



**BROOKFIELD BOARD OF FINANCE  
REGULAR MEETING AGENDA  
THURSDAY, OCTOBER 13, 2016 7:00pm  
BROOKFIELD TOWN HALL, ROOM 209**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

**APPROVAL OF MINUTES**

- September 14, 2016 Board of Finance Regular Meeting Minutes

**COMMUNICATIONS AND CORRESPONDENCE**

- Howard Lasser
- Richard Saluga

**REPORT OF THE FIRST SELECTMAN**

**REPORT OF THE FINANCE DIRECTOR**

1. Revenue & Expenditure Report
2. Year-end Transfers
3. Capital Project Update

**REPORT OF SUBCOMMITTEES**

1. Audit Committee – Update on 2015-16 Audit Plan

**OLD BUSINESS**

1. Audit Committee – New member appointment
2. Board of Education Non-lapsing Fund Request: Discussion and presentation by BoE.
  - Possible motion regarding establishment of new fund

**NEW BUSINESS**

1. Meet new Purchasing Manager – Jerry Gay
2. Town Hall AED Replacement
3. Fire Marshal Fees Ordinance
4. 4 Corners Streetscape Project Update – Greg Dembowski
5. Planning Commission Letter – Plan of Conservation and Development
6. Emergency Services Stipend – Discuss new ordinance
7. Town Garage Tank Removal, Installation, and Canopy
8. TAP Grant

**OTHER ITEMS TO COME BEFORE THE BOARD**

**ADJOURNMENT**

**TOWN OF BROOKFIELD**  
OFFICE OF THE FIRST SELECTMAN

Stephen C. Dunn  
First Selectman



100 Pocono Road  
Brookfield, CT06804

October 12, 2016

To: Board of Finance

From: Steve Dunn, First Selectman

A handwritten signature in black ink, appearing to be 'S. Dunn', is written over the 'From:' line.

Re: **2016-2020 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT**

At a special meeting on October 7, 2016, the Board of Selectmen authorized me to sign a letter of support for a 50/50 matching grant in an amount up to \$950,000, contingent upon Board of Finance approval of a special appropriation.

Attached is an overview and program details of the grant. Greg Dembowski, Project Manager, will attend the Board of Finance meeting on October 13<sup>th</sup> and provide further information on the grant.

We thank you for your review and consideration of this matter.

/vg  
Attachment

2A

# Western Connecticut COUNCIL OF GOVERNMENTS



TO: HVMPO and SWRMPO Members  
FROM: Rob Sachnin, Senior Planner  
DATE: September 13, 2016  
RE: 2016-2020 Transportation Alternatives Program (TAP) Solicitation

## 1. Overview

WestCOG, through the HV and SWR MPOs, is soliciting project applications for funding through the Fixing America's Surface Transportation Act (FAST Act) Surface Transportation Block Grant (STBG) program set aside for Transportation Alternatives (TAP).

According to the CTDOT solicitation: "applications may be submitted for the following types of projects: on-and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, multi-use trail projects, and safe routes to school projects."

Annual funding authorized by the FAST Act is relatively small, so project sponsors are advised to carefully consider the benefits and costs of preparing applications for this competitive process. Additional details are discussed in **Section 3: Application & Submission Details**.

The region is soliciting for two different categories based on

- Small Urban Areas with populations of 5k < areas < 200k
  - Includes portions of HVMPO municipalities\*
- Urbanized Areas with populations over 200k
  - Includes SWRMPO municipalities, and portions of Ridgefield, Redding & Newtown\*

\*Please contact WestCOG for inquiries regarding specific area boundaries.

In accordance with CTDOT's guidelines, *priority will be given to "viable regionally significant projects"* over projects smaller in scale and eligible for other state and federal funding.

Under the FAST Act, TAP funds have the potential to lapse if not expended within four years. *Careful consideration will be given to projects that have already completed and/or lack "critical path" issues such as right-of-way, permitting and utilities.* This includes existing projects not yet realized due to insufficient funding.

## 2. Program Details:

Two types of projects for consideration:

"Existing Projects" – eligible projects currently under design and experiencing a funding shortfall, thus needing supplemental funding. CTDOT may also provide input and thoughts on applicable projects for this category.

