

**Meeting of the Housatonic Valley & South Western Region
Metropolitan Planning Organizations
January 18, 2018 at 8:00 am**

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

Agenda

- 1. MEETING CALL TO ORDER**
- 2. PUBLIC PARTICIPATION**
- 3. INFORMATION ITEMS**
 - a. FTA 5310 Funding Solicitation Attachment 3a, pp. 1-2
 - b. FHWA Safety Performance Measures Attachment 3b, pp. 3-5
 - c. Draft CTDOT 2018-2050 Long Range Transportation Plan Attachment 3c, pg. 6
- 4. ACTION ITEMS***
 - a. Approval of December 14, 2017 Meeting Minutes (HV & SWR) Attachment 4a, pp. 7-10
 - b. 2018-2021 Transportation Improvement Program (*if needed*)
 - c. Election of Officers Attachment 4c, pg. 11
 - i. HV
 - ii. SWR
- 5. OTHER BUSINESS**
- 6. NEXT MEETING:** February 15, 2018 beginning at 11:00 am and preceding a presentation by CTDOT Commissioner James Redeker
- 7. ADJOURNMENT**

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

For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at help@westcog.org. Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con WestCOG por lo menos cinco días hábiles antes de la reunión al help@westcog.org. Para obter assistência língua ou outras acomodações, entre em contato com WestCOG pelo menos cinco dias úteis antes da reunião em help@westcog.org. Si des informations supplémentaires sont nécessaires dans une autre langue, contactez help@westcog.org.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: HVMPPO, SWRMPO, and TAG Members
 FROM: Rob Sachnin, Rick Schreiner, William Kenny, Harrison Wenchell
 DATE: January 12, 2018
 RE: **Section 5310 Grant Program Solicitation**

Overview: WestCOG is soliciting applications for funding under the Federal Transit Administration's Section 5310 grant program.

The Section 5310 program is intended to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. It supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas of Connecticut – large urbanized (over 200,000), small urbanized (50,000–200,000), and rural (under 50,000).

Eligible Recipients: recipients include private nonprofit organizations, states or local government authorities, or operators of public transportation. Taxi companies may participate in the Section 5310 program as contractors, and may apply via a coordinating entity.

Grant Types and Funding: There are three different application forms that can be completed depending on the type of project. These include Traditional Section 5310 Capital Grants (vans), Non-traditional Section 5310 Capital Grants and Section 5310 Operating. The grants provide up to 50% of operating costs and 80% of capital costs for a broad spectrum of projects, depending on the type of grant. Purchase of service agreement with Transit Districts may receive up to 80% in operating funds.

Additional Details: including applications and program criteria may be found at CTDOT's Section 5310 program website, www.ct.gov/dot/5310

Important Deadlines:

- **Friday, February 16, 2018:** traditional applicants: must publish a Public Notice one (1) time in a major newspaper with the greatest readership in the proposed area by Please note that letters to operators in the Region are required 1-week before this deadline.
- **Friday, February 23, 2018:** *optional*, but highly recommended deadline for COG review of draft applications for completeness.
- **Friday, March 2, 2018:** finalized applications should be sent electronically to DOT.Section5310@ct.gov for CTDOT, and to William Kenny of WestCOG at wkenny@westcog.org.

WestCOG Assistance: staff will provide technical assistance to those interested in applying, and will review and prioritize regional applications. Please contact Will Kenny at wkenny@westcog.org or 475-323-2065.

**Connecticut Department of Transportation
Section 5310 FFY 2017 Application Announcement
Enhanced Mobility of Seniors & Individuals with Disabilities**

The Section 5310 applications for the FFY 2017 funding cycle are now available on the Connecticut Department of Transportation (CTDOT) website. To access the applications, go to www.ct.gov/dot/5310.

Applications and supporting documentation must be submitted via email to DOT.Section5310@ct.gov with a cc to the appropriate Regional Planning Organization (RPO) no later than **4:00PM on Friday, March 2, 2018**. CTDOT and the RPOs will not review late applications.

