

## WestCOG/HVMPO/SWRMPO Meeting Agenda

A Combined Meeting for Western Connecticut Council of Governments (WestCOG), Housatonic Valley and South Western Region Metropolitan Planning Organizations (HVMPO, SWRMPO)

**Time.** Wednesday, July 17, 2025 @12:00 p.m.

**Location.** Ridgefield Town Hall Annex, 66 Prospect Street, Ridgefield, CT 06877

**Virtual Option.** <https://uso2web.zoom.us/j/88222966740> (ID: 882 2296 6740)

### 1. Call to Order:

- a. COG Meeting: Hon. Dan Carter
- b. HVMPO Meeting: Hon. Julia Pemberton
- c. SWRMPO Meeting: Hon. Jon Zagrodzky

### 2. FEATURED PRESENTATION

- a. Municipal Considerations for Alternatively Fueled Vehicles.....Attachment 2a, p. 1

### 3. Public Participation:

- a. Limited to topics on this agenda and to 2 minutes per speaker.

### 4. COG Action Items

- a. Approval of COG June 2025 Meeting Minutes.....Attachment 4a, pp. 2-5
- b. Western CT Regional Trail Project – Non-federal Match.....Attachment 4b. p. 6
- c. LOTCIP Adjustments.....Attachment 4c, pp. 7-8
- d. Quarterly Financial Update.....Attachment 4d, pp. 9-10
- e. Resolution for CTDOT Microgrants.....Attachment 4e, p. 11

### 5. MPO Action Items

- a. Approval of SWRMPO/HVMPO June 2025 Meeting Minutes.....Attachment 4a, pp. 2-5
- b. FY25-FY28 Transportation Improvement Program .....Attachment 5b, pp. 12- 16
  - I. SWRMPO - #0135-0358, Stamford; #0056-0329, Greenwich & Stamford
  - II. HVMPO - #0034-0363, Danbury

*ENGLISH: 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). ESPAÑOL: 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). PORTUGUÊS: 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).*

**6. Information Items**

- a. Aquarion Update
- b. Legislative Update- Senate Bill 9/ Planning Statutes
- c. Legislative Committee
- d. Regional Value Capture Feasibility Study.....Attachment 6d, p.17
- e. FEMA Grant Update
- f. Noise Pollution Ordinance Inventory
- g. ADA Training Opportunities .....Attachment 6g, pp. 18-19
- h. 2025 DRAFT LOTCIP Project Solicitation.....Attachment 6h, pp. 20-27
- i. Viable Land for Agriculture

**7. Other Business**

**8. Adjournment**

**9. Next meeting**

- a. Thursday, August 21, 2025

# Western Connecticut

## COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives  
FROM: Amal Malik and Todd Fontanella  
DATE: July 9, 2025  
RE: Alternately Fueled Vehicles 2025 Outlook

**Purpose:** WestCOG staff, in response to requests for information from its member communities, have prepared research and findings focused on electric vehicles. A PowerPoint presentation which will be delivered at the July 17, 2025 COG meeting is posted on the WestCOG website and the full Report is available at <https://westcog.org/electric-vehicles/>.

### Background

WestCOG prepared an Electric Vehicle Study in 2017. Significant changes in the transportation industry have occurred since that time. The report is a snapshot of current existing conditions, trends, findings and considerations. It is organized to provide information on the following:

- Passenger Vehicles
- Transit Vehicles
- Freight Vehicles
- Supportive Technologies and Equipment

### Discussion

While many advancements have been made in terms of model offerings, driving ranges, and price points, the industry remains dynamic and WestCOG foresees that improvement will be required. Public policy is shifting as well, specific to rebates and incentives. Reliability remains a challenge – particularly for transit vehicles based upon performance reviews up to this point. Electrification of freight transportation faces range, cost and weight factors that have yet to be addressed. However, innovations in charging technology, battery capabilities and the use of renewable energy sources offer promise and the prospect of increased adoption over time. Staff find that electric vehicles are best suited for light- and medium- duty applications currently.

If your municipality already has implemented alternately fueled vehicles, we would appreciate hearing from you on your experiences. We will update our research accordingly. Please contact us with any questions or information that you may have. Thanks!

Please visit our website for the approved Minutes

# Western Connecticut

## COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives  
 FROM: Kristin Hadjstylianos, Transportation Director  
 DATE: July 9, 2025  
 RE: Western CT Regional Trail Project

### Background

With COG support, WestCOG applied for and was awarded funding from USDOT and CTDEEP for the Western Connecticut Regional Trail Project (WCTP). This WCTP seeks to connect four shared-use paths, at various stages of completion, located in western Connecticut. The project includes the five critical gaps in the Norwalk River Valley Trail (NRVT) which will complete the trail between Norwalk and Danbury; the Maybrook Trail connection to the New York State line in Danbury; connecting the Still River Greenway in Brookfield south to the NRVT and north to the New Milford River Trail; and completing the remaining sections of the New Milford River Trail. Upon completion of this project, stakeholders will have shovel-ready construction documents for all sections of the Trail except for the connection between the Still River Greenway and the NRVT which is the only section that has not been studied to date. This section will conclude following feasibility and preliminary engineering.

