

**Cost Review Sub-Committee Meeting**  
**CRCOG, 241 Main Street, 3<sup>rd</sup> Floor, Hartford, CT 06106**  
**Monday September 23<sup>rd</sup>, 2019**  
**11:30 AM**

<u>Name</u>	<u>Organization</u>
Larry Baril	Avon
Chris Edge	Berlin
Jon Colman	Bloomfield
Patrice Carson	Bolton
Todd Penney	Coventry
Doug Wilson	East Hartford
Timothy Webb	Ellington
Donald Nunes	Enfield
Russ Arnold	Farmington
Kirk Severance	Granby
Sandy Fry	Hartford
Michael O'Leary	Hebron
Derek Dilaj	Mansfield
Peter Hughes	Marlborough
Rob Trottier	New Britain
John Bossi	Plainville
Jim Sollmi	Rocky Hill
Tom Roy	Simsbury
Keith Hayden	Southington
Jeffrey Doolittle	South Windsor
David Smith	Vernon
Duane Martin	West Hartford
Derrick Gregor	Wethersfield
Adam Kessler	Windsor

**Guests**

Mark Moriarty	New Britain
Karen Isherwood	Bloomfield

**Staff**

Robert Aloise	CRCOG
Roger Krahn	CRCOG
Sotoria Montanari	CRCOG
Karen Stewartson	CRCOG

DRAFT until  
Endorsed by  
the  
Committee

- 1. Roll Call** – Mr. Jon Colman called the meeting to order at 11:30 am
- 2. Public Forum** – There was no public comment.

**3. Adoption of July 22, 2019 Subcommittee Meeting Minutes** – A motion was made by Tim Webb from the Town of Ellington, seconded by Chris Edge from the Town of Berlin. This motion was passed unanimously with (3) abstentions made by Keith Hayden from the Town of Southington, Kirk Severance from the Town of Granby, and Jon Colman from the Town of Bloomfield.

**4. Hebron: - LOTCIP Project Cost increase Request**

***Wall Street/Main Street (Rtes 316/66) Intersection Improvements***

Ms. Sotoria Montanari stated that the Town of Hebron was requesting a cost increase for an Intersection Improvement Project on two intersecting State Roads Wall Street and Main Street (Rtes 316/66) in Hebron. Ms. Montanari indicated that this project was approved under the 2015 LOTCIP Solicitation and is currently in the application phase. Based on the most recent engineering estimate, the Town of Hebron is requesting a funding increase of \$219,000 from \$700,000 to \$919,000 (31.3% increase). The increase is the result of a CTDOT review that recommended additional traffic signalization, extended limits of milling and paving, and an allowance for utility relocations.

Ms. Montanari stated that specifically, CTDOT requested the Town add a left turn lane on Main Street (Rte.66) westbound directly opposite the proposed eastbound left-turn lane. The lane shift and lane add taper lengths were re-designed according to CTDOT's Highway Design Manual requiring milling and pavement limits to be extended 110 feet. The proposed pavement revisions increased the cost estimate by approximately \$42,000. Additionally, Ms. Montanari said the town added \$50,000 to incorporate traffic signalization (commercial driveway) and \$25,000 for utility relocations. Mr. Jim Sollmi of Rocky Hill asked why there was a request to add signalization now. Mr. Michael O'Leary of Hebron indicated high school students frequently travel in the area because of the high school and traffic counts have increased over the years warranting the additional signalization. Mr. Todd Penney of Coventry asked if the utility costs would be covered by the utility companies or was this a deviation from the norm. Ms. Montanari stated that one-half of the cost would be covered under the grant program because the intersecting roads are state roadways and the remainder of the cost would be covered by the utility companies. A motion was made by Peter Hughes, seconded by Mark Moriarty, to approve an additional \$219,000 of LOTCIP funding for the Hebron (L066-0002) project, increasing the funding approval from \$700,000 to \$919,000. This motion was passed unanimously

**5. DRAFT Policy Review – LOTCIP Project Funding Transfers** - Mr. Roger Krahn gave the committee a brief update on the LOTCIP Project Funding Transfer Procedure memo. The transfer policy/procedure was drafted and presented for discussion in response to a request from the previous meeting. Mr. Krahn indicated if a Town has a LOTCIP approved project from a solicitation and wished to transfer funding to a new project, the Town would submit a formal request to CRCOG with a draft application and cost estimate. The project would be reviewed for eligibility requirements and CRCOG would submit the project for approval to the committee. Once the application was submitted with the data needs, CRCOG would submit it to CTDOT. Discussion on the procedures included the following thoughts:

- The procedure was written for a project that did not have an application submitted to CTDOT
- If a project already had an application submitted, then CRCOG or the town must formally withdraw that project from further consideration by CTDOT.
- The procedure should address what happens if CTDOT denies a LOTICP application. The town should have an opportunity to submit a replacement project.
- If a new project is to be considered, then that project should be ranked, so that it has an overall ranking comparable to all other previously approved projects.
- A limit on the cost of the new project should be included in the procedure.
- It was asked how many fund transfers have been requested. Mr. Rob Aloise estimated there have been approximately six requests since the LOTICP program began.

Based on the committee discussion, which highlighted different scenarios for transferring funds, the committee decided transfers should be handled on a case by case basis and general guidelines, rather than a strict set of procedures, should be drafted.

Mr. Robert Aloise mentioned to the Committee he will review the draft procedures based on the input provided. A revised set of procedures, more in the format of guidelines and information needed by the Subcommittee to review a request, will be prepared for discussion at the October meeting.

6. **Other Business** – The next Cost Review Subcommittee meeting is scheduled for **Monday, October 21<sup>st</sup>, 2019 at 11:30 am.**
7. **Adjourn-** The meeting was adjourned at 11:48 am.