Traditional Section 5310 Capital Application – Updates:

- Traditional applicants must publish a Public Notice one (1) time in a major newspaper with the greatest readership in the proposed service area by **Friday, February 16, 2018**.
- Traditional applicants must send letters to transportation operators in the region notifying of the Public Notice posting at least one week prior to the publish date.
- There are now two (2) separate budget pages in the Traditional Section 5310 Capital application for applicants interested in applying for two (2) vehicles.

Program & Application Overview:

- The Section 5310 program provides federal funding for capital and operating expenses to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.
- Eligible recipients of this competitive program include:
 - Private nonprofit organizations
 - State or local government authorities
 - Operators of public transportation
 - i. Taxi companies may participate in the Section 5310 program as contractors, and must apply via a coordinating entity, such as a nonprofit organization or transit district.
- There are three (3) separate applications; applicants should submit the one that corresponds to the type of project funding being requested.
 1. Traditional Section 5310 Capital
 2. Nontraditional Section 5310 Capital
 3. Section 5310 Operating
- The Application Instructions packet should be read thoroughly and should not be submitted with the application.
- The federal share of eligible capital costs may not exceed 80 percent, and 50 percent for operating assistance.
- The useful life requirement for replacement vehicles is 4 years or 100,000 miles for a mini-van and 5 years or 150,000 miles for a mini-bus or bus.
- All applications must be sent via email only, in one (1) attachment. Organizations for which this requirement causes undue hardship should contact CTDOT to discuss alternatives for submitting the application.



Western Connecticut

COUNCIL OF GOVERNMENTS



TO: HVMPO and SWRMPO Members
FROM: Robert Sachnin
DATE: January 12, 2018

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

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, CTDOOT 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, CTDOOT 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, CTDOOT 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, CTDOOT chose to maintain the current number of pedestrian and bicyclists killed and seriously injured.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: HVMPO and SWRMPO Members
FROM: Francis Pickering, Rob Sachnin, Kristin Hadjstylianos
DATE: January 12, 2018
RE: CTDOT Draft 2018-2050 Long-Range Transportation Plan

Overview: In late December, CTDOT announced the release of their [Draft 2018-2050 Statewide Long-Range Transportation Plan \(LRTP\)](#). Per federal law, States are required to prepare a LRTP, which provides the framework and vision for multimodal transportation capital improvements over a 20+ year horizon.

Public Comment Period: a 45-day public comment is underway. Comments may be submitted by the Region or individually.

Potential Regional Comments: may be discussed during the January 18, 2018 MPO and COG meetings. Given to short turnaround time, staff are actively reviewing the draft document and will be prepared to summarize plan elements and help facilitate a discussion regarding direction at the meeting.

Individual Comments: methods are illustrated provided below:

- Public Information Meetings: will be held on Tuesday, January 16, 2018 from 12:30-3:00pm and 6:30-9:30 pm, at CTDOT's headquarters in Newington.
- Written Comments: are due February 1, 2018 and may be submitted in writing by mail or electronically to the contact information below:
 - Mail: David Elder, Bureau of Policy and Planning, CTDOT, P.O. Box 317546, Newington, CT, 06131-7546
 - E-mail: DOT.LRP@ct.gov

Additional Information: may be found at [CTDOT's 2018 Statewide LRTP website](#).