### Discussion

The following municipalities are involved in this project's scope: Norwalk, Wilton, Redding, Ridgefield, Danbury, Brookfield, and New Milford. Developing this project through a regional approach results in significant cost-savings to the municipalities due to the availability of grant funding and creating economies of scale by bundling planning and design tasks. The total project cost is \$5,660,000 with 90% being funded through discretionary grants:

Funding Source		Amount	
<b>Federal Match</b>	USDOT RAISE Grant	\$ 4,528,000	80%
<b>Non-federal Match</b>	CTDEEP Recreational Trails Grant	\$ 566,000	10%
	Local contribution	\$ 566,000	10%
	<b>Total</b>	<b>\$ 5,660,000</b>	<b>100%</b>

The remaining 10% non-federal match to be secured is \$566,000. In previous COG meetings, staff have discussed and shared estimated municipal contributions for this project. Divided equally among the seven municipalities, each municipality would contribute \$80,857.14 For municipal budgeting purposes, this match can be split over two fiscal years.

### Next steps

Confirm source of remaining non-federal match from project partners.



## WestCOG LOTCIP Program 07/17/2025 Adjustments

Municipality	Project	Amount	Cap (Maximum LOTCIP funds)	Status	Expiration Date *
Available funding (FY2014-2027), net of estimated administrative costs		\$160,578,600			
Wilton	Preservation of Local Bridges (Nos. 4985, 4978, 4980, 4982)	(\$2,365,000)		3. CTF, in final design	8/20/2026
Total COG-Endorsed Funds (including requested adjustments)		(\$173,621,193)			
Remaining Balance		(\$13,042,593)			
Endorsed/Allocated		108.1%			

\* COG endorsement expires by this date if CT DOT has not issued Authorization to Advertise

① Increase of \$27,944,100 (COG staff estimate) from \$132,634,500

② Increase of \$287,800 from \$2,077,200

TAG: Recommended approval 07/08/2025

COG: Considered 07/17/2025

Net change in COG-endorsed funds

Increase

**\$287,800**

**Western Connecticut Council of Governments**  
**Quarterly Financial Report - Operating Statement**  
**June- 2025**  
*(Unaudited)*

	Current Month Actual	Year to Date 6/30/2025	Prior Year to Date 6/30/2024	Annual Budget Approved June 2024
<b>REVENUES</b>				
State/Federal/Local Grants	\$ 234,904	\$ 3,548,762	\$ 2,724,508	\$ 11,021,388
Local Dues	\$ 27,165	\$ 328,928	\$ 314,248	\$ 329,200
Misc./Interest Income	\$ 8,602	\$ 111,205	\$ 83,105	\$ 120,000
Pass-Thru Grant Income	\$ -	\$ 56,506	\$ 10,000	\$ 5,425,000
<b>TOTAL:</b>	<b>\$ 270,671</b>	<b>\$ 4,045,401</b>	<b>\$ 3,131,861</b>	<b>\$ 16,895,588</b>
<b>EXPENSES</b>				
<b>DIRECT CONTRACT EXPENSE:</b> (Reimbursable through contracts)				
Project Consultants	\$ 59,549	\$ 1,406,416	\$ 670,376	\$ 8,885,988
Other Direct Costs	\$ 8,086	\$ 120,253	\$ 103,877	\$ 99,400
Pass-Thru Grants	\$ -	\$ 56,526	\$ 10,000	\$ 5,425,000
<b>PERSONNEL EXPENSE:</b>				
Salaries (Direct & Indirect)	\$ 127,793	\$ 1,471,681	\$ 1,372,750	\$ 1,580,000
Pension	\$ 9,675	\$ 116,100	\$ 106,234	\$ 115,000
Payroll Taxes	\$ 9,699	\$ 118,977	\$ 109,744	\$ 125,000
Fringe Benefits	\$ 23,955	\$ 311,947	\$ 271,949	\$ 324,000
<b>GENERAL OVERHEAD EXPENSE:</b>				
Rent	\$ -	\$ 123,527	\$ 94,379	\$ 120,000
Utilities	\$ 2,485	\$ 29,986	\$ 25,866	\$ 32,500
Audit/Payroll & Legal Services	\$ 367	\$ 26,792	\$ 24,984	\$ 37,500
Other Professional Services	\$ -	\$ -	\$ -	\$ 5,000
Service Agreements	\$ 984	\$ 11,031	\$ 17,114	\$ 16,600
Reproduction	\$ -	\$ -	\$ 393	\$ 1,000
Office Supplies	\$ 262	\$ 4,495	\$ 8,547	\$ 12,000
Conf/Travel/Mtg. Expense	\$ 3,363	\$ 5,994	\$ 1,742	\$ 5,000
Membership Dues/Subscriptions	\$ 813	\$ 11,593	\$ 10,948	\$ 15,000
Postage	\$ 73	\$ 324	\$ 274	\$ 600
Commercial Liability Insurance	\$ 1,900	\$ 22,800	\$ 26,079	\$ 25,000
Lease	\$ -	\$ -	\$ -	\$ -
Software Expense	\$ 20	\$ 907	\$ 2,357	\$ 4,000
Recruitment/Ads	\$ -	\$ -	\$ 180	\$ 2,000
Legal Notices	\$ -	\$ 295	\$ 380	\$ 1,000
Misc.	\$ 422	\$ 4,621	\$ 4,926	\$ 8,000
Depreciation	\$ 1,850	\$ 22,200	\$ 13,650	\$ 20,000
Interest Expense	\$ -	\$ -	\$ 8,798	\$ 12,000
Capital Expense	\$ -	\$ 10,651	\$ -	\$ 9,000
Due back to State*(adj for BFO)	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ 15,000
<b>TOTAL</b>	<b>\$ 251,296</b>	<b>\$ 3,877,116</b>	<b>\$ 2,885,547</b>	<b>\$ 16,895,588</b>
<b>SURPLUS/&lt;DEFICIT&gt;</b>	<b>\$ 19,375</b>	<b>\$ 168,285</b>	<b>\$ 246,314</b>	<b>\$ -</b>

