

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, September 24th, 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. Rudy Marconi
- b. HVMPO Meeting: Hon. Julia Pemberton
- c. SWRMPO Meeting: Toni Boucher

2. Public Participation:

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

3. COG Action Items

- a. Approval of the July 2025 MPO/COG Meeting Minutes.....Attachment 3a, pp. 1-4
- b. 09/24/2025 #01 Dewberry Contract Amendment – Memo & Resolution.....Attachment 3b, pp. 5-7
- c. LOTCIP Project SolicitationAttachment 3c, pp. 8-15
- d. Trees for Communities Grant – Concur with our submission
- e. 09/24/2025 #02 Parcel CAMA Improvement Resolution – with CAMA Parcel Improvement Grant
Spending MemoAttachment 3e, pp. 16-18
- f. USDOT Rural and Tribal Assistance Program – WestCOG Application.....Attachment 3f, p. 19
- g. Public Safety Training Facility. Direct to cancelAttachment 3g, p. 20

4. MPO Action Items

- a. Approval of the July 2025 MPO Meeting Minutes.....Attachment 3a, pp. 1-4

5. Information Items

- a. 2026 Proposed Meeting Dates (Executive Committee, TAG, MPO/COG).....Attachment 5a, pp. 21-23

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. 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. 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.

6. Other Business

7. Adjournment

8. Next meeting

- a. Thursday October 16, 2025

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.

WestCOG / HVMPO / SWRMPO Interim Meeting Minutes

(A Combined Meeting for Western Connecticut Council of Governments (WestCOG), Housatonic Valley and South Western Region Metropolitan Planning Organizations (HVMPO, SWRMPO) 1 Riverside Rd, Sandy Hook, CT 06482

Scheduled for: Thursday, July 17, 2025 @12:00 p.m.

Location. Ridgefield Town Hall Annex, 66 Prospect Street, Ridgefield, CT and virtually on Zoom.

COG Chairman Rudolph Marconi / Vice Chair- Dan Carter

Treasurer -Jon Zagrodzky / Secretary Julia Pemberton

HVMPO Chairman Julia Pemberton / Vice Chairman Dan Carter

SWRMPO Chairman Toni Boucher/ Vice Chairman Jon Zagrodzky

Members Attending

Bethel..... First Selectman Dan Carter COG/HVMPO
 Bridgewater..... First Selectman Curtis Read COG/HVMPO
 Brookfield First Selectman Steve Dunn COG/HVMPO
 Danbury Absent
 Darien First Selectman Jon Zagrodzky COG/SWRMPO
 Greenwich..... Selectman Lauren Rabin COG/SWRMPO
 New Canaan..... First Selectman Dionna Carlson COG/SWRMPO
 New Fairfield First Selectman Melissa Lindsey COG/HVMPO
 New Milford..... Mayor Pete Bass COG/HVMPO
 Newtown..... First Selectman Jeff Capeci COG/HVMPO
 Norwalk..... Absent
 Redding..... First Selectwoman Julia Pemberton COG/HVMPO
 Ridgefield..... First Selectman Rudy Marconi COG/HVMPO
 Sherman..... Absent
 Stamford..... Transportation Bureau Chief Frank Petise SWRMPO
 Weston..... First Selectwoman Samantha Nestor COG/SWRMPO
 Westport..... Absent
 Wilton..... First Selectman Toni Boucher COG/SWRMPO
 Transit Representative..... CEO at Housatonic Area Reg. Trans. District Rick Schreiner SWRMPO
 Transit Representative..... Acting HARTransit CEO Bob Yastremski HVMPO
 CTDOT CTDOT Transportation Planner II Matthew Abbott
 MPO Staff..... Francis Pickering (Non-voting MPO member)

1 Riverside Road, Sandy Hook, CT 06482

Visit us online at **westcog.org**
 Telephone/fax 475-323-2060

Others in Attendance: Newtown Director of Planning and Land Use Rob Sibley, DEMHS Regional Coordinator Mike Caplet, Meg Haffner and Mike D'elia from the Kennedy Collective, Debra Franceschini-Gatje, Kat Young and Sarah Lopez.

WestCOG Staff: Kristin Hadjstylianos, Kevin Mahoney, Todd Fontanella, Mike Wilson, Charles Vidich, Vicky Ricks, Cricket Carpenter and Summer Fellow Sreya Mothukuri and Maya Aviles.

