

**Meeting of the  
WestCOG Technical Advisory Group (TAG)  
September 12th, 2018 at 11:00 am  
Comstock Community Center, 180 School Road, Wilton, CT 06897**

**Agenda**

1. MEETING CALL TO ORDER
2. PUBLIC PARTICIPATION
3. FEATURED PRESENTATION
  - a. Snow Plow Study, Patrick Santoso, Axiomatic
4. INFORMATIONAL ITEMS
  - a. CT DEEP Recreational Trails Program Grant
5. ACTION ITEMS
  - a. Approval of July 30, 2018 Minutes
  - b. LOTCIP Draft Solicitation
  - c. LOTCIP Adjustments (if needed)

Attachment 5a, pp. 1-2  
Attachment 5b, pp. 3-10  
Attachment 5c, p. 11
6. OTHER BUSINESS
  - a. Discussion Items as Raised by the TAG
  - b. Future Presentations & Items of Interest
7. UPCOMING MEETINGS

9/27/2018 – MPO and COG Meetings  
10/2/2018 –TAG Meeting
8. ADJOURNMENT

*For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at [help@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). Pour obtenir de l'aide linguistique ou d'autres mesures d'adaptation, contactez WestCOG au moins cinq jours ouvrables avant la réunion à [help@westcog.org](mailto:help@westcog.org).*

# 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 07/31/2018

### Technical Advisory Group (TAG)

Held at 11am via teleconference, located at  
1 Riverside Rd, Sandy Hook, CT 06482

- Bethel Absent
- Bridgewater Absent
- Brookfield Project Manager Greg Dembowski
- Danbury City Traffic Engineer Abdul Barry Mohamed
- Darien Director of Public Works Ed Gentile
- 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 Director of Public Works Mike Zarba
- Newtown Director of Public Works Fred Hurley
- Norwalk Assistant Principal Engineer Michael Yeosock
- Norwalk TD CEO Kimberlee Morton
- Redding Absent
- Ridgefield Absent
- Sherman Absent
- Stamford Traffic Engineer Garrett Bolella
- Weston Absent
- Westport Absent
- Wilton Director of Planning and Land Use Management Robert Nerney

#### Also in Attendance:

WestCOG staff members; Kristin Hadjstylianos, Nicole Sullivan, Kristin Floberg, Kevin Mahoney, and Victoria Ricks were in attendance. Ali Mohseni of NYMTC and Kathryn Faraci of CT DOT were also in attendance.

#### CALL TO ORDER/ PUBLIC COMMENT

The meeting was called to order at 11:03am by Senior Planner Kristin Hadjstylianos. There was no public comment made.

#### INFORMATIONAL ITEMS

1 Riverside Road, Sandy Hook, CT 06482

Visit us online at [westcog.org](http://westcog.org)  
Telephone/fax 475-323-2060

**LOTICIP Update:** Senior Project Manager Kevin Mahoney reviewed the timeline of previous LOTICIP solicitations. The capacity for municipal projects in the region was discussed. Priorities for the Region include reevaluating projects selected for funding that have not yet advanced and determining the viability of projects based on the scope, cost, and schedule. There was a period of questions and answers.

#### **ACTION ITEMS**

**Approval of 07/2/2018 Minutes:** After review and on a motion made by Deputy Commissioner of Public Works Jim Michel and seconded by Assistant Principal Engineer Michael Yeosock, the minutes of the July 2nd meeting were unanimously approved. An abstention was made by Director of Planning and Land Use Management Bob Nerney.

#### **OTHER BUSINESS**

**Discussion Items as Raised by the TAG:** Meetings to discuss the Long Range Transportation Plan (LRTP) with each municipality are in the process of being scheduled. The public meeting portion will be the beginning of public participation for the LRTP, with more formal events for public participation to be held in the future.

