

**Meeting of the  
WestCOG Technical Advisory Group (TAG)**

**April 3, 2018 at 11:00 am**

**1 Riverside Road, Sandy Hook, CT, 06482**

**Call-in Information: 515-739-1034, Access Code: 500386#**

**Agenda**

- 1. MEETING CALL TO ORDER**
- 2. PUBLIC PARTICIPATION**
- 3. INFORMATIONAL ITEMS**
  - a. USDOT Quadrennial Certification Review
  - b. State Matching Grant Program/13b-38bb Attachment 3b, pp. 1-5
  - c. Snow Plow Update
- 4. ACTION ITEMS**
  - a. Approval of March 6, 2018 Minutes Attachment 4a, pp. 6-8
  - b. FTA 5310 Priorities (HV & SWR)
- 5. OTHER BUSINESS**
  - a. Discussion Items as Raised by the TAG
  - b. Future Presentations & Items of Interest
- 6. UPCOMING MEETINGS**
  - 4/19/2018 – MPO and COG Meetings
  - 4/26/2018 – SWRMPO Quadrennial Certification Review
  - 5/1/2018 -TAG Meeting
- 7. ADJOURNMENT**

*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](mailto: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](mailto: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](mailto:help@westcog.org).*

TO: TAG Members  
FROM: Rob Sachnin, Rick Schreiner, Will Kenny, Harrison Wenchell  
DATE: March 27, 2018

**RE: State Matching Grant Program (MGP) for Elderly and Demand Response Transportation**

**Overview:** CTDOT has announced an updated application process for the MGP, which provides matching funds for transportation of seniors and persons with disabilities to each municipality. Funding is calculated based on the land area and population of those over age 60. The program has been in place since 2006.

The funds cannot replace municipal support for transportation services. If a town or city reduces its funding for senior/disabled transportation, the grant will be proportionally reduced.

**Required Materials:** applications are not required this round to access funds for this program. Municipalities need only submit the required certifications and budget information as follows:

- **Maintenance of Effort Certification:** should be completed and signed by the CFO. Please also include a copy of the budget page for FY 19 that shows the line item for this transportation program.
- **Assignability Certification:** Those municipalities participating in a coordinated program through a transit district (NTD or HARTransit) should complete this form and have it signed by the municipal CEO assigning the grant to the transit district.
- **Program Budget:** The state is requesting a program budget (“worksheet”) submission for FY19, which is attached.

It is recommended that the grant program and sign off for the MGP certifications be placed on the agenda for your municipal boards soon and to avoid any delays.

**Submission:** of required materials are due to WestCOG and CTDOT by **May 18, 2018**. Materials should be transmitted to the following contacts:

- **CTDOT:** Aimee Marques, [Aimee.Marques@ct.gov](mailto:Aimee.Marques@ct.gov)
- **WestCOG:** Will Kenny, [wkenny@westcog.org](mailto:wkenny@westcog.org)

**Assistance** - please direct all inquiries to: Rick Schreiner, HARTransit: 203-744-4070 x129; [ricks@hartransit.com](mailto:ricks@hartransit.com)

**Attachments:**

- CTDOT Maintenance of Effort Certification and Assignability Certification
- CTDOT dial-a-ride worksheet
- CTDOT FY2019 Allocations

Attachment 1-Maintenance of Effort Certifications

**Maintenance of Effort Certification**

The municipality of ***\*\*Municipality\*\**** hereby certifies that State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program funds are in addition to current municipal levels of spending on transportation programs for Seniors and Persons with Disabilities.

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title (Chief Fiscal Officer)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

## Attachment 2 – Grant Assignment Certification

### Grant Assignment Certification

The municipality of *\*\*Municipality\*\** is participating in a consolidated application for State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program through the *\*\*Municipality, Transit District or Regional Planning Organization\*\**. The municipality of *\*\*Municipality\*\** hereby assigns its grant apportionment from the State program to *\*\*Municipality, Transit District or Regional Planning Organization\*\**, who will coordinate the operation of service.

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Dial-a-ride Worksheet

	expected 2019			
Drivers salaries				
Part-time drivers				
Coordinator				
Supervisor/clerk				
10% or director's salaries				
Fringe Benefits				
SS/ Medicare				
Cell phones				
Gas/diesel				
Van/car insurance				
Salaries of maintenance workers				
Maintenance and repairs				
Tires/tubes				
Lubricants				
In-kind/volunteer service				
Purchased transportation				
Materials and Supplies				
Donations				
*Other				
*Other				
*Other				
<b>Total</b>	\$ -	\$ -	\$ -	\$ -

FB= health insurance, sick, vacation days

Materials and supplies= copy machine

paper, paper clips, pencils, pens,

use of computer for program .

\*Please provide detail for "other"

# Western Connecticut COUNCIL OF GOVERNMENTS



City/Town	Total Fiscal Year 2019 Apportionment**
Bethel	\$20,673
Bridgewater	\$10,205
Brookfield	\$21,590
Danbury	\$67,230
Darien	\$18,971
Greenwich	\$72,902
New Canaan	\$25,399
New Fairfield	\$21,307
New Milford	\$50,048
Newtown	\$47,730
Norwalk	\$68,422
Redding	\$23,765
Ridgefield	\$34,349
Sherman	\$14,750
Stamford	\$98,302
Weston	\$16,443
Westport	\$31,603
Wilton	\$25,665

**\*\*Apportionments are based on information provided by CTDOT on 2/23/18  
Please note, that fiscal year 2019 falls under calendar year 2018.**

# Western Connecticut

## COUNCIL OF GOVERNMENTS



*Disclaimer: These interim minutes of the Technical Advisory Group (“TAG”) 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 TAG 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 TAG.*

