTDOT is included at the end of this memo.

**Next Steps:** the 180-day window for setting MPO targets closes on February 27, 2018 and requires action. The MPO's have two options:

- Support CTDOT Safety Targets: consistent with the direction CT MPOs and those nationwide appear to be heading. Following action, concurrence with CTDOT targets would be sent to CTDOT. Under this scenario, most of the work is conducted by CTDOT.

- Commit to a different quantifiable target for the MPO area: requires the MPO to perform most of the work, as identified in the table below:

Option	MPO Supports CTDOT Targets	MPO Sets a Different Target
MPO Responsibility	<ul style="list-style-type: none"> <li>• Endorse CTDOT targets and submit to CTDOT</li> <li>• Use CTDOT data for inclusion in future Long Range Plan and TIP</li> </ul>	<ul style="list-style-type: none"> <li>• Endorse different MPO targets and report them to CTDOT</li> <li>• Analyze safety data</li> <li>• Report on: baseline performance, VMT estimates and methodology, as well as progress towards achieving targets</li> <li>• Incorporate MPO derived data into future Long Range Plan and TIP</li> </ul>
CTDOT Responsibility	<ul style="list-style-type: none"> <li>• Report State and MPO targets to FHWA</li> <li>• Analyze safety data</li> <li>• Report on: baseline performance, VMT estimates and methodology, as well as progress towards achieving targets</li> <li>• Incorporate results into future Long Range Plan and TIP</li> </ul>	<ul style="list-style-type: none"> <li>• Report State and MPO targets to FHWA</li> <li>• Receive MPO report and make available to FHWA</li> </ul>

**CTDOT Safety Targets and Justification, from August 2017:**

- 5-year rolling average = 257
- Justification: While fatality figures have fluctuated during the five year reporting period, the five-year moving average and trend has continued to decrease for the 2011-2015 baseline period. Although the five year moving average decreased during the 2011-2015 baseline period, preliminary 2016 data show the fatality total of 311 and the five year moving average of 275 to represent an increase in the five year moving average. The 2017 data shows current fatality trends to keep pace with 2016 for the year to date. For this reason, the fatality trend is expected to increase during the following calendar year. After reviewing the 2017-2021 Strategic Highway Safety Plan (SHSP) goals, CTDOT chose to maintain the current five year moving average.

**Rate of Fatalities**

- Per 100 million VMT = 0.823
- Justification: The five year moving average decreased from .859 (2007-2011) to .823 during the 2011-2015 baseline period. Although the five year moving average decreased during the 2011-

2015 baseline period, preliminary 2016 data show the fatality total of 311 and the five year moving average of 269 to represent an increase in the five year moving average. 2017 data show current fatality trends to keep pace with 2016 for the year to date. Based on the anticipated increase in fatalities in 2016 and 2017 the Fatality rate per 100M VMT trend is expected to increase during the following calendar year. After reviewing the 2017- 2021 SHSP goals and emphasis area strategies, CTDOT chose to maintain the current five year moving average.

### Number of Serious Injuries

- 5-year rolling average = 1,571
- Justification: While Serious (A) Injuries have fluctuated during the five year reporting period, the five year moving average and trend has continued to decrease for the 2011-2015 baseline period. Although the five year moving average decreased during the 2011- 2015 baseline period, preliminary 2016 data show the Serious (A) Injury total of 1,692 and the five year moving average of 1,575 to represent an increase in the five year moving average. Serious Injury totals have increased for consecutive years, for this reason, the Serious (A) Injury trend is expected to increase during the following calendar year. After reviewing the 2017-2021 SHSP goals and emphasis area strategies, CTDOT chose to maintain the current five year moving average.

### Rate of Serious Injuries

- Per 100 million VMT = 5.033
- Justification: While Serious (A) Injuries have fluctuated during the five year reporting period, the five year moving average and trend has continued to decrease for the 2011-2015 baseline period. Although the five year moving average decreased during the 2011- 2015 baseline period, preliminary 2016 data show the Serious (A) Injury per 100M VMT total of 4.830 and the five year moving average of 5.033 to represent an increase in the five year moving average. Serious Injury totals have increased for consecutive years, for this reason, the Serious (A) Injury per 100M VMT trend is expected to increase during the planning period. After reviewing the 2017-2021 SHSP goals and emphasis area strategies, CTDOT chose to maintain the current five year moving average.

### Number of Non-Motorized Fatalities and Serious Injuries

- 5-year rolling average = 280
- Justification: Although Pedestrian and Bicyclist Fatalities and Serious Injuries have maintained a fairly steady level over the reporting period, there has been an increase in this measure during the last two years. Preliminary 2016 and 2017 data show this increase to be maintained during the current year. Though 2016 VMT data was not available at the time of goal setting for the 2018 planning period, this trend is expected to continue and possibly increase. For this reason, the fatality and serious injury trends are expected to increase during the planning period and maintaining the current number of pedestrian bicyclists killed and seriously injured was chosen. After reviewing the 2017-2021 SHSP goals and emphasis area strategies, CTDOT chose to maintain the current number of pedestrian and bicyclists killed and seriously injured.



