Contractor Fraud and public officials

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Who's in charge of these investigations?

- The FBI investigates and works with the United States Attorney's Office to prosecute the majority of contractor fraud and public corruption cases in Connecticut and across the United States.

What can I do to avoid trouble or the appearance of collusion?

- If you suspect any irregularities, or criminal acts, contact the FBI immediately.
- Establish regular, open and clear lines of communication with your contractors, awardees, or recipients. Know who they are and what they do.
- Follow established policies, procedures, rules and regulations.
- Keep current on training and applicable regulations.
- Ensure awarded contractor accountability.
- Conduct site visits where applicable, examine work performed and ensure recipient compliance with terms of contract or grant.
- Ensure that all work is being performed as originally outlined and planned.

Criminal Fraud, False Statements

- *Knowingly and willfully falsifying or concealing a material fact.*

Civil Fraud, False Claims Act

- *A material misrepresentation. Under the False Claims Act, the U.S. Government can seek up to treble damages.*

Fraudulent Schemes

Collusive Bidding

Contractors agree to prohibit or limit competition and rig prices to increase the amount of business available to all.

- Winning bid is too high compared to cost estimates and published prices.
- Certain sub-contractors repeatedly win contracts at one agency or company but not elsewhere.

Unbalanced Bidding

Contracting personnel providing a favored bidder with information in the bid process.

- Particular line item bids appear to be unreasonably low.
- Change orders issued soon after contract award deleting or modifying line items.

Defective Pricing

Contractor's failure to disclose all facts that affect its cost for pricing products or services.

- Not disclosing significant cost issues that will reduce contractor's proposed costs.
- Indications of falsification or alteration of supporting data.
- Denial of the existence of historical records.

Cost Mischarging

Improper allocation of costs to a cost contract or charging at higher than allowed rates.

- Labor time and charges inconsistent with project progress.
- Time cards completed by management and not individual employees.
- Inability to produce time cards immediately when requested
- Lower level work being done by high level wage earners.

Product Substitution

Contractors deliver goods which do not conform to contract requirements without informing the government.

- Falsification of test results, or delivery of counterfeit products.
- Providing foreign-made products where domestic products are required.
- Using one coat of paint instead of two, or using watered loads of concrete

Bribery, Gratuities and Kickbacks

Giving or requesting a thing of value for the purpose of influencing an official act.

- Acceptance of inappropriate, high-value gifts or services from suppliers, contractors, or awardees.
- Overly friendly interaction between contractor and government employee.
- Sudden unexplained increase in wealth.

General Fraud Indicators

General fraud indictors are applicable to many areas and not exclusively tied to contracts. The list presented below is not meant to be all-inclusive and should not limit the consideration of other factors. Remember—if it doesn't pass the "smell" test, something may be amiss.

- Missing, weak, or inadequate internal controls
- Management override of key internal controls
- Lack of written policies and procedures
- Overly complex organizational structure
- High turnover rate
- Reassignment of personnel
- Termination of key personnel
- "Missing" files, reports, data, and invoices (both electronic and paper)
- Photocopies of documents where it is difficult to detect alterations
- Missing approval signatures
- Lack of separation of duties
- Discrepancies in handwriting
- Delays in production of requested documentation

Whistleblowers, the False Claims Act, and Qui Tams

The **False Claims Act**, also called the "**Lincoln Law,**" allows people who are not affiliated with the government to file actions against federal contractors claiming fraud against the government. The act of filing such actions is informally called "whistleblowing." Persons filing with an attorney under the Act stand to receive a portion (usually about 15-25 percent) of any recovered damages, including attorneys' fees. The Act provides a legal tool to counteract fraudulent billings turned in to the Federal Government. Claims under the law have been filed by persons with insider knowledge of false claims which have typically involved health care, military, or other government spending programs.

The American Civil War (1861–1865) was marked by fraud on all levels in the Union north and the Confederate south. Some say the False Claims Act came about because of bad mules. During the Civil War, unscrupulous early day defense contractors sold the Union Army decrepit horses and mules in ill health, faulty rifles and ammunition, and rancid rations and provisions among other unscrupulous actions. The False Claims Act, passed by Congress on March 2, 1863, was an effort by the USA to respond to entrenched fraud where the official Justice Department was reticent to prosecute fraud cases. Importantly, a reward was offered in what is called the **"qui tam"** provision, which permits citizens to sue on behalf of the government and be paid a percentage of the recovery.

Once a **"relator"** brings suit on behalf of the government, the Department of Justice, in conjunction with a U.S. Attorney for the district in which the suit was filed, have the option to intervene in the suit. If the government does intervene, it will begin its investigation and file motions six month motions to keep the writ under seal. The seal prohibits the defendant from disclosing even the mere existence of the case to anyone, including its shareholders, a fact which may cause conflicts with the defendant's obligation under Securities & Exchange Commission or stock exchange regulations that require it to disclose lawsuits that could materially affect stock prices. If the government does not decide to participate in a qui tam action, the relator may proceed alone without the Department of Justice, though such cases historically have a much lower success rate. Relators who do prevail in such cases will get a higher relator's share, about 25% to 30%. It is conventionally thought that the government chooses legal matters it would prosecute because the government would only want to get involved in what it believes are winning cases.

What federal regulators look for:

- Misuse of Federal Funds.
- False Claims.
- Federal funds not being used for their intended purpose.
- Improper procurement of contracts.
- False certifications.
- Improper support of costs claimed.
- Inadequate financial systems and administrative procedures.
- Satisfactory completion of work and achievement of intended results.

Please **Do** contact us as soon as you suspect fraudulent activity.

Please **Don't** wait till you think you have enough to "prove" a case of intent. The earlier we get a case, the more likely we are to solve it with credible, hard evidence.

General guidelines to follow when working with contractors:

- Get the business address of the contractor and visit the address to make sure it exists. No P.O. boxes!
- Hire only licensed contractors (check whether your contractor is licensed by calling the State Department of Consumer Protection or accessing their site on-line at http://www.ct.gov/DCP/site/default.asp).
- Make the contractor show you their contractor license and make a note of the license number. Every business has a business license, which is NOT a contractor license, and does not count.
- Get three phone numbers of former clients from the contractor and call them for references.
- Get at least two additional price estimates in writing from other contractors for the work to be performed, and compare all three.
- Check to see if anyone has filed complaints against the contractor at the Better Business Bureau, http://ct.bbb.org.
- Make the contractor show evidence of liability insurance and call the insurance company to verify that the contractor is insured.
- Get a written contract and don't sign anything until you understand the terms of your contract clearly.
- Seek advice from an attorney, who can check the written contract for validity.
- The written contract must include: all work to be done in as much detail as possible, total price, timeline to complete the job with short-term deadlines, payment schedule with breakdown of specific work that should be completed by each payment deadline, costs for each part of the job (plumbing, electric, roofing, etc.), the date and signatures of yourself and the contractor.
- If you change any terms in the contract, you must get a new written agreement.
- Keep a file of all papers relating to your construction project and keep a written log of all oral agreements and conversations with the contractor.
- Take photos of the work site before, during, and after the work is completed.
- Never pay in cash or gift cards.
- Never pay in advance more than 10% of the total cost of the job.
- Before you write that last check, insist that the contractor give you a written statement that all materials already used have been paid for and all subcontractors have been paid.
- Pay in installments with check or money order and get receipts for each payment.
- All payments should be made payable to the party listed under the insurance plan, which is usually the company and NOT the individual contractor.
- Do not let payments get ahead of the work, and never continue to pay unless you are satisfied with the quality of the work that has already been done.
- Poor or slow work is in violation of the written contract and you should immediately stop all payments.
- Do not make the final payment until all of the work under the written contract is completed to your satisfaction.
- Place a limit on the number and value of change orders allowed.
- Never pay above and beyond the written contract price unless you have a new written contract indicating the agreed upon additional price.

Be especially wary of getting pulled into corruption:

Contract corruption usually involves the payment of bribes or kickbacks to local or state officials in exchange for favorable treatment on government contracts. Potential subjects are private contractors, anyone acting on their behalf, and public officials involved in the contracting process (procurement officers, purchasing agents, city councilpersons, and county commissioners). Favorable treatment includes: improper disclosure of bid information; narrow tailoring of contracts to benefit a certain company (sole source contracts); improper disqualification of competitors from the bid process; support or voting for the bribing contractor; and approval of false invoices, improper change orders, or cost overruns on behalf of the bribing contractor.

Municipal corruption involves illegal activities similar to legislative corruption. Common corruption schemes at a local level include bribes or kickbacks in exchange for: supporting local ordinances, approving local government bond issuance, reducing taxes unlawfully, fraudulently manipulating probate assets, and conspiring with others to rezone property or to influence land-use proposals.

Section 201 of Title 18 is entitled "Bribery of public officials and witnesses"

The statute comprises two distinct offenses, however, and in common parlance only the first of these is true "bribery."

The first offense, codified in section 201(b), prohibits the giving or accepting of anything of value to or by a public official, if the thing is given "with intent to influence" an official act, or if it is received by the official "in return for being influenced."

The second offense, codified in section 201(c), concerns what are commonly known as "gratuities," although that word does not appear anywhere in the statute. Section 201(c) prohibits that same public official from accepting the same thing of value, if he does so "for or because of" any official act, and prohibits anyone from giving any such thing to him for such a reason.

The specific subsections of the statute are:

Bribery - a. § 201(b)(1): offering a bribe to a public official, b. § 201(b)(2): acceptance of a bribe by a public official

Gratuities - a. § 201(c)(1)(A): offering a gratuity to a public official, b. § 201(c)(1)(B): acceptance of a gratuity by a public official.

The two offenses differ in several respects. The most important of these differences concerns how close a connection there is between the giving, or receiving, of the thing of value, on the one hand, and the doing of the official act, on the other. If the connection is causally direct - if money was given essentially to purchase or ensure an official act, as a "quid pro quo" - then the crime is bribery. If the connection is more loose - if money was given after the fact, as "thanks" for an act but not in exchange for it, or if it was given with a nonspecific intent to "curry favor" with the public official to whom it was given - then it is a gratuity. The distinction is sometimes hard to see, but the statute makes it critical: a § 201(b) "bribe" conviction is punishable by up to 15 years in prison, while a § 201(c) "gratuity" conviction evokes a maximum 2-year sentence. In addition, with a "bribe" the payment may go to anyone or to anything and may include campaign contributions, while a "gratuity" payment must benefit, personally, the public official and cannot include campaign contributions.