**Future Presentations & Items of Interest:** There was none stated.

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

The next TAG meeting and Planners Lunch will be held on September 12, 2018. On a motion duly made and seconded the meeting was unanimously adjourned at 11:24am.

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

## Local Transportation Capital Improvement Program (LOTICIP) FY 2018-2021 Project Solicitation Updated/Reissued August 2018

1. **Objective:** To invite Western Connecticut Council of Governments (West COG) municipalities to apply for funding through the region's Local Transportation Capital Improvement Program (LOTICIP). This document also identifies the framework to be used for selecting and administering regional LOTICIP projects. It is the goal of WestCOG to program and administer funds in a manner that is orderly, equitable, and beneficial to the region. **Interested municipalities should submit a Project Proposal Summary, with supporting attachments, for each proposed project by October 31, 2018.** A Project Proposal Summary Outline and cost estimate template are attached to this solicitation.
  
2. **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. An earlier version of this solicitation was issued in November 2017. The selection of new projects was subsequently suspended pending resolution of future LOTICIP funding. With passage of the state budget, the solicitation is being re-initiated.
  
3. **Eligibility:** Projects must adhere to the latest version (currently March 2016) of CT DOT's [LOTICIP Guidelines](#).
  - 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 comprising the WestCOG.
  
4. **Available Funding:** is determined by using statewide LOTICIP funding of \$62 million in FY 2018 and \$64 million per year in FY 2019-2021, reserving a 20% contingency (reduced from 25%), and accounting for existing project commitments. A list of current project allocations is included in Attachment 1. Exact dollar values are subject to change, as up/down cost adjustments are approved by the COG.

Based on the above, the region anticipates that a total of approximately \$32 million FY 2018-21 will be available for funding new projects in the region.

State Fiscal Year(s)	Regional Allocation *	Commitments	Reserve **	Amount available for projects
FY 14-16	27,505,920	23,558,025		3,947,895
FY 17-19	33,669,000	18,708,015	4,253,256	10,707,729
FY 20-21	21,603,840	0	4,320,768	17,283,072
<b>Total</b>	<b>\$82,778,760</b>	<b>\$42,266,040</b>	<b>\$8,574,024</b>	<b>\$31,938,696</b>

\* Net administrative costs

\*\* 20% of regional allocations FY 2018-2021

**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.

**Out Years Funding:** Projects programmed for FY 2020 and 2021 funding may not initially advance 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 align 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 LOTCIP Guidelines
- Regional significance
- Readiness to proceed - which may include, but is not limited to:
  - Municipal track record of successfully advancing LOTCIP 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 candidate projects:** for consideration using the WestCOG Project Proposal Summary form (copy attached).
- **Staff reviews projects:** for LOTCIP 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

- **Design:** LOTCIP provides up to 100% funding for ROW and construction. Project design, whether performed by municipal staff or consultant, is the responsibility of the municipality.
- **Commitment:** The Chief Elected Official must commit to the project in writing, including commitment to fund design.
- **Application:** The COG will approve a program of projects based on the submitted Project Proposal Summary forms. To secure CT DOT's Commitment to Fund, the municipality must complete the CT DOT LOTCIP Application ([LOTCIP Guidelines](#), Appendix B). The municipality is required to submit the completed application to WestCOG within 60 days of being notified a proposed project was selected for funding.
- **Master Municipal Agreement (MMA):** The municipality will be required to have a signed CT DOT MMA within 90 days of being notified that a proposed project was selected for funding.
- **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. **Post-Approval Program Administration:** Following selection of the region's projects, the focus turns to securing CT DOT commitment and project delivery. To maintain current program information and facilitate continued progress of regional priorities, the status and progress of previously-approved projects will be monitored and managed as described below.

