

**Cost Review Sub-Committee Meeting**  
**CREC, 34 Sequassen St., Room 269, Hartford**  
**Monday July 25<sup>th</sup>, 2016**

DRAFT until  
Endorsed by  
the  
Committee

**Name**

Chris Edge  
Todd Penney  
Patrice Carson  
Tess Schwartz  
Robert Maynard  
John Cabibbo  
Russ Arnold  
Daniel Pennington  
Kirk Severance  
Michael Looney  
Kevin Kelly  
Jeff LaMalva  
Peter Hughes  
Mark Moriarty  
Jim Sollmi  
Tom Roy  
Jim Grappone  
Jeff Doolittle  
Gerry Turbet  
Duane Martin  
David Smith  
Bob Jarvis  
Gilbert Hayes

**Organization**

Berlin  
Coventry  
Bolton  
East Hartford  
East Windsor  
Enfield  
Farmington  
Glastonbury  
Granby  
Hartford  
Hebron  
Manchester  
Marlborough  
New Britain  
Rocky Hill  
Simsbury  
Southington  
South Windsor  
Suffield  
West Hartford  
Vernon  
Windsor  
GHTD/East Windsor

**Guests**

Rob Trottier  
Kevin Clark

New Britain  
Granby

**Staff**

Jennifer Carrier  
Rob Aloise  
Mike Cipriano  
Sotoria Montanari  
Karen Stewartson

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1. **Roll Call** – Patrice Carson called the meeting to order at 11:05 am
2. **Public Forum** – No one chose to speak
3. **Adoption of June 20<sup>th</sup>, 2016 Sub-Committee Meeting Minutes** – A motion was made by Peter Hughes, seconded by David Smith, to accept the minutes from the May 23<sup>rd</sup>, 2016, meeting with one abstention made by Gilbert Hayes from GHTD/East Windsor. This motion was passed unanimously.
4. **LOTICIP Funding Increase Request memo** – Mr. Rob Aloise explained the memorandum detailing the funding increases being sought by municipalities for the following two projects:
  - Project No. L011-0001 - Granby Street Pavement Rehabilitation, Bloomfield
  - Project No. L132-0002 - Buckland Road Sidewalks, South Windsor

The Bloomfield project has recently progressed through the Preliminary Design phase. The project was initially approved as part of the 2013 STP-Urban solicitation for \$999,000, however a DOT transfer to LOTICIP funding resulted in a 2014 Commitment to Fund letter in the amount of \$882,000. Based on the most recent engineering estimate, the Town of Bloomfield is requesting a LOTICIP funding increase of \$410,000, from \$882,000 to \$1,292,000 (46% increase).

The South Windsor project also recently progressed through the Preliminary Design phase. Based on the most recent engineering estimate, the Town of South Windsor is requesting approval of a \$440,200 increase in CRCOG approved LOTICIP funding from \$840,000 to \$1,280,200 (52% increase). The project was initially approved as part of the 2011 STP-Urban Solicitation for \$840,000, however a DOT transfer to LOTICIP funding resulted in a 2014 Commitment to Fund letter in the amount of \$680,400. Mr. Jeff Doolittle of South Windsor detailed the reason for the project's increased costs, including additional costs associated with a culvert extension and modifications to three traffic signals to accommodate pedestrian push buttons/signals/phases.

Mr. Bob Jarvis made the motion to approve a LOTICIP funding increase to \$1,292,000 for Project No. L132-0002 - Buckland Road Sidewalks, South Windsor. Mr. Kevin Kelly seconded the motion and it passed unanimously. The committee tabled the Bloomfield funding increase request until Bloomfield representation could attend the meeting to support the request.

5. **LOTICIP Quarterly Reporting Meeting Memo** – Mr. Rob Aloise introduced Sotora Montanari, LOTICIP Program Manager, to provide an overview of the LOTICIP FY16 Quarter 4. Ms. Montanari indicated that updated LOTICIP quarter highlights/information will be provided at each quarterly meeting in the same format for consistency and better tracking in reporting. The information was extracted from two provided tables included in the Quarterly Status Report memo. Some of the main highlights were summarized as follows:
  - In FY16, CRCOG expended \$4,708,000 million in LOTICIP projects and anticipates expending \$22,536,800 million in FY17. These include projects that

currently have commitment to fund letters and a few that are anticipated to receive commitment letters.