"New Projects" – all other eligible projects, including concepts that have not reached design stage.

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### **Eligibility**

To receive TAP funding, a project must:

- Be submitted by a municipal governmental agency established through state statutes. A listing of eligible entities for receipt of TAP funding can be found [here](#).
- Contain a complete application
- Be deliverable in FFY16-FFY20 (design complete/construction started)
- Have a minimum cost of \$500,000 (cannot combine with other projects)
  - *\*Existing Projects are exempt from this requirement*

Note: Project sponsors are responsible for all match funding and other ineligible project costs.

Eligible Projects: must conform to the activities described in § 1109; 23 U.S.C. 133(h) of the FAST Act. While additional eligible projects in the federal guidance include community improvements such as: historic preservation; vegetation management; environmental mitigation related to stormwater and habitat connectivity; information obtained from CTDOT appears to downplay such elements. Since the program appears to be steered towards more mainstream transportation enhancement, it is recommended that municipal applications follow suit.

Potential applicants are encouraged to also review FHWA guidelines on eligible (and ineligible) projects [here](#).

### **Funding**

Available Funding: program funding is shared with neighboring MPOs, current estimates for both solicitations include the five-year program total, and may be subject to change:

- Small Urban Areas with populations of 5k < areas < 200k: ~ \$1.3 million (\$260k/year)
- Urbanized Areas with populations over 200k: ~ \$2.5 million (\$500k/year)

Match: in general, the match requirement the same as the Federal-aid Highway Program under 23 USC 120, with a federal share of 80% and a 20% state or local match. Exceptions do exist, with further details located [here](#).

**Prioritization Methodology and Selection** – includes but is not limited to:

- Adherence to FHWA and CTDOT TAP Program Guidance
- Regional significance
- Mobility and Connectivity to existing transportation systems (*where applicable*)
- Safety
- Readiness to proceed (*so funds do not lapse*)
- Public Benefit
- Coordination with neighboring MPOs in Urbanized Area(s)
- Cooperation and Coordination with CTDOT

In accordance with CTDOT solicitation guidelines, up to three new and three existing project applications (six total), along with a prioritized list of contingency projects may be advanced by each MPO

### 3. Application & Submission Details

A two-step process has been implemented to help reduce municipal burden and in light of limited funding, including:

- Completion of a 1-page TAP Project Proposal Summary (Attachment 1), due October 13<sup>th</sup>, 2016
- Coordination with project sponsors RE: eligibility and competitiveness
- Completion of full TAP Application, TBD, projected to be mid-November, 2016.  
*\*Full TAP application will be forthcoming following further coordination and agreement with adjacent MPOs.*

Following application submission, a project review and prioritization will commence, including discussions with the TAG and neighboring MPOs, leading up to MPO endorsement.

**Format:** two hard copies and an electronic copy. Digital copies may be sent to [rsachnin@westcog.org](mailto:rsachnin@westcog.org)

As always, WestCOG is happy to work with your respective municipal staff to help them navigate the TA process. Technical questions on this program should be directed to Sara Radacsi at CTDOT, [Sara.Radacsi@ct.gov](mailto:Sara.Radacsi@ct.gov), 860-594-2856.

### 4. Attachments:

1. WestCOG TAP 1-page Project Proposal Summary
2. WestCOG TAP Scoring Criteria Sheet



**Transportation Alternatives Set-Aside Program (TAP)  
Project Proposal Summary**

**1. Project Sponsor Information**

Name:  
Title:  
Address:  
Phone Number:  
Email:  
Date:

**2. Project Title:**

**3. Project Type:** *Please indicate: Existing \_\_\_\_\_ or New \_\_\_\_\_*

**4. Project Status (for Existing Projects), circle all that apply:**  
Design Complete Yes or No. ROW Complete or N/A: Yes or No

**5. Project Location:** *Please attach a location map.*

**6. Written Description of Proposed Project – Project Justification and Need:**

*Describe the proposed project scope and objectives. Include proposed project connection/relationship to the transportation network and benefits to the public, safety, and transportation connectivity in the region.*

**7. Project Plans:** *Provide concept plans and/or engineering studies, if available*

**8. Cost Estimates and Proposed Schedule:**

*Provide preliminary cost estimate, proposed project schedule and funding needs. Include 10% incidentals and 10% contingencies*

Funding Year	Phase/Activity	Total Cost	Federal	State	Local
FFY 2016					
FFY 2017					
FFY 2018					
FFY 2019					
FFY 2020					

*\*Minimum project cost for "New" projects is \$500,000. A 20% local match is anticipated*

**9. Supporting Information:**

*Please attach relevant information to support project concept. Examples may include: planning or engineering studies; Proposed structural improvements; Traffic Volumes (ADT); Recent Area improvements (e.g. signal, road or sidewalk improvements); Crash Data; Service to Major Trip Generators; Environmental Impact, Additional funding sources (if applicable), Other Information.*

**10. Priority of Project for Sponsor:**

*If submitting more than one application, please provide the numerical rank for this project (i.e. 1<sup>st</sup> priority)*

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**11. Will the project be deliverable in FFY2016-FFY2020** *(design complete/construction started)*

*Please specify if there are any potential right-of-way, utility or permitting issues that could cause delays in the design or construction schedule.*

**12. Community Support for Project**

- Public Information Meeting Held: Yes or No.
- Chief Executive Support and Commitment to 20% Local Match.: *Attach commitment letter/letter of support from Mayor/First Selectman for project application, including 20% local match.*
- Is this project mentioned in the Region's Long Range Transportation Plan, Regional POCD, Local POCD or another plan?

**13. Please submit this in digital format to: Rob Sachnin: [rsachnin@westcog.org](mailto:rsachnin@westcog.org)**



## TAP Rating Criteria

**Project Name:** \_\_\_\_\_  
**Applicant:** \_\_\_\_\_  
**Type (Existing or New)** \_\_\_\_\_  
**MPO/UZA** \_\_\_\_\_  
**Total Cost:** \_\_\_\_\_  
**Eligible Cost:** \_\_\_\_\_  
**Description** \_\_\_\_\_

<b>1.) Eligibility &amp; Financial</b>		
1.1	Documentation (or reasonable anticipation) of 20% "local" match is provided	
1.2	Project satisfies funding threshold criteria	
1.3	Project is deliverable in FFY16-FFY2020	
1.4	Other	
	<b>Max Score</b>	<b>15</b>
<b>2.) Public Support and Benefit</b>		
2.1	Does the proposed project benefit the MPO area?	
2.2	Are the public travel experience and option(s) improved?	
2.3	Project has demonstrated public support (letters, press reports, etc)?	
2.4	Other	
	<b>Max Score</b>	<b>15</b>
<b>3.) Safety</b>		
	Does the project improve the safety and efficiency of the transportation network for motorized and non-	
3.1	motorized users (bicyclists and pedestrians)	
3.2	Does the project improve bicycling and walking safety?	
3.3	Effectiveness of countermeasures proposed (infrastructure, signage, calming measures, etc.)	
3.4	Other	
	<b>Max Score</b>	<b>15</b>
<b>4.) Network and Community Connectivity</b>		
4.1	Connectivity to existing intermodal transportation (bicycle, pedestrian, or transit facilities)	
4.2	Does the project close a gap and/or connect land uses within 1/2 mile of project?	
4.3	Does the project support Transit Oriented Development or other multi-modal facilities?	
4.4	Does the project help achieve Ladders of Opportunity objectives and/or benefit other vulnerable populations (i.e. elderly, disabled, LEP)	
4.5	Other	
	<b>Max Score</b>	<b>20</b>
<b>5.) Readiness to Proceed</b>		
5.1	Can the project be implemented within 18-24 months of award? (design complete/construction started)	
5.2	Is ROW completed and/or no ROW issues anticipated?	
5.3	No utility or other conflicts exist?	
5.4	Have permits been secured or are not required?	
5.5	Other	
	<b>Max Score</b>	<b>20</b>
<b>6.) Regional Significance</b>		
6.1	Regional significance of project?	
6.2	Alignment with goals and objectives of regions Long Range Transportation Plans	
6.3	Other	
	<b>Max Score</b>	<b>15</b>