Call to Order

The COG meeting was called to order at 12:06 p.m. by Vice Chairman Dan Carter

The HVMPO meeting was called to order at 12:06 p.m. by Chairwoman Julia Pemberton

The SWRMPO meeting was called to order at 12:06 p.m. by Chaiman Toni Boucher

Public Comment

No member of the public spoke when asked to do so.

Featured Presentation:

Municipal Considerations for Alternatively Fueled Vehicles.

WestCOG Principal Planner Todd Fontanella and Associate Planner Amal Malik provided the presentation.

COG Action Items

Approval of COG June 2025 Meeting Minutes

After review and on a motion made by Darien First Selectman Jon Zagrodzky and seconded by Newtown First Selectman Jeff Capeci the minutes of the June 2025 meeting were unanimously approved.

Western CT Regional Trail Project – Non-federal Match

WestCOG Transportation Director Kristin Hadjstylianos provided an overview. After review and on a motion made by Wilton First Selectman Toni Boucher and seconded by Ridgefield First Selectman Rudy Marconi to include approval of each Town Budgeting Bodies. The Western CT Regional Trail Project – Non-federal Match was unanimously approved.

LOTICIP Adjustments

WestCOG Program Director Kevin Mahoney provided an overview. After review and on a motion made by Brookfield First Selectman Steve Dunn and seconded by Darien First Selectman Jon Zagrodzky the LOTICIP Adjustments were unanimously approved.

Quarterly Financial Update

WestCOG Financial Director Vicky Ricks provided the update. After review and on a motion made by Ridgefield First Selectman Rudy Marconi and seconded by Darien First Selectman Jon Zagrodzky the Quarterly Financial Update was unanimously approved.

Resolution for CTDOT Microgrants

WestCOG Senior Planner Kristin Floberg provided an overview. After review and on a motion made by Darien First Selectman Jon Zagrodzky and seconded by New Fairfield First Selectman Melissa Lindsey the Resolution for CTDOT Microgrants was unanimously approved.

MPO Action Items

Approval of SWRMPO/HVMPO June 2025 Meeting Minutes

After review and on a motion made by New Canaan First Selectman Dionna Carlson and seconded by Darien First Selectman Jon Zagrodzky the minutes of the June 2025 SWRMPO meeting were unanimously approved. After review and on a motion made by Bethel First Selectman Dan Carter and seconded by Newtown First Selectman Jeff Capeci the minutes of the June 2025 HVMPO meeting were unanimously approved.

FY25-FY28 Transportation Improvement Program

- I. FY25-FY28 Transportation Improvement Program SWRMPO – #0135-0358, Stamford; #0056-0329, Greenwich & Stamford
- II. HVMPO – #0034-0363, Danbury

WestCOG Associate Planner Amal Malik provided an overview. After review and on a motion made by Stamford Transportation Bureau Chief Frank Petise and seconded by New Canaan First Selectman Dionna Carlson the FY25-FY28 Transportation Improvement Program amendments for the SWRMPO were unanimously approved. After review and on a motion made by Brookfield First Selectman Steve Dunn and seconded by Newtown First Selectman Jeff Capeci the FY25-FY28 Transportation Improvement Program Amendments for the HVMPO were unanimously approved.

6. Information Items

Aquarion Update

WestCOG Executive Director Francis Pickering provided an update.

Legislative Update- Senate Bill 9/ Planning Statutes

WestCOG's Francis Pickering provided an update.

Legislative Committee

Francis Pickering provided an update. The following towns volunteered to serve on the committee: Bethel First Selectman Dan Carter, Darien First Selectman Jon Zagrodzky, New Canaan First Selectman Dionna Carlson and Redding First Selectwoman Julia Pemberton. Any towns interested in serving on the Legislative Committee should contact Francis Pickering or Cricket Carpenter

Regional Value Capture Feasibility Study

Due to time constraints this update is tabled to a future meeting.

FEMA Grant Update

WestCOG Project Manager Jaci Reelick provided an update.

Noise Pollution Ordinance Inventory

Francis Pickering provided an overview.

ADA Training Opportunities

WestCOG Senior Planner Mike Wilson provided an update.

2025 DRAFT LOTCIP Project Solicitation

WestCOG Program Director Kevin Mahoney provided an update.

