

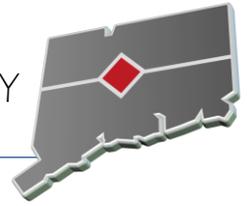
# CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

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

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

Internet: <http://ccrpa.org>  
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Tel: (860) 589-7820  
or (860) 224-9888



## MEMORANDUM

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

**DATE:** March 21, 2012

**FOR AGENDA:** March 29, 2012

**SUBJECT:** STIP/TIP amendment for new statewide project 170-3078.

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

- **Project 170-3078:** This project is for the design of traffic control signals approved by the State Traffic Commission at various locations for eight construction projects. The project is funded under the STP-Anywhere program and is 100% federally funded. The preliminary design (PD) phase costs \$700,000 and is slated for 2012. The final design (FD) phase costs \$700,000 and is scheduled for 2013.

This project ensures a continued commitment to safety and system preservation within our region, 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

Attachment: Amendment Description

cc: Agency Board

**Project 170-3078**

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot\$ (000)	Fed\$ (000)	Sta\$ (000)	Loc\$ (000)	Comments	code for change
70	STPA	0170-3078	X6	VARIOUS	STATEWIDE	DESIGN OF STC TRAFFIC SIGNALS	PD	2012	700	700	0	0	NEW PROJECT	05
70	STPA	0170-3078	X6	VARIOUS	STATEWIDE	DESIGN OF STC TRAFFIC SIGNALS	FD	2013	700	700	0	0	NEW PROJECT	05

<b>Project Description (short):</b> 19 (30 Characters)	<b>SAFETY IMPROVEMENTS</b>
<b>Project Description (long):</b> 139 (254 Characters)	DESIGN OF TRAFFIC CONTROL SIGNALS APPROVED BY THE STATE TRAFFIC COMMISSION AT VARIOUS LOCATIONS FOR THE FOLLOWING 8 CONSTRUCTION PROJECTS.

<b>Justification:</b>  519 (1333 Characters)	<b>THE PROJECT IS FOR PRELIMINARY ENGINEERING INCLUDING SURVEY FOR THE DESIGN OF TRAFFIC SIGNALS STATEWIDE APPROVED BY THE STATE TRAFFIC COMMISSION. THIS PROJECT IS FUNDED WITH 100% FEDERAL FUNDS. THE CONSTRUCTION PROJECTS BEING DESIGNED UNDER THIS PE PROJECT ARE 171-357, 171-358, 172-403, 172-404, 173-419, 173-420, 174-361 AND 174-362. TOTAL PE COST IS \$1,400,000 (PE cost to complete PD is \$700,000, PE cost to complete FD is \$700,000, only the PD phase will be authorized at this time).</b>
<b>Project Manager:</b> Barbara Ricozzi	
<b>Project Engineer:</b> Jasvinder Florah	

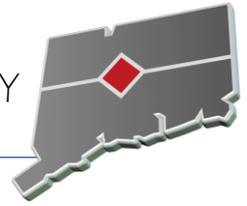
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## MEMORANDUM

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

**DATE:** March 21, 2012

**FOR AGENDA:** March 29, 2012

**SUBJECT:** Amendment to the TIC Bylaws to designate the TIC as the Agency Title VI, Environmental Justice, and Limited English Proficiency Committee

The Federal Highway Administration (FHWA) requires that every MPO have a Committee to handle complaints with respect to Title VI, Environmental Justice (EJ), and Limited English Proficiency (LEP). CCRPA strives to integrate Title VI, EJ, and LEP concerns into the planning process from the ground up. To date, the Agency has yet to receive complaints on these grounds. While CCRPA has no cause to expect a pattern of complaints to develop in the future, staff propose the establishment of a formal MPO Appeals Process so that complaints, should they arise, be resolved in the most expeditious and just manner possible. Due to the TIC's familiarity with the planning process and projects pursued by the Agency, staff recommends that the TIC be charged with execution of the MPO Appeals Process as the "MPO Appeals Board."

CCRPA has drafted an appeals process (see attached document titled, *MPO Appeals Process and Complaint Form*). To summarize the procedure, in light of any complaints, the Title VI Coordinator (currently appointed as Cheri) will prepare an investigative report. CCRPA will attempt to resolve the complaint and, if necessary, forward the report to the federal Office of Civil Rights. The role of the Committee will be to review and provide feedback on the report (identified in Step 7c of the Appeals Process).