May 2011
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
FINANCIAL REPORT AND CASH FLOW STATEMENT

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Paratransit Administration/Contractor	1,555,000	32,264	1,348,317	206,683	86.71%
Paratransit System Advertising	1,000	0	0	1,000	0.00%
Transportation Planning Grant	577,392	115,784	385,712	191,680	66.80%
Municipal Contributions	91,500	0	91,500	0	100.00%
Miscellaneous Revenues	6,200	207	4,103	2,097	66.18%
SGIA	0	0	5,587	-5,587	100.00%
CEDS - USEDA	48,000	28,577	28,577	19,423	59.54%
Bristol IHZ	20,000	3,128	23,128	-3,128	115.64%
CERT	8,000	0	10,400	-2,400	130.00%
Pequabuck River Dam	10,000	0	50,000	-40,000	500.00%
R5EPT	500	1,177	1,802	-1,302	360.40%
Budgeted Revenues	2,317,592	181,137	1,949,126	368,466	
91.00% completed					

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	390,056	29,906	344,732	45,324	88.38%
Retirement/Administration	12,461	493	6,294	6,167	50.51%
Health/Life & ST Disability Insurance	119,764	7,696	80,974	38,790	67.61%
Directors & Officers/Liability/Bonding Ins.	6,000	0	4,976	1,024	82.93%
Accounting/Legal	14,500	0	7,200	7,300	49.66%
Paratransit Contractor	1,465,000	108,759	1,349,525	115,475	92.12%
Equipment Service Contracts/Maintenance	4,500	389	1,039	3,461	23.09%
Equipment/Software Purchases	21,895	4,587	19,098	2,797	87.23%
Rent	30,180	2,515	30,180	0	100.00%
Office Cleaning	4,200	250	2,750	1,450	65.48%
Telephone/Postage	6,500	582	4,666	1,834	71.78%
Supplies	7,500	63	1,355	6,145	18.07%
Training/Workshops/Seminars/Conf.	21,500	3,942	12,341	9,159	57.40%
Travel in State/Meetings/Forums	13,000	1,538	8,607	4,393	66.21%
Dues/Subscriptions	11,326	799	7,627	3,699	67.34%
Publications	300	0	300	0	100.00%
CPC Referral Consultant	3,500	121	1,528	1,972	43.66%
Advertising	4,000	25	590	3,410	14.75%
Pequabuck River Dam	10,000	0	10,000	0	100.00%
Miscellaneous Expenditures	28,400	1,361	25,201	3,199	88.74%
Contingency	143,010	0	0	143,010	0.00%
Budgeted Expenses	2,317,592	163,026	1,918,983	398,609	

CASH ON HAND					
Checking Acct. Balance - BOA				70,909	
CT State Treas.Short-Term Investment Fund				4,151	
Money Market - BOA				57,090	
CD - Thomaston Savings Bank				100,356	
CD - Webster Savings Bank				49,597	
	TOTAL CASH ON HAND			282,103	

June 2011
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
FINANCIAL REPORT AND CASH FLOW STATEMENT

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Paratransit Administration/Contractor	1,555,000	146,841	1,546,805	8,195	99.47%
Paratransit System Advertising	1,000	0	0	1,000	0.00%
Transportation Planning Grant	577,392	36,443	334,806	242,586	57.99%
Municipal Contributions	91,500	0	91,500	0	100.00%
Miscellaneous Revenues	6,200	22	4,125	2,075	66.53%
SGIA	0	0	5,587	-5,587	100.00%
CEDS - USEDA	48,000	0	28,577	19,423	59.54%
Bristol IHZ	20,000	0	23,128	-3,128	115.64%
CERT	8,000	4,160	14,560	-6,560	182.00%
Pequabuck River Dam	10,000	0	50,000	-40,000	500.00%
R5EPT	500	0	1,802	-1,302	360.40%
Budgeted Revenues	2,317,592	187,466	2,100,890	216,702	
100.00% completed					

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	390,056	32,181	376,913	13,143	96.63%
Retirement/Administration	12,461	493	6,787	5,674	54.47%
Health/Life & ST Disability Insurance	119,764	33	81,007	38,757	67.64%
Directors & Officers/Liability/Bonding Ins.	6,000	0	4,976	1,024	82.93%
Accounting/Legal	14,500	0	7,200	7,300	49.66%
Paratransit Contractor	1,465,000	123,087	1,444,934	20,066	98.63%
Equipment Service Contracts/Maintenance	4,500	0	1,039	3,461	23.09%
Equipment/Software Purchases	21,895	1,838	20,936	959	95.62%
Rent	30,180	0	30,180	0	100.00%
Office Cleaning	4,200	250	3,000	1,200	71.43%
Telephone/Postage	6,500	492	5,158	1,342	79.35%
Supplies	7,500	583	1,938	5,562	25.84%
Training/Workshops/Seminars/Conf.	21,500	0	12,341	9,159	57.40%
Travel in State/Meetings/Forums	13,000	1,296	9,903	3,097	76.18%
Dues/Subscriptions	11,326	0	7,627	3,699	67.34%
Publications	300	0	300	0	100.00%
CPC Referral Consultant	3,500	271	1,799	1,701	51.40%
Advertising	4,000	0	590	3,410	14.75%
Pequabuck River Dam	10,000	0	10,000	0	100.00%
Miscellaneous Expenditures	28,400	3,199	28,400	0	100.00%
Contingency	143,010	0	0	143,010	0.00%
Budgeted Expenses	2,317,592	163,723	2,055,028	262,564	

CASH ON HAND					
Checking Acct. Balance - BOA				84,431	
CT State Treas.Short-Term Investment Fund				4,151	
Money Market - BOA				57,111	
CD - Thomaston Savings Bank				100,464	
CD - Webster Savings Bank				49,597	
	TOTAL CASH ON HAND			295,754	

July 2011
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
FINANCIAL REPORT AND CASH FLOW STATEMENT

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Municipal Contributions	91,500	53,830	53,830	37,670	58.83%
Transportation Planning Grant	642,576	13,785	13,785	628,791	2.15%
Paratransit Admin./Contractor	1,555,000	131,122	131,122	1,423,878	8.43%
Paratransit System Advertising	100	0	0	100	0.00%
SGIA	5,587	0	0	5,587	0.00%
R5EPT	2,500	879	879	1,621	35.16%
CEDS-Municipality	10,000	1,280	1,280	8,720	12.80%
CEDS - USEDA	20,000	0	0	20,000	0.00%
Pequabuck River Dam	164,500	0	0	164,500	0.00%
CERT Administrative	8,000	0	0	8,000	0.00%
Sustainable Communities	33,333	0	0	33,333	0.00%
Miscellaneous Revenues	1,000	119	119	881	11.90%
Budgeted Revenues	2,534,096	201,015	201,015	2,333,081	
8.33% completed					

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	455,770	35,431	35,431	420,339	7.77%
Retirement/Administration	14,039	497	497	13,542	3.54%
Health/Life & ST Disability Insurance	119,846	7,084	7,084	112,762	5.91%
Directors & Officers/Liability/Bonding Ins.	6,410	3,376	3,376	3,034	52.67%
Accounting/Legal	15,500	0	0	15,500	0.00%
Paratransit Contractor	1,465,000	126,552	126,552	1,338,448	8.64%
Equipment Service Contracts/Maintenance	3,500	162	162	3,338	4.63%
Equipment/Software Purchases	27,900	959	959	26,941	3.44%
Rent	30,180	2,515	2,515	27,665	8.33%
Office Cleaning	5,200	250	250	4,950	4.81%
Telephone/Postage	5,000	363	363	4,637	7.26%
Supplies	4,000	49	49	3,951	1.23%
Training/Workshops/Seminars/Conf.	18,000	0	0	18,000	0.00%
Travel in State/Meetings/Forums	18,000	1,289	1,289	16,711	7.16%
Dues/Subscriptions	11,346	3,535	3,535	7,811	31.16%
Publications	400	0	0	400	0.00%
CPC Referral Consultant	2,940	0	0	2,940	0.00%
Advertising	3,000	0	0	3,000	0.00%
Pequabuck River Dam	164,500	0	0	164,500	0.00%
Miscellaneous Expenditures	6,000	1,080	1,080	4,920	18.00%
Contingency	157,565	0	0	157,565	0.00%
Budgeted Expenses	2,534,096	183,142	183,142	2,350,954	

CASH ON HAND					
Checking Acct. Balance - BOA				101,937	
CT State Treas.Short-Term Investment Fund				4,152	
Money Market - BOA				57,133	
CD - Thomaston Savings Bank				100,464	
CD - Webster Savings Bank				49,596	
	TOTAL CASH ON HAND			313,282	

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: August 8, 2011

FOR AGENDA: September 1, 2011

SUBJECT: FY2011-2012 Budget Amendment

On June 2, 2011, the Board adopted the Agency budget for FY2011-2012. Since that time a number of conditions have changed that suggest the following amendments.

REVENUES

1. Paratransit System Advertising increase from $100 to $5,000 - one contract has been signed which will provide us with $2,500 this year and another contract is in process of being completed. There may be other contracts during the year and each one will bring us a portion of $2,500 depending upon when they are signed. We had only budgeted a $100 revenue for this item.
2. Sustainable Communities reallocation from $33,333 to $41,163 - this three-year project, which involves three Regions (CCRPA, CRCOG, and Pioneer Valley, MA) was not able to start up as quickly as anticipated so the $11,111 we had budgeted last year was not expended. To more properly reflect the amount that we anticipate bringing in (and expending) on this project this year, we are recommending increasing the amount budgeted from this grant for this year by $7,830.

EXPENDITURES

1. Salaries - unemployment tax increase of $730. - We received notice after the budget was approved that the State is increasing unemployment insurance rates by .3%, in addition to imposing a special statewide assessment on all program participants. Statewide Unemployment benefit payouts have exceeded Unemployment system tax revenues since 2007. The Unemployment Trust Fund became insolvent on October 13, 2009, and the State needed to turn to the Federal Government to borrow the required funds. If it is to continue paying out benefits, it will need to borrow from the US Department of Labor again. The proceeds for the special assessment will pay the interested accrued on the borrowing. Our portion of the statewide special assessment this year is estimated at $730.
2. Equipment/Software Purchases - from $27,900 to $39,900, 4 radar-based traffic counters @$3,000 - we currently own four (tube) traffic counters, however, demand for traffic counts frequently outstrips the supply of counters. Four counters are required for a 4-way intersection, and for good data, counters should be installed for a minimum of one week. Therefore, we can only count one intersection per week). In case of failure of a unit during a 4-way intersection count, we do not have a backup counter. We are seeking

authority to purchase four new "radar" counters which are much safer to install and do not require associated disposables. The radar counters cost approximately $3,000 each, but will save a significant amount of staff time and eliminate the need for staff to haul around tubes, nails, plates, straps, sledge hammers, etc. and to hammer that smorgasbord of parts into the road. The new radar counters will pay for themselves in staff time savings, improve our capabilities, and vastly improve employee safety conditions. The cost for four new radar-based traffic counters will not exceed $12,000 and their purchase can be direct charged against our transportation planning grant.