*Disclaimer: These interim minutes of the Housatonic Valley Metropolitan Planning Organization (“HVMPO” or “MPO”) 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 HVMPO 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 HVMPO.*

Housatonic Valley  
Metropolitan Planning Organization  
**INTERIM HVMPO MINUTES**  
For the 11/16/2017 Meeting  
Held at the Ridgefield Visiting Nurse Association  
27 Governor Street, Ridgefield, CT 06877

*Chairman Rudy Marconi - Vice Chairman Susan Chapman  
- Secretary Julia Pemberton*

#### MEMBERS IN ATTENDANCE

Bethel	First Selectman Matt Knickerbocker
Bridgewater	First Selectman Curtis Read
Brookfield	First Selectman Steve Dunn
Danbury	Traffic Engineer Abdul Mohamed
New Fairfield	Absent
New Milford	Mayor David Gronbach
Newtown	First Selectman Patricia Llodra
Redding	Absent
Ridgefield	First Selectman Rudy Marconi, Chairman
Sherman	First Selectman Clay Cope
HARTransit	Development Director Richard Schreiner
CTDOT	Transportation Supervising Planner Kerry Ross (non-voting)
MPO Staff	Executive Director Francis Pickering (non-voting)

#### OTHERS IN ATTENDANCE

WestCOG staff members Robert Sachnin, Nicole Sullivan, Patty Payne, Josephine Harvey, Bob Brinton, and Kristin Hadjstylianos were in attendance. First Selectman Elect Dan Rosenthal of Newtown, Elizabeth Stocker of Norwalk, Tom Altermatt of Danbury, Harrison Wenchell of HARTransit, Sara Harris of Westport, Garrett Bolella of Stamford, and Dan Giungi of CCM were also in attendance. As well as Darien First Selectman Jayme Stevenson, Greenwich First Selectman Peter Tesei, Stamford Chief of Staff Michael Pollard, Weston First Selectman Chris Spaulding, Westport First Selectman James Marpe, Wilton First Selectman Lynne Vanderslice, and Norwalk Transit CEO Kimberlee Morton.

## CALL TO ORDER

HVMPO Chairman Rudy Marconi called the meeting to order at 11:39am.

## PUBLIC PARTICIPATION

There was no public participation.

## INFORMATIONAL ITEMS

**Election of Officers:** Principal Planner Robert Sachnin spoke to this topic, noting that nominations for the electing of officers are made by the MPO voting members. Positions as Chairman and Vice Chairman for both the HVMPO and SWRMPO will serve a two-year term. Nominations may be for either existing leadership to continue service or a new candidate to serve.

## ACTION ITEMS

**HVMPO Approval of 10/05/2017 Meeting Minutes:** After review and on a motion made by First Selectman Matt Knickerbocker and seconded by First Selectman Steve Dunn, the minutes of the meeting of 10/05/2017 were unanimously approved.

**2018 MPO Meeting Schedule:** After review and on a motion made by First Selectman Steve Dunn and second by First Selectman Matt Knickerbocker, the 2018 MPO Meeting Schedule was unanimously approved by the HVMPO.

**Transportation Improvement Program:** Principal Planner Robert Sachnin reviewed a CTDOT request for a TIP amendment by HVMPO, which included projects #18-136 in Brookfield and #34-351 in Danbury, as referenced in the packet. There was discussion. On a motion made by First Selectman Clay Cope and seconded by First Selectman Matt Knickerbocker, the HVMPO unanimously endorsed the TIP amendment.

**HVMPO Annual Federal Certifications:** Principal Planner Robert Sachnin described the compliance measures associated with the attached Annual Federal Certifications and rationale behind this federal request. On a motion made by First Selectman Matt Knickerbocker and seconded by First Selectman Clay Cope, it was unanimously endorsed by the HVMPO.

**CTDOT Corridor Study Prioritization:** Associate Planner Kristin Hadjstylianos was acknowledged for her work on the CTDOT Corridor Study Solicitation. Principal Planner Robert Sachnin noted that CTDOT guidelines for this discretionary program allow for two submissions per planning region, not MPO. Candidates were discussed, including Technical Advisory Group (TAG) recommendations.

In the HVMPO region and on a motion made by First Selectman Steve Dunn and seconded by First Selectman Matt Knickerbocker, the Danbury/New Fairfield joint application for the State Route 37/841 was unanimously endorsed for advancement and CTDOT funding consideration.

**MPO Operating Procedures-proposed amendments:** The MPO discussed adjustments to their operating procedures. Recommendation to amend the MPO operating procedures was motioned by First Selectman Matt Knickerbocker and seconded by First Selectman Curtis Read with unanimous approval.

**OTHER BUSINESS**

Federal safety performance measures were introduced and briefly discussed.

**ADJOURNMENT**

The next MPO meeting is scheduled for 12/14/2017 at the Ridgefield Visiting Nurse Association. Then on a motion duly made and seconded it was voted unanimously to adjourn the meeting at 12:09pm.

**INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY HVMPD MEMBERS**

*Disclaimer: These interim minutes of the South Western Region Metropolitan Planning Organization (“SWRMPO” or “MPO”) 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 SWRMPO 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 SWRMPO.*

South Western Region  
Metropolitan Planning Organization  
**INTERIM SWRMPO MINUTES**  
For the 11/16/2017 Meeting  
Held at the Ridgefield Visiting Nurse Association  
27 Governor Street, Ridgefield, CT 06877

Chairman Jayme Stevenson - Vice Chairman Robert Mallozzi

#### MEMBERS IN ATTENDANCE

Darien	First Selectman Jayme Stevenson, Chairman
Greenwich	First Selectman Peter Tesei
New Canaan	Absent
Norwalk	Absent
Stamford	Chief of Staff Michael Pollard
Weston	First Selectman Chris Spaulding
Westport	First Selectman James Marpe
Wilton	First Selectman Lynne Vanderslice
Transit	CEO Kimberlee Morton
CTDOT	Transportation Planner Kerry Ross (non-voting)
MPO Staff	Executive Director Francis Pickering (non-voting)

#### OTHERS IN ATTENDANCE

WestCOG staff members Robert Sachnin, Nicole Sullivan, Patty Payne, Josephine Harvey, Bob Brinton, and Kristin Hadjstylianos were in attendance. First Selectman Elect Dan Rosenthal of Newtown, Elizabeth Stocker of Norwalk, Abdul Barry Mohamed and Tom Altermatt of Danbury, Harrison Wenchell of HARTransit, Sara Harris of Westport, Garrett Bolella of Stamford, and Dan Giungi of CCM were also in attendance. As well as, Bethel First Selectman Matt Knickerbocker, Bridgewater First Selectman Curtis Read, Brookfield First Selectman Steve Dunn, New Milford Mayor David Gronbach, Newtown First Selectman Patricia Llodra, Ridgefield First Selectman Rudy Marconi, Sherman First Selectman Clay Cope, and HARTransit Development Director Richard Schreiner.

#### CALL TO ORDER

SWRMPO Chairman Jayme Stevenson called the meeting to order at 11:39am and welcomed First Selectman Chris Spaulding of Weston.



## PUBLIC PARTICIPATION

There was no public participation.

## INFORMATIONAL ITEMS

**Election of Officers:** Principal Planner Robert Sachnin spoke to this topic, noting that nominations for the electing of officers are made by the MPO voting members. Positions as Chairman and Vice Chairman for both the HVMPO and SWRMPO will serve a two-year term. Nominations may be for either existing leadership to continue service or a new candidate to serve.

## ACTION ITEMS

**SWRMPO Approval of 10/05/2017 Meeting Minutes:** After review and on a motion made by Chief of Staff Mike Pollard and seconded by First Selectman Lynne Vanderslice, the minutes of the meeting of 10/05/2017 were unanimously approved.

**2018 MPO Meeting Schedule:** After review and on a motion made by First Selectman Peter Tesei and seconded by Chief of Staff Mike Pollard, the 2018 MPO Meeting Schedule was unanimously approved by the SWRMPO.

**SWRMPO Annual Federal Certifications:** Principal Planner Robert Sachnin described the compliance measures associated with the attached Annual Federal Certifications and rationale behind this federal request. On a motion made by First Selectman Lynne Vanderslice and seconded by Jim Marpe, it was unanimously endorsed by the SWRMPO.

**CTDOT Corridor Study Prioritization:** Associate Planner Kristin Hadjstylianos was acknowledged for her work on the CTDOT Corridor Study Solicitation. Principal Planner Robert Sachnin noted that CTDOT guidelines for this discretionary program allow for two submissions per planning region, not MPO. Candidates were discussed, including Technical Advisory Group (TAG) recommendations.

In the SWRMPO region and on a motion made by First Selectman Jim Marpe and seconded by First Selectman Chris Spaulding the Stamford application for Washington Boulevard (State Routes 493 and 137) was unanimously endorsed for advancement and CTDOT funding consideration.

**MPO Operating Procedures-proposed amendments:** The MPO discussed adjustments to their operating procedures. Recommendation to amend the MPO operating procedures was motioned by First Selectman Lynne Vanderslice and seconded by First Selectman Peter Tesei with unanimous approval.

## OTHER BUSINESS

Federal safety performance measures were introduced and briefly discussed.

## ADJOURNMENT

The next MPO meeting is scheduled for 12/14/2017 at the Ridgefield Visiting Nurse Association. Then on a motion duly made and seconded it was voted unanimously to adjourn the meeting at 12:09pm.

## HVMPO FFY 2018-2021 Transportation Improvement Program (TIP)

**MPO Action Requested:** Review and consider TIP amendment endorsement.

**Background:** The FFY2018-2021 Housatonic Valley TIP was endorsed by the MPO on August 17<sup>th</sup>, 2017. The TIP was incorporated into the larger Statewide TIP, which was approved by USDOT and EPA on October 19<sup>th</sup>, 2017.

### **Amendment #2017-1214:**

#### 0096-0202: Newtown Pedestrian Improvements

This project was selected for funding under the Transportation Enhancement Program (now known as the Transportation Alternatives Program, or TAP) after a HVCEO solicitation in 2011. TAP funding is available for projects that enhance pedestrian and bicycle facilities (including multi-use trails) and improve non-driver access to public transportation, among other activities.