Staff Point-of-Contact: any regionally-specific questions or concerns may be directed to Kristin Hadjstylianos, 475-323-2073, khadjstylianos@westcog.org

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 12/14/2017 Meeting
Held at the Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, CT 06877

Chairman Rudy Marconi -Secretary Julia Pemberton

MEMBERS IN ATTENDANCE

Bethel	First Selectman Matt Knickerbocker
Bridgewater	Absent
Brookfield	First Selectman Steve Dunn
Danbury	Absent
New Fairfield	First Selectman Pat Del Monaco
New Milford	Mayor Pete Bass
Newtown	First Selectman Dan Rosenthal
Redding	First Selectman Julia Pemberton
Ridgefield	First Selectman Rudy Marconi, Chairman
Sherman	Absent
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, Elizabeth Esposito, Bob Brinton, and Carl Zimmerman were in attendance. Harrison Wenchell of HARTransit, Stamford Chief of Staff Michael Pollard, Stamford Transportation Bureau Chief Jim Travers, Daniel Johnson of NYMTC, James Root Citizen of Danbury, Darien First Selectman Jayme Stevenson, Greenwich First Selectman Peter Tesei, New Canaan First Selectman Kevin Moynihan, Norwalk Mayor Harry Rilling, Stamford Mayor David Martin, Weston First Selectman Chris Spaulding, Westport First Selectman James Marpe, Wilton First Selectman Lynne Vanderslice, and Norwalk Transit CEO Kimberlee Morton were also in attendance.

CALL TO ORDER

HVMPO Chairman Rudy Marconi called the meeting to order at 11:38am and welcomed First Selectman Kevin Moynihan, First Selectman Pat Del Monaco, and Mayor Pete Bass to the meeting.

PUBLIC PARTICIPATION

There was no public participation.

INFORMATIONAL ITEMS

FHWA Safety Performance Measures: Principal Planner Robert Sachnin described the final rule for safety performance measures, which seeks to reduce traffic related fatalities and injuries on all public roads. Transportation Supervising Planner Kerry Ross of CTDOT acknowledged Principal Planner Sachnin's efforts on the performance measures.

ACTION ITEMS

HVMPO Approval of 11/16/2017 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 11/16/2017 were unanimously approved, except with abstentions made by Mayor Pete Bass, First Selectman Pat Del Monaco, and First Selectman Dan Rosenthal.

HVMPO 2018-2021 Transportation Improvement Program: A CTDOT amendment request for the 2018-2021 Transportation Improvement Program was reviewed by Principal Planner Sachnin for project #96-202: Newtown Pedestrian Improvements. A motion to approve the HVMPO TIP amendment was made by First Selectman Dan Rosenthal and seconded by Mayor Pete Bass, followed by unanimous approval.

HVMPO Operating Procedures-proposed amendments: The MPO discussed adjustments to their operating procedures, clarifying that voting alternates must be designated by the Chief Elected Official and that the election of officers would take place at the January meeting instead of December. Amendments to the MPO bylaws to reflect the changes noted was motioned by First Selectman Matt Knickerbocker and second by First Selectman Steve Dunn, followed by unanimous approval.

HVMPO Election of Officers: Following the amendment to operating procedures, it was decided that the election of officers would take place at the next meeting.

HVMPO UPWP Amendments: Director Pickering discussed the proposed amendments to the Unified Planning Work Program. Technical adjustments to the FY18 and FY19 UPWP were discussed, including \$15,000 in FY18 for the HARTransit contract. On a motion made by First Selectman Steve Dunn and seconded by Mayor Pete Bass, the proposed amendments were unanimously approved.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

On a motion duly made and seconded it was voted unanimously to adjourn the meeting at 12:25pm.

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 12/14/2017 Meeting
Held at the Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, CT 06877

Chairman Jayme Stevenson

MEMBERS IN ATTENDANCE

Darien	First Selectman Jayme Stevenson, Chairman
Greenwich	First Selectman Peter Tesei
New Canaan	First Selectman Kevin Moynihan
Norwalk	Mayor Harry Rilling
Stamford	Mayor David Martin
Weston	First Selectman Chris Spaulding
Westport	First Selectman James Marpe
Wilton	First Selectman Lynne Vanderslice
Transit	CEO Kimberlee Morton
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, Elizabeth Esposito, Bob Brinton, and Carl Zimmerman were in attendance. Harrison Wenchell of HARTransit, Stamford Chief of Staff Michael Pollard, Stamford Transportation Bureau Chief Jim Travers, Daniel Johnson of NYMTC, James Root Citizen of Danbury, Bethel First Selectman Matt Knickerbocker, Brookfield First Selectman Steve Dunn, New Fairfield First Selectman Pat Del Monaco, New Milford Mayor Pete Bass, Newtown First Selectman Dan Rosenthal, Redding First Selectman Julia Pemberton, Ridgefield First Selectman Rudy Marconi, and HARTransit Development Director Richard Schreiner were also in attendance.