Unaudited - For Management Purposes Only

Western CT Council of Governments

Balance Sheet

June 30, 2025

ASSETS

**Current Assets**

Bank of America Checking	\$	593,115	
Bank of America Money Market		101,679	
CT STIF		2,389,884	
Petty Cash		400	
Accounts Receivable		320,177	
Prepaid Liability Ins Premiums		724	
Prepaid Service Agreements		27,228	
Prepaid Dues/Subscriptions		5,547	
Prepaid Security Deposits		4,245	
		<hr/>	
Total Current Assets			3,442,999

**Property and Equipment**

Fixed Assets		176,841	
Right-of-Use Asset		612,800	
Allowance for Depreciation		(145,672)	
Accumulated Amortization		(397,492)	
		<hr/>	
Total Property and Equipment			246,477

**Other Assets**

Total Other Assets			<hr/> 0
Total Assets	\$		<hr/> <hr/> 3,689,476

LIABILITIES AND CAPITAL

**Current Liabilities**

Due to CTDOT	\$	5,724	
Lease Payable		237,972	
Deferred Rev - Norwalk Route 1		6,926	
Def Rev-DOT Transpo Microgrant		29	
Deferred Rev-LOTICIP		105,695	
Deferred Rev - FY 24-25 OPM RS		158,811	
Deferred Rev-Health Depts		7,899	
Accrued Vacation		123,625	
Accrued Pension		58,188	
		<hr/>	
Total Current Liabilities			704,869

Total Liabilities			<hr/> 704,869
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**Capital**

Fund Balance Designated		120,000	
Fund Balance-Restricted		2,696,322	
Net Income		168,285	
		<hr/>	
Total Capital			2,984,607
Total Liabilities & Capital	\$		<hr/> <hr/> 3,689,476



**2025-07-17 #01  
CERTIFIED RESOLUTION OF THE  
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS  
FOR ACCEPTANCE OF CTDOT MICROGRANT FUNDING AND  
CONTRACT AUTHORIZATION FOR DISBURSEMENT**

Ridgefield, Connecticut

I, Julia Pemberton, Secretary of the Western Connecticut Council of Governments (hereinafter “WestCOG”) certify that the following is a true copy of the resolution adopted by WestCOG at its meeting on July 17, 2025 in Ridgefield, Connecticut, a quorum being present:

WHEREAS, WestCOG, on behalf of the Connecticut Department of Transportation (CTDOT), solicited applications from regional stakeholders for “microgrant” projects for active transportation non-infrastructure projects not to exceed \$5,000 in cost;

WHEREAS, CTDOT established this program with funding by the State Bond Commission, and the program will be coordinated through regional Councils of Governments;

WHEREAS, WestCOG will solicit applications from regional stakeholders on a rolling basis and submit eligible applications to CTDOT for review and approval; and

WHEREAS, this program is consistent with the tasks outlined in the Housatonic Valley Metropolitan Planning Organization (HVMPO) and South Western Region Metropolitan Planning Organization (SWRMPO) Unified Planning Work Programs.