This project will improve pedestrian connectivity by constructing new ADA compliant sidewalks along South Main Street (Route 25) and Mile Hill Road in downtown Newtown. These improvements will help provide pedestrian access to residential neighborhoods, Reed Intermediate School, and the Fairfield Hills campus, which includes proposals to build new community and senior centers. This project is consistent with the Town's Sidewalk Plan, adopted in 2011.

This TIP amendment covers the construction phase of the project. The total cost for the project is approximately \$894 thousand. Newtown will contribute \$179 thousand, with the remainder being funded by the federal government.

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$(000)	Fed\$(000)	Sta\$(000)	Loc\$(000)	Comments
02	TAPO	0096-0202	X6	VARIOUS	NEWTOWN	NEWTOWN PEDESTRIAN IMPROVEMENTS	CON	2018	894	715	0	179	NEW PROJECT

AQC X6- exempt

**HOUSATONIC VALLEY  
METROPOLITAN PLANNING ORGANIZATION**  
BETHEL•BRIDGEWATER•BROOKFIELD•DANBURY•NEW FAIRFIELD•NEW MILFORD•NEWTOWN•  
REDDING•RIDGEFIELD•SHERMAN

**RESOLUTION #2017-010 Resolution to Endorse the Housatonic Valley  
FY2018-2021 Transportation Improvement Program - FHWA**

**WHEREAS:** Present federal regulations governing federal transportation assistance in urban areas prescribe that a Transportation Improvement Program be structured for each urban area which realistically balances need and financial resources over a four year period; and

**WHEREAS:** The *Housatonic Valley FFY2018-2021 Transportation Improvement Program (TIP)* has been reviewed by the transportation technical and policy boards as well as the public.

**WHEREAS:** The projects are consistent with the *Housatonic Valley Long Range Transportation Plan 2015-2040*, and are financially constrained.

**WHEREAS:** The projects meet the conformity requirements of the Clean Air Act

- *Connecticut Department of Transportation Ozone Air Quality Conformity Determination; of the 2015 Regional Transportation Plans and the FFY 2018-2021 Transportation Improvement Programs for the Connecticut Portion of the New York-Northern New Jersey-Long Island, NY-NJ-CT Ozone Marginal Nonattainment Area and the Greater Connecticut Ozone Nonattainment Area, May 2017, and*
- *Connecticut Department of Transportation PM 2.5 Air Quality Conformity Determination; of the 2015 Regional Transportation Plans and the FFY 2018-2021 Transportation Improvement Programs for the Connecticut Portion of the New York-Northern New Jersey-Long Island, NY-NJ-CT area PM<sub>2.5</sub> Attainment/Maintenance Area, May, 2017.*

**WHEREAS:** The TIP is based on a continuing, comprehensive transportation process carried on cooperatively by the State, MPO, and transit operators in accordance with the provisions of 23 U.S.C. 134 and section 8 of the Federal Transit Act (49) U.S.C. app. 1607.

**Now therefore, be it resolved, that the Metropolitan Planning Organization hereby:**

Endorses the *Housatonic Valley FFY2018-2021 Transportation Improvement Program (TIP)*.

This resolution is effective December 14, 2017.

Date: December 14, 2017.

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Julia Pemberton, Secretary

1 Riverside Road, Sandy Hook, CT 06482

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Telephone/fax 475-323-2060

# Western Connecticut

## COUNCIL OF GOVERNMENTS



TO: MPO Members  
 FROM: Francis R. Pickering, Rob Sachnin  
 DATE: December 7, 2017  
 RE: Proposed MPO operating procedure amendment, Election of Officers

### 1. MPO Operating Procedure Amendment

#### Description

At their November meeting, HV and SWMRPO members voted to consider amendments to their operating procedures at the December meeting. The following amendment is proposed.

*Section B: MPO Officers of the HV/SWRMPO operating procedures is proposed to be amended 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.*

This change will ensure that elections of COG and MPO officers will take place at the same time, rather than in different months, and enable all members of the MPO to participate in elections. (Some members do not take municipal office until after the December MPO meetings.)

In addition, to protect municipal interests, ensure the legitimacy of the planning process, and to better align the MPO operating procedures with the COG bylaws, it is proposed to amend *Section A: Local Elected Officials* as follows:

#### Existing Language:

*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*

#### Proposed Language:

*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. A member municipality may appoint an elected official or a municipal employee as an alternate. The appointing party shall notify the MPO Chair of said appointment in writing, in advance of the service of the alternate. Receipt of a properly executed appointment notification grants the alternate the same rights and privileges of the representative. with the following conditions: 1) An alternate may not serve as an officer of the MPO or of any committee*

*established by the MPO; and 2) All actions taken by an alternate with regard to MPO matters, including testimony provided and votes cast, shall be considered to be the official position of the respective Representative.*

## **2. MPO Election of Officers**

Two scenarios exist for the HVMPO and SWRMPO election of officers, depending on a final vote to amend MPO operating procedures.