The attached table indicates in hi-lighting the budget lines that would be changed if you approve this recommendation. On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board amend the FY2011-2012 Budget as indicated on the attached table.

cc: Agency Board

Attachment(s): Proposed Budget Amendment Sheet

Central Connecticut Regional Planning Agency
Fiscal Year 2011-2012

	ADOPTED BUDGET as of June 30, 2011	PROPOSED BUDGET for September 1, 2011
Revenues		
Municipal Contributions	91,500	91,500
Transportation Planning Grant	642,576	642,576
Paratransit Admin./Contractor	1,555,000	1,555,000
Paratransit System Advertising	100	5,000
SGIA	5,587	5,587
R5EPT	2,500	2,500
CEDS- Municipality	10,000	10,000
CEDS - USEDA	20,000	20,000
Pequabuck River Dam Removal	164,500	164,500
CERT Administrative	8,000	8,000
Sustainable Communities	33,333	41,163
Miscellaneous Revenues	1,000	1,000
Total Revenues	2,534,096	2,546,826
Expenses		
Salaries & Payroll Taxes	455,770	456,500
Retirement/Administration	14,039	14,039
Health/Life Insurance/ STD	119,846	119,846
D&O/Liability/Bonding Ins.	6,410	6,410
Accounting/Legal	15,500	15,500
Paratransit Contractor	1,465,000	1,465,000
Equipment Service Cont./Maint.	3,500	3,500
Equipment /Software Purchases	27,900	39,900
Rent	30,180	30,180
Office Cleaning	5,200	5,200
Telephone/Postage	5,000	5,000
Supplies	4,000	4,000
Training/Workshops/Sem./Conf.	18,000	18,000
Travel in State	18,000	18,000
Dues/Subscription	11,346	11,346
Publications	400	400
Advertising	3,000	3,000
CPC Referral Consultant	2,940	2,940
Pequabuck River Dam Removal	164,500	164,500
Miscellaneous Expenditures	6,000	6,000
Contingency	157,565	157,565
Total Expenses	2,534,096	2,546,826

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: July 28, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Municipal Dues for FY2012-2013

The CCRPA was formed under Chapter 127 of the Connecticut Statutes which notes that "Any town, city or borough participating in a regional planning agency shall annually appropriate funds for the expenses of such agency in the performance of its purposes. Such funds shall be appropriated and paid in accordance with a dues formula established by the regional agency."

The Agency's formula for the calculation of its municipal dues assigns each jurisdiction a certain proportion of the total dues in the following way:

1. POPULATION: Half of the total amount of dues collected is calculated on the basis of the percentage of the Region's population in each jurisdiction. To calculate that amount for each jurisdiction, the total amount of dues to be collected is divided in half. That amount is then multiplied by the percentage of the Region's population in each member jurisdiction. For example, if our total municipal dues were $100,000, a town that had 25% of the Region's population would pay 25% of $50,000, or $12,500 for this portion of the formula. (The population percentages for each of the Region's cities/towns are noted in the attached table entitled "Municipal Dues Calculator"). The population figures used are the most recent estimates prepared by the Connecticut Office of Policy and Management
2. LAND AREA: A quarter of the total amount of dues collected is calculated on the basis of the percentage of the Region's land area in each jurisdiction. To make that calculation a procedure is followed that matches what was described in the preceding paragraph with the exception of the "half" being changed to a "quarter," and the multiplier being the percentage of land area.
3. GRAND LIST: Finally, a quarter of the total amount of dues collected is calculated on the basis of the percentage of the value of the Region's most recent Equalized Grand List in each jurisdiction as provided by the Connecticut Office of Policy and Management.

The attached table shows the results of the dues formula calculations for FY2012-2013, based on the same total $91,500 municipal dues that has been collected from the member municipalities for more than a decade. Individual member dues vary slightly each year as each town's proportion of the region's population and grand list totals change.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve FY2012-2013 municipal dues amounts noted in the attached Table.

cc: Agency Board Members

Attachment: FY12/13 "Municipal Dues Calculator"

L:\Committees\!PFP\Supporting Documents\2011\0901FY2012-13 dues.wpd

CCRPA MUNICIPAL DUE$ CALCULATIONS FOR FY 2012-2013

CCRPA Town List	Pop. Count July 1, 2010	Town's Percent of Region Pop.	Town Due$ Per Region Pop.	Assessment Year Oct. 1, 2008 to Sept. 30, 2009 Equalized Net Grand List	Town's Percent of Region ENGL	Town Due$ Per Region ENGL	Town Land in Square Miles	Town's Percent of Region Area	Town Due$ Per Square Miles	Town Total Due$ Fiscal 12/13	Town's Percent of CCRPA Due$	Town Total Paid Fiscal 11/12
Berlin	19,866	8.4%	$3,853	$3,211,952,015	13.4%	$3,064	26.5	16.2%	$3,705	**$10,622**	11.6%	$10,778
Bristol	60,477	25.6%	$11,730	$6,164,454,137	25.7%	$5,880	26.5	16.2%	$3,705	**$21,315**	23.3%	$21,581
Burlington	9,301	3.9%	$1,804	$1,300,774,610	5.4%	$1,241	29.8	18.2%	$4,167	**$7,211**	7.9%	$7,209
New Britain	73,206	31.0%	$14,199	$4,136,232,104	17.2%	$3,945	13.3	8.1%	$1,860	**$20,004**	21.9%	$19,683
Plainville	17,716	7.5%	$3,436	$2,219,047,278	9.3%	$2,117	9.9	6.1%	$1,384	**$6,937**	7.6%	$6,891
Plymouth	12,243	5.2%	$2,375	$1,153,756,485	4.8%	$1,100	21.7	13.3%	$3,034	**$6,509**	7.1%	$6,491
Southington	43,069	18.3%	$8,353	$5,796,798,062	24.2%	$5,529	35.9	21.9%	$5,020	**$18,902**	20.7%	$18,867
Total	235,878	100.0%	$45,750	$23,983,014,691	100.0%	$22,875	163.6	100.0%	$22,875	**$91,500**	100.0%	**$91,500**
			$45,750			$22,875			$22,875	**$91,500**		

Source: U.S Bureau of the Census

Source: CT. Office of Policy & Management

Source: CCRPA

Updated 6/18/09

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: July 29, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Office Space Lease Agreement Extension

At its regular meeting on October 4, 2001, the Agency Board approved a lease agreement with The Carpenter Companies, for our current office space effective January 1, 2002, for three years -thru December 31, 2005 - at $9/sq. ft. with an option for three more years at $10/square feet. On October 2, 2003, that lease was amended to extend until December 31, 2010 at the $10/sq.ft. rate; and on June 5, 2008 the lease was extended again thru December 31, 2012, for the same cost.

Because finding alternative office space can be very time consuming, it is prudent to determine well before the expiration of a lease whether it is going to be extended.

This office space has worked out very well for us. On that basis, it is my

RECOMMENDATION
that your Committee
Recommend that the Agency Board authorize the Executive Director to sign the attached amendment to our office space lease agreement to extend the agreement thru December 31, 2018.

Attachments: 3rd Lease Amendment

cc: Agency Board

LEASE AMENDMENT

THIS LEASE AMENDMENT, made this ____ day of July, 2001, by and between **The Carpenter Realty Company** ("Lessor"), having its principal place of business at 67 Race Street, Bristol, Connecticut, and **Central Connecticut Regional Planning Agency** ("Lessee"), having its principal place of business at 225 North Main Street, Bristol, CT.

WITNESSETH:

WHEREAS, Lessor and Lessee entered into a certain lease dated October 31, 2001, as amended January 2001, and June 5, 2008, which commenced January 1, 2002, whereby Lessee leases from Lessor a certain premises located at "Building 26" so called with an address of 225 North Main Street, Suite number 304, Bristol Connecticut; and

Whereas, LESSOR and LESSEE desire to amend the Lease by increasing the length of the Lease term by 5 years, expiring on January 1, 2018;

NOW, THEREFORE, in consideration of the premises and mutual covenants in the original lease and contained herein, and other good and valuable consideration, the parties hereto agree as follows:

1. ARTICLE I, Reference, Data and Exhibits, Section 1.1 DATA shall be amended as follows:

PREMISES:	3018 square feet, Suite #304 Building 26, 225 North Main Street
LEASE TERM:	Five (5) Years
EFFECTIVE DATE:	January 1, 2013
ANNUAL FIXED RENT RATE: YEAR ONE- FIVE:	$10.00 per square foot, $30,180.00 per year, payable in equal monthly installments of $2,515.00
PERMITTED USES:	Service Offices
PUBLIC LIABILITY INSURANCE LIMITS:	Bodily Injury - $500,000 / $1,000,000 Property Damage - $100,000

Except as amended herein all terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereof have executed this Lease Amendment as of the date above written.

Witness: **The Carpenter Realty Company**

_____ By:_____
Its: President

Witness: **Central Connecticut Regional Planning Agency**

_____ By:_____
Its: Executive Director

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE: July 29, 2011

FOR AGENDA: September 1, 2011
SUBJECT: Amendment to the Adoption Agreement for the Employee "Non-Standardized Money Purchase Plan and Trust"

Over the past several months staff has been reviewing the retirement savings plan that the Agency offers its employees. For the past several years, the only individuals taking advantage of the Plan have been the Executive Director and the Office Manager. The retirement savings plan is intended to be an enticement to employees to stay with the Agency after they have garnered useful experience, but it has not been a very effective instrument.

The Plan requires that an employee be with the Agency for one complete year before being permitted to enroll. Once enrolled, an employee contributes 3% of salary and the Agency contributes 4%, which money is invested by the fund managing entity (the ING Life Insurance and Annuity Company) on behalf of the employee. In addition to requiring that an employee be employed by the Agency for one full year before joining, the Plan requires participation in the Plan for 10 years before the employee becomes fully vested; i.e. before the money contributed by the Agency (the 4%) along with the interest earned on those funds on behalf of the employee, becomes property of the employee. Employees can only join the plan in June. These extended time periods have discouraged employees from joining the Plan.

We want good employees to stay with the Agency, and we want the retirement savings plan to encourage that. Reducing the time required for an employee to qualify to join the Plan from one year to six months of continued full time employment, and the time required for "vesting" to five years would interest most of our employees in joining the Plan.

Making these changes would have some financial consequences to the Agency. For example, when an employee works for the Agency and does not join the retirement savings plan, the Agency avoids the 4% of that employee's salary which the Agency would have to contribute to the plan if the employee joined the plan. Also under the current plan, when an employee participates in the plan for 5 years and leaves, the employee only receives 50% of the amount the Agency has been contributing and respective interest earned on those funds. For a regional planner, for example, that would amount to approximately a total of $ 4,372 of Agency matched funds over a period of five years.

If the plan were to change as proposed, an employee leaving the Agency would receive the full amount of the Agency's contribution to the plan after working for the Agency for five years, which would be twice the amount the employee would receive under the current plan under the same circumstances.

If we were to change the "full vesting period" to five years, it would be consistent with that change to cut the interval between "open enrollment" periods to every six months, so employees could get into the plan earlier. Under the current plan an employee hired in August waits 12 months to complete their first year of employment, and another 10 months to get to the next available open enrollment period in June - for a total of 22 months before getting into the plan.

The objective of these changes is to make the employees' retirement savings plan more attractive to new employees as an enticement to stay with the Agency. They would cost the Agency and benefit shorter-term employees to some degree. On balance, it is my

RECOMMENDATION

that your Board

Approve amendments to the Agency's employee "Money Purchase Plan and Trust" that would offer an open enrollment period every six months, allow enrollment six months after full-time employment, and provide full vesting rights with five years participation in the Plan.

cc: Bessoni, Caruso

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Bristol, CT 06010-4993

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Fax/TDD: (860) 589-6950

Tel: (860) 589-7820
or (860) 224-9888

MEMORANDUM

TO: Transportation Improvement Committee (TIC)
FROM: Ethan C. Abeles, Transportation Planner

DATE: July 20, 2011

FOR AGENDA: July 28, 2011

SUBJECT: STIP/TIP amendments for new Statewide Project 170-3084.