Viable Land for Agriculture

Francis Pickering provided an overview.

Other Business

Ridgefield First Selectman announced the sad news of the passing of Fairfield First Selectman Bill Gerber

Adjournment

On a motion duly made the meeting was adjourned at 2:04 p.m.

Next meeting

Thursday, August 21, 2025

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
 FROM: Jaclyn Reelick, Project Manager
 DATE: September 18, 2025
 RE: **Dewberry Contract Amendment to Include HMP Services**

Purpose

Following authorization, WestCOG will amend its existing agreement with Dewberry Engineers Inc. (Dewberry) to include additional services needed to complete an update of the Multi-Jurisdictional Natural Hazard Mitigation Plan (HMP).

Background

HMP Updates. WestCOG supports municipalities in meeting federal and state requirements for hazard mitigation and resilience planning by conducting the regional HMP Update. Municipalities must maintain a current, FEMA-approved HMP to remain eligible for federal hazard mitigation funding. WestCOG's current HMP expires on November 8th, 2026, and thus planning and development of the HMP must begin. WestCOG secured funding for this work under FEMA's BRIC Grant Program, which was unexpectedly stopped.

Alternative Funding. WestCOG is working with DEMHS to apply for FEMA's Hazard Mitigation Grant Program (HMGP) to perform the HMP Update. However, the grant turnaround time (if awarded) would place WestCOG behind schedule and current HMPs would lapse. To prevent this WestCOG staff propose a streamlined interim/fallback spending approach to quickly initiate HMP Update Planning.

Interim Planning Services. In 2022, WestCOG established the Regional Flood Mitigation Assistance Program through an open and competitive process to select a qualified consultant. Dewberry, along with its subconsultants, has provided technical assistance under this program since May 31, 2022. The proposed contract amendment will expand Dewberry's scope of work to provide the additional services required for an HMP update for an estimated amount of \$153,000.

Discussion

Previous Author. Dewberry's subconsultant, Resilient Land and Water is the author of WestCOG's existing HMP and is thus familiar with the region, FEMA's HMP planning process, and existing documents.

Competitive Cost Estimate. The estimated funding cost is competitive, when comparing it to previous bids five years ago.

Rapid Deployment. If, and when, the HMGP funds become available, WestCOG would have to initiate an immediate bidding process following federal procurement practices. RSG funds, which

are planned for use towards this effort, are not beholden to federal procurement requirements. This approach also enables the COG to rapidly jump start the HMP planning effort and bring the COG back on schedule to prevent a lapse in HMP eligibility.

Next Steps

WestCOG's Council is asked to consider the following motion:

“To approve the attached resolution as presented”

2025-09-24 #01
CERTIFIED RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
AUTHORIZING THE AMENDMENT OF AN AGREEMENT TO INCLUDE
ADDITIONAL SERVICES:

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 September 24, 2025, in Ridgefield, Connecticut, a quorum being present:

WHEREAS, WestCOG supports municipalities in meeting federal and state requirements for hazard mitigation and resilience planning;

WHEREAS, participating municipalities must maintain a current, FEMA-approved Hazard Mitigation Plan (HMP) to remain eligible for federal hazard mitigation funding;

WHEREAS, WestCOG selected Dewberry Engineers Inc. (Dewberry) through an open and competitive process on May 31, 2022, and Dewberry has provided technical assistance under WestCOG’s Regional Flood Mitigation Assistance Program;

WHEREAS, WestCOG seeks to amend its existing agreement with Dewberry to include additional services necessary to complete an HMP Update.

RESOLVED THAT, WestCOG Chairman Rudolph Marconi, Vice Chairman Dan Carter, or Executive Director Francis Pickering are hereby authorized to amend all appropriate and necessary agreements to expand the program services described above with the stipulation that any agreements pursuant to this section be functionally phased by funding year and provide WestCOG the right to terminate, for any cause, including failure to receive the expected future RSG Spending Plan approval or RSG funding, with thirty days’ notice, and to apply for grants or other funding to defray the cost of the program.

This resolution is in full force and effect as of September 24th, 2025.

Julia Pemberton, Secretary
Western Connecticut Council of Governments
September 24th, 2025

[Affix seal here]

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 (LOTICP) funds. Utility relocations are eligible as indicated by the [CT DOT Cost Estimate Guidelines](#), Table 2.