**Scenario 1:** MPO approves operating procedure amendment: should the amendment described above in Section 1 be approved, HVMPO and SWRMPO would elect officers at our next meeting, in either January or February.

**Scenario 2:** MPO does not approve operating procedure amendment: election of officers by HVMPO and SWRMPO would then occur at the December 14, 2017 MPO meeting.

In either case and in accordance with the operating procedures, four officers would be elected and consist of a Chairman and Vice Chairman for HVMPO and SWRMPO respectively. Nominations for officers are made from the floor by MPO members, and may include existing or new leadership. Separate votes are taken to elect each officer.

# Western Connecticut

## COUNCIL OF GOVERNMENTS



TO: MPO Members  
 FROM: Francis R. Pickering  
 DATE: December 7, 2017  
 RE: Proposed HVMPO and SWRMPO UPWP Amendments

- 1. Overview:** The [Unified Planning Work Programs](#) (UPWP) for fiscal years (FY) 2018 and 2019 were endorsed by HVMPO and SWRMPO in May of 2017, with State and Federal approval in June. UPWP's are a federal requirement for MPO's, outlining transportation work activities to be carried out during a defined period.

To afford greater flexibility in carrying out the transportation work program, UPWP's may be periodically amended by MPO's to reflect adjustments in priorities and associated resources. Proposed amendments are subject to State and possibly federal review, depending on the adjustment.

- 2. Scope of Proposed Amendments:** staff to HVMPO and SWRMPO have initiated efforts to update the Region's two Long Range Plans, a federal requirement that outlines the 20+ year vision for the transportation network and subsequent funding. To better facilitate inter-MPO planning and reduce confusion, the plans will be developed using a new, uniform template.

Recent changes to federal law, such as performance measures, have introduced additional requirements for MPO's that may increase staff workload for staff. In general, adjustments proposed include reducing funds for outside technical support and reallocating them for inhouse programmatic efforts. There is no net change to funding in the UPWP's.

HVMPO Adjustments: eliminate \$15,000 in FY18 and \$30,000 in FY 19 (\$45,000 total) and roll into Transportation Planning Staff activities, consistent with Long Range Plan and other efforts. Replace technical support language to mirror the SWRMPO UPWP. The adjustments are presented in Attachment 1, with the original budget highlighted yellow, and changes presented below in blue.

SWRMPO Adjustments: eliminate \$80,000 in FY18 and 19 (\$160,000 total) and roll into Transportation Planning Staff activities, consistent with Long Range Plan and other efforts. The adjustments are presented in Attachment 1, with the original budget highlighted yellow, and changes presented below in blue.

**Attachment 1:** HVMPO FY18 & 19 UPWP Funding Tables

**Attachment 2:** SWRMPO FY 18 & 19 UPWP Funding Tables

FUNDING-HVMPO FHWA/PL

**Fiscal Year 2017-2018 - Original Approved 5-2-17**

EXPENDITURES BY STAFF											
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	87	\$ 5,750			323	\$ 10,667	0	\$ -	95	\$ 3,230	\$ 19,647
2: Data Collection and Analysis	0	\$ -			588	\$ 19,403	1,132	\$ 54,159		\$ -	\$ 73,562
3: Planning Activities	12	\$ 813			927	\$ 30,591	483	\$ 15,296	82	\$ 2,706	\$ 49,406
4: Other Technical Assistance	18	\$ 1,220			539	\$ 17,778	188.5	\$ 7,420		\$ -	\$ 26,418
5: Public Participation	25	\$ 1,626			162	\$ 5,334	0	\$ -	30	\$ 990	\$ 7,950
<b>Subtotal Hrs.</b>	<b>143</b>		<b>0</b>		<b>2,539</b>		<b>1,804</b>		<b>207</b>		<b>\$ 176,983</b>
Subtotal Direct Salary		\$ 9,409		\$ -		\$ 83,773		\$ 76,875		\$ 6,926	\$ 176,983
Add BFO @ (132.37%)		\$ 12,455		\$ 0.00		\$ 110,890		\$ 101,759		\$ 9,168	\$ 234,273
Direct and reserved		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460	\$ 7,298
Technical Support								\$ 30,000			\$ 30,000
<b>Total</b>		<b>\$ 23,324</b>	<b>0</b>	<b>\$ 1,459.60</b>	<b>0</b>	<b>\$ 196,123</b>		<b>\$ 210,094</b>		<b>\$ 17,554</b>	<b>\$ 448,555</b>

