

BYLAWS FOR THE
TRANSPORTATION COMMITTEE (TC)
OF THE CENTRAL CONNECTICUT METROPOLITAN PLANNING ORGANIZATION

ARTICLE I - NAME

The name of this organization is the Transportation Committee (TC) of the Central Connecticut Metropolitan Planning Organization (CCMPO).

ARTICLE II - PURPOSE

The TC shall have such rights, powers, and duties as are conferred upon it as a committee of the CCMPO by the Governing Board of the Metropolitan Planning Organization (MPO). The purpose of this committee is to review and resolve transportation issues in the Region, to recommend annual funding priorities for particular transportation projects within the Region and to make recommendations to the CCMPO Board on all MPO actions. During the June/July summer recess of the CCMPO Board, the Transportation Committee has full authority granted by the Agency Board to make decisions on Amendments to the Region and State Transportation Improvement Programs (TIP and STIP) which would otherwise have to be acted upon by the full Board, provided the Board Chair concurs with the TC decision.

ARTICLE III - MEMBERSHIP

TC membership comprises two member representatives from each municipality. Representatives may be appointed by a municipal's legislative body (town council), mayor, first selectman, or town manager. Representatives may be Board members or municipal staff from the public works, planning, and/or engineering departments. Municipalities may not appoint two employees from the same municipal department. Members serve until their municipality appoints someone in their place or until they no longer hold employment with the municipality or a seat on Board. TC members may also appoint an alternate to attend in their place.

The following agencies shall be invited to make appointments of non-voting members to the TC:

- Federal Highway Administration
- Federal Transit Administration
- Connecticut Department of Transportation

ARTICLE IV - MEETINGS

- A. REGULAR - Unless otherwise specified, the TC shall meet at 9:00 am on final Thursday of the months of January, March, May, July, September and November at CCRPA's office.
- B. SPECIAL - Special meetings may be called by the Chair, or by petition of 20 percent of the membership.
- C. CALL OF MEETINGS - Each member shall be provided notice of meetings as well as minutes of the previous meeting. The MPO mailing list shall also be notified.
- D. QUORUM - For the conduct of business, one or more Members, or their Alternates, representing a majority of votes, or at least four Agency member municipalities, must be present. If a quorum is not present, those present may set a time, place and date for a re-scheduled meeting. Notice of such meeting shall be sent to each member who was not present and the MPO mailing list.
- E. VOTING AND PARLIAMENTARY AUTHORITY - Each duly appointed voting member or alternate shall have one vote. Action shall be by simple majority of those present and voting. All meetings shall be conducted in accordance with these bylaws where they apply and otherwise according to Robert's Rules of Order, Revised.

- F. MINUTES - Minutes of all meetings shall be maintained by CCMPO staff and distributed to all members, voting and non-voting, prior to the next regularly scheduled meeting. Staff shall maintain the official records and permanent files of the Committee.

ARTICLE V - OFFICERS

The Chair shall preside at meetings and have the right to vote on all matters. The Chair shall be a member of all standing and special committees, ex officio and non-voting, except in the case of a tie or when required for a quorum. The Committee Chair shall be appointed by the CCMPO Board Chair.

ARTICLE VI - SUBCOMMITTEES

The Chair may appoint subcommittees from time to time as may seem necessary with such powers and duties as the Chair may determine. Subcommittees shall include such members and officers as are appointed by the Chair.

ARTICLE VII - ADOPTION/AMENDMENT

These Bylaws are adopted and may be subsequently amended by the CCMPO Board. These Bylaws shall become effective immediately upon their adoption or amendment by the CCMPO Board. Amendment may be made to these Bylaws at any legally called CCMPO Board meeting at which a quorum is present, provided such action was part of the distributed agenda. A two-thirds vote is required to amend these Bylaws.

ARTICLE VIII - ETHICS

No TC member shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the proper discharge of the individual's official responsibilities in the public interest or which would tend to hamper her/his independent judgment or action in the performance of the individual's official responsibilities. No TC member shall solicit or accept any gift from any person or entity that is interested in any pending matter within such individual's official responsibility.

Members shall refrain from voting upon, or otherwise participating in discussion of matters before the TC that involve a business or individual with which they or a member of their immediate family a financial or personal interest in the transaction or contract, including but not limited to the sale of real estate, material, supplies, or services to the TC or CCMPO. In the event of such an apparent conflict of interest, the nature and extent of such interest shall be verbally described to the TC. However, a public employee or public official may vote or otherwise participate in a matter if it involves a determination of general policy and the same interest is shared with a substantial segment of the population of the area.

Article IX Cost Containment Policy

In cases where project estimates exceed 20% in the term before the project is obligated, the Chair shall appoint 3 members of the Committee to serve as a review panel to hear explanations of project increases. If such explanations warrant, the panel, upon hearing the explanation, will recommend whether the program, or the municipality, absorbs the increase. The panel will also work to see if altering the project scope can lessen, or eliminate, the increase. The panel then shall report its recommendation to the Committee for action. The panel shall convene on a case-by-case basis. The Chair shall refrain from appointing panel members from the subject municipality to avoid conflicts of interest. A formal review approach

provides the Committee with other options for equitable solutions to extreme increases in project cost."

Approved by the CCRPA/CCMPO Board 02/03/05; amended 11/04/10; 09/06/12; 12/06/12; 9/5/2013; 11/18/14

Multimodal and integrative studies

CCRPA will complete the following special projects³ which support a variety of modes. Dates for the completion of the projects are given under *Product schedule* (p. 16). Projects that new to CCRPA's transportation planning program in FY 2015 are specifically denoted. Two of these projects, the Route 9/571 corridor study and the Memorial Boulevard study, have been under discussion for several years. All other non-new projects were in process in preceding fiscal years and are intended to carry over into FY 2015.

1. Economic resilience plan: regional plan to identify, prioritize, and ready projects for funding that decrease the vulnerability of local businesses and transportation infrastructure to natural and manmade disasters (e.g., hurricanes, floods, snowstorms) and accelerate the speed and reduce the cost of recovery.
2. Regional bicycle plan: development of region-wide bicycle routes, including a master map and recommended treatments, for implementation. The routes will connect downtowns, town centers, and major destinations (e.g. commercial and employment hubs), as well as link up with existing trails and neighboring regions.
3. **NEW** Plow route optimization study: computer-aided analysis of local snow plow routes. The study will use technology to improve the efficiency of plow routes to create municipal savings, improve road clearance time, and reduce congestion and emissions.
4. Quinnipiac River runoff reduction plan: study to quantify the benefits and costs of pollution prevention projects to address high contaminant loads in the river, especially those caused by surface runoff from roads and parking lots. The project will quantify opportunities for incremental, watershed-wide improvements, beginning in Southington. The study will conclude with public outreach to improve water quality and reduce the need for treatment at municipal expense.
5. **NEW** Route 9/571 corridor study: a study of access to the south end of New Britain and Kensington in Berlin. The study will examine opportunities for improving safety on Route 9, providing easier access to destinations such as the New Britain Stadium, New Britain High School, and the Kensington train station, reducing congestion and infrastructure maintenance costs, improving the environment, and providing new connections and recreational opportunities for pedestrians and cyclists.
6. **NEW** Memorial Boulevard study: a community-driven effort to create a shared vision and plan for the preservation and improvement of the gateway to downtown Bristol

³ All of these studies are new, with the exception of #4, which is a continuation from the prior UPWP.

over the long term. The project will integrate transportation with economic development, environmental, and quality-of-life concerns.

7. Central Connecticut State University Transportation Plan: continued implementation of a comprehensive evaluation of the university's transportation system and plan for making higher education more accessible and affordable, reducing congestion, and enhancing efficiency and sustainability.
8. **NEW** Tunxis Community College Transportation Plan: comprehensive evaluation of the college's transportation system and a plan for making higher education more accessible and affordable, reducing congestion, and enhancing efficiency and sustainability.
9. **NEW** Berlin Transit-Oriented Development study: planning for multimodal connections and streetscape improvements, transit-supportive development, and redevelopment on Farmington Avenue to create a town center around the Kensington train station.
10. Burlington Town Center study: a study of improvements to Routes 4 and 69 as well as adjacent roads and intersections to facilitate access to the planned town center and improve safety. To create a vibrant, pedestrian-friendly atmosphere and curb congestion, form and internal circulation will be considered as part of the project.
11. Farmington Canal Heritage Trail gap closure: plan to plug the gap in Plainville and Southington. The plan is intended to culminate in the release of final design so that the project can advance to the construction stage.
12. Plymouth Reservoir trail connection: plan for and selection of a final route to link the reservoir property with the Thomaston Dam and the Naugatuck River Greenway, connecting the town to a major multi-use trail.

While wording may have changed in some areas, all activities listed under the sections *Pedestrians and cyclists*, *Public transit*, *Private vehicles*, and *Freight* were conducted by CCRPA in prior years and are intended to continue into FY 2015. (In other words, no new activities are being added for FY 2015.)

Pedestrians and cyclists

COMPLETE STREETS IMPLEMENTATION

Transportation investments must integrate and genuinely accommodate all users.

Actions: