

Cost Review Sub-Committee Meeting
MIRA, 211 Murphy Road, Hartford
Monday October 17, 2016

DRAFT until
Endorsed by
the
Committee

Name

Larry Baril
Jon Colman
Patrice Carson
Denise Horan
Len Norton
John Cabibbo
Russ Arnold
Daniel Pennington
Kirk Severance
Sandy Fry
Kevin Kelly
John Carrington
Peter Hughes
Jim Sollmi
Steve Sopelak
Tom Roy
Keith Hayden
Jeff Doolittle
Duane Martin
Derrick Gregor
David Smith
Member of the Public

Organization

Avon
Bloomfield
Bolton
East Hartford
East Windsor
Enfield
Farmington
Glastonbury
Granby
Hartford
Hebron
Mansfield
Marlborough
Rocky Hill
Rocky Hill
Simsbury
Southington
South Windsor
West Hartford
Wethersfield
Vernon
Windsor

Guests

Staff

Jennifer Carrier	CRCOG
Rob Aloise	CRCOG
Mike Cipriano	CRCOG
Sotoria Montanari	CRCOG
Karen Stewartson	CRCOG

1. **Roll Call** – Jon Colman called the meeting to order at 11 am
2. **Public Forum** – No one chose to speak
3. **Adoption of September 26, 2016 Sub-Committee Meeting Minutes** – A motion was made by Jim Sollmi, seconded by Russ Arnold, to accept the minutes from the September 26, 2016, meeting. This motion was passed unanimously.
4. **Transportation Alternatives (TA) Set-Aside – 2016 Solicitation Guidance** – Mr. Rob Aloise explained that on September 20th, CRCOG issued a solicitation for project proposals for potential federal TA Set-Aside funding which included DRAFT 2016 Solicitation Guidance. At the September 26th Transportation Committee meeting, staff distributed a handout indicating that committee action would be sought to approve the Guidance at the October meetings. The handout also requested committee members review the guidance with focus on the following four topics:
 1. Prioritization and resubmission of the projects that were approved under the 2012 Transportation Enhancement Program solicitation, including the South Main Street (Route 83) Enhancements project in Manchester, and the Silas Deane Highway (Route 99) Streetscape - Phase 2 project in Rocky Hill, including approval of adjustments for inflation.
 2. CRCOG project selection process utilizing the pre-defined selection criteria and a similar methodology to that used for the previous Transportation Enhancement solicitation.
 3. Strategy for initiation and advancement of CRCOG TA Set-Aside projects through CTDOT
 4. Staff recommendation that the committee review a CTDOT list of recommended existing projects for TA Set-Aside pre-approval.

CRCOG staff reviewed each of these items with the committee. Additionally a handout was provided showing a CTDOT generated list of four recommended existing projects for CRCOG TA Set-Aside pre-approval. The takeaway from the review was general consensus on the following:

- The solicitation should advance as detailed in the guidelines.
- Automatic selection and top priority should be given to projects that were selected but not advanced in the prior Transportation Enhancement solicitation
- Staff will seek more clarity from CTDOT during the October 18th RPO conference call regarding the following, and forward information to municipal staff as soon as possible:
 - CTDOT staff's capacity in initiating and advancing additional TA Set-Aside projects, and their anticipated plans for the number of projects they plan to advance immediately
 - The existence of any TA Set-Aside carryforward for use in the region.
 - Funding amounts and schedules associated with the four projects on the CTDOT list of recommended existing projects for TA Set-Aside pre-approval.
 - Assurance that CRCOG selected projects will be prioritized over the CTDOT list of projects for pre-approval

5. LOTCIP Quarterly Reporting Meeting Memo – Ms. Sotoria Montanari, LOTCIP Program Manager provided an overview of the LOTCIP FY17 Quarter 1. Ms. Montanari indicated that the information was extracted from two provided tables included in the Quarterly Status Report memo (Program Status Summary and Project Quarterly Status Report). Some of the main highlights were summarized as follows:

- In FY16, CRCOG expended \$4,708,000 million in LOTCIP projects and anticipates expending \$22,552,000 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 twelve (12) design submissions scheduled and CRCOG received seven (7) of the expected design submissions.
- All active projects' final design submissions remained in their current fiscal year.
- CRCOG anticipates receiving twelve (12) design submissions in Quarter 2 of FY17.
- All projects being designed have design durations of less than 36 months.
- Four (4) applications were transmitted to CTDOT, eight (8) will be transmitted next quarter.

Additionally, Ms. Montanari indicated that one of the milestone delays developed to track LOTCIP projects was whether a project design submission scheduled for the quarter was received. If the criteria was met, town representatives were asked to provide scheduling updates at the LOTCIP reporting meeting:

The following five (5) projects met this delay criteria in FY17 Quarter 1. Therefore, town Representatives for the following projects were asked to provide schedule updates:

Town	Project	Milestone
Granby	Route 10/202 Sidewalks	90% design re-scheduled from 8/30/16 to 10/30/16
Bloomfield	Granby Street Pave. Rehab.	90% design re-scheduled from 5/31/16 to 8/5/16
South Windsor	Avery Street Recon.	Final Design re-scheduled from 9/29/16 to 11/10/16
	Buckland Road Sidewalks	90% Design re-scheduled from 9/29/16 to 11/18/16
Windsor	Prospect Hill Road Recon.	Final Design re-scheduled from 9/2/16 to 10/7/16

Representatives from the Town of Granby and Town of South Windsor provided project updates, and CRCOG staff provided project updates on behalf of the towns of Bloomfield and Windsor. An opportunity was given to the committee to make further inquiries regarding any of these projects, but there were no inquiries or comments.

Additionally, Ms. Montanari reported that the Program Status Summary report was modified to address the committee's question at the last quarterly meeting. The report included two totals for each fiscal year, one total included the LOTCIP carryforward amount given LOTCIP budgeted and anticipated funding, whereas the other total included the carryforward amount given the amount of bonded LOTCIP funding.

6. Other Business

- The next Cost Review Subcommittee meeting is tentatively scheduled for 11:30 am on Monday, November 14, 2016

7. Adjourn- The meeting was adjourned at 11:50 am