**Fiscal Year 2017-2018 - Draft Revised 12-14-17**

\$ 90,228

EXPENDITURES BY STAFF											
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	87	\$ 5,750			345	\$ 11,385	0	\$ -	95	\$ 3,230	\$ 20,365
2: Data Collection and Analysis	0	\$ -			629	\$ 20,761	1,132	\$ 54,159		\$ -	\$ 74,920
3: Planning Activities	12	\$ 813			992	\$ 32,732	483	\$ 15,296	82	\$ 2,706	\$ 51,548
4: Other Technical Assistance	18	\$ 1,220			587	\$ 19,378	188.5	\$ 7,420		\$ -	\$ 28,018
5: Public Participation	25	\$ 1,626			181	\$ 5,971	0	\$ -	30	\$ 990	\$ 8,587
<b>Subtotal Hrs.</b>	<b>143</b>		<b>0</b>		<b>2,734</b>		<b>1,804</b>		<b>207</b>		
Subtotal Direct Salary		\$ 9,409		\$ -		\$ 90,228		\$ 76,875		\$ 6,926	\$ 183,438
Add BFO @ (132.37%)		\$ 12,455		\$ 0.00		\$ 119,434		\$ 101,759		\$ 9,168	\$ 242,817
Direct and reserved		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,461	\$ 7,299
Technical Support								\$ 15,000			\$ 15,000
<b>Total</b>		<b>\$ 23,324</b>	<b>0</b>	<b>\$ 1,459.60</b>	<b>0</b>	<b>\$ 211,122</b>		<b>\$ 195,094</b>		<b>\$ 17,555</b>	<b>\$ 448,555</b>

FUNDING-HVMPO FHWA/PL

**Fiscal Year 2018-2019 - Original Approved 5-2-17**

EXPENDITURES BY STAFF											
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	87	\$ 5,750			323	\$ 10,667	0	\$ -	95	\$ 3,230	\$ 19,647
2: Data Collection and Analysis	0	\$ -			588	\$ 19,403	1,132	\$ 54,159		\$ -	\$ 73,562
3: Planning Activities	12	\$ 813			927	\$ 30,591	483	\$ 15,296	82	\$ 2,706	\$ 49,406
4: Other Technical Assistance	18	\$ 1,220			539	\$ 17,778	188.5	\$ 7,420		\$ -	\$ 26,418
5: Public Participation	25	\$ 1,626			162	\$ 5,334	0	\$ -	30	\$ 990	\$ 7,950
<b>Subtotal Hrs.</b>	<b>143</b>		<b>0</b>		<b>2,539</b>		<b>1,804</b>		<b>207</b>		<b>\$ 176,983</b>
Subtotal Direct Salary		\$ 9,409		\$ -		\$ 83,773		\$ 76,875		\$ 6,926	\$ 176,983
Add BFO @ (132.37%)		\$ 12,455		\$ 0.00		\$ 110,890		\$ 101,759		\$ 9,168	\$ 234,273
Direct and reserved		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460	\$ 7,298
Technical Support								\$ 30,000			\$ 30,000
<b>Total</b>		<b>\$ 23,324</b>		<b>\$ 1,459.60</b>		<b>\$ 196,123</b>		<b>\$ 210,094</b>		<b>\$ 17,554</b>	<b>\$ 448,555</b>

**Fiscal Year 2018-2019 - Draft Revised 12-14-17**

EXPENDITURES BY STAFF											
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	87	\$ 5,750			371	\$ 12,238	0	\$ -	95	\$ 3,230	\$ 21,218
2: Data Collection and Analysis	0	\$ -			676	\$ 22,313	1,132	\$ 54,159		\$ -	\$ 76,472
3: Planning Activities	12	\$ 813			1,066	\$ 35,180	483	\$ 15,296	82	\$ 2,706	\$ 53,995
4: Other Technical Assistance	18	\$ 1,220			620	\$ 20,445	188.5	\$ 7,420		\$ -	\$ 29,085
5: Public Participation	25	\$ 1,626			197	\$ 6,507	0	\$ -	30	\$ 990	\$ 9,123
<b>Subtotal Hrs.</b>	<b>143</b>		<b>0</b>		<b>2,930</b>		<b>1,804</b>		<b>207</b>		
Subtotal Direct Salary		\$ 9,409		\$ -		\$ 96,683		\$ 76,875		\$ 6,926	\$ 189,894
Add BFO @ (132.37%)		\$ 12,455		\$ 0.00		\$ 127,980		\$ 101,759		\$ 9,168	\$ 251,362
Direct and reserved		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460		\$ 1,460	\$ 7,298
Technical Support								\$ -			\$ -
<b>Total</b>		<b>\$ 23,324</b>		<b>\$ 1,459.60</b>		<b>\$ 226,123</b>		<b>\$ 180,094</b>		<b>\$ 17,554</b>	<b>\$ 448,555</b>



FUNDING-SWRMPO FHWA/PL

**Fiscal Year 2017-2018 - Original Approved 5-18-17**

EXPENDITURES BY STAFF											
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	174	\$ 11,500			646	\$ 21,334.10	0	\$ -	194	\$ 7,317.00	\$ 40,151
2: Data Collection and Analysis	0	\$ -			1,764	\$ 58,210.00	1,424	\$ 54,159.00		\$ -	\$ 112,369
3: Planning Activities	25	\$ 1,626			1,810	\$ 59,735.48	770	\$ 28,649.00	50	\$ 1,500.00	\$ 91,511
4: Other Technical Assistance	37	\$ 2,440			1,616	\$ 53,335.25	237	\$ 9,027.00		\$ -	\$ 64,802
5: Public Participation	49	\$ 3,253			323	\$ 10,667.05	0	\$ 0	30	\$ 900.00	\$ 14,820
<b>Subtotal Hrs.</b>	<b>285</b>		<b>0</b>		<b>6,160</b>		<b>2,431</b>		<b>274</b>		<b>\$ 323,652</b>
Subtotal Direct Salary		\$ 18,819		\$ -		\$ 203,281.88		\$ 91,835.00		\$ 9,717.00	\$ 323,652
Add BFO @ (132.37%)		\$ 24,910		\$ 0.00		\$ 269,084.22		\$ 121,561.99		\$ 12,862.39	\$ 428,419
Direct and reserved		\$ 16,162		\$ 16,162		\$ 16,162		\$ 16,162		\$ 16,162	\$ 80,809
Technical Support								\$ 80,000.00			\$ 80,000
<b>Total</b>		<b>\$ 59,891</b>	<b>0</b>	<b>\$ 16,161.80</b>	<b>0</b>	<b>\$ 488,527.90</b>		<b>\$ 309,558.79</b>		<b>\$ 38,741.19</b>	<b>\$ 912,880</b>

**Fiscal Year 2017-2018 - Draft Revised 12-14-17**

EXPENDITURES BY STAFF											
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	174	\$ 11,500			756	\$ 24,961		\$ - \$ -	194	\$ 7,317	\$ 43,778
2: Data Collection and Analysis	0	\$ -			2,064	\$ 68,106	1,424	\$ 54,159		\$ -	\$ 122,265
3: Planning Activities	25	\$ 1,626			2,118	\$ 69,890	770	\$ 28,649	50	\$ 1,500	\$ 101,665
4: Other Technical Assistance	37	\$ 2,440			1,891	\$ 62,402	237	\$ 9,027		\$ -	\$ 73,868
5: Public Participation	49	\$ 3,253			374	\$ 12,352		\$ - \$ -	30	\$ 900	\$ 16,505
<b>Subtotal Hrs.</b>	<b>285</b>		<b>0</b>		<b>7,203</b>		<b>\$ 2,431</b>		<b>\$ 274</b>		
Subtotal Direct Salary		\$ 18,819		\$ -		\$ 237,710.77		\$ 91,835.00		\$ 9,717.00	\$ 358,081
Add BFO @ (132.37%)		\$ 24,910		\$ 0.00		\$ 314,657.75		\$ 121,561.99		\$ 12,862.39	\$ 473,992
Direct and reserved		\$ 16,162		\$ 16,161		\$ 16,161		\$ 16,161		\$ 16,162	\$ 80,806
Technical Support											\$ 0
<b>Total</b>		<b>\$ 59,891</b>	<b>0</b>	<b>\$ 16,160.80</b>	<b>0</b>	<b>\$ 568,529.32</b>		<b>\$ 229,557.79</b>		<b>\$ 38,741.19</b>	<b>\$ 912,880</b>

**FUNDING-SWRMPO FHWA/PL**

**Fiscal Year 2018-2019 - Original Approved 5-18-17**

EXPENDITURES BY STAFF											
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
1: Management of the Planning Process	174	\$ 11,500			646	\$ 21,334.10	0	\$ -	194	\$ 7,317.00	\$ 40,151
2: Data Collection and Analysis	0	\$ -			1,764	\$ 58,210.00	1,424	\$ 54,159.00		\$ -	\$ 112,369
3: Planning Activities	25	\$ 1,626			1,810	\$ 59,735.48	770	\$ 28,649.00	50	\$ 1,500.00	\$ 91,511
4: Other Technical Assistance	37	\$ 2,440			1,616	\$ 53,335.25	237	\$ 9,027.00		\$ -	\$ 64,802
5: Public Participation	49	\$ 3,253			323	\$ 10,667.05	0	0	30	\$ 900.00	\$ 14,820
<b>Subtotal Hrs.</b>	<b>285</b>		<b>0</b>		<b>6,160</b>		<b>2,431</b>		<b>274</b>		<b>\$ 323,652</b>
Subtotal Direct Salary		\$ 18,819		\$ -		\$ 203,281.88		\$ 91,835.00		\$ 9,717.00	\$ 323,652
Add BFO @ (132.37%)		\$ 24,910		\$ 0.00		\$ 269,084.22		\$ 121,561.99		\$ 12,862.39	\$ 428,419
Direct and reserved		\$ 16,162		\$ 16,162		\$ 16,162		\$ 16,162		\$ 16,162	\$ 80,809
Technical Support								\$ 80,000.00			\$ 80,000
<b>Total</b>		<b>\$ 59,891</b>	<b>0</b>	<b>\$ 16,161.80</b>	<b>0</b>	<b>\$ 488,527.90</b>		<b>\$ 309,558.79</b>		<b>\$ 38,741.19</b>	<b>\$ 912,880</b>