The descriptions of this proposed STIP/TIP amendment is as follows:

- **Project 170-3084**: The purpose of this new project is to replace some LED signal lamps within our region. The LED signal display brightness must meet the latest industry requirements and standards, and are reaching the end of their useful lifespan. This is the Phase 1 breakout of the project, part of which is located in District 1 and includes six towns from our region. The project is 80% Federal and 20% State and the construction phase is slated for 2011 for a total of $4,403,000.

This statewide project ensures a continued commitment to safety and system preservation, which are both strongly supported by CCRPA.

On that basis, it is my RECOMMENDATION

That your Committee

Recommend that the Agency Board approve this proposed ConnDOT STIP/TIP amendment

cc: Agency Board

Project 170-3084

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot$(000)	Fed$(000)	Sta$(000)	Loc$(000)	Comments	code for change
70	STPA	0170-3084	X6	VARIOUS	STATEWIDE	LED RELAMPING, TRAFFIC SIGNALS (PHASE 1-BREAKOUT)	CON	2011	4,403	3,522	881	0	NEW PROJECT	05

Project Description (short): 30 (30 Characters)	Traf Sig Relamp Ph 1(breakout)
Project Description (long): 112 (254 Characters)	**Scheduled Traffic Signal LED Relamping Program, Phase 1 Breakout of 170-3009CN, to include Districts 1 & 2 only.**

Justification: 531 (1333 Characters)	Current LED signal lamps are approaching the end of their useful lifespan and need to be replaced to ensure that the Department's LED traffic signal display brightness meets the latest industry requirements and standards. Phase 1 which includes Districts 1 & 2 will have an FDP of FY2011. Phase 2 includes Districts 3 & 4 and will remain under P/N 170-3009CN having a FDP of FY2012. Design of both Phases are being accomplished under P/N 170-3009PE. Funding under P/N 170-3084 will be PE 100% State FIF-Road & CN 80/20 Fed EBS.

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MEMORANDUM

TO: Agency Board

FROM: Jonathan Rosenthal, Chair, Central CT Economic Development Alliance

DATE: August 29, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Central Connecticut Comprehensive Economic Development Strategy

In September of 2009, the Agency received a $64,000 grant from the US Economic Development Agency (EDA) to prepare an update of the region's 2004 Comprehensive Economic Development Strategy (CEDS). The EDA requires that any project that a municipality wishes to have eligible for grants under the Public Works and Economic Development Program, or the Economic Adjustment Assistance Program, be included in an up-to-date CEDS. Regions must update their CEDS approximately every five years for their towns to remain eligible for these grants.

The Central Connecticut Economic Development Alliance, a committee of the Agency, prepared the draft of a new CEDS for the Region which is posted on the Agency web site. This update was developed with input from representatives of all seven towns in the Region as well as interested members of the general public. It includes a comprehensive review of recent economic and demographic data and an analysis of regional trends and issues. From this analysis a series of realistic but ambitious objectives and actions was developed which are intended to move the region forward economically. The CEDS also includes a list of priority capital projects, submitted by representatives from the towns, that may be eligible for EDA funding.

On that basis, it is my

RECOMMENDATION

that your Board:

Approve and endorse the 2011 Central Connecticut CEDS, as presented on the CCRPA website at: http://ccrpa.org/CEDS/2011-CEDS-final.pdf

DISCUSSION

The Central Connecticut Economic Development Alliance is a committee of the CCRPA, formed in the early 1990s. Each town in the region may be represented by up to three members, including one each selected by the following: chief elected or appointed official, local economic

development agency, and the chamber of commerce. The following other agencies may each appoint one at-large member:

- Capital Workforce Partners
- CCSU
- Connecticut Central Regional Tourism District
- Northwest Connecticut Convention and Visitors Bureau, Litchfield Hills Office
- CERC
- Connecticut Department of Economic & Community Development
- Tunxis Community College
- Northeast Utilities

Furthermore, to meet US EDA CEDS requirements, the Governing Board may invite other individuals to serve on the committee to represent the following other sectors: finance, agriculture, professions, organized labor, community organizations, public health agencies, aged, disabled, unemployed and underemployed, racial or ethnic minorities, and women.

Currently the following municipal and chamber appointed members serve on the CCEDA:

Berlin	Jim Mahoney - Econ. Dev		Bill Millerick - Chamber
Bristol	Art Ward – Mayor		Steven Schiller - Ec. Dev.
	Jonathan Rosenthal (Chair) - Ec. Dev.	Plainville	Robert E. Lee - Manager
	Mike Nicastro - Chamber (com. org's.)		Mark DeVoe - Ec. Dev.
Burlington	Rich Stocker – Econ. Dev	Plymouth	Khara Dodds - Ec. Dev.
	Mike Scheidel – Chamber	Southington	Louis Perillo - Ec. Dev.
New Britain	Tim Stewart (V. Chair)		

The following non-municipal representatives also currently serve on the CCEDA:

Julie Geyer - CWP (Un/underemployed)
Bruce Lydem (Organized Labor)

Byron Treado (Finance)
Janet Serra - NW CT CVB (tourism/women)
John O'Toole - Northeast Utilities (utilities)
John Tricarico - CCRPA Paratransit (Disabilities)
Lynn Abrahamson - Bristol/Burlington Public Health District (Health)

Peggy Sokol - Bristol Senior Center (aged/women)
Rosita Forte-Dobson - CT Small Business Center (Professionals/women/minorities)
CCSU – Richard Mullins
Victor Mitchell - Tunxis CC
Agriculture - vacant
CERC – N.A.

Subsequent to your approval of the CEDS, it will be submitted to the EDA for final approval. Following EDA approval, it is our intention to begin applying for designation as an Economic Development District at both the state and national level.

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MEMORANDUM

TO: Agency Board
FROM: Carl Stephani, Executive Director
DATE: July 29, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Confirmation of appointment of Standing Committee Members and Chairs

The Agency's Bylaws establish the Program, Finance, and Personnel (PFP), the Comprehensive Plan Committee (CPC), and the Legislative Committee as Standing Committees. Bylaws Section V.D states that:

> "The Chairperson [of the Agency Board] shall be responsible for selecting all standing committee members and chairpersons, subject to confirmation by the Agency Board."

Bylaws Section VI.A states that:

> "Standing Committees shall be appointed at, or after, the Annual Meeting..."

Our Annual Meeting was held on June 2nd and Chairman Pompei has selected the following Standing Committee members and chairs for your confirmation:

	PFP	CPC	Legislative Committee
Berlin	Bart Bovee	Dennis Kern	Dennis Kern
Bristol	John Pompei	Donald Padlo, Chair	Tim Furey, Chair
Burlington	Peter McBrien	Paul Rachielles	Peter McBrien
New Britain	Donald Naples	Steven P. Schiller	Craig Diangelo
Plainville*	James Cassidy	Jennifer Bartiss-Earley	Jennifer Bartiss-Earley
Plymouth	Stephen Mindera, Chair	Carl Johnson	Stephen Mindera
Southington	vacant	Rudy Cabata	Rusty Haigh

On that basis, it is my

RECOMMENDATION

that your Board

Confirm the Standing Committee appointments noted above for FY2011-2012, or take a different action.

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director
DATE: August 23, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Berlin and New Britain Transit-Oriented Development Grant Application Memoranda of Understanding (MOU)

On May 19, 2011, the Connecticut Office of Policy and Management (OPM) published a "Request for Applications" for grants for cities and towns to develop "Transit-Oriented Development Pilot Programs." Section 13b-79kk of the Connecticut General Statutes defines "Transit-Oriented Development" as "the development of residential, commercial and employment centers within one-half mile or walking distance of public transportation facilities, including rail and bus rapid transit and services, that meet transit supportive standards for land uses, built environment densities and walkable environments, in order to facilitate and encourage the use of those services."

Grants from $250,000-$1,000,000 are being offered on a competitive basis; applications for grants had to be filed with the OPM by August 4, 2011. Berlin ($900,000) and New Britain ($1,000,000), the two towns in our Region that qualify for the program, have both filed applications, copies of which are posted on the Agency's Web site under "Supporting Documents" for the September 1 Agency Board meeting.

To assure that these projects are consistent with planning for the overall region, the CT OPM requires that to be considered "complete" each application must be accompanied by "a fully executed memorandum of understanding (MOU) between the municipality and the respective regional planning organization (RPO)." The attached MOUs have been prepared to meet that requirement and must be provided to OPM fully executed by September 15, 2011. They each commit the CCRPA "to assist in coordination of the project with evolving rail improvements and TOD plans for the corridor" for a cost to the grant not to exceed $2,500.

These MOUs are being reviewed by OPM to assure that they meet the requirements of the statute which created this program and you will be advised if they require any last-minute changes. On that basis, it is my

RECOMMENDATION

that your Board

Authorize the Executive Director to execute the two attached Memoranda of Understanding with the Town of Berlin and the City of New Britain for their Transit-Oriented Development OPM grant funding applications.

Attachment(s): Berlin & New Britain TOD MOUs

cc: Morley, Kirkwood, Mahoney

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE: August 23, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Sustainable Communities Initiative Sub-Grantee Agreement with CRCOG

At your Special Meeting on August 13, 2010, your Board authorized me to execute documents involving an application for a Sustainable Communities Initiative Grant Application in conjunction with the Capitol Region Council of Governments (CRCOG) and the Pioneer Valley Planning Commission (PVPC). Since that time the application has been filed and the three regions have been awarded a $4.2M federal grant which is being administered by CRCOG. As participants in this project we are committed to completing a revision of our Regional Plan of Conservation and Development and several other tasks related to coordination and public involvement.

As the Administrator of the grant, CRCOG has prepared the attached draft agreement for the PVPC which describes the relationship between CRCOG and PVPC, and is in the process of preparing a similar agreement for CCRPA. The Agreement would allow us to receive our $100,000 funding for the work we will do. A final draft of the Agreement between CCRPA and CRCOG will be provided to you as soon as it is ready; if it is not ready in time for the September 1 Board meeting, you may choose to approve it in principle and allow the Executive Director to sign it with the concurrence of the Board Chair to avoid having to return the document to the full Board and potentially delaying work on the project.

Our staff is prepared to do the work to which we will be committed under the agreement; and, on that basis, it is my

RECOMMENDATION

that your Board

Authorize the Executive Director with the concurrence of the Board Chair to execute a modified version of the attached agreement with the Capitol Region Council of Governments which would engage the Agency with CRCOG as a Sub-Grantee in support of the three-region HUD funded Sustainable Communities Regional Planning Grant.

Attachment: Sample Sub-Grantee Agreement with CRCOG for the Sustainable Communities Regional Planning Grant project

cc: Kowalewski

L:\Agency Board & Committees\!Agency Board\!Supporting Documents\2011\0901 Sustainable Communities SubGrantee Agree.wpd

MEMORANDUM OF UNDERSTANDING (MOU)

NEW BRITAIN TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT GRANT PROJECT

This MOU is made and entered into by and between the City of New Britain (hereinafter the "City"), acting herein by its Mayor, Timothy T. Stewart, and the CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY (hereinafter "CCRPA"), acting hereby by Carl J. Stephani, its Executive Director.