CALL TO ORDER

SWRMPO Chairman Jayme Stevenson called the meeting to order at 11:38am and welcomed First Selectman Kevin Moynihan, First Selectman Pat Del Monaco, and Mayor Pete Bass to the meeting.

PUBLIC PARTICIPATION

There was no public participation.

INFORMATIONAL ITEMS

FHWA Safety Performance Measures: Principal Planner Robert Sachnin described the final rule for safety performance measures, which seeks to reduce traffic related fatalities and injuries on all public roads. Transportation Supervising Planner Kerry Ross of CTDOT acknowledged Principal Planner Sachnin's efforts on the performance measures.

ACTION ITEMS

SWRMPO Approval of 11/16/2017 Meeting Minutes: After review and on a motion made by First Selectman Jim Marpe and seconded by First Selectman Lynne Vanderslice the minutes of the meeting of 11/16/2017 were unanimously approved, except with abstentions made by First Selectman Kevin Moynihan.

SWRMPO 2018-2021 Transportation Improvement Program: A CTDOT amendment request for the 2018-2021 Transportation Improvement Program was reviewed by Principal Planner Sachnin for project #173-484: Superelevation improvements and HFST Application on Various CT 15 Curves. A motion to approve the SWRMPO TIP amendment was made by First Selectman Chris Spaulding and seconded by First Selectman Peter Tesei, followed by unanimous approval.

SWRMPO Operating Procedures-proposed amendments: The MPO discussed adjustments to their operating procedures, clarifying that voting alternates must be designated by the Chief Elected Official and that the election of officers would take place at the January meeting instead of December. Amendments to the MPO bylaws to reflect the changes noted was motioned by First Selectman Lynne Vanderslice and seconded by First Selectman Chris Spaulding, followed by unanimous approval.

SWRMPO Election of Officers: Following the amendment to operating procedures, it was decided that the election of officers would take place at the next meeting.

SWRMPO UPWP Amendments: Director Pickering discussed the proposed amendments to the Unified Planning Work Program. Technical adjustments to the FY18 and FY19 UPWP were discussed. On a motion made by Mayor David Martin and seconded by First Selectman Jim Marpe, the proposed amendments were unanimously approved.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

On a motion duly made and seconded it was voted unanimously to adjourn the meeting at 12:25pm.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: HVMPO and SWRMPO Members
FROM: Rob Sachnin
DATE: January 12, 2018
RE: **MPO Election of Officers**

1. **Overview:** in accordance with our MPO Operating Procedures, MPO officers are elected at the first meeting in even calendar years. The election of officers is thus scheduled for our January 18th, 2018 MPO meetings at 8:00 am.
2. **MPO Officers:** consist of a Chairman and Vice Chairman for each MPO, a total of four officers (two Chairman, two Vice Chairman) will be elected.
3. **Election Process:** applies separately for each MPO, beginning with HVMPO.
 - a. Nominations are made from the floor, by MPO voting members and include nominations for Chairman and Vice Chairman.
Note: Nominations may be made for either existing or new leadership.
 - b. Nominations are closed.
 - c. Separate votes are taken for the Chairman and Vice Chairman. Only MPO members with voting authority may cast votes.
 - d. Election to office based on the majority of the members present and voting.
 - e. SWRMPO initiates the same process, following the steps above.
4. **Duration of Service:** MPO officers serve a term of two years.