### Schedules

Within two months of CT DOT's Commitment to Fund letter, the sponsoring municipality will be required to prepare and submit a project delivery schedule. The schedule should reflect significant pre-construction and construction phase milestones (i.e., completion/delivery dates of administrative and technical activities and submissions). Example milestones include: design initiation (consultant notice to proceed), phase design (e.g., preliminary, semi-final, final) submissions, completion of right of way acquisition, receipt of permits, solicitation of bids (i.e., advertising date), bid opening, construction notice to proceed, construction contract completion. Generally, Final Design Submissions should be made within 24 months of CT DOT's Commitment to Fund letter. Although schedules are subject to change, maintaining progress toward implementation is important and schedules should be periodically updated.

### Changes

Projects are scoped, reviewed, recommended and approved based on preliminary information. As project development advances, new information and requirements may come to light through public involvement, technical evaluations (e.g., condition of existing infrastructure) and/or resource impact avoidance or mitigation. To accommodate reasonable changes while maintaining overall program health, changes will be considered and addressed as follows:

- **Progress:** FY 2018 & 2019 LOTCIP funds will be approved and programmed on a first come, first served basis with the intent that projects will be delivered and funds utilized in a timely manner. Delays in project development and delivery result in under-utilization of allocated funds. Projects that fall substantially behind schedule will be reviewed as described below.

- **Scope:** If the sponsoring municipality determines a change in scope is needed, COG staff shall be consulted before proceeding with the change(s). Changes resulting from CT DOT review comments will generally be given priority in allocating additional funds. Scope changes affecting the eligibility and amount of LOTCIP funding or project delivery schedule will be reviewed as described below.
- **Funding and Cost Containment:** If project cost exceeds the COG-allocated amount, whether attributable to scope change or not, the municipality will be required to either:
  - Pay the difference using municipal funds, or
  - Secure additional LOTCIP funding (if sufficient unallocated funds exist) as described below.
- **Project Cancellation:** Projects that are determined to be not viable or ineligible for LOTCIP funding will be cancelled.

Municipalities shall inform WestCOG staff when a LOTCIP is substantially delayed, is proposed for scope change, is not longer viable and/or its cost will exceed the LOTCIP-approved amount. WestCOG staff will evaluate the circumstances and overall LOTCIP program. The TAG may recommend, and the COG may approve, changes in LOTCIP funding and schedule.

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Attachment 1  
WestCOG LOTCIP Project Solicitation  
Current Project Allocations

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**WestCOG LOTCIP Program**

State Fiscal Year	Municipality	Project	Amount	Balance
<b>Available funding (FY14-16), net of admin. costs*</b>				\$27,505,920
FY14	Brookfield	"Four Corners" Intersection & Bike/Ped Improvements	(\$798,351)	
FY14	New Fairfield	Candlewood Corners Drainage Project	(\$553,981)	
FY15	New Milford	Still River Drive Roundabout	(\$1,219,175)	
FY14	Norwalk	SoNo Streetscape	(\$2,069,045)	
FY14	Stamford	Fiber Optic Trunk Cable	(\$5,411,892)	
FY15	Greenwich	Frontage Rd & Delavan Ave Streetscape	(\$1,080,000)	
FY15	Newtown	Toddy Hill Road Bridge Replacement	(\$2,247,047)	
FY15	Norwalk	Hamilton Ave Staircase	(\$600,000)	
FY15	Stamford	West Ave & West Main St Intersection	(\$2,000,000)	
FY16	Darien	Noroton Ave & West Ave Intersection	(\$1,200,000)	
FY16	New Milford	Wellsville Avenue Bridge Reconstruction	(\$1,148,534)	
FY16	Norwalk	Traffic Signal System Upgrade - Phase 3 (Pedestrian Items Only)	(\$500,000)	
FY16	Ridgefield	Farmingville Road Multi-Use Trail	(\$1,530,000)	
FY16	Stamford	Greenwich Ave & Pulaski St Roundabout	(\$2,350,000)	
FY16	Westport	Main St & Compo Rd North Sidewalks	(\$850,000)	
			Remaining Balance	\$3,947,895
<b>Funding (FY17-19) authorized by Legislature but not yet allocated by CT State Bond Commission, net of admin. costs</b>				\$33,669,000
FY17	Bethel	Downtown TOD Pedestrian and Streetscape Improvements	(\$1,500,000)	
FY17	Danbury	White Street Intersection Improvements	(\$2,650,000)	
FY17	Greenwich	Sound Beach Ave Bridge & Roundabout	(\$4,900,900)	
FY17	Greenwich	Davis Ave Bridge	(\$2,500,000)	
FY17	Sherman	Wakeman Hill Road Pavement Rehabilitation	(\$750,000)	
FY17	Stamford	Strawberry Hill Rd & Rock Spring Rd Intersection	(\$1,750,000)	
FY17	Westport	Riverside Ave Sidewalks	(\$607,115)	
FY18	Greenwich	Glenville Rd & Brookside Dr Intersection	(\$1,750,000)	
FY18	Westport	Compo Rd South Sidewalks	(\$300,000)	
FY18	New Canaan	Locust Ave Parking	(\$2,000,000)	
		Reserve (20% FY 18-19)	(\$4,253,256)	
			Remaining Balance	\$14,655,624



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

1. Project Title:

2. Project Sponsor Information:

Municipality:

Contact Name:

Title:

Address:

Phone Number:

Email:

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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](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:

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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., 1<sup>st</sup> priority, 2<sup>nd</sup> 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 project proposals and supporting materials in digital format to WestCOG no later than 4:00 p.m. on Thursday, October 31, 2018 to Kevin Mahoney [KMahoney@westcog.org](mailto:KMahoney@westcog.org).



WestCOG LOTCIP  
Project Allocations  
PROPOSED ADJUSTEMENT

# DRAFT

## WestCOG LOTCIP Program

State Fiscal Year	Municipality	Project	Amount	Balance
<b>Available funding (FY14-16), net of admin. costs*</b>				\$27,505,920
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FY16	Darien	Noroton Ave & West Ave Intersection	(\$1,200,000)	
FY16	New Milford	Wellsville Avenue Bridge Reconstruction	(\$1,148,534)	
FY16	Norwalk	Traffic Signal System Upgrade - Phase 3 (Pedestrian Items Only)	(\$500,000)	
FY16	Ridgefield	Farmingville Road Multi-Use Trail	(\$1,530,000)	
FY16	Stamford	Greenwich Ave & Pulaski St Roundabout	(\$2,750,000) <sup>①</sup>	
FY16	Westport	Main St & Compo Rd North Sidewalks	(\$850,000)	
			Remaining Balance	\$3,547,895
<b>Funding (FY17-19) authorized by Legislature but not yet allocated by CT State Bond Commission, net of admin. costs</b>				\$33,669,000
FY17	Bethel	Downtown TOD Pedestrian and Streetscape Improvements	(\$1,500,000)	
FY17	Danbury	White Street Intersection Improvements	(\$2,650,000)	
FY17	Greenwich	Sound Beach Ave Bridge & Roundabout	(\$4,900,900)	
FY17	Greenwich	Davis Ave Bridge	(\$2,500,000)	
FY17	Sherman	Wakeman Hill Road Pavement Rehabilitation	(\$750,000)	
FY17	Stamford	Strawberry Hill Rd & Rock Spring Rd Intersection	(\$1,750,000)	
FY17	Westport	Riverside Ave Sidewalks	(\$607,115)	
FY18	Greenwich	Glenville Rd & Brookside Dr Intersection	(\$1,750,000)	
FY18	Westport	Compo Rd South Sidewalks	(\$300,000)	
FY18	New Canaan	Locust Ave Parking	(\$2,000,000)	
			Remaining Balance	\$18,508,880

TAG: Approval recommended

COG: Approved

① Proposed adjustment increase amount from \$2,350,000 to \$2,750,000 based on Final Design Plans cost estimate