WITNESSETH:

Whereas, the State of Connecticut, through its Office of Policy and Management (hereinafter "OPM"), has issued a Request for Applications (RFA) for Transit Oriented Development (TOD) Grant Pilot Projects; and

Whereas, the New Britain City Council has authorized its Mayor to submit the TOD Pilot Project Grant application, which is attached and made a part hereof, and has agreed to this Memorandum of Understanding with the Central Connecticut Regional Planning Agency concerning the application; and

Whereas, the City and the CCRPA both endorse the proposed PILOT TOD Grant Pilot Project to provide funding to enhance the City of New Britain's ability to create a more livable and walkable community, to support the transit oriented development that will be encouraged in conjunction with the Busway Project which will result in significant improvement of the downtown area's existing Transit Oriented Developments (TODs), and

Whereas, the City seeks the participation of the CCRPA in the PILOT Grant project; and

Whereas, if awarded the grant, the City will pay CCRPA a fee not to exceed $2,500 to assist in coordination of the project;

NOW, THEREFORE, in consideration of the mutual promises and benefits to the parties hereto, the City and CCRPA hereby agree as follows:

SECTION 1. CCRPA SERVICES AND COMPENSATION

The CCRPA shall assist the City in coordination of the project with evolving rail improvements and TOD plans for the corridor for a fee not to exceed $2,500. The cost of services to the City shall be invoiced to the City by the CCRPA on a periodic basis at an hourly rate of $65 per hour plus expenses (i.e. printing, travel reimbursement, etc.), which will be billed at cost.

SECTION 2. WORK PLAN

The City's location in the center of the State, provides it with easy and direct access to major Interstate and State Highways. With the construction of the New Britain-Hartford Busway and the Busway Station in the center of the Downtown, an alternative transportation mode for easy access to employment, retail and recreational facilities will be available. This expansion of the regional transportation network allows for increased mobility to and from the area, without additional vehicles on the local or State roadways.

The proactive steps that the City has been taking to help revitalize the downtown area appear to be working, and within the past five years New Britain has experienced a steady increase in private dollars being invested in the Downtown area. These improvements have ranged from complete building renovation projects to a series of façade improvements, and overall, the look of Downtown New Britain in steadily improving. In consulting Downtown New Britain developers, much of their private investment is directly related to their anticipation of a positive impact on the Downtown area from the New Britain-Hartford Busway project, and the recognition that any properties redeveloped now can be purchased inexpensively with a potential for increased market value when the Busway is operational.

The proposed project incorporates improvements to the existing urban infrastructure, and linkages to a new transit corridor. The proposed improvements support Downtown residential, commercial, and mixed-use redevelopment in an older, urban environment. As specifically stated in Growth Principle 1 of the Conservation & Development Policies Plan for Connecticut, for Main Street Development, the "revitalization strategy must take advantage of existing Main Street assets and build on historic architecture, a traditional town center sense of place, pedestrian-friendly safe walking environment and the opportunity for unique business development to provide an alternative to 'big-box' and mall shopping."

Downtown New Britain has a variety of single family, multi-family, mixed use, and commercial/residential housing units. This project will support providing improved access to transit facilities for increased opportunities for shopping, employment and recreational activities. The City has already taken several steps to attain these goals, and the project discussed in this grant application will implement a "Complete Streets" strategy in Downtown New Britain that will enhance the critical pedestrian linkages between the New Britain-Hartford Busway and the Downtown. In addition, the function and balance of the Downtown road network will be improved for all users, not just cars. This would be accomplished through a combination of work including constructing decorative streetscape enhancements, narrowing pavement widths, improving pedestrian access, providing bicycle lanes, and improving parking access.

SECTION 3. BUDGET

New Britain TOD Project Costs – Note that this funding will be supplemented with other grants/funds for an initial "Complete Streets" Construction Project of $2.5M.

Category	**Amount**
Construction Administration	$50,000
Roadway Geometry Modifications, Bicycle Lanes – Downtown/Busway Station/Multi-use Trail Access Improvements	$400,000
Sidewalks, Pedestrian Ramps, Curbing , Crosswalks – Improved Pedestrian Linkages	$275,000
Streetscape Enhancements – Decorative Lighting, Street Trees, Signage	$125,000
Parking location and access improvements – Critical links to the Busway and Downtown	$97,500
CCRPA Coordination	$2,500
Contingency	$50,000
Total	$1,000,000

SECTION 4. WORK PRODUCTS

Implementing a "Complete Street" strategy will provide an improved, safer link from the Busway to the downtown area for vehicles and pedestrians. The construction of the streetscape improvements will link two parking garages located in the downtown and support the transition to the mass transit link provided by the new New Britain-Hartford Busway, as well as stimulate retail and residential developments.

SECTION 5. MAP OF EXISTING AND PROPOSED TOD ZONES

See attachment.

SECTION 6. TIMEFRAME FOR COMPLETION

New Britain TOD Pilot Grant Project Timeline

August	2011	Finalize Streetscape Consultant Scope and Fee. QBS Process followed for Consultant Selection in order to meet HUD and NPS Grant Requirements for Streetscape Design.
September	2011	Execute Consultant Agreement – begin Planning/Design
October	2011	Notice of TOD Grant Award
January	2012	Execution of TOD Grant Agreement
September-December	2011	Consultant Continues work on Streetscape Master Plan, Streetscape Specifications, and Downtown New Britain Streetscape Detailed Design Plans.
November-April	2011-2012	Public Meetings on Streetscape Details and Design, Review Process with City's Streetscape Committee.
May	2012	Preliminary Design for Phase 1/Downtown Streetscape Completed.
June/July	2012	Additional Public Meetings
August	2012	Finalize Plans and Advertise for Construction Bids for Downtown Streetscape Improvements
September	2012	Receive Bids/Bid Review
October	2012	Award Construction Contract and Start Construction
December	2013	Construction Completed

SECTION 7. ADMINISTERING ENTITY

The Grant recipient will be the City of New Britain. Grant administration will be coordinated by the Department of Public Works and the Finance Department. Project Construction will be administered by the Department of Public Works. Assistance will be provided by the City's Attorneys for contract reviews and the Finance Department for Invoicing/Payment processing.

SECTION 8. PARTICIPATING MUNICIPALITY AND REGIONAL PLANNING ORGANIZATON

City of New Britain

Central Connecticut Regional Planning Agency

SECTION 9. OTHER

The conditions noted above may be amended in whole or in part by written, mutual agreement of the parties or their authorized representatives. The terms and conditions set forth herein constitute the entire agreement between the parties and supersede all previous communications, representations, or agreements, either written or oral, between the CCRPA and the City.

The CCRPA and/or the City may terminate this agreement at any time by a thirty (30) day written notice. In the event of early termination, all finished and unfinished, documents related to the services provided shall, at the option of the City, become property of the City, and the services charged by CCRPA will be paid on the basis of the hours and direct expenses they have charged against the project.

The parties agree that all activities conducted under this agreement will be in full compliance with all State of Connecticut and Federal laws.

Approved:

City of New Britain		Central Connecticut Regional Planning Agency	
_____		_____	
Timothy T. Stewart, Mayor	Date	Carl J. Stephani, Executive Director	Date

MEMORANDUM OF UNDERSTANDING (MOU)

BERLIN TRANSIT-ORIENTED DEVELOPMENT (TOD) PILOT GRANT PROJECT

889 Farmington Avenue, Berlin, CT

This Memorandum of Understanding is made and entered into by and between the Town of Berlin (hereinafter the "Town"), acting herein by Denise McNair, its Town Manager, and the CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY (hereinafter "CCRPA"), acting hereby by Carl J. Stephani, its Executive Director.

WITNESSETH:

Whereas, the State of Connecticut, through its Office of Policy and Management (hereinafter "OPM"), has issued a Request for Applications (RFA) for Transit Oriented Development (TOD) Grant Pilot Projects; and

Whereas, the Berlin Town Council has authorized its Town Manager to submit the Proposed TOD Project Grant application presented in the attachment, and made a part hereof, and has agreed to enter into a Memorandum of Understanding with the Central Connecticut Regional Planning Agency concerning the application; and

Whereas, the Town and the CCRPA both endorse the 889 Farmington Avenue TOD PILOT Grant Project to provide funding for remediation of 889 Farmington Avenue, hazardous materials abatement, building demolition, site restoration, and the development of a request for proposals for private development of the site as a Transit Oriented Development (TOD) facilitation project, and

Whereas, the Town requests the participation of CCRPA in the 889 Farmington Avenue PILOT Grant project; and

Whereas, if awarded the grant, the Town will pay CCRPA a fee not to exceed $2,500 to assist in coordination of the project with evolving rail improvements and other TOD plans for the corridor,

NOW, THEREFORE, in consideration of the mutual promises and benefits to the parties hereto, the City and CCRPA hereby agree as follows:

SECTION 1. WORK PLAN

The Work Plan for the TOD Pilot grant to the Town of Berlin is for remediation of 889 Farmington Avenue, hazardous materials abatement, building demolition, site restoration, and for the development of a request for proposals for private development of the site as a Transit Oriented Development (TOD) project. The first step is hazardous material abatement of existing buildings that will include asbestos abatement, lead based paint abatement, universal waste abatement, chlorofluorocarbons abatement, PCB remediation and necessary consulting services. After hazardous materials are removed, the buildings will be demolished. The third and most complex

aspect of site preparation is the remediation of soil and groundwater. The goal of the remediation portion of the site preparation work under the TOD Grant is to implement a cost effective plan to cap the site to eliminate direct exposure to contaminated soils and to provide vapor protection for buildings constructed as part of the future redevelopment project. The TOD Grant will complete the initial stages of this remedial action approach and it will put in place an environmental land use restriction (ELUR) that will ensure that future redevelopment is consistent with the RAP. The remedial work to be completed as part of the TOD grant project are the excavation of PCBs and pollutant mobility hot spots and other activities associated with remediation including enrollment in DEEP's Brownfield Remediation and Revitalization Program and recording of the ELUR. The Town plans to use the Brownfield Remediation and Revitalization Program as the vehicle to implement the remedial action because it will allow expedited remediation in support of the Berlin Train Station Revitalization effort and it will provide appropriate liability relief to the Town and to the subsequent developers of the 889 site (since the liability relief is transferrable). The Town also plans to do temporary grading and seeding of the site after the buildings are demolished and the site is remediated so that the property will be presentable to its neighbors and more saleable in the RFP process.

The Central Connecticut Regional Planning Agency will assist the Town to closely coordinate the 889 Farmington Avenue project with the State commuter and intercity rail projects and with the ongoing Sustainable Cities Regional Planning Grant process.

The last element of the TOD Facilitation Grant request is to prepare a developer RFP. 889 Farmington Avenue has an important role as one of the four pillars of the Berlin Train Station core area revitalization. The Town will hire a consultant to build on the now ongoing Incentive Housing Zone (IHZ) study for the Train Station area to help fine tune the Town's vision for the site. This will guide the developer RFP requirements and selection in the RFP process. The developer RFP will be prepared as soon as practical to ensure that the blight of 889 Farmington Avenue is eliminated and replaced with a project that will be the focal point of private development in the Train Station core area.