RESOLVED THAT WestCOG shall: 1) accept payments from CTDOT for microgrant projects awarded in FY 2026 and FY 2027; 2) execute contracts with awarded applicants for payment; and 3) disburse funding to awarded applicants following payment by CTDOT and execution of a contract with said applicants.

This resolution is in full force and effect as of July 17, 2025.

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Julia Pemberton, Secretary  
Western Connecticut Council of Governments  
July 17, 2025

[Affix seal here]



# Western Connecticut

## COUNCIL OF GOVERNMENTS

TO: MPO Members  
DATE: June 30, 2025  
SUBJECT: Amendments to the 2025-2028 Transportation Improvement Program

### SWRMPO FFY 2025-2028 Transportation Improvement Program (TIP)

**Background:** The FFY2025-2028 South Western Region MPO TIP was endorsed by the MPO on April 18, 2024. The TIP was incorporated into the larger Statewide TIP, which was approved by USDOT and EPA on August 5, 2024.

The following projects have proposed amendments:

1. 0135-0358 – Route 1 Pedestrian Improvements
2. 0056-0329 – Lighting & Roadside Safety Upgrades

Details of these amendments can be viewed on the following pages.

**Action Requested:** MPO endorsement after review and support by TAG.

### HVMPO FFY 2025-2028 Transportation Improvement Program (TIP)

**Background:** The FFY2025-2028 Housatonic Valley Region MPO TIP was endorsed by the MPO on April 18, 2024. The TIP was incorporated into the larger Statewide TIP, which was approved by USDOT and EPA on August 5, 2024.

The following projects have proposed amendments:

1. 0034-0363 – Mid-Block Crossing Improvements

Details of these amendments can be viewed on the following pages.

**Action Requested:** MPO endorsement after review and support by TAG.

# 0135-0358 - ROUTE 1 PEDESTRIAN IMPROVEMENTS

## ROUTE 1 PEDESTRIAN IMPROVEMENTS

<b>Lead Agency</b>	CTDOT
<b>Project Type</b>	FHWA
<b>Region</b>	1
<b>Town</b>	STAMFORD
<b>Air Quality Status</b>	-
<b>Total Cost</b>	\$6,000,000

Phase	Fund Source	Prior	FY2025	FY2026	FY2027	FY2028	Future	Total
Preliminary Design	Local Match	-	\$62,000	-	-	-	-	\$62,000
Preliminary Design	TAPB	-	\$248,000	-	-	-	-	\$248,000
Total Preliminary Design		-	\$310,000	-	-	-	-	\$310,000
Final Design	Local Match	-	-	-	\$62,000	-	-	\$62,000
Final Design	TAPB	-	-	-	\$248,000	-	-	\$248,000
Total Final Design		-	-	-	\$310,000	-	-	\$310,000
Right of Way	Local Match	-	-	-	\$40,000	-	-	\$40,000
Right of Way	TAPB	-	-	-	\$160,000	-	-	\$160,000
Total Right of Way		-	-	-	\$200,000	-	-	\$200,000
Construction	Local Match	-	-	-	-	\$500,000	\$536,000	\$1,036,000
Construction	TAP-FLEX	-	-	-	-	\$2,000,000	-	\$2,000,000
Construction	TAPB	-	-	-	-	-	\$2,144,000	\$2,144,000
Total Construction		-	-	-	-	\$2,500,000	\$2,680,000	\$5,180,000
Total Future Costs		-	-	-	-	-	\$2,680,000	\$2,680,000
Total Programmed		-	\$310,000	-	\$510,000	\$2,500,000	\$2,680,000	\$6,000,000

<b>Current Change Reason</b>	New Project
<b>Federal Project Cost</b>	Stays the same \$4,800,000
<b>Total Project Cost</b>	Stays the same \$6,000,000

## 0056-0329 - LIGHTING & ROADSIDE SAFETY UPGRADES

Lead Agency	Project Type	Region	Town
CTDOT	FHWA	1	GREENWICH, STAMFORD

Air Quality Status	Total Cost
-	\$22,750,000

Project Description  
**LIGHTING & ROADSIDE SAFETY UPGRADES**

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
Preliminary Design	NHPP	-	\$450,000	-	-	-	-	\$450,000
Preliminary Design	State Match	-	\$50,000	-	-	-	-	\$50,000
Total Preliminary Design		-	\$500,000	-	-	-	-	\$500,000
Final Design	NHPP	-	-	-	\$450,000	-	-	\$450,000
Final Design	State Match	-	-	-	\$50,000	-	-	\$50,000
Total Final Design		-	-	-	\$500,000	-	-	\$500,000
Construction	NHPP	-	-	-	-	\$19,575,000	-	\$19,575,000
Construction	State Match	-	-	-	-	\$2,175,000	-	\$2,175,000
Total Construction		-	-	-	-	\$21,750,000	-	\$21,750,000
<b>Total Programmed</b>		-	<b>\$500,000</b>	-	<b>\$500,000</b>	<b>\$21,750,000</b>	-	<b>\$22,750,000</b>