The TIC expressed some concerns over the language contained in and the legality of the *MPO Appeals Process and Complaint Form*. Irma Reyes, the Equal Employment Opportunity Specialist for CT-DOT, reviewed the documents and certified that CCRPA's process and complaint form are appropriate. Additionally, Irma Reyes provided CT-DOT's complaint process and complaint form for review, and staff compared these documents with that of CCRPA. The comparison revealed overwhelming similarity between the two.

CCRPA believes your committee is best positioned to also function as the Agency Title VI, Environmental Justice, and Limited English Proficiency Committee. To formalize this change, the following could be added to Article II of the TIC bylaws:

*“The TIC shall serve as CCRPA’s MPO Appeals Board. As such, the TIC shall receive and resolve all Title VI, Environmental Justice, and Limited English Proficiency complaints in accordance with CCRPA’s MPO Appeals Process.”*

On that basis, it is my RECOMMENDATION

That your Committee

Recommend that the Agency Board adopt the *MPO Appeals Process* and approve the amendment to the TIC Bylaws.

Attachment: MPO Appeals Process and Complaint Form

Cc: Agency Board

## **MPO Appeals Process**

This document lays out the process the Central Connecticut Regional Planning Agency (CCRPA) follows to address complaints, while ensuring due process for complainants and respondents. This process does not preclude CCRPA from attempting to resolve complaints informally.

The MPO Appeals Process applies to all complaints filed under Title VI of the Civil Rights Act of 1964, Executive Order 12898 regarding Environmental Justice, and Executive Order 13166 regarding Limited English Proficiency relating to any MPO-related program or activity administered by CCRPA and/or its subrecipients, consultants, and contractors. (A separate process governs ADA Paratransit-related complaints.) The process does not deny the right of the complainant to file complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. It does not include punitive damages or compensatory remuneration for the complainant. Intimidation or retaliation of any kind is prohibited by law.

CCRPA will make reasonable efforts to obtain early resolution of complaints at the lowest level possible. The option of informal mediation between the affected parties and CCRPA's Title VI Coordinator may be utilized for resolution at any stage of the process. The Title VI Coordinator will make reasonable efforts to pursue a resolution to the complaint. The complainant must accept reasonable resolution based on CCRPA's administrative authority (reasonability to be determined by CCRPA).

## **Procedure for Filing a Formal Title VI, Environmental Justice, or Limited English Proficiency Complaint with CCRPA**

1. Any person who feels s/he has subjected to discrimination which is prohibited under Title VI, Executive Order 12898, and/or Executive Order 13166 may file a complaint with CCRPA's Title VI Coordinator. The Coordinator will determine the jurisdiction of the complaint, acceptability, the need for additional information, and investigate the merit of the complaint. Complaints against CCRPA should be referred to the Title VI Coordinator for proper disposition. In cases in which the complaint is against one of CCRPA's subrecipients of federal funds, CCRPA may assume jurisdiction to investigate and adjudicate the case. CCRPA may provide itself, or obtain services, to review or investigate matters.
2. To be accepted, a formal complaint must:
  - a. be in writing and signed and dated by all complainant(s).
  - b. be filed within 180 calendar days of the alleged occurrence(s) or when the alleged discrimination became known to the complainant.
  - c. be filed no later than 5 years after the alleged occurrence(s).
  - d. involve a covered basis such as race, religion, color, national origin, or sex.
  - e. involve an MPO-related program or activity of a Federal-aid recipient, subrecipient, consultant, or contractor.
3. The formal complaint must include:
  - a. The location and date of the alleged act of discrimination.
  - b. The date when the complainant became aware of the alleged discrimination.

- c. Identity of the person(s) alleged to have discriminated against the complainant, including job titles of the person(s), and the organizations represented by the person(s).
    - d. A detailed description of the incident.
  4. The Title VI Coordinator shall notify the complainant and MPO Appeals Committee in writing within 21 calendar days of receipt of the complaint. The complaint will receive a case number and all information pertaining to the case will be logged into CCRPA's records.
  5. The notification shall include a determination of complaint acceptance. Complaints failing to meet criteria 2(a) through (f) shall be deemed nonjusticiable and dismissed accordingly.
  6. A complaint may also be dismissed for the reasons listed below.
    - a. The complainant requests the withdrawal of the complaint.
    - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
    - c. The complainant cannot be located after reasonable attempts.
    - d. The complaint is frivolous or harassing.
  7. In cases where the Title VI Coordinator accepts a complaint and assumes its investigation (or appoints an investigator):
    - a. The Coordinator or investigator shall provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 14 calendar days from the date of the Title VI Coordinator's written notification of receipt of the complaint to furnish a response to the allegations.
    - b. The Coordinator or investigator shall prepare an investigative report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
    - c. The investigative report shall be sent to the MPO Appeals Committee and CCRPA's Executive Director. The Appeals Committee and Executive Director will review the report and associated information and will provide feedback to the Investigator within 60 calendar days. The report will be modified as needed and made final for its release.
    - d. CCRPA will notify the parties of its final decision.
    - e. CCRPA's final investigative report and a copy of the complaint shall be forwarded to the Office of Civil Rights or equivalent office at the relevant federal agency (e.g., FHWA, FTA) within 7 calendar days of final report completion.
  8. If the complainant is not satisfied with the results of the investigation and final report, the complainant will be advised of the right to appeal to the U.S. Department of Transportation (USDOT). The complainant has 180 calendar days after CCRPA's final resolution to appeal to USDOT. Unless facts not previously considered come to light, reconsideration of an appeal to CCRPA will not be available.

### **Conflict of interest stipulations**

1. Should the complaint allege discrimination by the Title VI Coordinator against the complainant, the MPO Appeals Committee shall appoint an Ad Hoc Coordinator to investigate and address

the complaint. The complainant and Ad Hoc Coordinator shall follow the process laid out above, with the temporary Coordinator standing in for the Title VI Coordinator.

2. Should the complaint allege discrimination by specific members of the MPO Appeals Committee, those members shall recuse themselves. Should recusals render a quorum of the MPO Appeals Committee impossible, the Central Connecticut Regional Planning Agency Board shall serve in lieu of the Committee.

### **Contact information**

Questions and comments may be directed in writing to CCRPA's Title VI Coordinator at:

Cheri Bouchard-Duquette  
225 N Main St Ste 304  
Bristol, CT 06010-4993

[cheri@ccrpa.org](mailto:cheri@ccrpa.org)

CCRPA's Transportation Improvement Committee serves as its MPO Appeals Board.

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**Complaint Form for Title VI, Environmental Justice, Limited English Proficiency Discrimination**

**Complainant's Information:**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Which of the following best describes the reason you believe the discrimination took place?**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Race, Color, Ethnicity | <input type="checkbox"/> National Origin | <input type="checkbox"/> Limited English |
| <input type="checkbox"/> Sex                    | <input type="checkbox"/> Age             | <input type="checkbox"/> Low-Income      |
|   | <input type="checkbox"/> Disability      |  |

**What date(s) and location(s) did the alleged discrimination take place?**

\_\_\_\_\_  
\_\_\_\_\_

**Please list names and contact information of any witnesses.**

\_\_\_\_\_  
\_\_\_\_\_

**Who allegedly discriminated against you? Please provide the name(s) of the individual(s), the job title of the person(s), and the agency(s) represented by the person(s).**

\_\_\_\_\_  
\_\_\_\_\_

**Please provide a description of the incident(s). Include how you feel that you were discriminated against and how other people, if any, were treated differently. Use additional pages as necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you filed this complaint with any other local, state, or federal agency?**     Yes     No  
**If yes, please provide the name of the agency and the contact person at that agency.**

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*You may include any additional pages and information pertaining to your complaint.*

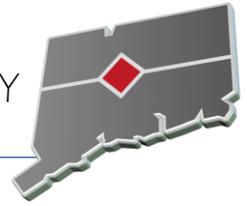
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## MEMORANDUM

**TO:** Transportation Improvement Committee (TIC)  
**FROM:** Ethan Abeles, Transportation Planner  
**DATE:** March 21, 2012  
**FOR AGENDA:** March 29, 2012  
**SUBJECT:** Bus Service for Plymouth for Route 6 Congestion Mitigation

Route 6 through Plymouth experiences some of the worst traffic congestion in the region. Additionally, Plymouth currently has no transit or commuter service to help alleviate this congestion and to provide residents with more transportation options. The addition of a third commuter bus from Bristol to Hartford, this one focusing on the West End and Plymouth would help to begin to address these transportation challenges facing Plymouth.

Writing a letter to Mayor Ward to elicit Bristol's support for the increase in commuter service is an important first step in the process. CT Transit is amenable to the prospect of a third commuter bus and if a suitable park-and-ride lot can be leased, there is no reason why service cannot be increased.

On that basis, it is my RECOMMENDATION

That your Committee

Recommend that the Agency Board support the extension of bus service to Plymouth to help alleviate congestion along Route 6 through a letter to Mayor Ward.

Attachment: Draft letter to Mayor Ward

Cc: Agency Board

To the Honorable Mayor Ward:

Traffic congestion on Route 6 in the Town of Plymouth continues to be a significant issue in the Central Connecticut Region. Additionally, the lack of transit options for Plymouth residents has limited mobility in the community. Additional commuter bus service stands a good chance of alleviating some of the congestion experienced by drivers along Route 6 through Plymouth and would also give residents who work in the Hartford area an alternative to the automobile commute.

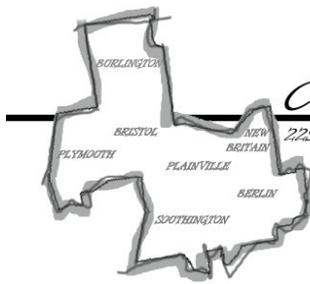
ConnDOT currently operates two commuter buses from Bristol to Hartford, however these buses are unable to serve potential riders who do not have access to vehicles because of the location of the park-and-ride lots. This model designed around park-and-ride lots diminishes transportation choices for potential riders. Although this model works efficiently and adequately for many users, if there were a commuter bus that picked up passengers in a new park-and-ride lot in downtown Bristol located closer to population centers, pedestrians would be able to utilize the service. Additionally, if this commuter service started in downtown Terryville, it would supply a commuter option to the underserved Plymouth community.

ConnDOT staff has stated that ConnDOT is prepared to initiate a third commuter express bus from Bristol to Hartford, but that they need a park-and-ride lot in Bristol to do so. They are willing to lease property from the City for such a purpose. This letter is to ask for the City of Bristol to designate a person to be authorized to cooperate with the CCRPA and ConnDOT to determine a location in the City that could be utilized for a third Bristol to Hartford commuter bus.

It is anticipated that this additional commuter bus would largely be utilized by Plymouth residents. If that proved to be the case, we would recommend in the future that the lot be re-located to Terryville where it would then be able to alleviate some of the rush-hour congestion on Route 6 in Plymouth. We look forward to hearing from you regarding your designation of a City of Bristol representative to meet with the negotiating team.

Yours very truly,

Carl J. Stephani, Executive Director



## MEMORANDUM

TO: Transportation Improvement Committee  
FROM: Carl J. Stephani, Executive Director

DATE: March 9, 2012

FOR AGENDA: March 29, 2012

SUBJECT: Recommendation to the Agency Board: Long-Range Transportation Plan “Red-light” Cameras

At the March 1, 2012, Agency Board meeting it was noted that on page 10 of the Region’s Long-Range Transportation Plan (LRTP), which was adopted on May 5, 2011, there is a statement committing the Agency to explore the possibility of adding “red light and/or speed cameras at dangerous locations.” This reference is re-stated on page 42. It has been suggested that the term “dangerous” be expanded to include reference to the concept that dangerous intersections are intersections where “accidents frequently occur.”

This may be a matter to consider when the LRTP is next revised, in 2015; or, if it is felt that it is a matter of immediate concern, an LRTP amendment could be initiated at this time.

On that basis, it is my

### RECOMMENDATION

that your Committee

Recommend that the Agency Board direct staff to initiate a special amendment to the LRTP to consider amending the language regarding the use of “red light and/or speed cameras at dangerous intersections”; or, recommend that consideration of such an amendment should be incorporated into the next major revision of the LRTP in 2015.

cc: Agency Board