SECTION 2. BUDGET

Berlin TOD Project Costs

Category	**Amount**
Demolition	$216,000
Hazardous Materials Abatement	$128,057
Remediation of Contamination Hot Spots	$323,000
Other Remediation Costs	$140,000
CCRPA Coordination	$2,500
Consultant for RFP	$15,000

Contingency and Other	$75,443
Total	$900,000

SECTION 3. WORK PRODUCTS

1. Demolition and hazardous materials abatement bid package.
2. Report from hazardous material s consultant documenting the completion of hazardous materials abatement with respect to the buildings.
3. Certificate of completion from the architect with respect to building demolition.
4. Hot spot remediation bid package.
5. Report from the Licensed Environmental Professional documenting the completion of hot spot remediation.
6. Documentation that an ELUR has been filed in the land records.
7. Copy of developer RFP.
8. Notification of selection of preferred developer.

SECTION 4. MAP OF EXISTING AND PROPOSED TOD ZONES

See attached

SECTION 5. TIME LINE FOR PROJECT COMPLETION

3. Berlin TOD Pilot Grant Project Timeline

September	2011	Selection of consultant to prepare plans and specifications
October	2011	Notice of TOD grant award
January	2012	Execution of TOD grant agreement
February	2011	Consultant contracts for preparation of bid specs for hazardous materials abatement, demolition and hot spot remediation, and for environmental consulting services
March	2012	Submit application for participation in DEEP Brownfield Remediation and Revitalization Program
March	2012	Submit PCB abatement plan to EPA
April	2012	Bid building demo and hazardous materials abatement subject to EPA approval of PCB plan
June	2012	Application for participation in DEEP Brownfield Remediation and Revitalization Program approved
June	2012	Award bid for building demo and hazardous materials abatement
July	2012	Submit ELUR and RAP pursuant to DEEP Brownfield Remediation and Revitalization Program
July - August	2012	Building hazardous materials abatement and building demo
October	2012	DEP approves LEP designation

December	2012	Bid PCB and hot spot remediation and temporary site restoration
February	2013	Award bid PCB and hot spot remediation and start work
March	2013	Contract with consultant to assist with developer RFP
June	2013	Issue developer RFP
August	2013	Complete PCB and hot spot remediation and temporary site restoration
August	2013	Receive developer responses to the RFP
October	2013	Select a preferred developer for the site

SECTION 6. ADMINISTERING ENTITY

The grant recipient will be the Town of Berlin. Grant administration will be coordinated by the Berlin Economic Development Director. Project design and construction elements will be led by the Director of Public Works. Departments that will participate in administration of the program will include the Finance Department (grant financial management), the Town Attorney (grant agreements, contractor agreements, developer agreement) and the Department of Development Services (design consultation, planning and zoning issues). The Central Connecticut Regional Planning Agency will assist the Town in coordination of the project with evolving rail improvements and TOD plans for the corridor and will receive a fee not to exceed $2,500 for these services.

SECTION 7. PARTICIPATING TOWNS AND REGIONAL PLANNING ORGANZIATIONS

The participants in the Berlin TOD Pilot project are the Town of Berlin and the Central Connecticut Regional Planning Agency (RPO).

The conditions noted above may be amended in whole or in part by written, mutual agreement of the parties or their authorized representatives. The terms and conditions set forth herein constitute the entire agreement between the parties and supersede all previous communications, representations, or agreements, either written or oral, between the CCRPA and the Town.

The CCRPA and/or the Town may terminate this agreement at any time by a thirty (30) day written notice. In the event of early termination, all finished and unfinished, documents related to the services provided shall, at the option of the Town, become property of the Town, and the services charged by CCRPA will be paid on a prorated basis in relation to the percentage of work completed.

The parties agree that all activities conducted under this agreement will be in full compliance with all State of Connecticut and Federal laws.

Approved:

Town of Berlin

_____

Denise McNair, Town Manager Date

Central Connecticut Regional Planning Agency

_____

Carl J. Stephani, Executive Director Date

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(p) • 860.589.6950(f)

Laurie Giannotti
Trails and Greenways Program Coordinator
Department of Energy and Environmental Protection
State of Connecticut
79 Elm Street; Hartford, CT 06106-5127

August 2, 2011

Re: City of Bristol Application under the Recreational Trails Program - Hoppers Birge Pond Nature Preserve Boardwalk Improvement Project

Dear Ms. Giannotti:
The Central Connecticut Regional Planning Agency (CCRPA) is very supportive of the City of Bristol's application under the Recreational Trails Program to add sections of boardwalk and to repair existing boardwalk within walking trails at the Hoppers Birge Pond Nature Preserve.

The CCRPA's Long-Range Transportation Plan 2011-2040 states as an objective: "The region's system of hiking trails should be preserved, maintained, and, where possible, extended." In addition, one of the plan's four guiding principles states: "Investment should protect and, where possible, enhance the environment." The City's proposal is compatible with these objectives and goals.

Furthermore, the City's proposal is consistent with the following other recommendations contained in the CCRPA's Plan of Conservation and Development:

"Promote the health and well-being of the region's citizenry through physical activity by supporting pedestrian-oriented development."

"Improve accessibility and mobility options available to elderly and disabled people of the region."

The CCRPA's Plan for Alternative Transportation and Health (CCPATH) states as an objective to "create a trail network that acts as a recreational resource and provides an option for physical activity." The Trails Section of that report recommends that the Hoppers Birge Pond Nature Preserve should be enhanced and protected.

The City's plan for improvements to the network of trails at the Hoppers Birge Pond Nature Preserve is vital for the protection of a precious regional natural resource, as a well as a resource for the people of the region for outdoor activity. The CCRPA is proud to support this effort to secure grant funding under the Recreational Trails Program for a very worthy project for the City of Bristol and the region as a whole.

Please let me know if there is any other information that would assist you in your support of this project.

Yours very truly,

Carl J. Stephani
Executive Director

cc: Agency Board

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CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

Ms. Laurie Giannotti
Connecticut Department of Energy and Environmental Protection
79 Elm St.
Hartford, CT 06106-5127

August 23, 2011

Re: Farmington Canal Heritage Trail, Plainville Section, North Phase

Dear Ms Giannotti:

The Central Connecticut Regional Planning Agency (CCRPA) supports the Town of Plainville's application for a $160,000 (it is a $200,000 project with a 20% local match from the Town) Recreational Trails Program grant to enable the Town to close the gap that exists in the Farmington Canal Heritage Trail in Plainville. This multi-use trail has long enjoyed support at the regional and municipal level. It is included as a project in the Town's Plan of Conservation and Development (POCD) and CCRPA's Long-Range Transportation Plan (LRTP).

In addition to being a project that the region has identified in multiple documents, this project is also consistent with the objectives and goals of CCRPA's LRTP, POCD, and Plan for Alternative Transportation and Health (CCPATH). The LRTP states that: "investment should protect and, where possible, enhance the environment", which this proposal will do. The proposal meets the following objectives from the region's POCD:

> "Promote the health and well-being of the region's citizenry through physical activity by supporting pedestrian-oriented development."
> "Improve accessibility and mobility options available to elderly and disabled people of the region."

The CCRPA's CCPATH has an objective to "create a trail network that acts as a recreational resource and provides an option for physical activity." The Trails Section of that report recommends that the Region seek to: "Complete the Southington and Plainville portions of the Farmington Canal Heritage Rail Trail."

Completion of even this limited portion of the trail in Plainville will surely be followed by planning and construction of pieces to close other gaps in Southington and Farmington. Once this happens, Plainville will begin to experience the reality of increased economic development, something that regularly follows trail completion, as evidenced in Collinsville and Simsbury.

Please let me know if you would like any other information in support of this grant application.

Yours very truly,

Carl Stephani,
Executive Director

cc: Agency Board, Mark DeVoe

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

Commissioner
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

August 23, 2011

Re: Burlington/Farmington Scenic Roads Application

Dear Commissioner:

The Central Connecticut Regional Planning Agency (CCRPA) supports the Town of Burlington's (with the support of the Town of Farmington) application to have a portion of Route 69, and portions of Routes 179 and 4, designated as State Scenic Roads. The segments being proposed for designation contain numerous scenic, historic, cultural, and recreational amenities that are a boon for the region and the for the towns of Burlington and Farmington.

The exceptional qualities of these proposed State Scenic Roads have been recognized in numerous plans, at the local, state, and regional levels. The Town of Burlington specifically called for designation of these roads in its Plan of Conservation and Development (POCD). These designations were sought to both "protect rural character" and to "maintain the current transportation system". CCRPA's POCD, following the State's POCD, identifies the land surrounding these corridors as land in need of preservation. Furthermore, the U.S. Forest Service, through its Highlands Study 2010 Update, has identified the land surrounding Route 69 as being of the "highest conservation value".

Designation of these two roads as State Scenic Roads will help preserve these significant amenities for the town and the region.

Please let me know if you would like any other information in support of this application.

Yours very truly,

Carl Stephani,
Executive Director

cc: Agency Board

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: August 22, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Budget and Transportation Planning Grant Carry-Over

Accounting and Unrestricted Net Assets

In the normal operation of the Agency we have funds that we collect and funds that we expend. In the background we are working with a cash reserve of funds that we have in the bank. Some of that cash is identified as "Unrestricted Net Assets" - funds which are not dedicated to any particular program, project, grant-match, or activity. On December 2, 2010, you adopted a policy which requires that if "Unrestricted Net Assets should fall below 10%, or rise above 20% of the annual budget, a special financial panel will be convened by the Chairman of the Governing Board to recommend what actions should be taken to correct the financial situation." Last year's Audit showed our Unrestricted Net Assets at $282,018, and our annual budget at that time was $2,076,932. We expect a similar result in our FY2011 Annual Audit and have no expectation of any concern over the Agency's Unrestricted Net Assets.

Our Unrestricted Net Assets could be considered our "rainy day fund." They are not addressed in the budget and are not anticipated to be spent in any given year, although they could be in case of an emergency. Our Unrestricted Net Assets over the past several years have remained relatively constant.

Unrestricted Net Assets						
FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010
$177,678	$176,186	$215,419	$210,174	$173,576	$224,257	$282,018

Budgeting and Transportation Planning Grant (TPG)

Because we are a Metropolitan Planning Organization (MPO) we are entitled each year to some portion of the gas tax money collected by the federal government. The amount we receive is determined by a series of complex formulas over which we have no control, but to receive it we are required to match 10% of it with locally raised funds (municipal dues).

This year we are entitled to a TPG of $642,576. That is the amount you can see in our budget for this revenue item. Although these TPG funds are available to us, we have never used 100% of them. Whatever we do not use is held for us by the state as a "carry-over" which we will be required to use two years hence. Thus, for this year, although the FY2012 Transportation Planning Grant (TPG) available to us is $642,576, before we start drawing upon that amount, we will be required to utilize our FY2009 carry-over of $196,512 (see table below). Our carry-over has steadily increased over the past several years. We are becoming concerned about that situation because there have been suggestions that the federal government could "sweep" these carry-overs from the MPOs. If that ever happened, our Region could stand to lose up to several hundred thousand dollars.