<b>CURRENT CHANGE REASON</b>	New Project
<b>FEDERAL PROJECT COST</b>	Stays the same \$20,475,000
<b>TOTAL PROJECT COST</b>	Stays the same \$22,750,000

# 0034-0363 - MID-BLOCK CROSSING IMPROVEMENTS

## MID-BLOCK CROSSING IMPROVEMENTS

<b>Lead Agency</b>	CTDOT
<b>Project Type</b>	FHWA
<b>Region</b>	2
<b>Town</b>	DANBURY
<b>Air Quality Status</b>	-
<b>Total Cost</b>	\$2,700,000

Phase	Fund Source	Prior	FY2025	FY2026	FY2027	FY2028	Future	Total
Preliminary Design	Local Match	-	\$20,000	-	-	-	-	\$20,000
Preliminary Design	TAPO	-	\$80,000	-	-	-	-	\$80,000
Total Preliminary Design		-	\$100,000	-	-	-	-	\$100,000
Final Design	Local Match	-	-	\$20,000	-	-	-	\$20,000
Final Design	TAPO	-	-	\$80,000	-	-	-	\$80,000
Total Final Design		-	-	\$100,000	-	-	-	\$100,000
Construction	Local Match	-	-	-	-	\$500,000	-	\$500,000
Construction	TAPO	-	-	-	-	\$2,000,000	-	\$2,000,000
Total Construction		-	-	-	-	\$2,500,000	-	\$2,500,000
Total Programmed		-	\$100,000	\$100,000	-	\$2,500,000	-	\$2,700,000

<b>Current Change Reason</b>	New Project
<b>Federal Project Cost</b>	Stays the same \$2,160,000
<b>Total Project Cost</b>	Stays the same \$2,700,000

# Western Connecticut

## COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives  
 FROM: Todd Fontanella  
 DATE: July 9, 2025  
 RE: Regional Value Capture Feasibility Study

### Purpose

To provide an overview of the Study and its Outcomes. Note: the Study and all associated presentations are at <https://westcog.org/transportation/regional-value-capture-feasibility-study/>.

### Background

WestCOG applied for, and through the Housatonic Area Regional Transit District was awarded, a \$600,000 USDOT FY 2020 BUILD grant for the conduct of this Study. WestCOG engaged a Study Team comprised of AECOM, FHI and Goman+York to:

- Evaluate existing land use and economic conditions within the region, focused on the nine municipalities that are currently directly served by Metro-North Railroad's Danbury and New Canaan Branches plus two communities that have been considered for future service;
- Develop rail improvement scenarios using best available information from CTDOT;
- Conduct a high-level legal and governmental analysis to assess potential for implementing various types of value capture techniques, and
- Estimate the amount of new development and tax revenue to be created given assumptions for implementation of specific rail projects.

### Discussion

The Study proved that there is a strong economic case for investing in transit and Transit-Oriented Development. In particular, local Value Capture potential was calculated at \$240 million from Tax Increment Districts (TIFs) for capital investments and \$298 million from Special Assessments for operating assistance in the 2030-2075 period. In addition, up to \$13 million in TIF and \$120 million in special assessments could be generated for transit investments. However, aligning value capture with CTDOT's projected timeline for transit improvements presents a significant challenge. WestCOG's communities can incentivize development and ridership by establishing TIF districts or other value capture mechanisms ahead of planned transit investments. These actions are important, as they would signal to both federal and state stakeholders the level of their commitment to improving service on the Danbury and New Canaan Branches.

### Next steps

WestCOG, with its members' support, will need to conduct additional advocacy for the region at the state level. WestCOG will continue to program transportation-supportive federal funding and push for rail and transportation investment at both the federal and state levels. Staff will continue working with WestCOG communities to support context-sensitive TOD.



## **STAFF TRAINING OPPORTUNITY**

WT Group AEC & Western Connecticut Council of Governments (WestCOG) are excited to provide staff training opportunities as part of the ADA Transition Plan project. Municipal staff are invited to attend the training event described below.

### **ACCESS IN ACTION: MAKING PROGRAMS AND POLICIES INCLUSIVE OF PEOPLE WITH DISABILITIES**

This interactive session introduces attendees to key policy mandates in the ADA, including service animals, other power-driven mobility devices, and the reasonable modification mandate. We will discuss direct threat and undue burden, as well as the documentation requirements in title II. Content relies on the title II regulation, the design standards, court decisions, settlement agreements, and real-life disputes regarding access and inclusion. We will then present staff with eight policy or program issues, all real-life disputes, and work together to solve the problem.

