

**WestCOG Technical Advisory Group (TAG)**

**Tuesday September 9, 2025 at 11:00 am**

1 Riverside Rd. Sandy Hook, CT 06482

Telephone 475-323-2070

**Zoom Link:** <https://us02web.zoom.us/j/89531093509>

**Meeting ID:** 895 3109 3509

**Agenda**

**1) MEETING CALL TO ORDER**

- a. WestCOG Transportation Director Kristin Hadjstylianos

**2) PUBLIC PARTICIPATION** *limited to topics on this agenda and to 2 minutes per speaker.*

**3) FEATURED PRESENTATION**

- a. Traffic Calming and Complete Streets Best Practices Toolbox – Carrie Long, *Toole Design Group*

**4) INFORMATIONAL ITEMS**

- a. 2026 Proposed Meeting dates.....Attachment 4a, p. 1
- b. Update – ADA Transition Plan Assistance Project
- c. CTDEEP Trees for Communities Grant Application
- d. Task-Based Transportation Engineering Consultants

**5) ACTION ITEMS**

- a. Approval of the July 2025 meeting minutes.....Attachment 5a, pp. 2-4
- b. 2025 LOTCIP Project Solicitation.....Attachment 5b, pp. 5-12

**6) OTHER BUSINESS**

**7) UPCOMING MEETINGS**

- a. MPO/COG Thursday September 24, 2025
- b. TAG Meeting Tuesday, October 7, 2025

**8) ADJOURNMENT**

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).

Please visit our website for the approved Minutes

## WestCOG Technical Advisory Group (TAG) 2026 Proposed Annual Meeting Schedule

**Meeting Location** - All meetings will be virtual, via Zoom, unless noted otherwise

<https://us02web.zoom.us/j/89531093509> Meeting ID: 895 3109 3509

\*\*\*Held on the Tuesdays after the Executive Committee Meeting unless noted below

<u>Date</u>	<u>TAG Meeting</u>
Tuesday, Jan. 13	11:00 am – 12:00 pm
Tuesday, Feb. 10	11:00 am – 12:00 pm
Tuesday, Mar. 11	11:00 am – 12:00 pm
Tuesday, Apr. 7	11:00 am – 12:00 pm
Tuesday, May 12	11:00 am – 12:00 pm
Tuesday, June 9	11:00 am – 12:00 pm
Tuesday, Jul. 7	11:00 am – 12:00 pm
Tuesday, Aug. 11	11:00 am – 12:00 pm
Tuesday, Sept. 8	11:00 am – 12:00 pm
Tuesday, Oct. 13	11:00 am – 12:00 pm
Tuesday, Nov. 10	11:00 am – 12:00 pm
Tuesday, Dec. 8	11:00 am – 12:00 pm

# Western Connecticut

## COUNCIL OF GOVERNMENTS



<https://westcog.org/wp-content/uploads/2024-07-09-TAG-Agenda-1.pdf> 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 07/08/2025

### Technical Advisory Group Meeting (TAG)

1 Riverside Rd, Sandy Hook, CT 06482 475-323-2070 via Zoom:

<https://uso2web.zoom.us/j/89531093509>

- |                              |  |
|------------------------------|--|
| • Bethel                     | Absent   |
| • Bridgewater                | Absent   |
| • Brookfield                 | Community Development Specialist Greg Dembowski        |
| • Danbury                    | Traffic Engineer Veera Karukonda                       |
| • Darien                     | Director of Planning and Zoning Jeremy Ginsberg        |
| • Greenwich                  | Chief Engineer Gabriella Circosta-Cohee                |
| • New Canaan                 | Town Engineer Maria Coplit                             |
| • New Fairfield              | Absent   |
| • New Milford                | Absent   |
| • Newtown                    | Absent   |
| • Norwalk                    | Senior Traffic Engineer Benjamin Yeung                 |
| • Redding                    | Highway Superintendent James Gracy                     |
| • Ridgefield                 | Absent   |
| • Sherman                    | Absent   |
| • Stamford                   | Transportation Bureau Chief Frank Petise               |
| • Weston                     | Absent   |
| • Westport                   | Town Engineer Keith Wilberg                            |
| • Wilton                     | Director of Public Works/Town Engineer Frank Smeriglio |
| • Transit Representative SWR | NTD Director of Service Planning Richard Schreiner     |
| • Transit Representative HV  | Acting HARTtransit CEO Bob Yastremski                  |

# Western Connecticut COUNCIL OF GOVERNMENTS



## 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."

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.

The status of design will be assessed based on the extent that the scope, limits, right-of-way requirements, public concerns and likely impacts have been defined, considered and/or resolved, as applicable, and reflected in the cost estimate. 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.

**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 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:**

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. **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 and utility relocation 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.*

**Summary of Estimated Costs:**

*Complete the table below to indicate the funding of each LOTCIP-eligible phase. LOTCIP funds are not eligible for design. Most (but not all) right-of-way (R/W) and Construction phase work is eligible for 100% State (LOTICIP) funds. Utility relocations are eligible as indicated by the [CT DOT Cost Estimate Guidelines](#), Table 2.*

Phase	LOTICIP Funds (\$)	Municipal Funds (\$)	Total (\$)
Right-of-Way (R/W)			
Construction (CON)			
Utility Relocations (UTL)			
Total (R/W, CON, UTL)			

**8. 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

**9. Supporting Information** (as applicable):

- *Planning or engineering studies*
- *Plans*
- *Traffic volumes (ADT and/or turning movements)*
- *Speed data*
- *Crash data*
- *Safety issues*
- *Right-of-Way acquisition needed*
- *Other funding sources (if applicable)*
- *Other applicable information*

**10. 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.)*

11. **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.*

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

## Rev. 3/22/23

### Major and Minor Contract Items

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