Phase	LOTICP 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., 1st priority, 2nd 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 at WestCOG by the due date.

Rev. 3/22/23

Major and Minor Contract Items

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Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
 FROM: Nicholas Trabka
 DATE: September 18, 2025
 RE: Parcel CAMA Improvements Grant Spending

Purpose

This spending plan is set forth to utilize existing GIS vendor relationships and prioritize the tasks set forth within the grant agreement requirements. Any town without approved vendor work will be aided by WestCOG staff.

Background

The Office of Policy and Management (OPM) has provided ARPA funding to the regional councils of governments to improve municipal property data, parcels and Computer Aided Mass Appraisal (CAMA) data. WestCOG is charged to administer the grant following defined priority criteria:

Primary Funding Priorities	
Recency: Identifying and updating data that is older than the 2023 grand list is the highest priority of this effort.	
CAMA to Parcel Match Rate: Review and correct CAMA-to-Parcel links such that the match rate meets 98% accuracy.	
Secondary Funding Priorities	
The secondary priorities can be addressed in any order.	
Completeness of CAMA Fields: Ensuring that the 37 attribute fields included in the Connecticut State Parcel Layer are as fully populated as possible for the municipality by addressing any issues or inconsistencies in the data.	Parcel-to-CAMA Match Rate: Verifying that non-assessable parcels, such as rights-of-way and public lands, are correctly identified, and that all assessable properties have a corresponding parcel in the GIS and are correctly linked to CAMA. Municipalities with a match rate lower than 99% should be prioritized.
Tertiary Funding Priority	
Geometric Quality of Parcels: Remaining funds may be used for the improvement of the geometric quality of parcels following recommendations from the GIS Office and GIS Advisory Council.	

Town	Existing Vendor	Cost Estimate to Improve Recency and Match Rate	
Bethel	Tighe and Bond	\$	4,000*
Darien	Nancy Sarner	\$	12,000*
New Canaan	Tighe and Bond	\$	11,400*
New Fairfield	Tighe and Bond	\$	3,000*
Ridgefield	Cartographic Associates Inc.	\$	12,000*
Sherman	Cartographic Associates Inc.	\$	8,500*
Wilton	Quality Data Services	\$	28,000*
WestCOG Remaining Towns	Staff Time	\$	All Residual Funds

**Let it be known there is a 20 percent contingency on these estimates. Any remaining funds are allocated to be used by WestCOG staff to assess and improve remaining towns' data.*

Next Steps

WestCOG's Council is asked to consider the following motion:

"To approve the attached resolution as presented."

This action will authorize the executive director to carry out spending with the qualified vendors listed above.

**2025-09-24 #02
CERTIFIED RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
TO AUTHORIZE SPENDING FUNDS FOR PARCEL AND CAMA
IMPROVEMENTS**

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 September 24, 2025, in Ridgefield, Connecticut, a quorum being present:

WHEREAS, WestCOG executes and delivers to the State of Connecticut a Notice of Grant Award (the “Agreement”) requesting an amount of \$217,800 for Parcel and CAMA Improvement Grants.

RESOLVED THAT, WestCOG and its Executive Director is authorized to utilize funding to execute contracts and allocate resources to perform the tasks outlined in the Agreement.

This resolution is in full force and effect as of September 24, 2025.

Julia Pemberton, Secretary
Western Connecticut Council of Governments

[Affix seal here]

September 24, 2025

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
 FROM: Kristin Hadjstylianos, Transportation Director
 DATE: September 16, 2025
 RE: USDOT Rural and Tribal Assistance Pilot Program

Action Requested

Seeking concurrence with WestCOG's submission to USDOT's Rural and Tribal Assistance Pilot Program (RTA) for the Georgetown-Branchville Pedestrian Connection project.

Background

The Infrastructure Investment and Jobs Act (IIJA) created the Rural and Tribal Assistance Pilot Program, which provides grants to support legal, technical, and financial advisors to help advance transportation infrastructure projects. There is no requirement for cost sharing or providing a local, non-federal match to the grant funds in this program.

Discussion

WestCOG has requested \$350,000 in funding for the Georgetown-Branchville Pedestrian Connection project. Funding will be used to identify a pedestrian connection between the two village centers and to develop engineering designs. The alignment will take into consideration the existing conditions of the corridor including the terrain, rail and roadway crossings, and utilities. The engineering designs will include layout plans, trail profile sheets, site details, structural design, storm drainage components, permitting, and cost estimates. With complete engineering designs, Redding and Ridgefield will be able to move the project forward to construction.