**Audience:** Policy makers, department or division heads, and staff with public contact or customer service duties

**When:** Monday, July 21, 2025 from 1-3:00 pm

**Where:** Redding Community Center, Community Room,  
**37 Lonetown Road, Redding, CT 06896**

Registration is requested. To register, please reach Mike Wilson, WestCOG Senior Planner, at 475-323-2074 or [mwilson@westcog.org](mailto:mwilson@westcog.org). If a modification is needed because of disability to participate, such as a sign language interpreter, please advise when registering.

**This is the first training of a training series. Keep an eye out for more training opportunities associated with the WestCOG ADA Transition Plan project.**

## **STAFF TRAINING OPPORTUNITY**

WT Group AEC & Western Connecticut Council of Governments (WestCOG) are excited to provide staff training opportunities as part of the ADA Transition Plan project. Municipal staff are invited to attend the training event described below.

### **ACCESS IN ACTION: MAKING MUNICIPAL INFRASTRUCTURE ACCESSIBLE TO AND USABLE BY OF PEOPLE WITH DISABILITIES**

This interactive session introduces attendees to the ADA mandates regarding existing facilities and new design and construction. We will review the application of the federal 2010 Standards and the Connecticut Building Code, as well as smart practices for areas not yet addressed by a final and enforceable standard, such as beaches, trails, and picnic areas. We will discuss the program access test, undue burden, and the documentation requirements in title II. Content relies on the title II regulation, the design standards, court decisions, settlement agreements, and real-life disputes regarding access and inclusion. We will then present site access issues to resolve, all real-life disputes, and work together to solve the problem.

**Audience:** Planners, facility managers, risk managers, department or division heads, and operations staff

**When:** Wednesday, July 23, 2025 from 1-3:00 PM

**Where:** Darien Town Hall Auditorium  
**2 Renshaw Road, Darien, CT 06820**

Registration is requested. To register, please reach Mike Wilson, WestCOG Senior Planner, at 475-323-2074 or [mwilson@westcog.org](mailto:mwilson@westcog.org). If a modification is needed because of disability to participate, such as a sign language interpreter, please advise when registering.

**This is the second training of a training series. Keep an eye out for more training opportunities associated with the WestCOG ADA Transition Plan project.**

**Local Transportation Capital Improvement Program**  
**Project Solicitation**  
**September 25, 2025**

1. **Objective:** To invite proposals from Western Connecticut Council of Governments (WestCOG) municipalities 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 must submit Project Proposals and supporting attachments (cost estimate, CEO letter committing to fund design, other as appropriate) for each proposed project by 4:00 PM, November 14, 2025.** Digital-only submissions are requested. A Project Proposal Outline and Cost Estimate template are provided with this Solicitation.
2. **Background:** LOTICIP provides State funding for a variety of municipal transportation capital improvements, including bridge rehabilitation and replacement, road/street reconstruction, intersection improvements, traffic signalization, streetscapes, sidewalks, multi-use trails and pedestrian facilities (including pedestrian bridges). As established by the Connecticut Department of Transportation (CTDOT) and outlined in the latest version (currently November 2021) of the [LOTICIP Guidelines](#), COG's are assigned certain program administration responsibilities including soliciting, prioritizing and endorsing projects. Consequently, WestCOG will review proposals for eligibility, scope, and reasonable cost estimation. WestCOG will prioritize and selectively endorse eligible projects.
3. **Eligibility:** LOTICIP provides up to 100% funding for eligible construction and Right of Way (R/W) acquisition costs. The [LOTICIP Guidelines](#) provide detailed eligibility criteria, which are summarized below:
  - Improvements to roads/street and bridges (regardless of length) functionally classified as a rural major collector, urban collector or arterial (see next two bullets related to broader eligibility for bridge and Transportation Alternative projects).
  - Improvements to bridges (rehabilitation or replacement) on public roads with lengths 20 feet and greater, regardless of functional classification.
  - Transportation Alternative projects (typically, bicycle and pedestrian improvements) are eligible, regardless of location (i.e., do not need to be associated with a collector or arterial).
  - Minimum project construction cost is \$300,000.

Projects shall be in compliance with the Connecticut General Statutes § 13a-153(f), which requires that "accommodations for all users shall be a routine part of the planning, design, construction, and operating activities of all highways."

# DRAFT

In addition to the CTDOT criteria, projects selected through this solicitation will be limited to \$4,000,000 of LOTCIP funds. Costs above this amount, regardless of eligibility, will be the responsibility of the municipality unless a waiver is approved by the COG.