Part of the reason our TPG funds continue to accumulate annually is due to the way we do our budget. Although our budget shows the full amount of our TP grant as revenue, we include an expenditure line in our budget entitled "contingency" which prevents us from spending out all of our revenues, except in case of an emergency. That routine "set-aside" of a portion of the amount we expect to receive is not a proper use of the budget. We should be budgeting all of our revenues so that we can have access to them thru the year and avoid continuing to build up larger and larger TPG carry-overs. There is abundant demand for transportation planning work to be done to justify additional TPG expenditures. Furthermore, our Unrestricted Net Assets are always available to us to be brought into the budget and utilized in case of an emergency.

If we were to change the way we budget we could immediately have an additional $157,565 available in this year's budget to dedicate to transportation planning projects which would enable us to hire another regional or transportation planner to provide GIS support to our current planners, and, potentially, to advance the following additional projects:

- Signal timing optimization analysis to enable each of our towns to improve traffic flow.
- Development and submission of projects for Congestion Mitigation and Air Quality (CMAQ) funding (CMAQ can fund a wide variety of improvements, including sidewalks, bike paths, park and rides, bus and rail system improvements [capital and operating], park and rides, message signs, signal coordination, roundabouts, alternative and electric vehicle fueling/charging stations, and truck stop/rest area electric power).
- translation of our current flag-down bus system to fixed bus stops, as COGCNV recently did (identify optimal locations for bus stops and installation of signage).
- completion of a comprehensive analysis of our fixed-route bus system and recommend changes to improve service (such as through-routing, route simplification, schedule changes, and potential extensions to, e.g., Terryville/Southington/ Waterbury).

On that basis, it is my

RECOMMENDATION

that your Committee

Instruct staff to prepare an amendment to the FY2012 Agency Budget for next month's meeting that would eliminate the "Contingency" line and allocate the funds that would be made available by that action into the staffing lines to provide for the addition of a regional or transportation planner to the organization.

cc: Agency Board

Fiscal year 2012

EXPENDITURES BY SOURCE

Task	1	2	3	4	5	*Direct Costs*	**Total**
FHWA PL	$28,754.33	$79,074.42	$100,640.17	$28,754.33	$50,344.89	$8,893.86	**$296,462.00**
FTA	$7,585.13	$20,859.12	$26,547.97	$7,585.13	$13,280.53	$2,346.12	**$78,204.00**
Released FY09 PL	$19,060.02	$52,415.06	$66,710.07	$19,060.02	$33,371.47	$5,895.36	**$196,512.00**
State match	$6,925.01	$19,043.77	$24,237.53	$6,925.01	$12,124.74	$2,141.94	**$71,398.00**
Local match	$6,925.01	$19,043.77	$24,237.53	$6,925.01	$12,124.74	$2,141.94	**$71,398.00**
Total	$69,249.51	$190,436.14	$242,373.27	$69,249.51	$121,246.36	$21,419.22	**$713,974.00**

EXPENDITURES BY EMPLOYEE

Task	1		2		3		4		5					
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Total hr	Est. rate/hr	**Total cost**[12]	*Max. rate/hr*
Executive Director	100.00	$5,617.90	275.00	$15,449.24	350.00	$19,662.66	100.00	$5,617.90	175.00	$9,831.33	1000	$56.1790	**$56,179**	*$84*
Sr. Planner/IT Mgr.	165.00	$4,854.81	453.75	$13,350.72	577.50	$16,991.83	165.00	$4,854.81	288.75	$8,495.91	1650	$29.4231	**$48,548**	*$44*
Transportation Planner	182.00	$4,410.00	500.50	$12,127.49	637.00	$15,434.98	182.00	$4,410.00	318.50	$7,717.49	1820	$24.2307	**$44,100**	*$35*
Regional Planner	182.00	$4,410.00	500.50	$12,127.49	637.00	$15,434.98	182.00	$4,410.00	318.50	$7,717.49	1820	$24.2307	**$44,100**	*$33*
Regional Planner	182.00	$4,410.00	500.50	$12,127.49	637.00	$15,434.98	182.00	$4,410.00	318.50	$7,717.49	1820	$24.2307	**$44,100**	*$33*
Part-time Planner	65.00	$1,690.05	178.75	$4,647.64	227.50	$5,915.18	65.00	$1,690.05	113.75	$2,957.59	650	$26.0008	**$16,901**	*$33*
Office Mgr./Bookkeeper	58.40	$1,518.44	160.60	$4,175.72	204.40	$5,314.56	58.40	$1,518.44	102.20	$2,657.28	584	$26.0008	**$15,184**	*$39*
Transit Program Mgr.	113.80	$2,691.81	312.95	$7,402.47	398.30	$9,421.33	113.80	$2,691.81	199.15	$4,710.66	1138	$23.6538	**$26,918**	*$35*
Intern	42.50	$446.25	116.88	$1,227.19	148.75	$1,561.88	42.50	$446.25	74.38	$780.94	425	$10.5000	**$4,463**	*$16*
Subtotal	1,090.70	$30,049.25	2,999.43	$82,635.44	3,817.45	$105,172.38	1,090.70	$30,049.25	1,908.73	$52,586.19	10,907		$300,492.51	
BFO (110%)		$33,054.18		$90,898.98		$115,689.62		$33,054.18		$57,844.81			$330,541.76	
Direct Costs (3%)		$901.48		$2,479.06		$3,155.17		$901.48		$1,577.59			$9,014.78	
Reserved[13]		$5,048.27		$13,882.75		$17,668.96		$5,048.27		$8,834.48			$73,924.95	
Total		**$69,053.18**		**$189,896.24**		**$241,686.13**		**$69,053.18**		**$120,843.06**			**$713,974.00**	

[12] *Transportation program only.*

[13] *Reserved includes software, hardware, additional equipment, conferences, seminars, and training.*

From: BrumbackG@SOUTHINGTON.org [mailto:BrumbackG@SOUTHINGTON.org]
Sent: Monday, August 15, 2011 10:34 AM
To: Carl Stephani
Subject: Fw: First Draft SRTS

Carl,

I wanted to take a moment and compliment your staff, especially Kristin, for the outstanding support you all have provided our community. This was a very ambitious project on a relatively short timeline and Kristin was (and is) amazing. She is the consummate professional who managed to get this done while juggling several schedules from community leaders. She was always responsive and extremely competent. Your organization is blessed to have people of her caliber on your team. If we get this grant it will be directly due to her extraordinary skills and efforts.

Please pass on my sincerest thanks!

Garry Brumback ICMA-CM
Town Manager
Southington, CT 06489
(860) 276-6200
www.southington.org

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

Mayor Arthur J. Ward
111 North Main Street
Bristol, CT 06010

August 15, 2011

Dear Mayor Ward:

As the Central Connecticut Regional Planning Agency's (CCRPA) representative on the City of Bristol's Transportation Commission, I am writing to offer sincere apologies for missing the July 31 deadline to submit comments on the Concept Plan by the Renaissance Downtown LLC's revitalization project. A communications misunderstanding caused the delay. Nevertheless, to the extent possible, I would like you to consider the following thoughts I had about the Plan.

Memorial Boulevard - the conversion of Memorial Boulevard from two travel lanes in each direction to one travel lane in each direction with on-street parking along each travel lane does not seem necessary. The demand for the additional parking is not present and compressing the traffic on Memorial Boulevard could create a congested and harried driving environment. Memorial Boulevard is one of the most aesthetically-pleasing entrances into Bristol and maintaining and enhancing that quality should be a top priority.

Proposed apartment housing - the development of newer and more amenity-rich housing may tend to lure current renters from existing apartments, leaving the owners of those apartment buildings struggling to find renters. Perhaps a financial assistance program for owners of existing apartment buildings to upgrade their properties would be beneficial.

Thank you for your consideration of these comments.

Yours very truly,

Donald Padlo
CCRPA Representative, Bristol Transportation Commission

CC: CCRPA Agency Board
Krawiecki

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington

225 North Main Street, Suite 304
Bristol, CT 06010-4993

Internet: http://ccrpa.org
Fax/TDD: (860) 589-6950

Tel: (860) 589-7820
or (860) 224-9888

August 29, 2011

Connecticut Department of Transportation
Bureau of Public Transportation
2800 Berlin Turnpike
PO Box 317546
Newington, CT 06131-7546

RE: Comment on Intent to Adopt Public Transit Fares & Service Reductions

Dear Commissioner Redeker:

As the MPO responsible for transportation planning in central Connecticut, including the Bristol-New Britain bus system, the Central Connecticut Regional Planning Agency (CCRPA) has been following Connecticut's budget process. While CCRPA understands the financial strictures under which the State labors, the changes proposed by the Bureau of Public Transportation raise questions. In this letter, CCRPA will share its concerns.

FARE INCREASES

CCRPA does not oppose increases in the fares, taxes, and fees the State levies on transportation, provided they are accompanied by commensurate improvements in service. Unfortunately, in this case, no improvements, but rather cuts, are proposed for the region. While CCRPA might find this objectionable under normal fiscal conditions, the Agency understands that cuts may be necessary, and so does not oppose reductions per se.

That said, CCRPA believes that if costs must be raised, and cuts must be made, both should be spread across as large a base as possible. This will help ensure that the changes do not affect any part of the population disproportionately. On these grounds, CCRPA must critique the proposal. Why are bus riders, who are among the neediest members of the State, being forced to shoulder an 8% surcharge? Drivers are not being asked anything of the sort, despite having greater means and constituting a far larger class than transit riders. (Not only are drivers better able to cover such costs, but the sheer number of them means that the fare hike could be spread more thinly—i.e., if the gas tax were included in the increase, the actual percentage could be far lower than 8%.)

CCRPA urges the Department to consider broadening the revenue base as much as possible. Should this prove impossible, and the only alternative to an 8% fare increase is further service cuts, the Agency will not oppose such an increase.

SERVICE REDUCTIONS

CCRPA is heartened to see that the region's principal routes are not targeted for reductions. However, the Agency does have questions about how reductions were chosen, and whether alternatives were evaluated. These are as follows:

1. Connecticut provides funding to bus operators other than CT TRANSIT (e.g. GBTA, MAT, and WRTD). Is the State also reducing the subsidies granted these operators by an equal percentage? If not, why? (Is there any reason why riders from one region should be forced to shoulder more of the cost than others?)

2. CCRPA notes that "no reductions to on-street service" are being proposed for the Waterbury, Meriden, and Wallingford areas. Instead, savings are to "be accomplished through administrative and operational" means. Have similar, service-sparing cuts been considered in other areas? If they are not feasible, why are they not?