- Each quarter, design submissions in different stages or phases of design are expected to be received. This last quarter, there were eleven (11) design submissions scheduled and CRCOG received five (5), which will be explained later (by the specific town representative) attendee.
- Because the fiscal year ended on June 30, fourteen (14) of the active project's design submissions remained in their current fiscal year, while four (4) were carried over to the following year.
- Because of the carryover of four, the funding carryover increased by \$4,187,600 million.
- CRCOG anticipates receiving twelve (12) design submissions in Quarter 1 of FY17 (show table). The table design submission dates are color-coded to reflect whether the design is completed, delayed or anticipated next quarter.
- All projects being designed have design durations of less than 36 months.
- The State Bonding Commission allocated an additional \$8.1 million to expend on the LOTCIP program.

Additionally, Ms. Montanari indicated that, at the previous quarterly review meeting, staff was charged with developing milestone delays to track projects using criteria that trigger delays. The following three (3) milestone delays were introduced, that when met would require the town to provide a project update at that quarter's LOTCIP reporting meeting:

- Projects whose design submissions were scheduled for the previous quarter, but not received.
- Projects whose estimated final design dates have slipped into subsequent years.
- Projects whose design durations exceed 36 mos. According to LOTCIP CRCOG guidelines, any design times (commitment letter to authorization to advertise) shall be considered significantly delayed.

The following six projects met these delay criteria in FY16 Quarter 4. Therefore town representatives were requested to update the committee on project schedules:

Route 10/202 Sidewalks	Granby	Q4 90% design submission re-scheduled to 8/30/2016 from 5/30/2016 Final design date slipped from FY16 to FY17
Granby Street Pavement Rehabilitation	Bloomfield	Q4 90% design submission re-scheduled to 8/5/2016 from 5/31/2016 Final design date slipped from FY16 to FY17
Lake St/Cross St Reconstruction	Coventry	Q4 final design submission re-scheduled to 8/1/2016 from 5/1/2016 Final design date slipped from FY16 to FY17
Thrall Avenue Pavement Rehabilitation	Suffield	Q4 final design submission re-scheduled to 12/1/2016 from 5/1/2016 Final design date slipped from FY16 to FY17
North Main Street Reconstruction	Manchester	Q4 35% design submission re-scheduled to 7/22/2016 from 6/24/2016

With the exception of Bloomfield who was not represented at the meeting, each of these towns updated the committee regarding their project's schedule. An opportunity was given to the committee to make further inquiries regarding any of these projects, but there were no inquiries or comments.

**Establishment of Schedule Delay Policies** – At the previous quarterly review meeting, staff was requested to develop a LOTCIP schedule delay policy for potential committee action. Staff recommended consideration and possible action on the following schedule delay policy: *If, at a LOTCIP solicitation's application deadline, the duration of any active LOTCIP project's design (from Commitment to Fund letter to Final Design submission) has exceeded 36 months, all LOTCIP applications from the municipality will have points deducted from each of their projects' ratings (specific point reductions will be further discussed during prior to the next LOTCIP solicitation). Additionally any project selections from that municipality will be placed in an Incentive Funding Category whereby another application will not be progressed and submitted to CTDOT until the delayed active project receives funding.*

There was discussion of this suggested policy however no consensus was reached among committee members. There was some negative feedback regarding the possibility of a deduction of points from future applications as a penalty. Additionally a number of other ideas for incentives and/or penalties were discussed. No conclusions were reached and it was decided to table the item for further discussion at a later time.

## **6. Other Business**

- The next Cost Review Subcommittee meeting is tentatively scheduled for Monday, September 26<sup>th</sup>, 2016

## **7. Adjourn-** The meeting was adjourned at 11:55 am