Project proposals submitted under previous solicitations that have not been endorsed by the COG by the issuance date of this solicitation will not be given further funding consideration unless an updated proposal is submitted pursuant to this solicitation. Municipalities are encouraged to submit updated proposals.

A sponsoring municipality will be required to have a current, executed CTDOT Master Municipal Agreement (MMA) prior to COG endorsement.

Eligible applicants are the eighteen municipalities comprising WestCOG.

The cost of project design, which may be performed by either municipal staff or consultants, is the responsibility of the sponsoring municipality. This cost is considered the municipal “match” or share of the project’s total cost. A letter signed by the municipal Chief Elected Official committing to fund project design is a required element of a Project Proposal.

4. **Funding and Programming:** WestCOG “over programs” LOTCIP funds which means that it will, as appropriate, endorse an aggregate funding amount greater than has been allocated by legislation. Over programming allows more effective use of allocated funds by considering the time required to advance from project initiation to construction and the possibility of attrition.

The established “end-of-year target” (i.e., total WestCOG-endorsed LOTCIP funds by June 30, 2026) is \$188 million. It is anticipated that approximately \$11 million of LOTCIP funds will be committed for new projects during State FY 2026 (July 1, 2025-June 30, 2026) and that approximately \$3 million in LOTCIP funds may also be available for cost increases. As previously noted, the maximum LOTCIP funds per project endorsed through this solicitation is \$4,000,000.

5. **Project Evaluation Criteria:** The following factors will be used to evaluate and prioritize proposals:

- Conformance to CTDOT requirements and [LOTCIP Guidelines](#)
- **Status of design.**
- Shared program benefit (i.e., past program funding).
- Municipality’s historical performance advancing projects.
- Regional significance.

A project’s readiness to proceed refers to the level to which scope, limits, impacts and cost have been defined and vetted. Historically, too many projects have been abandoned, significantly altered or meet public opposition after being endorsed by the COG. Project concepts that have not been carefully evaluated for feasibility and/or potential negative impacts (e.g., property, existing infrastructure, environmental resources) should not be submitted but rather considered for a subsequent solicitation, after completing critical reviews and refinement.

# DRAFT

## 6. Project Review and Endorsement Process:

- **Municipalities submit proposals:** Interested municipalities submit a Project Proposal, Cost Estimate, letter signed by the Chief Elected Official committing to fund design and other supporting information (Project Proposal Outline and Cost Estimate templates provided).
- **Staff review and evaluation of proposals:** WestCOG staff will review proposals for eligibility, conformance with program requirements, and in relation to the evaluation criteria resulting in a recommendation for each proposal.
- **TAG review:** Staff will present a summary of its evaluation and recommendations to the TAG, after which the TAG will make recommendations to the COG.
- **COG endorsement:** The COG will present the staff and TAG recommendations, after which the COG will determine which projects and associated funding level it will endorse.

Project Proposals that are considered eligible for LOTCIP funding but lack an adequate level of scope definition and/or cost estimation will be referred back to the sponsoring municipality for refinement and subsequent reconsideration for COG endorsement under the current or a subsequent solicitation.

7. **Post-Endorsement Project Development and Administration:** Sponsoring municipalities have primary responsibility for advancing development of LOTCIP projects, including design, R/W acquisition, construction contract solicitation (i.e., bidding), construction inspection and contract administration. These functions can be performed by municipal staff or consultants. Following the COG's initial endorsement, the focus turns to securing CTDOT funding (Commitment to Fund letter) and project delivery. To facilitate continued progress, COG-endorsed projects will be monitored and managed as described below.

### Progress and Schedules

The COG endorses projects based on information provided in Project Proposals. However, to secure a Commitment to Fund from the CTDOT, the municipality must complete a LOTCIP Application ([LOTCIP Guidelines](#), Appendix B). The municipality is required to submit a DRAFT LOTCIP Application (complete but not signed) to WestCOG within 60 days of COG endorsement. WestCOG's review typically results in comments and revision prior to signing and resubmission.

Once a COG-endorsed Application is submitted to CTDOT, the Local Roads Unit staff will review it and coordinate with the municipality, typically making comments and asking questions. The municipality is responsible for providing responses. Timely resolution of comments is critical to overall project delivery. The municipality should coordinate any issues related to scope or cost increase with WestCOG staff prior to responding to the CTDOT. In some cases, a supplemental COG endorsement will be required. Following satisfactory resolution of comments, CTDOT will issue a Commitment to Fund letter.

Within 60 days of the Commitment to Fund letter, the sponsoring municipality is required to prepare and submit a project delivery schedule to WestCOG. The schedule should include the expected dates of reaching significant pre-construction and construction milestones. Example milestones include design initiation (consultant notice to proceed), phase design submissions (preliminary, semi-final, final), completion of property maps and appraisals, completion of R/W acquisition, recipient of

# DRAFT

permits, authorization to advertise, advertisement for bids, contract award, construction notice to proceed and completion of construction. Although schedules are subject to change, maintaining progress is important and schedule discipline should be exercised.