**Fiscal Year 2018-2019 - Draft Revised 12-14-17**

EXPENDITURES BY STAFF												
Task	Executive Director		Deputy Director		Transportation Planning Staff		GIS Planning Staff		Administrative Staff		Total Dir. Sal.	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
1: Management of the Planning Process	174	\$ 11,500			756	\$ 24,961		\$ -	194	\$ 7,317	\$ 43,778	
2: Data Collection and Analysis	0	\$ -			2,064	\$ 68,106		\$ 1,424		\$ 54,159	\$ 122,265	
3: Planning Activities	25	\$ 1,626			2,118	\$ 69,890		\$ 770	\$ 28,649	\$ 50	\$ 1,500	\$ 101,665
4: Other Technical Assistance	37	\$ 2,440			1,891	\$ 62,402		\$ 237	\$ 9,027		\$ -	\$ 73,868
5: Public Participation	49	\$ 3,253			374	\$ 12,352		\$ -	\$ 30	\$ 900	\$ 16,505	
<b>Subtotal Hrs.</b>	<b>285</b>		<b>0</b>		<b>7,203</b>		<b>\$ 2,431</b>		<b>\$ 274</b>			
Subtotal Direct Salary		\$ 18,819		\$ -		\$ 237,710.77		\$ 91,835.00		\$ 9,717.00	\$ 358,081	
Add BFO @ (132.37%)		\$ 24,910		\$ 0.00		\$ 314,657.75		\$ 121,561.99		\$ 12,862.39	\$ 473,992	
Direct and reserved		\$ 16,162		\$ 16,161		\$ 16,161		\$ 16,161		\$ 16,162	\$ 80,806	
Technical Support								\$ 0.00			\$ 0	
<b>Total</b>		<b>\$ 59,891</b>	<b>0</b>	<b>\$ 16,160.80</b>	<b>0</b>	<b>\$ 568,529.32</b>		<b>\$ 229,557.79</b>		<b>\$ 38,741.19</b>	<b>\$ 912,880</b>	

**HOUSATONIC VALLEY  
METROPOLITAN PLANNING ORGANIZATION**  
BETHEL•BRIDGEWATER•BROOKFIELD•DANBURY•NEW FAIRFIELD•NEW MILFORD•NEWTOWN•  
REDDING•RIDGEFIELD•SHERMAN

**RESOLUTION #2017-011 Resolution to Endorse the Housatonic Valley  
FY2018 & 2019 Unified Planning Work Program (UPWP)**

**WHEREAS**, the Housatonic Valley Metropolitan Planning Organization (HVMPO), in cooperation with the Connecticut Department of Transportation (CTDOT), the Federal Highway Administration, the Federal Transit Administration, and the Western Connecticut Council of Governments (WestCOG), is responsible for carrying out the urban transportation planning process for the Housatonic Valley Region;

**WHEREAS**, the voting board of the HVMPO comprises the two mayors and eight first selectmen of the area, which includes Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield and Sherman, CT, as well as the chief executive officer of the Housatonic Area Regional Transit District;

**WHEREAS**, a Unified Planning Work Program (UPWP) to guide the planning process is developed in cooperation with CTDOT, the U.S. Department of Transportation (USDOT), and transportation stakeholders to serve as the grant application for funds to conduct HVMPO transportation planning;

**WHEREAS**, HVMPO, in cooperation with CTDOT is responsible for adopting the FY18 and FY19 Unified Planning Work Program for the Housatonic Valley Region;

**WHEREAS**, WestCOG, as the Hosting Agency for the HVMPO, will contract to receive and disperse planning funds to carry out the adopted UPWP;

**RESOLVED**, that the HVMPO hereby endorses the FY18 and FY19 UPWP administrative and technical adjustments.

This resolution is effective December 14, 2017.

Date: December 14, 2017.

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Julia Pemberton, Secretary

**SOUTH WESTERN REGION**  
**METROPOLITAN PLANNING ORGANIZATION**  
DARIEN•GREENWICH•NEW CANAAN•NORWALK•STAMFORD•WESTON•WESTPORT•WILTON

**RESOLUTION #2017-015 Resolution to Endorse the South Western Region  
FY2018 & 2019 Unified Planning Work Program (UPWP)**

**WHEREAS**, the South Western Region Metropolitan Planning Organization (SWRMPO), in cooperation with the Connecticut Department of Transportation (CTDOT), the Federal Highway Administration, the Federal Transit Administration, and the Western Connecticut Council of Governments (WestCOG), is responsible for carrying out the urban transportation planning process for the South Western Region;

**WHEREAS**, the voting board of the SWRMPO comprises the two mayors and six first selectmen of the area, which includes Darien, Greenwich, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton, CT, as well as the chief executive officer of the Norwalk Transit District;

**WHEREAS**, a Unified Planning Work Program (UPWP) to guide the planning process is developed in cooperation with CTDOT, the U.S. Department of Transportation (USDOT), and transportation stakeholders to serve as the grant application for funds to conduct SWRMPO transportation planning;

**WHEREAS**, SWRMPO, in cooperation with CTDOT is responsible for adopting the FY18 and FY19 Unified Planning Work Program for the South Western Region;

**WHEREAS**, WestCOG, as the Hosting Agency for the SWRMPO, will contract to receive and disperse planning funds to carry out the adopted UPWP;

**RESOLVED**, that the SWRMPO hereby endorses the FY18 and FY19 UPWP administrative and technical adjustments.

This resolution is effective December 14, 2017.

Date: December 14, 2017.

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Jayme Stevenson, Chairman