## INTERIM MINUTES OF 03/06/2018

### Technical Advisory Group (TAG)

Held at 11am at the Comstock Community Center  
180 School Road, Wilton, CT 06897

• Bethel	Director of Public Works Douglas Arndt
• Bridgewater	Absent
• Brookfield	Director of Public Works Ralph Tedesco
• Danbury	Director of Public Works Antonio Iadarola
• Darien	Planning & Zoning Director Jeremy Ginsberg
• Greenwich	Deputy Commissioner of Public Works James Michel
• HARTransit	Development Director Richard Schreiner
• New Canaan	Director of Public Works Tiger Mann
• New Fairfield	Absent
• New Milford	Grants Coordinator Tammy Reardon
• Newtown	Director of Public Works Fred Hurley
• Norwalk	Assistant Principal Engineer Michael Yeosock
• Norwalk TD	Manager of Planning Dennis O’Connor
• Redding	Director of Public Works Jeff Hanson
• Ridgefield	Absent
• Sherman	Absent
• Stamford	Transportation Bureau Chief James Travers
• Weston	Absent
• Westport	Director of Public Works Peter Ratkiewich
• Wilton	Director of Planning and Land Use Management Bob Nerney

#### Also in Attendance:

WestCOG staff members, Robert Sachnin, Kristin Floberg, Bob Brinton, Jamie Bastian, Kristin Hadjstylianos, and Nicole Sullivan were in attendance. As well as, Harrison Wenchell of HARTransit, Ali Mohseni of MHSTCC, Kerry Ross of CTDOT, Garrett Bolella of the City of Stamford, Tom Altermatt and Abdul Barry Mohamed of the City of Danbury, Greg Dembowski of the Town of Brookfield, and Paul Woodell of GeoDesign, Inc.

## CALL TO ORDER / PUBLIC COMMENT

The meeting was called to order at 11:01am by Principal Planner Robert Sachnin. There was no public comment made.

## FEATURED PRESENTATION

Principal Planner Sachnin welcomed and sincerely thanked Principal Engineer Hugh Hayward, Transportation Supervising Engineer Bill Grant, and Project Engineer Jeff Pfaffinger of CTDOT for taking the time to speak with the TAG regarding the LOTCIP Program. A discussion ensued. CTDOT staff indicated that existing projects that have received a CTDOT commitment to fund letter and are scheduled to complete final design by September 2018 may continue to proceed as long as there remains sufficient existing funding within the region. CTDOT also stated that further information on the future of LOTCIP is anticipated after the 2018 Legislative session ends.

*\*In the interest of time, Principal Planner Sachnin entertained a motion to carry out the action items before the information items. On a motion made by Deputy Commissioner of Public Works James Michel and seconded by Director of Public Works Peter Ratkiewich, the change of order on the agenda was unanimously approved.*

## ACTION ITEMS

**Approval of 01/30/2018 Minutes:** After review and on a motion made by Transportation Bureau Chief James Travers and seconded by Director of Public Works Ralph Tedesco, the minutes of the TAG Meeting of 01/30/2018 were unanimously approved - except with abstentions made by Director of Planning and Land Use Management Bob Nerney, Assistant Principal Engineer Michael Yeosock, and Grants Coordinator Tammy Reardon.

**Transportation Improvement Program:** Associate Planner Jamie Bastian introduced the HVMPO TIP amendments for project #117-161; Ridgefield-Branchville TOD Bike/Pedestrian Improvements and project #300-XXXX; New Haven Line Bridge Timber Replacement Project. On a motion made by Director of Public Works Fred Hurley and seconded by Grants Coordinator Tammy Reardon, the amendments were unanimously recommended to the HVMPO for endorsement. Furthermore, Associate Planner Bastian introduced the SWRMPO TIP amendments for project #300-XXXX; New Haven Line Bridge Timber Replacement Project, project #0102-0363; Rehabilitation of Bridge #00061 in Norwalk, and project #0161-0141; Intersection Improvements at Grumman Hill Road in Wilton. On a motion made by Planning & Zoning Director Jeremy Ginsberg and seconded by Director of Public Works Peter Ratkiewich, the amendments were unanimously recommended to the SWRMPO for endorsement.

## INFORMATION ITEMS

**Commuter and Rail Parking Study:** There was discussion regarding commuter lots located on roadways and at train stations in the Region.

**FTA 5310 Prioritization Schedule:** Principal Planner Sachnin noted that the deadline for applications has passed and that the review process is underway.

**State Matching Grant Program/13b-38bb:** The deadline for submissions is May 18th, there was discussion regarding the matching program.

**Proposed CTDOT Fare Increases and Service Reductions:** a recap of the proposed fare increases and service discussions was provided. .

**State Funding Update:** The status of the Special Transportation Fund was discussed.



**USDOT 2018 Quadrennial Certification Review:** Principal Planner Sachnin provided an overview of the process, noting that the Quadrennial Review pertains to the South Western Region MPO only..

**Snow Plow Update:** Associate Planner Kristin Floberg gave an update on the Snow Plow Study. This state-funded study must adhere to grant schedule and as such, municipalities that have not scheduled walkthroughs were advised to do so this week, otherwise the project schedule would not permit them thereafter. Additionally, municipalities were asked to send first-round routing edits to the consultant by March 16<sup>th</sup>.

#### **OTHER BUSINESS**

**Discussion Items as Raised by the TAG:** There were no other discussion items.

**Future Presentations & Items of Interest:** There was no discussion.

#### **UPCOMING MEETINGS/ADJOURNMENT**

The next MPO and COG meetings will be held on March 15<sup>th</sup>. The next TAG meeting will be held on April 3rd. The meeting was then unanimously adjourned at 12:25pm.

**INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY THE TAG MEMBERS**