The COG's commitment (endorsement) of LOTCIP funding for projects expires six (6) years from the initial endorsement, unless the Authorization to Advertise milestone has been reached within that time. A municipality may apply for an extension of the expiration date or, in the case of an expired endorsement, reapply for LOTCIP funding. These requests will be considered in the context of other pending requests.

## Quarterly Reports

The CTDOT requires that sponsoring municipalities provide updated schedule and cost information for all projects that have received a Commitment to Fund letter. See [LOTCIP Guidelines](#), Appendix M. The information is used by CTDOT for staff workload scheduling and financial planning (i.e., funds are available for projects when needed). WestCOG staff collect the information from municipalities and prepare/deliver the report to CTDOT.

## Changes

Projects are scoped, reviewed, and initially endorsed based on preliminary information. Subsequent project development (i.e., detailed evaluation and design, public involvement, impact mitigation) may reveal additional information, requirements, and cost. The following guidance is provided in relation to scope and cost increases.

Projects with CTDOT funding commitments that experience an increase estimated cost of 20% or more require coordination with WestCOG and CTDOT as outlined in the [LOTCIP Guidelines](#).

LOTCIP funding is designated (by WestCOG and CTDOT) for a particular project scope and location. These funds are not "block grants" that may be used for any eligible purpose. In the event a project, as endorsed by the COG, is no longer viable, municipal staff shall inform WestCOG. Depending on circumstances, rescoping or cancellation with or without a replacement project may be appropriate. Significant consideration is given to the preference of the municipal sponsor.

If at any time during project development (i.e., after COG endorsement and prior to Authorization to Award), the estimated project cost exceeds the COG-endorsed amount, regardless of the reason, the municipality will be required to fund the increase with municipal sources or secure the COG's endorsement for additional LOTCIP funding. Although an increment LOTCIP funds will be reserved for adjustments to previously endorsed projects, municipalities should not assume that LOTCIP funds will be available for all cost increases. Municipalities should be prepared to 'offset' cost increases (e.g., reducing LOTCIP funds for other projects, municipal funds).

## Attachments

- Project Proposal Outline
- Cost Estimate template

Local Transportation Capital Improvement Program (LOTICIP)  
Project Proposal Outline  
Project Solicitation

1. Project Title:

2. Project Sponsor Information:

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Municipality:

Contact Name:

Title:

Contact's email address:

3. Project Location: *Please attach location map.*

4. Project Eligibility:

\_\_\_\_ Road, bridge or intersection on a major rural collector, urban collector or arterial

\_\_\_\_ Improvement to a bridge with span of 20 feet or greater

\_\_\_\_ Pavement preservation or pavement rehabilitation

\_\_\_\_ Sidewalk-only construction

\_\_\_\_ 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. The maximum LOTICIP funds per project is \$4,000,000. [See solicitation.]

5. Project Purpose and Need: *Describe the project objectives and problems or deficiencies that will be addressed by the project.*

6. Project Description: *Describe the specific infrastructure (i.e., types, materials, locations, limits) being proposed.*

7. Project Plans: *Provide plans (concept or preliminary).*

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. Indicate funding (LOTICIP, municipal share) for each phase. The Cost Estimate template (Sample Cost Estimate Form) is available at the CT DOT [LOTICIP web page](#) and a copy is also provided with WestCOG's solicitation.*

# DRAFT

## Summary of Estimated Costs:

Complete the table below to indicate the funding of each LOTCIP-eligible phase. LOTCIP funds are not eligible for design. Right-of-Way and Construction phases are eligible for 100% LOTCIP funding. Most (but not all) R/W and Construction phase work is eligible for 100% State (LOTICIP) funds.

Phase	LOTICIP Funds (\$)	Municipal Funds (\$)	Total (\$)
Right-of-Way (R/W)			
Construction (CON)			
Combined (R/W & CON)			

### 9. Status of Design

Design and contract documents prepared by (indicate which):

Municipal staff \_\_\_\_\_ or

Consultant \_\_\_\_\_

Design Completion (include current plans as part of supporting information)

\_\_\_\_\_ % complete

### 10. Supporting Information (as applicable):

- Planning or engineering studies
- Plans
- 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)
- 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.)

# DRAFT

12. Local Commitment to Fund Design: *Attach a letter signed by the Chief Elected Official, indicating the municipality's commitment to fund engineering design, as well as any proposed municipal share of right-of-way or construction costs, if applicable.*

13. Please submit the completed proposal in digital format to Kevin Mahoney [KMahoney@westcog.org](mailto:KMahoney@westcog.org) at WestCOG by the due date.