The RTA program began accepting applications on September 8, 2025. Grants are being awarded on a first-come first-served basis. With support from Redding and Ridgefield, WestCOG submitted this application on September 8th.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
 FROM: Michael Towle, WestCOG Deputy Director
 DATE: September 18, 2025
 RE: Training Facility Grant – Direct to Cancel

Purpose

WestCOG staff seek the Council's direction regarding an expiring grant award to fund the construction of the proposed Western Connecticut Training Facility (WCTF).

Background

In 2021, WestCOG was directed to explore options for the construction of a regional training facility for municipal police departments. To reduce municipal financial burden, WestCOG applied for Office of Policy and Management's (OPM) Regional Performance Incentive Program (RPIP) for \$7 million and was awarded \$1.5 million in June 2023.

Timeline. The grant is set to expire October 1, 2025.

Project Advisory Committee (PAC). WestCOG has worked with Winbourne Consulting, Newtown CEO, Newtown Police, Wilton Police as the PAC. Working groups with Fairfield County Police Officers Association and the Fairfield County Police Chiefs Association.

Deliverables. Together with the PAC and working groups, WestCOG staff developed governance models, funding strategies, building designs, construction cost estimates, commercial real estate retrofit scenarios, public private partnership scenarios, educational materials, grant applications, and project coordination/research.

RPIP Funding. Closing out this award would return the \$1.5 million allocation to the RPIP program. WestCOG would remain eligible and is encouraged to reapply for new RPIP funding.

Discussion

Staff continue to advance regional training solutions. While new facility construction has proven financially infeasible without significant financial support, alternative approaches, including retrofitting existing commercial properties and pursuing public-private partnerships, are under active evaluation.

Next Steps

"To direct WestCOG staff to request that OPM close out the Regional Firearms Training Facility (RPIP 23-02) grant award."

2026 **Proposed Executive Committee Meeting Dates

Meeting Location: The Ridgefield Town Hall Annex- 66 Prospect St. Ridgefield, CT

**Held the Wednesday two weeks before the monthly MPO/COG meeting, unless noted.

<u>Date</u>	<u>Executive Committee Meeting</u>
Thursday, Jan. 7	Beginning at 2pm
Wednesday, Feb 4	Beginning at 2pm
Wednesday, Mar. 4	Beginning at 2pm
Wednesday, April 1	Beginning at 2pm
Wednesday, May 6	Beginning at 2pm
Wednesday, June 3	Beginning at 2pm
Wednesday July 1	Beginning at 2pm
Wednesday August 5	Beginning at 2pm
Wednesday, Sept. 2	Beginning at 2pm
Wednesday, Oct. 7	Beginning at 2pm
Wednesday, Nov. 4	Beginning at 2pm
Wednesday, December 2	Beginning at 2pm

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. 10	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

2026 WestCOG/HVMPO and SWRMPO

Proposed Meeting Schedule

***Meetings held on the third Thursday of each month, unless otherwise noted.

The Ridgefield Town Hall Annex- 66 Prospect Street, Ridgefield, CT and via Zoom

Annual Legislative Lunch: Will take place at the January 2026 meeting.

<u>Date</u>	<u>MPO/ COG Meeting</u>
**Thurs. Jan. 29	12:00 pm – 2:00 pm
Thurs. Feb. 19	12:00 pm – 2:00 pm
Thurs. Mar. 19	12:00 pm – 2:00 pm
Thurs. Apr. 16	12:00 pm – 2:00 pm
Thurs. May 21	12:00 pm – 2:00 pm
Thurs. June 18	12:00 pm – 2:00pm
Thurs. July 16	12:00 pm – 2:00 pm
Thurs. Aug. 20	12:00 pm – 2:00 pm
Thurs. Sept. 17	12:00 pm – 2:00 pm
Thurs. Oct. 22**	12:00 pm – 2:00 pm
Thurs. Nov. 19	12:00 pm – 2:00 pm
Thurs. Dec. 17	12:00 pm – 2:00 pm

- Thurs. January 29th is the 5th Thursday of the month.
- Thursday October 22 is the 4th Thursday of the month.