3. The "Hartford Service Reduction Proposal" includes the consolidation of the #26 and #27 Torrington Express routes, by combining them into one linked route, together with an *expansion* of service. If consolidation can deliver savings adequate to allow for enhanced service, has the Department considered similar changes elsewhere? CCRPA would be interested in whether savings (and service improvements) could be attained through, for instance:

    a. Consolidation of express buses from in and around central Connecticut.

    b. Consolidation of Bristol-New Britain division routes under one operator. Operations are split between New Britain Transportation and DATTCO.)

    c. Through-routing of buses that currently terminate in downtown New Britain. (This would also eliminate unnecessary transfers for cross-town riders.)

    d. Through-routing of interregional trips.
    (The PB and 41 could be through-routed to give transfer-free trips from Bristol via New Britain to Hartford. Similarly, the BK could be through-routed with Middletown Area Transit's D to offer direct New Britain-Middletown service.)

Through-routing may also indirectly reduce costs by decreasing trip times and thus increasing ridership. (Transfers are often so time-consuming as to be a dis-incentive to transit use; elimination of a transfer can save thirty minutes.)

e. Better marketing of the system.
The Bristol-New Britain bus currently operates on a flag-down system, with no bus stops with signage and schedules. As a consequence, awareness and use of the system is likely lower than would be otherwise. Making the system more visible could increase ridership at minimal cost.

This is in process. CCRPA has an application for Transit Enhancement funding to install signs and information panels at all bus time points in the region.

4. Do the proposed cuts have any bearing on the New Britain-Hartford Busway? The draft service plan developed for the busway would substantially expand bus service in the Capitol Region and Central Connecticut. Are these improvements still planned?

If the Department has not considered these questions, CCRPA urges it to do so. While none of us may have had a hand in causing the problems facing our State, we do have a choice in how we solve them. Increasing revenues and decreasing expenses may be necessary to deal with the State's budgetary situation, but they need not result in higher fares and reduced service for the poorest members of society.

Should you have any questions, please do not hesitate to contact me.
Thank you for your consideration.

Sincerely,

Francis R. Pickering, Senior Planner
Central Connecticut Regional Planning Agency

Briefing Room

U.S. Transportation Secretary Ray LaHood Announces $15.7 Million in Grants for Connecticut Highway Projects

U.S. Department of Transportation
Office of Public Affairs
Washington, D.C.
www.dot.gov/affairs/briefing.htm

News

FHWA 37-11
Wednesday, August 17, 2011
Contact: Kelly Hanahan
Tel: 202-366-0660

U.S. Transportation Secretary Ray LaHood Announces $15.7 Million in Grants for Connecticut Highway Projects

Funds will help create jobs by improving safety and supporting disadvantaged businesses

WASHINGTON – U.S. Transportation Secretary Ray LaHood today announced more than $15.7 million in grants for Connecticut to fund an array of highway-related efforts ranging from improving safety and reducing congestion on I-95 and building a new ramp at the Water Street Terminal in Bridgeport.

"Transportation investments like these will create jobs and improve the quality of life for Connecticut residents as well as strengthen the state's economy," said Secretary LaHood. "The demand from the states for these funds shows just how critical the need is for infrastructure investment."

The Federal Highway Administration (FHWA) invited states to apply in June for federal funding from 14 grant programs. Requests poured in from every state, Puerto Rico and Washington, D.C. – more than 1,800 applications, totaling nearly $13 billion, which is more than 30 times the funds available.

"At a time when states are facing serious budgetary constraints, these grants will help fill a critical need," said Federal Highway Administrator Victor Mendez. "Investments like these are immediate and long-lasting and will help create jobs."

Congress created the discretionary grant programs to give FHWA the latitude to support projects that maintain the nation's roads and bridges, improve roadway safety and make communities more livable. In previous years, Congress designated some of this grant money

for specific projects and FHWA awarded the remainder through a competitive process. Because the FY11 budget passed by Congress last April directed that all such funds be discretionary, FHWA awarded these funds through a competitive process.

Connecticut received funding for the following projects.

PROJECT	AWARD
Implementing operational upgrades on I-95 in New Haven to reduce congestion and improve safety	$3,750,000
Improving safety and operations on I-95 in Groton	$2,000,000
Improving the Pleasure Beach Water Taxi in the City of Bridgeport	$1,900,000
Building a second ramp at Water Street Terminal at the Port of Bridgeport	$1,825,000
Incorporating Safety Edge and Warm Mix Asphalt innovations on I-95 in Guildford, Madison, and Clinton	$1,800,000
Implementing a complete street strategy for Downtown New Britain	$1,304,400
Conducting a study on pricing strategies for the I-95 corridor from New Haven to New York	$1,120,000
Acquiring and preserving the 177-acre Plymouth Reservoir to provide access to the Thomaston Dam	$800,000
Conducting a study on pricing strategies and environmental issues on I-84 in Hartford	$644,000
Installing a new multimodal signage system in downtown New Haven	$391,320
Providing supportive/developmental services to Disadvantaged Business Enterprise firms	$237,021
TOTAL	**$15,771,741**

A complete state-by-state list of this year's grant recipients is available online at http://www.fhwa.dot.gov/pressroom/fhwa1137/.

# # #

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MEMORANDUM

TO: Agency Board
FROM: Francis R. Pickering. Senior Planner
DATE: September 1, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Amendments to LRTP and TIP

CCRPA staff is proposing three amendments to the region's Long-Range Transportation Plan and Transportation Improvement Program. These are as follows.

1. In June, the Agency applied for a grant under the 2011 Public Lands Highway Discretionary Program. The Agency sought $800,000 to complete purchase of the Plymouth Reservoir and surrounding lands. ($650,000 of State grant monies and $165,000 of private funds had already been procured.) Agency staff recently learned that the grant application was successful. The project has already been reviewed by the TIC and the Board; with their sanction, it was incorporated into the Long-Range Transportation Plan at the Board's last meeting.

While the Town and the landowner, the Connecticut Water Company, are ready to execute the sale, for the federal grant funds to be disbursed, the region's Transportation Improvement Program will have to be amended to obligate these funds. Obligation must take place by the end of the federal fiscal year, September 30. As a consequence of this short timetable, the TIC will not have the opportunity to review the necessary changes to the TIP before the Agency Board.

Town staff, including Mayor Festa and his representative on the TIC, has already been notified of the award and disbursement process. The remaining members of the TIC will be notified of the award at its next scheduled meeting on September 29. This project does not involve any new commitment of funds or resources from the region.

2. The State's Congestion Mitigation and Air Quality (CMAQ) program, a federally-funded program for certain transportation projects, has been under review at ConnDOT over the last year. Agency staff has provided feedback on the program and suggestions for improvement. ConnDOT staff indicated that the Department would be announcing a new project solicitation round this fall. The solicitation may cover a multi-year period.

Over the last several months, CCRPA staff has been working to develop CMAQ-eligible projects for submission to ConnDOT. Most of these projects are already included in the region's LRTP; however, one important project, Route 72 transit signal priority, is not.

CCRPA staff is currently fleshing out a proposal for the installation of a transit signal priority system on Route 72. This project will extend from the end of the Route 72 expressway on the Bristol town line to Depot Square and, potentially, to the center of Terryville. The project will enable buses (and emergency vehicles) on Route 72 (and associated streets) to and from the New Britain-Hartford Busway to trigger a 'green wave,' where traffic lights sequentially turn green as the bus (or emergency vehicle) approaches. This technology, which has been deployed in many parts of the country and world, eliminates or reduces the amount of time buses must spend at red lights (and emergency vehicles from getting stuck in vehicle queues at such lights). CCRPA has discussed this project with ConnDOT's Public Transit Administrator and received a favorable response.

This project will benefit the region by reducing travel times between Bristol (and, potentially, Terryville) and New Britain and Hartford. The Busway is expected to reduce the travel time between downtown Bristol and Hartford from 90 to 50 minutes. Transit signal priority will reduce this time further by eliminating lengthy and frustrating waits at lights. (Approximately 12 lights lie between the end of the Route 72 expressway and downtown Bristol.) Such a reduction in travel time will support the Busway as well as the redevelopment of downtown Bristol and New Britain and emergency services providers (including Bristol Hospital) in the region.

All CMAQ projects that CCRPA staff is developing are eligible for 100% federal funding. (They do not entail any local cost share.) None of the region's municipalities have indicated that they will be applying to the CMAQ program independently; therefore, neither the roundabouts nor transit signal priority will compete against other projects.

To apply for the transit signal priority project, it must be added to the region's LRTP. Grant proposals may be due in October, so if the Agency is to apply for these funds, the LRTP must be amended now. The text of the amendment is in process; however, Agency staff will present the text to the TIC at its next meeting on September 29.

3. The Federal Transit Administration (FTA) has announced a new funding opportunity, the Veterans' Transportation and Community Living Initiative (VTCLI). This program funds for the establishment of One Call/One Click centers. These centers provide a single point of contact for transportation options in a community. Such centers allow all persons, but especially veterans, the disabled, the elderly, and the transportation-challenged, to learn about and make use of the transportation options available to them. These centers generally feature a single, region-wide telephone number and web portal through which paratransit and Dial-A-Ride trips can be booked, modified, and canceled; they also frequently involve information on public buses and carpools and vanpools.

CCRPA, which oversees the region's paratransit service, has been in discussions with ConnDOT, the Greater Hartford Transit District (GHTD), and the Capitol Region Council of Governments about applying for between $1 and $2 million in VTCLI funds. Funds obtained through a successful grant would result in the founding of a One Call/One Click center for the Central Connecticut and Capitol regions

at the RideShare Company. The center would serve as a pilot project for the State. (Plans are eventually to expand the service statewide.) The project would provide information on and take reservations for CT TRANSIT local and express buses; CCRPA and GHTD paratransit vans; municipal Dial-a-Rides; and Easyshare carpools and vanpools; with the capability to add other services. The project would make the plethora of transportation options easier to understand and easier to use; riders would only have to visit one web site or call one number to learn how they can get from one point to another. (At present, there are several dozen separate transit operators in the Central Connecticut and Capitol regions, all with separate web sites, phone numbers, service areas, operating hours, eligibility requirements, and fare conditions. The One Call/One Click center would simply this, by determining trip possibility and rider eligibility automatically.)

This project has the support of all the above-named parties. While CCRPA is preparing the application, CCRPA is not an eligible direct recipient. As a consequence, the application may be submitted via GHTD or ConnDOT.

VTCLI grants require a 20% local share. ConnDOT has indicated a willingness to supply these funds if the project is designed as a scalable pilot. In addition, as a condition of its contract extension, CCRPA's paratransit contractor, DATTCO, will be providing a considerable local share through the installation of related hardware and software.

In order for this project to be considered for funding by FTA, it must be included in the region's LRTP. Grant applications are due September 16, so the LRTP must be amended before then. The application and text of the amendment is in process; both will be public when complete.

As with the previous two amendments, this project would draw from a separate funding source and as such would not be in competition with any other projects the region is pursuing.

On that basis, it is my

RECOMMENDATION

that your Board:

1. Authorize the Executive Director to amend the TIP to include the Plymouth Reservoir project, including allocation of the funds indicated above.
2. Authorize the Executive Director to amend the LRTP to include the transit signal priority project, contingent upon review of the modifications by the TIC; and authorize the Executive Director to submit a CMAQ application to this effect on the region's behalf.
3. Authorize the Executive Director to amend the LRTP to include the One Call/One Click center project.

ATTACHMENT(S): Click here to enter text.
CC: