

Western Connecticut Council of Governments

September 27, 2018 – 12:30pm

Location: 1 Riverside Rd, Sandy Hook CT 06482

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

Agenda

1. Meeting call to order: Hon. Jayme Stevenson, Chairman
2. Public participation:
3. Action items:
 - a. Approval of August 16, 2018 Minutes Attachment 3a, pp. 1-2
 - b. Approve LOTCIP Project Solicitation Attachment 3b, pp. 3-10
 - c. LOTCIP Project Adjustment Attachment 3c, p. 11
4. Other Business:
5. Next meeting: Thursday, October 18th
6. 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. 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. 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.

Western Connecticut COUNCIL OF GOVERNMENTS



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

INTERIM Council Minutes for the 08/16/2018 Special Meeting

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

*Chairman Jayme Stevenson - Vice Chairman Rudolph Marconi
Treasurer Lynne Vanderslice- Secretary Julia Pemberton*

MEMBERS ATTENDING

- Bethel..... First Selectman Matt Knickerbocker
- Bridgewater..... Absent
- Brookfield First Selectman Steve Dunn
- Danbury Absent
- Darien First Selectman Jayme Stevenson
- Greenwich..... First Selectman Peter Tesei

- New Canaan..... First Selectman Kevin Moynihan
- New Fairfield Absent
- New Milford..... Mayor Peter Bass
- Newtown First Selectman Dan Rosenthal
- Norwalk..... Mayor Harry Rilling
- Redding..... First Selectman Julia Pemberton

- Ridgefield..... First Selectman Rudy Marconi
- Sherman..... First Selectman Don Lowe
- Stamford Absent
- Weston..... First Selectman Chris Spaulding
- Westport..... First Selectman Jim Marpe
- Wilton..... First Selectman Lynne Vanderslice

OTHERS ATTENDING

WestCOG staff members in attendance were Patricia Payne, Jamie Bastian, Nicole Sullivan, Kristin Hadjstylianos, William Kenny, Victoria Ricks, Nicholas Trabka, Michael Towle, and Executive Director Francis Pickering. Also in attendance were Chief of Staff Michael Pollard of the City of Stamford,

Ridgefield Intern Emma Rosenblatt, Kat Fiedler of Save the Sound, as well as Tracey Alston and Samantha Sojka of Eversource.

CALL TO ORDER

The meeting was called to order at 12:32pm by Vice Chairman Rudy Marconi.

PUBLIC PARTICIPATION

There was no public participation.

ACTION ITEMS

Approval of July 19, 2018 Minutes: After review and on a motion made by First Selectman Lynne Vanderslice and seconded by First Selectman Matt Knickerbocker the minutes of the 07/19/2018 meeting were unanimously approved. An abstention was made by Mayor Peter Bass.

Approval of Resolution to Authorize NOGA from OPM for FY18-19: On a motion made by Mayor Peter Bass and seconded by First Selectman Steve Dunn, the Resolution to Authorize the Notice of Grant Award from the Office of Policy and Management was unanimously approved.

Army Corps of Engineers' Coastal Storm Risk Management Feasibility Study: Katherine Fielder, Save the Sound's Peter B. Cooper Legal Fellow, reviewed the alternatives addressed in the study. On a motion made by First Selectman Lynne Vanderslice and seconded by First Selectman Peter Tesei the COG members unanimously opted to create a letter commenting on the possible impacts of the USACE study.

INFORMATION ITEMS

New EPA and NHTSA Fuel Economy Standards for 2021-2026 Vehicles: Associate Planner Jamie Bastian discussed the proposed rulemaking for the Safer Affordable Fuel-Efficient Vehicles Rule for Model Years 2021-2026 Passenger Cars and Light Trucks (SAFE Vehicles Rule) with the COG.

Division of Emergency Management and Homeland Security Regions 1 and 5 updates: Associate Planner William Kenny discussed DEMHS training sessions, REPT meetings, and the REPT Homeland Security Grant.

ADJOURNMENT

The next COG meeting will be held on September 27th. On a motion made by Mayor Peter Bass and seconded by First Selectman Steve Dunn the meeting was unanimously adjourned at 1:07pm.

Local Transportation Capital Improvement Program (LOTICIP) FY 2018-2021 Project Solicitation Updated/Reissued September 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 WestCOG's goal 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
Total	\$82,778,760	\$42,266,040	\$8,574,024	\$31,938,696

* 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. Anticipated FY 2020 and 2021 funds are included to assist member municipalities align their capital planning process.

5. Project Prioritization and Selection Criteria: Subject to TAG recommendation and COG approval, the following factors may be considered in establishing priorities:

- 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. Municipalities are responsible for project design, whether performed by municipal staff or consultant.
- **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 ROW 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 determined to be not viable or ineligible for LOTCIP funding will be cancelled.

Municipalities shall inform WestCOG staff when a LOTCIP project is substantially delayed, is proposed for scope change, is no longer viable and/or its estimated cost substantially (>15%) exceeds 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.

Attachment 1
WestCOG LOTCIP Project Solicitation
Current Project Allocations

WestCOG LOTCIP Program

State Fiscal Year	Municipality	Project	Amount	Balance
Available funding (FY14-16), net of admin. costs*				\$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
Funding (FY17-19) authorized by Legislature but not yet allocated by CT State Bond Commission, net of admin. costs				\$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:
3. Project Location: *Please attach location map.*
4. Project Eligibility:

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

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

Summary of Costs:

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

9. Proposed Schedule:

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

10. Supporting Information (as applicable):

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

11. Priority of Project for Sponsor:

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

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

13. Please submit 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.

WestCOG LOTCIP Program - 09/27/2018 - Proposed Adjustments

State Fiscal Year	Municipality	Project	Amount	Balance
Available funding (FY14-16), net of admin. costs*				\$27,505,920
FY14	Brookfield	"Four Corners" Intersection & Bike/Ped Improvements	(\$798,351)	
FY14	New Fairfield	Candlewood Corners Drainage Project	(\$553,981)	
FY14	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	(\$2,750,000) ①	
FY16	Westport	Main St & Compo Rd North Sidewalks	(\$850,000)	
			Remaining Balance	\$3,547,895
Funding (FY17-19) authorized by Legislature but not yet allocated by CT State Bond Commission, net of admin. costs				\$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 9/12/2018

COG: Approval __/__/__

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