

Cost Review Sub-Committee Meeting
CRCOG, 241 Main Street, 3rd Floor, Hartford, CT 06106
Monday October 21st, 2019
11:00 AM

<u>Name</u>	<u>Organization</u>
Larry Baril	Avon
Chris Edge	Berlin
Jon Colman	Bloomfield
Todd Penney	Coventry
Doug Wilson	East Hartford
Donald Nunes	Enfield
Russ Arnold	Farmington
Sandy Fry	Hartford
Faith Ucar	Hartford
Kevin Kelly	Hebron
Jeff LaMalva	Manchester
Peter Hughes	Marlborough
Gary Fuerstenberg	Newington
Rob Trottier	New Britain
Jim Sollmi	Rocky Hill
Tom Roy	Simsbury
Jeffrey Doolittle	South Windsor
Heidi Samokar	Tolland
David Smith	Vernon
Duane Martin	West Hartford
Derrick Gregor	Wethersfield
Bob Jarvis	Windsor
Jen Rodriguez	Windsor Locks

Guests

Jonathan Thiesse	Bloomfield
Jeff Shea	Simsbury

Staff

Robert Aloise	CRCOG
Emily Hultquist	CRCOG
Roger Krahn	CRCOG
Tim Malone	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 11:06 am
- 2. Public Forum** – There was no public comment.

3. Adoption of September 23rd, 2019 Subcommittee Meeting Minutes – A motion was made by Sandy Fry from the City of Hartford, seconded by Tom Roy from the Town of Simsbury. This motion was passed unanimously with (1) abstention made by Kevin Kelly from the Town of Hebron.

4. Wethersfield: - LOTCIP Project Cost Increase Request

• **Highland Street Pavement Rehabilitation**

Ms. Sotoria Montanari gave an overview of the Town of Wethersfield Cost Increase Request. Ms. Montanari mentioned that the Town of Wethersfield requested a LOTCIP funding increase of \$346,800 from \$640,800 to \$987,600 (54.1% increase). Ms. Montanari stated the project was approved under the 2018 LOTCIP solicitation and was in the application phase.

Specifically, she indicated the increase cost to the overall project was the result of addressing feedback from CTDOT's application review comments that included a revised pavement analysis to achieve a 15-year service life, an extension of 300 ft of sidewalk, and an addition of uniformed police officers. The pavement analysis to achieve a 15-year minimum service life added \$140,000 to the cost estimate, the sidewalk extension cost included signage, crosswalk and ramps adding \$25,000 to the cost and an additional \$28,000 was added for curb replacement, driveway reconstruction and sidewalk ramps on adjoining streets. Ms. Montanari also stated that \$20,000 was added to the cost estimate for uniformed police officers. Mr. Colman asked why the percentage-based items were so high. Mr. Jeff Doolittle of South Windsor indicated the percentages were based on CTDOT formulas and during the design process, the cost estimate numbers become more defined.

To accommodate a required 15-year pavement design life and to incorporate CTDOT feedback and resulting Town modifications, staff recommends committee approval of an additional \$346,800 of LOTCIP funding for the Wethersfield (L159-0001) project, increasing the funding approval from \$640,800 to \$987,600. A motion was made by Russ Arnold from the Town of Farmington, seconded by Jim Sollmi from the Town of Rocky Hill to approve this cost increase request. This motion was passed unanimously.

5. LOTCIP Project Funding Transfers Policy – Mr. Roger Krahn gave a brief update on the LOTCIP Fund Transfer Guidelines. He stated that the following guidelines should be followed if a Town has a LOTCIP project approved through the CRCOG solicitation process, and then chooses to request a transfer of the funds to a different project. Mr. Krahn indicated the Town should prepare a request for transfer and a draft LOTCIP application, for submission to CRCOG staff for review.

Mr. Krahn explained that the request should include the reason for not proceeding with the project approved through the solicitation process and to detail any special circumstances that support a transfer of funds to a different project. In accordance with direction received from the Transportation Committee, it is anticipated that transfers will only be approved in the event of extenuating circumstances.

Additionally, Mr. Krahn indicated the Town should prepare a partial LOTCIP draft application including a complete description of the new project, project purpose and need, project limits, a Bicycle and Pedestrian Needs Assessment Form and cost estimate. The project must meet LOTCIP Project Eligibility and Selection criteria. The cost of the new project should not exceed the cost of the originally approved project.

Once the application is submitted, Mr. Krahn said that CRCOG staff will review the request, rank the project and provide recommendations to the Cost Subcommittee. If the Cost Subcommittee and Transportation Committee approve a transfer of funds, a complete LOTCIP application will need be submitted to CRCOG following normal procedures.

A motion was made by Jim Sollmi from the Town of Rocky Hill, seconded by Bob Jarvis from the Town of Windsor to accept approval of funds to a new project. This motion was passed unanimously.

6. **Review of DRAFT Complete Streets Policy-** Mr. Tim Malone gave an overview of the draft complete streets policy. Aspects of the policy that were covered included: it applies to all projects; it requires accommodation of all users unless an exception is granted; it lays out criteria for granting an exception; it acknowledges that different solutions will be necessary in different contexts; it includes recommended design guidelines; it prioritizes vulnerable users; and it recommends reevaluating selection criteria for various funding programs at a later date. Members of the committee expressed general support for having a policy, but some did express concerns about potential impacts on rural towns. The concern is that a rural town may not be able to sufficiently document evidence in support of an exception, which could make them ineligible for a round of funding. There was also concern that increasing the number of points allocated based on complete streets infrastructure would disadvantage rural towns. Staff said they would reevaluate those sections and bring them back to the committee.
7. **LOTCIP Quarterly Review Report (Quarter1) Update-**Mr. Rob Aloise requested that the quarterly report (Quarter 1) to be discussed at the TC Meeting.
8. **Other Business-** There was no other business discussed.
 - The next Cost Review Subcommittee meeting is scheduled for Monday, November 18th, 2019 at 11:00 am
9. **Adjourn-**The meeting was adjourned at 11:59 am